

**A REGULAR MEETING OF THE
BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE COUNTY OF
SAN BERNARDINO**

TO BE HELD AT 672 SOUTH WATERMAN AVENUE
SAN BERNARDINO, CALIFORNIA
June 13, 2023 AT 3:00 P.M.

AGENDA

PUBLIC SESSION

- 1) Call to Order and Roll Call
- 2) Additions or deletions to the agenda
- 3) General Public Comment - Any member of the public may address the Board of Commissioners on any matter not on the agenda that is within the subject matter jurisdiction of the Board. To make a comment on a specific agenda item, you may do so during the meeting or, alternatively, please submit your comments via email by 1:00 p.m. on the Tuesday of the Board meeting. Comments should be limited to 250 words or less. Please submit your comments via web at <https://hacsb.com/board-of-commissioners/> or email at publiccomment@hacsb.com. Your comments will be placed into the record at the meeting. Efforts will be made to read the comments into the record, but some comments may not be read due to time limitations.

DISCUSSION CALENDAR

(Public comment is available for each item on the discussion calendar)

- 4) Receive the Executive Director's Report for June 13, 2023.
(Page 1)
- 5) Receive the board building presentation for June 13, 2023, regarding preliminary information for the fiscal year 2023-2024 agency budget and the 2024 Moving to Work Annual Plan.
(Page 2)
- 6) 1 – Approve Amendment to Contract No. PC1083, effective June 14, 2023, for agency-wide on-call flooring services with Singer Carpets and Mike's Custom Flooring Inc. increasing the current appropriations amount by \$542,000 for a total contract amount not to exceed \$2,024,000 for both contracts through October 7, 2024.

2 – Authorize and direct the Executive Director to execute and deliver the contract amendments to Singer Carpets and Mike's Custom Flooring, Inc. and, upon consultation with Legal Counsel, to approve any non-substantive revisions necessary to complete the transaction.
(Pages 3-14)

- 7) 1 - Approve the Purchase and Sale Agreement for the purchase of Northport Apartments.
- 2 – Approve the commitment of 29 Moving to Work (MTW) program Project-Based Vouchers (PBV) at Northport Apartments after purchase.
- 3 – Authorize and direct the Executive Director to execute all necessary documents to effectuate the first two recommendations upon consultation with legal counsel.
(Pages 15-16)

CONSENT CALENDAR

APPROVAL OF CONSENT ITEMS: # 8-10

- 8) Approve the meeting minutes for the regular meeting of the Board of Commissioners of the Housing Authority of the County of San Bernardino held on May 9, 2023.
(Pages 17-22)
- 9) Approve and file Agency-wide Financial Statements through February 2023.
(Pages 23-25)
- 10) Approve vacated tenant accounts for the Authority Owned Portfolio to be written off as collection losses for the month of March 2023.
(Pages 26-31)
- 11) Individual Board member comments.
- 12) Adjourn

This agenda contains a brief description of each item of business to be considered at the meeting. In accordance with the Ralph M. Brown Act, this meeting agenda is posted at least 72 hours prior to the regularly scheduled meeting at the Housing Authority of the County of San Bernardino (HACSB) Building located at 715 East Brier Drive, San Bernardino, California, 92408. The agenda and its supporting documents can be viewed online at <http://www.hacsb.com>. However, the online agenda may not include all available supporting documents or the most current version of documents.

If you challenge any decision regarding any of the above agenda items in court, you may be limited to raising only those issues you or someone else raised during the public testimony period regarding that agenda item or in written correspondence delivered to the Board of Commissioners at, or prior to, the public meeting.

It is the intention of the HACSB to comply with the Americans with Disabilities Act (ADA). If you require special assistance, HACSB will attempt to accommodate you in every reasonable manner. Please contact Cynthia Robinson at (909) 890-5388 at least 48 hours prior to the meeting to inform us of your particular needs.

HACSB ofrece asistencia idiomática gratis. Para ayuda con este documento, por favor llámenos al (909) 890-0644.

**REPORT/RECOMMENDATION TO THE BOARD OF COMMISSIONERS OF THE
HOUSING AUTHORITY OF THE COUNTY OF SAN BERNARDINO AND RECORD
OF ACTION**

June 13, 2023

FROM

MARIA RAZO, Executive Director, Housing Authority of the County of San Bernardino

SUBJECT

Executive Director's Report for June 13, 2023

RECOMMENDATION(S)

Receive the Executive Director's Report for June 13, 2023.
(Presenter: Maria Razo, Executive Director, 332-6305)

STRATEGIC PLAN ALIGNMENT

Aspirational Statement #2: To be known as a trusted provider of safe, dignified, and desirable homes and environments that enrich and add value to the community.

Aspirational Statement #3: To pursue continued financial stability, monitoring, and accountability as stewards of limited funding.

FINANCIAL IMPACT

This item will not result in a financial impact to the Housing Authority of the County of San Bernardino (HACSB) as there is no financial impact associated with this item.

BACKGROUND INFORMATION

The Executive Director's report summarizes ongoing initiatives of HACSB's strategic plan, Moving to Work activities, overall agency updates, as well as other initiatives federally regulated by the United States Department of Housing and Urban Development.

PROCUREMENT

Not applicable.

REVIEW BY OTHERS

This item has been reviewed by General Legal Counsel, Fred Galante, on June 7, 2023.

**REPORT/RECOMMENDATION TO THE BOARD OF COMMISSIONERS OF THE
HOUSING AUTHORITY OF THE COUNTY OF SAN BERNARDINO AND RECORD
OF ACTION**

June 13, 2023

FROM

MARIA RAZO, Executive Director, Housing Authority of the County of San Bernardino

SUBJECT

Board Building Presentation for June 13, 2023

RECOMMENDATION(S)

Receive the board building presentation for June 13, 2023, regarding preliminary information for the fiscal year 2023-2024 agency budget and the 2024 Moving to Work Annual Plan.
(Presenter: Maria Razo, Executive Director, 332-6305)

STRATEGIC PLAN ALIGNMENT

Aspirational Statement #3: To pursue continued financial stability, monitoring, and accountability as stewards of limited funding.

FINANCIAL IMPACT

Approval of this item will not result in a financial impact to the Housing Authority of the County of San Bernardino (HACSB) as there is no financial impact associated with this item.

BACKGROUND INFORMATION

Per the United States Department of Housing and Urban Development's (HUD) Commissioner Lead the Way Training, board building is required to provide the Board of Commissioners with information regarding ongoing initiatives of HACSB's strategic plan, Moving to Work (MTW) activities, overall agency updates, as well as other initiatives federally regulated by HUD.

This month's board building presentation will include preliminary information on the fiscal year 2023-2024 agency budget and the 2024 MTW Annual Plan.

PROCUREMENT

Not applicable.

REVIEW BY OTHERS

This item has been reviewed by General Legal Counsel, Fred Galante, on, May 26, 2023.

REPORT/RECOMMENDATION TO THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE COUNTY OF SAN BERNARDINO AND RECORD OF ACTION

June 13, 2023

FROM

MARIA RAZO, Executive Director, Housing Authority of the County of San Bernardino

SUBJECT

Contract Amendments for On-Call Flooring Services for Affordable Housing Sites.

