



**Minutes for October 19, 2021, Regular Board Meeting  
of the Housing Authority of the City of Cayce, SC**

The Board of Commissioners of the Housing Authority of the City of Cayce, SC held its Regular Board Meeting on Tuesday, October 19, 2021, at Cayce City Hall and virtually via video conference.

Chairman Jack Sightler called the meeting to order at 5:00 pm. A copy of the agenda was posted on the Housing Authority’s website. Roll call was conducted, and the following members of the Board and staff were present:

CH Board Members			Columbia Housing Authority Staff Present
<b>Chairman</b>	Jack Sightler	Present	Yvonda Bean, Chief Operating Officer
<b>Vice-Chairman</b>	Bruce Smith	Present	Cindi Herrera, SVP Development
<b>Commissioner</b>	Silvia Sullivan	Present	Lee McRoberts, Executive Assistant
<b>Commissioner</b>	Cheryl Seymour	Absent	Kimberley Brown, Executive Assistant
<b>Commissioner</b>	Johnetta Riley	Present	Damian White, Community Safety Manager
			Tramel Foulks, Property Manager
			Tracy Hegler, City Manager
			Wade Luther, City of Cayce

**APPROVAL OF MINUTES:**

Mr. Sightler called for approval of the minutes for the Regular Meeting held June 15, 2021. Upon motion of Mr. Smith, seconded by Mrs. Riley the minutes were unanimously approved.

Board Member		Aye	Nay	Absent
<b>Chairman</b>	Jack Sightler	X		
<b>Vice-Chairman</b>	Bruce Smith	X		
<b>Commissioner</b>	Silvia Sullivan	X		
<b>Commissioner</b>	Cheryl Seymour			X
<b>Commissioner</b>	Johnetta Riley	X		

**CHIEF EXECUTIVE OFFICER’S UPDATE:**

Mrs. Herrera gave a report on the scope of work to be done at Spencer Place. New roofs and shutters will be installed, Kitchens and bathrooms will be redone and additional work to HVAC, flooring and cosmetic items will be completed as needed by unit. Residents at Spencer Place will be temporarily relocated to units at the Fountains of Edenwood beginning in mid-November. Work should take approximately 90 days per unit and residents will only need to take personal belongings as the temporary units are fully furnished and CH will supply storage for resident’s furniture and other items while work is being done in their unit. Staff anticipates having all work done at Spencer Place by June 2022.

Mrs. Herrera said that a unit on Byron St. was heavily damaged by a tree that fell during a storm during the summer and has been declared a total loss by the Insurance Reserve Fund. Staff is still exploring options for what to do with the property long term. The other Cayce Housing communities will receive varying degrees of rehab based on the condition of the units and some work that cannot be completed with current funding prior to conversion could be done post-conversion using private financing.

Commissioner Smith asked how much of an issue current supply chain problems will pose for the rehab work. Mrs. Herrera said that the contractor has begun ordering supplies and expected delays have been built into the construction schedule. Doors, cabinets, and shower surrounds are on order and anticipated to be delivered in January 2022; the contractor also has inventory of many of the materials on hand. Shingles for the roofs are in the contractor's possession and roofing work will begin first. Ms. Sullivan asked if the contractor has received order dates from his vendors? Mrs. Herrera said that he has delivery dates and has built that information into his schedule.

Chairman Sightler asked if work has started at Spencer Place. Mrs. Herrera said that work on the roofs will begin in November and that demolition can begin after the first of the year once supplies begin arriving at the site.

Chairman Sightler asked for additional information on the unit that was damaged on Byron St. Mrs. Bean said that the unit was struck by a falling tree during a storm in August. A family was in the unit at the time, but no one was injured, and the family has been relocated to another unit. Mr. Smith asked if the insurance coverage on the units needs to be increased as \$94,000 seemed low for replacement value. Mrs. Herrera said that all coverage will be increased on the units once work has been completed.

**OPERATIONS REPORT:**

Mr. Foulks presented the Operations Report:

	<b>August</b>	<b>September</b>	<b>October</b>
Accounts sent to Magistrate	0	0	0
Account more than 30 days	6	8	11
Work Orders received	21	26	1
Work Orders Completed	20	24	0
Work Orders Remaining	1	2	1
Emergency Work Order	3	6	0

Chairman Sightler asked if the accounts over 30 days were the same accounts that have been appearing on the report for the last year. Mr. Foulks said that they are, and that staff is working with each family to ensure the families have an opportunity to access rental assistance funds if possible. Some families have applied for rental assistance and are currently waiting on funds that will resolve their outstanding balances.

Chairman Sightler asked about the status of the eviction moratorium. Mrs. Bean said that CH is still not evicting families as rental assistance funds are starting to be received and applications are still being processed. The federal eviction moratorium has been lifted, but CH wants to ensure that all families are given a chance to avoid losing their home for nonpayment of rent. CH is continuing to work with the families to include assisting with the completion of applications to the Emergency Rental Assistance Program (ERAP). The funds have been slowly coming in, as well as CH has received award notices, which is another reason CH is not moving to evict at this time. Commissioner Riley asked how much the rental assistance funds will cover. Mrs. Bean said that families can get up to 6 months of assistance, and CH has received payment for a few residents for past due rent and future rent up to January 2022.

**OTHER ITEMS:**

The waiting list for Cayce Housing will open on October 25, 2021, for 1 day. There are currently 293 applications for 2 bedroom units on the waiting list, 3 for 3 bedrooms and 0 for 4 and 5 bedroom units. Staff will update the Board at the December meeting with results of the opening. Chairman Sightler asked if units are being held to relocate families from

other communities during renovation as people move out. Mrs. Bean said that staff is considering that and other options to reduce the inconvenience to residents as much as possible.

Chairman Sightler asked about the status of the Abbot Arms bond issuance. Mrs. Herrera said that the AFAA did not approve all of the proposed projects presented during their last meeting. The Abbot Arms project has not received a letter needed for the tax credits and staff anticipates that the project will most likely close in January. Staff will update the Board as the process progresses.

### **ADJOURNMENT**

There being no further business and upon motion of Chairman Sightler, seconded by Commissioner Smith, it was unanimously approved to end the meeting at 5:47 pm.

Prepared by:

Ivory N. Mathews  
Secretary/Chief Executive Officer