RECOMMENDATION(S)

1. Approve Amendments to Contract No. PC1083, effective June 14, 2023, for agency-wide on-call flooring services with Singer Carpets and Mike's Custom Flooring Inc. increasing the current appropriations amount by \$542,000 for a total contract amount not to exceed \$2,024,000 for both contracts through October 7, 2024.
2. Authorize and direct the Executive Director to execute and deliver the contract amendments to Singer Carpets and Mike's Custom Flooring, Inc. and, upon consultation with Legal Counsel, to approve any non-substantive revisions necessary to complete the transaction.
(Presenter: Maria Razo, Executive Director, 332-6305)

STRATEGIC PLAN ALIGNMENT

Aspirational Statement #2: To be known as a trusted provider of safe, dignified, and desirable homes and environments that enrich and add value to the community.

Aspirational Statement #3: To pursue continued financial stability, monitoring, and accountability as stewards of limited funding.

FINANCIAL IMPACT

The total amount for both contracts is not expected to exceed \$542,000 for the remaining term, which is funded through the Housing Authority of the County of San Bernardino's (HACSB) property operations budget. The amount for Fiscal Year 2023 is included in the budget and will be included in subsequent fiscal year budgets.

BACKGROUND INFORMATION

HACSB owns and manages several units throughout San Bernardino County. As units become vacant, several renovations must occur in order to complete the unit for future rental. We utilize outside flooring contractors to supply and install several types of flooring on an as-needed basis. These flooring contracts are necessary to continue to complete this work for many of our vacant unit turns.

In addition to vacancies and occupied unit replacement, the flooring contract is used for PNA/RAD projects and any other budgeted items such as an office or community room flooring replacement. Currently, we are also using \$52k of the Singer flooring contract for the 7th Street backlog vacancies in Barstow. Furthermore, in addition to voluntary move outs we continue to experience ongoing vacancies due to RAD mobility and evictions throughout the year and most of the flooring that is being replaced is flooring that cannot be salvaged.

PROCUREMENT

On July 5, 2019, HACSB issued a Request for Proposal (RFP) PC1083 for On-Call Flooring Services which resulted in the receipt of eight proposals. Outreach efforts included advertisements in four local newspapers, email invitations, posting on our electronic bidding website, Planet Bids, and posting on the agency website. The proposals were evaluated per the requirements of the RFP in which Singer Carpets and Mike's Custom Flooring, Inc. were deemed reasonably priced, considered responsive, and determined qualified to provide this service to HACSB.

On October 8, 2019, the Board of Governors (Item No. 2) approved contracts, effective October 8, 2019, for agency-wide on-call flooring services to Singer Carpets and Mike's Custom Flooring, Inc. for an overall total amount not to exceed \$934,000 for a three-year base period through October 7, 2022, with one two-year option to extend the contract through October 7, 2024.

On June 14, 2022, the Board of Commissioners approved an increase in appropriations for both Singer Carpets and Mike's Custom Flooring, Inc. in the amount of \$548,000 and extended the contract for the two-year option through October 7, 2024.

REVIEW BY OTHERS

This item has been reviewed by General Legal Counsel, Fred Galante, on June 7, 2023.



**AMENDMENT #2 TO CONTRACT FOR ON-CALL FLOORING SERVICES
(PC1083)**

BETWEEN

**THE HOUSING AUTHORITY OF THE
COUNTY OF SAN BERNARDINO**

And

SINGER CARPETS

This Amendment No. 2 ("Second Amendment"), dated June 14, 2023 ("Effective Date"), to Agreement for On-Call Flooring Services (PC1083), is entered into by and between the Housing Authority of the County of San Bernardino, a California public body, ("Authority") and Singer Carpets ("Contractor").

RECITALS

WHEREAS, the Authority and Contractor entered into a Consulting, Services, and Non-Routine Maintenance Related Services Agreement (Non-Construction), dated October 8, 2019 relating to On-Call Flooring Services ("Agreement"); per the fee schedule listed in the original Exhibit A;

WHEREAS, the Authority and Contractor entered into Amendment No. 1 to the Agreement to increase the aggregate contract amount and exercise the two-year option to extend through October 7, 2024.

WHEREAS, the Authority and Contractor now wish to enter into this Second Amendment to the Agreement to increase the aggregate contract through October 7, 2024.

OPERATIVE PROVISIONS

NOW, THEREFORE, the foregoing Recitals being true and correct, and in consideration of the mutual covenants and obligations contained in this Second Amendment by the parties and other consideration, the sufficiency of which is hereby expressly acknowledged, the Parties hereto agree as follows:

Section 1. Article 4 of the Agreement, entitled "Price" is hereby amended to increase the aggregate amount payable to Contractor for the provision of the Work based on the fee schedule as shown on Exhibit "A-1. Except as so amended, the other provisions of Article 4 shall remain unmodified and in full force and effect.

Section 2. Continuing Effect of Agreement. Except as amended by this Second Agreement, all provisions of the Agreement, as amended, shall remain unchanged and in

full force and effect. From and after the date of this Second Amendment, whenever the term "Agreement" appears in the Agreement, it shall mean the Agreement, as amended by Amendment No. 1 and this Second Amendment.

Section 3. Affirmation of Agreement; Warranty Re Absence of Defaults. Authority and Contractor each ratify and reaffirm each and every one of the respective rights and obligations arising under the Agreement, as amended. Each party represents and warrants to the other that there have been no written or oral modifications to the Agreement other than by way of this Second Amendment as provided herein. Each party represents and warrants to the other that the Agreement, as amended by this Second Amendment, is currently an effective, valid, and binding obligation.

Contractor represents and warrants to Authority that, as of the date of this Second Amendment, Authority is not in default of any material term of the Agreement and that there have been no events that, with the passing of time or the giving of notice, or both, would constitute a material default under the Agreement.

Authority represents and warrants to Contractor that, as of the date of this Second Amendment, Contractor is not in default of any material term of the Agreement and that there have been no events that, with the passing of time or the giving of notice, or both, would constitute a material default under the Agreement.

Section 4. Adequate Consideration. The parties hereto irrevocably stipulate and agree that they have each received adequate and independent consideration for the performance of the obligations they have undertaken pursuant to this Second Amendment.

Section 5. Authorization. The persons executing this Agreement on behalf of the parties hereto warrant that (i) such party is duly organized and existing, (ii) they are duly authorized to execute and deliver this Agreement on behalf of said party, (iii) by so executing this Agreement, such party is formally bound to the provisions of this Agreement, and (iv) the entering into this Agreement does not violate any provision of any other Agreement to which said party is bound.

IN WITNESS WHEREOF, the Housing Authority of the County of San Bernardino and Singer Carpets

SINGER CARPETS

By: _____

Name: _____

Title: _____

Date: _____

**HOUSING AUTHORITY OF THE COUNTY OF
SAN BERNARDINO**

By: _____

Name: Maria Razo

Title: Executive Director

Date: _____

Exhibit A-1

Schedule Dates:

Effective Date: June 14, 2023

Completion Date: October 7, 2024

Fee Schedule:

Material and Installation Cost:

ITEM	DESCRIPTION	2019-2020	2021-2022	2023-2024
1.	Carpet: Shaw Patcraft carpet Collection Name: <u>pdQ Basic Stride</u> Style #: <u>IJ0249</u> OR EQUAL	Per Sq. Foot <u>1.32</u>	Per Sq. Foot <u>1.32</u>	Per Sq. Foot <u>1.32</u>
2.	Carpet: Shaw Collection Name: <u>Ride It Out (B)</u> Color #: <u>00710 Cloud Cover</u> OR EQUAL <u>MOHAWK ACHIEVER</u>	<u>.77</u>	<u>.78</u>	<u>.79</u>
3.	Pad: Like kind or equivalent to Leggett & Platt, Royalty, standard bonded, 1/2". Certification: Green Label certified (meets or exceeds the Carpet & Rug Institute's Indoor Air Quality carpet cushion testing program); Warranty 5 year, material only, must be hypo-allergenic. Brand <u>MOHAWK</u> Style <u>P61</u>	<u>.22</u>	<u>.23</u>	<u>.24</u>
4.	Vinyl Sheet Flooring: Shaw Patcraft vinyl Collection Name: <u>Organic Hue</u> Style: <u>I320V</u> OR EQUAL <u>MOHAWK FIELD CREST</u>	<u>1.50</u>	<u>1.50</u>	<u>1.50</u>
5.	Vinyl Composition Tile: Armstrong Style: <u>Imperial Texture, match existing pattern</u> OR EQUAL	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>
6.	Vinyl Planks: Shaw Patcraft vinyl plank Collection Name: <u>Timber Grove</u> Style: <u>I323V</u> OR EQUAL <u>MOHAWK SOHANA</u>	<u>1.85</u>	<u>1.85</u>	<u>1.85</u>
7.	Rubber Wall Base: Like kind or equivalent to VPI, color: Tan, width: 4" style: cove Brand <u>VPI</u> Style <u>rubber 4" cove</u>	<u>1.35</u>	<u>1.35</u>	<u>1.35</u>
8.	Rubber Wall Base: Like kind or equivalent to Burke, Color: Savannah, width: 4" style: TS Brand <u>Burke</u> Style <u>rubber 4" cove</u>	<u>1.35</u>	<u>1.35</u>	<u>1.35</u>
9.	Demolition Only: Removal/Disposal/Recycle	<u>.25</u>	<u>.25</u>	<u>.25</u>
10.	Hourly Rate	<u>\$51⁰⁰_{PR}</u>	<u>\$51⁰⁰_{PR}</u>	<u>\$51⁰⁰_{PR}</u>



**AMENDMENT #2 TO CONTRACT FOR ON-CALL FLOORING SERVICES
(PC1083)**

BETWEEN

**THE HOUSING AUTHORITY OF THE
COUNTY OF SAN BERNARDINO**

And

MIKE'S CUSTOM FLOORING, INC.

This Amendment No. 2 ("Second Amendment"), dated June 14, 2023 ("Effective Date"), to Agreement for On-Call Flooring Services (PC1083), is entered into by and between the Housing Authority of the County of San Bernardino, a California public body, ("Authority") and Mike's Custom Flooring Inc. ("Contractor").

RECITALS

WHEREAS, the Authority and Contractor entered into a Consulting, Services, and Non-Routine Maintenance Related Services Agreement (Non-Construction), dated October 8, 2019 relating to On-Call Flooring Services ("Agreement"); per the fee schedule listed in the original Exhibit A;

WHEREAS, the Authority and Contractor entered into Amendment No. 1 to the Agreement to increase the aggregate contract amount and exercise the two-year option to extend through October 7, 2024.

WHEREAS, the Authority and Contractor now wish to enter into this Second Amendment to the Agreement to increase the aggregate contract through October 7, 2024.

OPERATIVE PROVISIONS

NOW, THEREFORE, the foregoing Recitals being true and correct, and in consideration of the mutual covenants and obligations contained in this Second Amendment by the parties and other consideration, the sufficiency of which is hereby expressly acknowledged, the Parties hereto agree as follows:

Section 1. Article 4 of the Agreement, entitled "Price" is hereby amended to increase the aggregate amount payable to Contractor for the provision of the Work based on the fee schedule as shown on Exhibit "A-1. Except as so amended, the other provisions of Article 4 shall remain unmodified and in full force and effect.

Section 2. Continuing Effect of Agreement. Except as amended by this Second Agreement, all provisions of the Agreement, as amended, shall remain unchanged and in full force and effect. From and after the date of this Second Amendment, whenever the term “Agreement” appears in the Agreement, it shall mean the Agreement, as amended by Amendment No. 1 and this Second Amendment.

Section 3. Affirmation of Agreement; Warranty Re Absence of Defaults. Authority and Contractor each ratify and reaffirm each and every one of the respective rights and obligations arising under the Agreement, as amended. Each party represents and warrants to the other that there have been no written or oral modifications to the Agreement other than by way of this Second Amendment as provided herein. Each party represents and warrants to the other that the Agreement, as amended by this Second Amendment, is currently an effective, valid, and binding obligation.

Contractor represents and warrants to Authority that, as of the date of this Second Amendment, Authority is not in default of any material term of the Agreement and that there have been no events that, with the passing of time or the giving of notice, or both, would constitute a material default under the Agreement.

Authority represents and warrants to Contractor that, as of the date of this Second Amendment, Contractor is not in default of any material term of the Agreement and that there have been no events that, with the passing of time or the giving of notice, or both, would constitute a material default under the Agreement.

Section 4. Adequate Consideration. The parties hereto irrevocably stipulate and agree that they have each received adequate and independent consideration for the performance of the obligations they have undertaken pursuant to this Second Amendment.

Section 5. Authorization. The persons executing this Agreement on behalf of the parties hereto warrant that (i) such party is duly organized and existing, (ii) they are duly authorized to execute and deliver this Agreement on behalf of said party, (iii) by so executing this Agreement, such party is formally bound to the provisions of this Agreement, and (iv) the entering into this Agreement does not violate any provision of any other Agreement to which said party is bound.

IN WITNESS WHEREOF, the Housing Authority of the County of San Bernardino and Mike's Custom Flooring, Inc.

MIKE'S CUSTOM FLOORING, INC.

**HOUSING AUTHORITY OF THE COUNTY OF
SAN BERNARDINO**

By: _____

By: _____

Name: _____

Name: Maria Razo

Title: _____

Title: Executive Director

Date: _____

Date: _____

Exhibit A-1

Schedule Dates:

Effective Date: June 14, 2023

Completion Date: October 7, 2024

Fee Schedule:

Material and Installation Cost:

ITEM	DESCRIPTION	2019-2020	2021-2022	2023-2024
1.	Carpet: Shaw Patcraft carpet Collection Name: <u>pdO Basic Stride</u> Style #: <u>I10249</u> OR EQUAL	Per Sq. Foot. \$2.45	Per Sq. Foot \$2.62	Per Sq. Foot \$2.80
2.	Carpet: Shaw Collection Name: <u>Ride It Out (B)</u> Color #: <u>00710 Cloud Cover</u> OR EQUAL	\$2.05	\$2.19	\$2.34
3.	Pad: Like kind or equivalent to Leggett & Platt, Royalty, standard bonded, 1/2". Certification: Green Label certified (meets or exceeds the Carpet & Rug Institute's Indoor Air Quality carpet cushion testing program); Warranty 5 year, material only, must be hypo-allergenic. Brand <u>Future Foam</u> Style <u>Top Flight 1/2" 8lb</u>	\$0.35	\$0.37	\$0.39
4.	Vinyl Sheet Flooring: Shaw Patcraft vinyl Collection Name: <u>Organic Hue</u> Style: <u>I320V</u> OR EQUAL	\$7.79	\$8.33	\$8.91
5.	Vinyl Composition Tile: Armstrong Style: <u>Imperial Texture, match existing pattern</u> OR EQUAL	\$3.05	\$3.26	\$3.48
6.	Vinyl Planks: Shaw Patcraft vinyl plank Collection Name: <u>Timber Grove</u> Style: <u>I323V</u> OR EQUAL	\$4.65	\$4.97	\$5.31
7.	Rubber Wall Base: Like kind or equivalent to VPI, color: Tan, width: 4" style: cove Brand <u>Burke</u> Style <u>VPI</u>	\$2.30	\$2.46	\$2.63
8.	Rubber Wall Base: Like kind or equivalent to Burke, Color: Savannah, width: 4" style: TS Brand <u>Burke</u> Style	\$2.50	\$2.67	\$2.85
9.	Demolition Only: Removal/Disposal/Recycle	0.35¢	\$0.37	\$0.39
10.	Hourly Rate	\$60	\$72.76	\$77.85

REPORT/RECOMMENDATION TO THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE COUNTY OF SAN BERNARDINO AND RECORD OF ACTION

June 13, 2023

FROM

MARIA RAZO, Executive Director, Housing Authority of the County of San Bernardino

SUBJECT

Approve Purchase and Sale Agreement of real property at 14243 Rodeo Drive, Victorville CA (Northport Apartments) and commitment of 29 Moving to Work Program Project Based Vouchers at the property.

RECOMMENDATION(S)

1. Approve the Purchase and Sale Agreement for the purchase of Northport Apartments.
2. Approve the commitment of 29 Moving to Work (MTW) program Project-Based Vouchers (PBV) at Northport Apartments after purchase.
3. Authorize and direct the Executive Director to execute all necessary documents to effectuate the first two recommendations upon consultation with legal counsel.
(Presenter: Maria Razo, Executive Director, 332-6305)

STRATEGIC PLAN ALIGNMENT

Aspirational Statement #2: To be known as a trusted provider of safe, dignified, and desirable homes and environments that enrich and add value to the community.

Aspirational Statement #3: To pursue continued financial stability, monitoring, and accountability as stewards of limited funding.

FINANCIAL IMPACT

The purchase price of the subject property is \$8.5 million. The Housing Authority of the County of San Bernardino (HACSB) intends to assume the existing loan on the property of approximately \$4.4 million. HACSB has received authorization from the U.S. Department of Housing and Urban Development (HUD) to use MTW restricted reserves that are currently held by HUD for the balance of the purchase price. Any related fees and due diligence costs will be funded via HACSB's Authority Owned Portfolio (AOP) operations funds which are not anticipated to exceed \$100,000.

BACKGROUND INFORMATION

Due to being a large multi-family property operator in the County, HACSB receives solicitations to purchase properties routinely from real estate brokers. In the current market proposed transactions have not been ideal from a financial standpoint. However, the transaction being brought to the board today is financially feasible due to two main components. The first, is the ability to assume the seller's existing loan for more than half the value of the property at a very favorable interest rate of 3.31% per year, fixed until February 1, 2031. Secondly, HACSB has received approval to use HUD held MTW restricted reserves for the balance of the purchase price. These two components of the transaction will allow HACSB to purchase this property without the use of any unrestricted funds.

The proposed purchase and sale agreement requires HACSB to put up a deposit of \$250,000. The deposit becomes non-refundable after several contingencies are met. The contingencies provides HACSB time to confirm whether it can assume the existing loan (90 days), inspect the

Approve Purchase and Sale Agreement of real property at 14243 Rodeo Drive, Victorville CA (Northport Apartments) and commitment of 29 Moving to Work Program Project Based Vouchers at the property
June 13, 2023

condition of the property and a representative sample of units (30 days), environmental condition, including presence or absence of any lead-based paint or other hazardous materials (45 days). If any of these conditions are not met to HACSB's satisfaction, HACSB may terminate the agreement and receive its full deposit back without any other liability.

HACSB owns several multi-family properties throughout San Bernardino County and provides affordable housing options through these sites in addition to its conventional rental assistance programs. These properties make a material impact in delivering affordable housing within the County of San Bernardino, especially at a time when rental housing inventory is low. The purchase of Northport Apartments and the placement of 29 PBV's will continue HACSB's goal of providing affordable housing in the County through actual reserved units.

Furthermore, revenue from the property will assist with the sustainability of the Authority's affordable housing portfolio. Lastly, HACSB has the management infrastructure to effectively operate the subject property as it operates several properties in the vicinity.

PROCUREMENT

Not Applicable

REVIEW BY OTHERS

This item has been reviewed by General Legal Counsel, Fred Galante, on May 30, 2023.

**REPORT/RECOMMENDATION TO THE BOARD OF COMMISSIONERS OF THE
HOUSING AUTHORITY OF THE COUNTY OF SAN BERNARDINO AND RECORD
OF ACTION**

June 13, 2023

FROM

MARIA RAZO, Executive Director, Housing Authority of the County of San Bernardino

SUBJECT

Meeting Minutes for Meeting Held on May 9, 2023

RECOMMENDATION(S)

Approve the meeting minutes for the regular meeting of the Board of Commissioners of the Housing Authority of the County of San Bernardino held on May 9, 2023.

(Presenter: Maria Razo, Executive Director, 332-6305)

STRATEGIC PLAN ALIGNMENT

Aspirational Statement #2: To be known as a trusted provider of safe, dignified, and desirable homes and environments that enrich and add value to the community.

Aspirational Statement #3: To pursue continued financial stability, monitoring, and accountability as stewards of limited funding.

FINANCIAL IMPACT

Approval of this item will not result in a financial impact to the Housing Authority of the County of San Bernardino (HACSB) as there are no financial impacts associated with this item.

BACKGROUND INFORMATION

The HACSB Board of Commissioners (Board) Meeting took place on May 9, 2023 and attached are the meeting minutes for review and recommended approval by the Board.

PROCUREMENT

Not applicable.

REVIEW BY OTHERS

This item has been reviewed by General Legal Counsel, Fred Galante, on, June 2, 2023.

**MINUTES OF A REGULAR MEETING OF THE BOARD OF COMMISSIONERS OF
THE HOUSING AUTHORITY OF THE COUNTY OF SAN BERNARDINO
May 9, 2023**

The Board of Commissioners of the Housing Authority of the County of San Bernardino met in a regular meeting at the Housing Programs Office, at 672 South Waterman Avenue, San Bernardino, California at 3:00 p.m. on May 9, 2023.

Details of the meeting discussion can be obtained through the recording of the Board of Commissioners meeting through a Public Records Request submitted in person or through the HACSB website: <https://hacsb.com/public-records-request/>

1) Call to Order and Roll Call

The meeting was called to order, and upon roll call, the following were present:

Chair Johnson
Vice-Chair Cooper
Commissioner MacDuff
Commissioner Miller
Commissioner Avila

Commissioner Tarango was recorded as absent.

Also in attendance were Maria Razo, Executive Director; Rishad Mitha, Deputy Executive Director; Jennifer Dawson, Director of Human Resources; Jesse Diaz, Director of Finance; John Moore, Director of Development; Renee Kangas, Sr. Management Analyst; Angie Lardapide, Procurement and Contracts Supervisor; Lucy Leslie, Sr. Regional Communities Manager; Ronald Kennedy Jr., Management Analyst; Patricia Simpson, Management Analyst; and Claudia Hurtado, Executive Assistant.

Also present, Fred Galante, Legal Counsel to the Housing Authority.

2) Additions or Deletions to the Agenda

Chair Johnson called for additions or deletions to the May 9, 2023 agenda. Executive Director Razo informed the Board of Commissioners that board agenda item number 6 would be tabled.

3) General Public Comment

Chair Johnson provided an opportunity for members of the public to address the Board of Commissioners. There were no public comments.

4) Closed Session Item

With respect to every item of business to be discussed in closed session pursuant to Section 54956.8

CONFERENCE WITH REAL PROPERTY NEGOTIATORS

Property: 14243 Rodeo Drive, Victorville, CA 92392

Following closed session board item number 4, General Counsel Fred Galante reported that due to a conflict of interest, Commissioner Cooper recused himself. The remaining board members

held a closed session to discuss the item listed on the agenda, and the board unanimously provided direction to staff regarding the acquisition, with no further reportable action.

5) Executive Director's Report

The Executive Director's Report was requested.

Executive Director Razo gave the Executive Director's Report.

Discussion amongst the Board of Commissioners took place regarding the Executive Director's Report.

6) Board Building Presentation for May 9, 2023

Discussion calendar item number 6, to receive the board presentation for May 9, 2023, an overview of the Housing Authority of the County of San Bernardino's Tenant-Based Voucher programs.

As indicated during board agenda number 2 – which called for additions or deletions to the May 9, 2023 agenda, Executive Director Razo informed the Board of Commissioners that board agenda number 6, the board building presentation for May 9, 2023, would be tabled.

7) Amendment No. 4 Memorandum of Understanding with Foothill AIDS Project

Discussion calendar item number 7, to 1) Approve Amendment No. 4 to Memorandum of Understanding with Foothill AIDS Project for the Housing Opportunities for Persons with AIDS program, modifying the annual funding amount for a total amount not to exceed \$985,241 and extending the term by one additional year, effective July 1, 2023 through June 30, 2024, 2) authorize and direct the Executive Director to execute and deliver the contract amendment to Foothill AIDS Project and, upon consultation with Legal Counsel, to approve any non-substantive revisions necessary to complete the transaction, was requested.

Executive Director Razo explained the item.

Commissioner Miller moved to approve discussion calendar item number 7, as recommended by staff and Commissioner MacDuff seconded the motion.

Upon roll call, the Ayes and Nays were as follows:

Ayes

Chair Johnson
Vice-Chair Cooper
Commissioner MacDuff
Commissioner Miller
Commissioner Avila

Nays

8) Amendment No. 3 with Brilliant Corners for Housing Navigation Services

Discussion calendar item number 8 to 1) Approve Amendment No. 3 to contract No. PC1244, effective May 10, 2023 with Brilliant Corners for Housing Navigation Services, increasing the current contract amount by \$550,626 for a total contract amount not to exceed \$4,838,687.69 through September 30, 2023, 2) authorize and direct the Executive Director to execute and deliver any related documents, and upon consultation with Legal Counsel, to approve any non-substantive revisions necessary to complete the transaction, was requested.

Executive Director Razo explained the item.

Commissioner Miller moved to approve discussion calendar item number 8, as recommended by staff, and Commissioner MacDuff duly seconded the motion.

Discussion amongst the Board of Commissioners took place regarding discussion calendar item number 8.

Upon roll call, the Ayes and Nays were as follows:

Ayes

Chair Johnson

Vice-Chair Cooper

Commissioner MacDuff

Commissioner Miller

Commissioner Avila

Nays

9) Amendment No. 3 with Executive Inspections, LLC for Housing Quality Standards Inspection – Alternative Inspection

Discussion calendar item number 9 to 1) Approve Amendment No. 3 to Contract No. PC1204 with Executive Inspections, LLC for Housing Quality Standards Inspections – Alternative Inspections, to exercise the second option year through June 30, 2024 and increasing the current contract amount by \$56,683.15 for a total contract amount not to exceed \$142,390.15, 2) authorize and direct the Executive Director to execute and deliver the contract amendment to Executive Inspections, LLC and, upon consultation with Legal Counsel, to approve any non-substantive revisions necessary to complete the transaction, was requested.

Executive Director Razo explained the item.

Commissioner Miller moved to approve discussion calendar item number 9, as recommended by staff, and Commissioner MacDuff duly seconded the motion.

Discussion amongst the Board of Commissioners took place regarding discussion calendar item number 9.

Upon roll call, the Ayes and Nays were as follows:

Ayes

Chair Johnson
Vice-Chair Cooper
Commissioner MacDuff
Commissioner Miller
Commissioner Avila

Nays

10-12) Consent Calendar

Approval of the consent calendar including agenda item numbers 10-12 was requested.

Commissioner Miller moved to approve consent calendar agenda item numbers 10-12, to:

10) Approve the meeting minutes for the special meeting of the Board of Commissioners of the Housing Authority of the County of San Bernardino held on April 25, 2023.

11) Approve and file Agency-wide Financial Statements through January 2023.

12) Approve vacated tenant accounts for the Authority Owned Portfolio to be written off as collection losses for the month of February 2023.

The motion was duly seconded by Commissioner MacDuff and upon roll call, the Ayes and Nays were as follows:

Ayes

Chair Johnson
Vice-Chair Cooper
Commissioner MacDuff
Commissioner Miller
Commissioner Avila

Nays

Chair Johnson provided an opportunity for individual board member comments. There were no comments from the board members.

There being no other business, Commissioner Miller moved for the regular meeting of Tuesday, May 9, 2023, to be adjourned, and which motion was duly seconded by Commissioner MacDuff. There being no objection to the call for adjournment, the meeting was adjourned by unanimous consent at 4:11 p.m.

Tim Johnson, Chair

Beau Cooper, Vice Chair

Cassie MacDuff

Sylvia Miller

Bobby Tarango

David Avila

Minutes of a Regular Meeting of the Board of Commissioners of the Housing Authority of the
County of San Bernardino for May 9, 2023

Page 5

Attest:

Secretary

REPORT/RECOMMENDATION TO THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE COUNTY OF SAN BERNARDINO AND RECORD OF ACTION

June 13, 2023

FROM

MARIA RAZO, Executive Director, Housing Authority of the County of San Bernardino

SUBJECT

Agency-wide Financial Statements through February 2023

RECOMMENDATION(S)

**Approve and file Agency-wide Financial Statements through February 2023.
(Presenter: Maria Razo, Executive Director, 332-6305)**

STRATEGIC PLAN ALIGNMENT

Aspirational Statement #3: To pursue continued financial stability, monitoring, and accountability as stewards of limited funding.

FINANCIAL IMPACT

The Housing Authority of the County of San Bernardino's (HACSB) year-to-date agency-wide net loss through February 2023 for Federal Fiscal Year (FFY) 2022-23 is \$(5,665,956). Most of this loss is included in the board approved budget for FY 2022-23 as it reflects the use of \$4.2 million from our HUD Held Reserves (HHR). The net loss is currently lower than the budgeted net gain of \$362,658 with a variance of \$6,028,614.

The \$6,028,614 variance between the budgeted and the actual net income is due to:

- \$4 million less in funding received for our Housing Choice Voucher program. Our budget reflects funding for a 100% lease rate and when actual expenses are lower than the expected lease rate, HUD provides us with less funding. The monthly amount the Authority receives is based on Housing Assistance Payment (HAP) expenses in prior months and not based on the current month's HAP expense. This will cause a discrepancy between the current month's lease rate and the lease rate used to fund HACSB monthly. A reconciliation between the amount funded and the actual HAP expenses is performed at year-end. The difference between the authorized funding amount and actual funding received is deposited into a restricted HUD Held Reserve (HHR) account which can be used for future eligible expenses, with HUD's approval. There are currently over 500 households searching with a voucher, which once leased will positively impact the lease rate and HCV program related revenue and expenses.
- Related to the lease rate, there was also an increase in Housing Assistance Payments in the amount of \$3.1 million due to a higher lease rate than budgeted for the months reported. Unlike the funding in the Housing Choice Voucher program, the Housing Assistant Payments (HAP) are not budgeted at a 100% lease rate. It is budgeted based on an estimated lease rate for the year. We expect the actual lease rate to be the same as the budgeted rate by the end of the year.

- Offsetting the decrease in revenue on the financial statements, is a decrease in tenant services expenses in the amount of \$4.1 million. This was due to a sizable portion of the Emergency Housing Vouchers (EHV) and Emergency Solutions Grant (ESG) grants not being reflected on the financials. HACSB is working with our 3rd party vendor and the County of San Bernardino on reconciling the activity for these grants and reducing the delays in billing and invoicing. We estimate that the understatement in expenses is about \$3.1 million. Related to the incomplete activity, we also estimate that the revenue is understated by \$3.1 million.
- Depreciation expenses and other non-operating items are not budgeted and amount to \$1.7 million through February 2023.

The information provided is based on unaudited information. During the audit process, revenue and expenses are typically adjusted and we expect a material amount of expenses related to the pension and Other Post Employment Benefit (OPEB) plans to be recognized during this process which will decrease the operating net income. The audited financial report will be provided to the Board once the audit process has been completed. The audit process will be completed in late June 2023 for the prior fiscal year which is when the audited financial statements are submitted to HUD.

Financial Summary	FY 2023 YTD
Revenues	\$72,945,436
Expenses	\$(76,893,871)
Operating Net Income/(Loss)	\$(3,949,435)
Operating Transfers/Non-Operating Items	\$(1,717,521)
Net Income/(Loss)	\$(5,665,956)

BACKGROUND INFORMATION

HACSB administers multiple housing programs and is the largest provider of affordable housing in the County of San Bernardino. The FFY 2022-23 budget and financial operations continue to support the vision and mission of HACSB and are in line with its Strategic Plan and Moving to Work Annual Plans. Overall, HACSB has demonstrated fiscal stability even through the challenges presented by the pandemic.

Despite ongoing challenges, we continue to focus on maintaining the agency's fiscal stability, customer service, innovation, enhancing partnerships that will assist our staff and families, and a continued passion for our agency's mission.

Based on HUD's guidance to routinely present key information to HACSB's Board of Commissioners, HACSB is presenting the financial statements on a monthly basis.

PROCUREMENT

Not applicable.

REVIEW BY OTHERS

This item has been reviewed by General Legal Counsel, Fred Galante, on June 7, 2023.

HACSB Budget Comparison

Period = Oct 2022-Feb 2023

	YTD Actual	YTD Budget	Variance	% Var	Annual
INCOME					
TENANT INCOME					
Total Rental Income	12,113,872	11,779,661	334,211	2.84	28,326,881
Total Other Tenant Income	301,117	223,029	78,088	35.01	533,968
NET TENANT INCOME	12,414,989	12,002,690	412,299	3.44	28,860,849
GRANT INCOME					
TOTAL GRANT INCOME	57,226,829	61,264,804	-4,037,976	-6.59	146,936,780
OTHER INCOME					
TOTAL OTHER INCOME	3,303,618	3,347,791	-44,173	-1.32	6,664,147
TOTAL INCOME	72,945,436	76,615,285	-3,669,850	-4.79	182,461,776
EXPENSES					
GRANT EXPENSES					
TOTAL GRANT EXPENSES	5,152,508	3,422,591	-1,729,917	-50.54	8,214,219
ADMINISTRATIVE					
Total Administrative Salaries	6,073,374	6,351,985	278,611	4.39	16,054,336
Total Legal Expense	181,528	243,996	62,468	25.60	585,444
Total Other Admin Expenses	2,803,362	3,154,710	351,348	11.14	7,631,528
Total Miscellaneous Admin Expenses	1,097,635	1,372,881	275,245	20.05	2,732,339
TOTAL ADMINISTRATIVE EXPENSES	10,155,900	11,123,572	967,673	8.70	27,003,647
TENANT SERVICES					
TOTAL TENANT SERVICES EXPENSES	1,285,016	5,390,171	4,105,154	76.16	12,927,890
UTILITIES					
TOTAL UTILITY EXPENSES	1,614,939	1,729,937	114,999	6.65	4,071,006
MAINTENANCE AND OPERATIONS					
Total General Maint Expense	1,576,812	1,240,249	-336,563	-27.14	3,088,481
Total Materials	431,588	373,870	-57,719	-15.44	897,267
Total Contract Costs	1,543,736	1,520,037	-23,700	-1.56	3,656,124
TOTAL MAINTENANCE EXPENSES	3,552,137	3,134,155	-417,981	-13.34	7,641,871
GENERAL EXPENSES					
TOTAL GENERAL EXPENSES	916,360	647,060	-269,301	-41.62	1,456,368
EXTRAORDINARY MAINTENANCE EXPENSES					
TOTAL EXTRAORDINARY MAINTENANCE EXPENSES	2,073,451	1,882,283	-191,168	-10.16	4,169,817
HOUSING ASSISTANCE PAYMENTS					
TOTAL HOUSING ASSISTANCE PAYMENTS	51,453,075	48,339,228	-3,113,847	-6.44	116,014,147
FINANCING EXPENSE					
TOTAL FINANCING EXPENSES	690,484	583,630	-106,854	-18.31	1,400,713
TOTAL OPERATING EXPENSES	76,893,871	76,252,628	-641,243	-0.84	182,899,678
OPERATING NET INCOME	-3,948,435	362,658	-4,311,093	-1,188.75	-437,902
NET OPERATING TRANSFER IN/OUT	0	0	0	N/A	0
NON-OPERATING ITEMS					
TOTAL NON-OPERATING ITEMS	1,717,521	0	-1,717,521	N/A	0
NET INCOME	-5,665,956	362,658	-6,028,614	-1,662.34	-437,902

REPORT/RECOMMENDATION TO THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE COUNTY OF SAN BERNARDINO AND RECORD OF ACTION

June 13, 2023

FROM

MARIA RAZO, Executive Director, Housing Authority of the County of San Bernardino

SUBJECT

Vacated Tenant Accounts for the Authority Owned Portfolio to be Written Off as Collection Loss for the Month of March 2023

RECOMMENDATION(S)

Approve vacated tenant accounts for the Authority Owned Portfolio to be written off as collection losses for the month of March 2023

(Presenter: Maria Razo, Executive Director, 332-6305)

STRATEGIC PLAN ALIGNMENT

Aspirational Statement #3: To pursue continued financial stability, monitoring, and accountability as stewards of limited funding.

FINANCIAL IMPACT

The accounts receivable loss for the month ending March 31, 2023, is \$129,062.34. The Housing Authority of the County of San Bernardino (HACSB) projects and anticipates collection losses in its annual budget.

BACKGROUND INFORMATION

On a monthly basis, HACSB records vacated tenant accounts for the Authority Owned Portfolio for the purpose of being written off to collection losses. Authority Owned Portfolio units are owned by HACSB and were either acquired or developed through a variety of partnerships with local governments and/or HACSB's non-profit affiliate Housing Partners I, Inc., and also include public housing developments converted through the United States Department of Housing and Urban Development's (HUD) Rental Assistance Demonstration (RAD) program.

Despite HACSB's efforts to collect the debts listed in the attached reports, it has been determined that such debts are uncollectible. As part of HACSB's standard property management business practices, Board of Commissioners approval is requested to write off these accounts as accounts receivable losses to the Authority Owned Portfolio. Losses during this time period are primarily for voluntary move-outs and evictions. The total write-off for the month of March 2023 is \$129,062.34, as delineated in the following table. Attached is a worksheet that itemizes the individual accounts.

Vacated Tenant Accounts for the Authority Owned Portfolio to be Written Off as Collection Loss
for the Month of March 2023
June 13, 2023

SUMMARY FOR HACSB- Authority Owned Properties

PROPERTY	NO. VACATED	TOTAL
203 - Maplewood	2	16,750.00
481161- Colton	2	19,001.28
412000- Las Palmas	1	21,305.00
403 - Summit Walk	2	20,245.00
407 - Sunset Pointe	1	33.86
408 - Sunrise Vista	1	(224.00)
409 - Andalusia	2	19,516.08
423 - Mesa Gardens	1	1,025.00
425a - Sequoia	1	9,095.38
432a - Van Leuven 8	1	376.00
434d - Third	1	1,576.00
437 - Sunset Gardens	1	2,181.00
467 - Hillcrest	1	11,664.00
Concessions Write Off		-
TOTAL RENT WRITE OFF	17	122,544.60
Miscellaneous Charges		2,325.00
Maintenance Charges		11,829.74
Legal Charges		5,690.00
Security Deposits Applied		(13,327.00)
NET TOTAL WRITE OFF		129,062.34

PROCUREMENT

Not applicable

REVIEW BY OTHERS

This item has been reviewed by General Legal Counsel, Fred Galante, on May 26, 2023.

Housing Authority County of San Bernardino

COLLECTION WRITE-OFFS - Authority Owned Portfolio

Month End:

03/31/23

Item #	Last Name	First Name	ID No.	REASON	MONTHLY RENT	UNPAID RENT (*)	CONC. REVERSAL	UNPAID MISC (*)	MAINT. FEES	LEGAL FEES	TOTAL OWED	LESS DEPOSIT	NET DUE
203 - Maplewood													
1	M	B		E	1,030.00	11,480.00		350.00	75.00	795.00	12,700.00	743.00	11,957.00
2	G	H		E	1,082.00	5,270.00		100.00	911.45	720.00	7,001.45	250.00	6,751.45
TOTALS:						16,750.00	-	450.00	986.45	1,515.00	19,701.45	993.00	18,708.45
Item #	Type of Notice	Date Notice Served	Posted or Hand Delivered	Date File Sent to Attorney	Date Attorney Filed in Court	Response Filed by Tenant (Y or N)		Court Date	Lock Out Date		Vacate Date		
1	Non payment of rent	11/15/22	Posted & Mailed	12/20/22	01/13/23	N		N/A			03/28/23		
2	Non payment of rent	11/07/22	Posted &	12/20/22	01/25/23	N		N/A			03/28/23		
481161- Colton													
1	V	M		E	\$1,378	15,492.00		50.00	1,138.44	895.00	17,575.44	1,000.00	16,575.44
2	L	E		E	\$217	3,509.28		350.00	951.76	845.00	5,656.04	815.00	4,841.04
TOTALS:						19,001.28	-	400.00	2,090.20	1,740.00	23,231.48	1,815.00	21,416.48
Item #	Type of Notice	Date Notice Served	Posted or Hand Delivered	Date File Sent to Attorney	Date Attorney Filed in Court	Response Filed by Tenant (Y or N)		Court Date	Lock Out Date		Vacate Date		
1	Notice to Pay	08/09/22	Posted	09/10/22	10/12/22	Y		01/30/23	N/A		03/02/23		
2	Notice to Pay	06/06/22	Posted	08/15/22	12/28/2022	N					03/08/23		
412000- Las Palmas													
1	M	A		E	1,111.00	21,305.00		1,200.00	2,255.19	935.00	25,695.19	1,025.00	24,670.19
TOTALS:						21,305.00	-	1,200.00	2,255.19	935.00	25,695.19	1,025.00	24,670.19
Item #	Type of Notice	Date Notice Served	Posted or Hand Delivered	Date File Sent to Attorney	Date Attorney Filed in Court	Response Filed by Tenant (Y or N)		Court Date	Lock Out Date		Vacate Date		
1	Notice to pay	09/12/22	09/23/22	10/20/22	10/20/22	N		N	03/14/23		03/14/23		

*Reasons: E=Evictions S=Skip V=Voluntary T=Terminated Tenancy **Unpaid Misc: D=Deceased Stipulated agreements for rent, maintenance charges, late charges, etc.

Housing Authority County of San Bernardino

COLLECTION WRITE-OFFS - Authority Owned Portfolio

Month End:

03/31/23

Item #	Last Name	First Name	ID No.	REASON	MONTHLY RENT	UNPAID RENT (*)	CONC. REVERSAL	UNPAID MISC (*)	MAINT. FEES	LEGAL FEES	TOTAL OWED	LESS DEPOSIT	NET DUE
403 - Summit Walk													
1	R	M		V	1,585.00	13,080.00	-	50.00	978.00		14,108.00	835.00	13,273.00
2	V	D		T	1,564.00	7,165.00	-	50.00	364.00		7,579.00	835.00	6,744.00
TOTALS:						20,245.00	-	100.00	1,342.00	-	21,687.00	1,670.00	20,017.00
Item #	Type of Notice	Date Notice Served	Posted or Hand Delivered	Date File Sent to Attorney	Date Attorney Filed in Court	Response Filed by Tenant (Y or N)		Court Date	Lock Out Date		Vacate Date		
1	Intent to Vacate										02/28/23		
2	3 Day Pay or Quit	01/06/23	Posted	02/10/23	N/A				turned in keys to avoid eviction		02/28/23		

407 - Sunset Pointe													
1	Puerto	Josia	t0031401	V	825.00	33.86		75.00	797.00		905.86	400.00	505.86
TOTALS:						33.86	-	75.00	797.00	-	905.86	400.00	505.86
Item #	Type of Notice	Date Notice Served	Posted or Hand Delivered	Date File Sent to Attorney	Date Attorney Filed in Court	Response Filed by Tenant (Y or N)		Court Date	Lock Out Date		Vacate Date		
1	Intent to Vacate										03/10/23		

408 - Sunrise Vista													
1	S	M							(388.00)		(388.00)		(388.00)
2	S	J							(390.00)		(390.00)		(390.00)
3	O	A		V	825.00	(224.00)	-		1,336.00	-	1,112.00	700.00	412.00
TOTALS:						(224.00)	-	-	558.00	-	334.00	700.00	(366.00)
Item #	Type of Notice	Date Notice Served	Posted or Hand Delivered	Date File Sent to Attorney	Date Attorney Filed in Court	Response Filed by Tenant (Y or N)		Court Date	Lock Out Date		Vacate Date		
1	Payment on bad debt												
2	Payment on bad debt												
3	Intent to Vacate										02/13/23		

409 - Andalusia													
1	R	E		S	1,375.00	7,831.00	-		1,900.00		9,731.00	1,250.00	8,481.00
2	B	L		T	1,056.00	11,685.08	-		1,720.00		13,405.08	599.00	12,806.08
							-				-		-
TOTALS:						19,516.08	-	-	3,620.00	-	23,136.08	1,849.00	21,287.08
Item #	Type of Notice	Date Notice Served	Posted or Hand Delivered	Date File Sent to Attorney	Date Attorney Filed in Court	Response Filed by Tenant (Y or N)		Court Date	Lock Out Date		Vacate Date		
1	Skip										03/01/23		
2	3 Day Pay or Quit	08/12/22	Posted	09/22/22	10/28/22	Y		03/02/23	turned in keys		03/15/23		

*Reasons: E=Evictions S=Skip V=Voluntary T=Terminated Tenancy **Unpaid Misc: D=Deceased Stipulated agreements for rent, maintenance charges, late charges, etc.

Housing Authority County of San Bernardino

COLLECTION WRITE-OFFS - Authority Owned Portfolio

Month End: 03/31/23

Item #	Last Name	First Name	ID No.	REASON	MONTHLY RENT	UNPAID RENT (*)	CONC. REVERSAL	UNPAID MISC (*)	MAINT. FEES	LEGAL FEES	TOTAL OWED	LESS DEPOSIT	NET DUE
423 - Mesa Gardens													
1	Q	X		V	1,025.00	1,025.00			350.00		1,375.00	400.00	975.00
						1,025.00	-	-	350.00	-	1,375.00	400.00	975.00
Item #	Type of Notice	Date Notice Served	Posted or Hand Delivered	Date File Sent to Attorney	Date Attorney Filed in Court	Response Filed by Tenant (Y or N)		Court Date	Lock Out Date		Vacate Date		
1	Intent to Vacate										02/28/23		

425a - Sequoia													
1	L								(2,080.10)		(2,080.10)		(2,080.10)
2	S	V		T	875.00	9,095.38			285.00		9,380.38	1,750.00	7,630.38
TOTALS:						9,095.38	-	-	(1,795.10)	-	7,300.28	1,750.00	5,550.28
Item #	Type of Notice	Date Notice Served	Posted or Hand Delivered	Date File Sent to Attorney	Date Attorney Filed in Court	Response Filed by Tenant (Y or N)		Court Date	Lock Out Date		Vacate Date		
1	Collection on bad debt												
2	3 Day Pay or Quit	01/06/23	Posted	02/09/23	N/A	N			turned in keys to avoid eviction		03/19/23		

432a - Van Leuven 8													
1	H	T		T	1,350.00	376.00			170.00	1,500.00	2,046.00	700.00	1,346.00
											-		-
TOTALS:					376.00	-	-	170.00	1,500.00	2,046.00	700.00	1,346.00	
Item #	Type of Notice	Date Notice Served	Posted or Hand Delivered	Date File Sent to Attorney	Date Attorney Filed in Court	Response Filed by Tenant (Y or N)		Court Date	Lock Out Date		Vacate Date		
1	90 Day to Quit	01/10/23	Posted			N					03/06/23		

434d - Third													
1	R	R		V	1,237.00	1,576.00		50.00	598.00		2,224.00	700.00	1,524.00
											-		-
TOTALS:					1,576.00	-	50.00	598.00	-	2,224.00	700.00	1,524.00	
Item #	Type of Notice	Date Notice Served	Posted or Hand Delivered	Date File Sent to Attorney	Date Attorney Filed in Court	Response Filed by Tenant (Y or N)		Court Date	Lock Out Date		Vacate Date		
1	Intent to Vacate										03/07/23		

*Reasons: E=Evictions S=Skip V=Voluntary T=Terminated Tenancy **Unpaid Misc: D=Deceased Stipulated agreements for rent, maintenance charges, late charges, etc.

Housing Authority County of San Bernardino

COLLECTION WRITE-OFFS - Authority Owned Portfolio

Month End: 03/31/23

Item #	Last Name	First Name	ID No.	REASON	MONTHLY RENT	UNPAID RENT (*)	CONC. REVERSAL	UNPAID MISC (*)	MAINT. FEES	LEGAL FEES	TOTAL OWED	LESS DEPOSIT	NET DUE
437 - Sunset Gardens													
1	M	E		V	1,360.00	2,181.00	-	50.00	858.00		3,089.00	600.00	2,489.00
							-				-		-
TOTALS:						2,181.00	-	50.00	858.00	-	3,089.00	600.00	2,489.00
Item #	Type of Notice	Date Notice Served	Posted or Hand Delivered	Date File Sent to Attorney	Date Attorney Filed in Court	Response Filed by Tenant (Y or N)		Court Date	Lock Out Date			Vacate Date	
1	Intent to Vacate											03/17/23	

467 - Hillcrest													
1	T	Y		T	747.00	11,664.00					11,664.00	725.00	10,939.00
											-		-
TOTALS:						11,664.00	-	-	-	-	11,664.00	725.00	10,939.00
Item #	Type of Notice	Date Notice Served	Posted or Hand Delivered	Date File Sent to Attorney	Date Attorney Filed in Court	Response Filed by Tenant (Y or N)		Court Date	Lock Out Date			Vacate Date	
1	30 Day Pay or Quit	04/06/22	Posted and Hand	05/09/22	06/03/22	N		N/A	N/A			01/18/23	
ALL PROPERTY TOTALS:						122,544.60	-	2,325.00	11,829.74	5,690.00	142,389.34	13,327.00	129,062.34

Submitted by: _____ Date: _____ Reviewed by: _____ Date: _____

*Reasons: E=Eviction S=Skip V=Voluntary T=Terminated Tenancy **Unpaid Misc.: D=Deceased Stipulated agreements for rent, maintenance charges, late charges, etc.

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