



**Minutes for December 15, 2020, 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, December 15, 2020, virtually via video conference.

Chairman Jack Sightler called the meeting to order at 5:05 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 were present:

CH Board Members			Columbia Housing Authority Staff Present
Chairman	Jack Sightler	Present	Ivory Mathews, Chief Executive Officer
Vice-Chairman	Bruce Smith	Present	Yvonda Bean, Chief Operating Officer
Commissioner	Silvia Sullivan	Present	Cindi Herrera, SVP Development
Commissioner	Cheryl Seymour	Present	Tierria Hilton, Regional Property Manager
Commissioner	OPEN		Lee McRoberts, Executive Assistant

APPROVAL OF MINUTES

Mr. Sightler called for approval of the minutes for the Regular Meeting held October 20, 2020. Upon motion of Mr. Smith, seconded by Ms. Sullivan the minutes were unanimously approved.

Board Member		Aye	Nay	Absent
Chairman	Jack Sightler	X		
Vice-Chairman	Bruce Smith	X		
Commissioner	Silvia Sullivan	X		
Commissioner	Cheryl Seymour	X		
Commissioner	OPEN			

CHIEF EXECUTIVE OFFICER’S REPORT:

Mrs. Mathews said that staff is looking forward to 2021 and that Mrs. Herrera will provide a development update on the upcoming projects in Cayce. SC DHEC will begin offering COVID-19 testing to CH residents on January 13, 2021, transportation will be provided if needed.

Mrs. Herrera stated that plans for rehabilitating the Cayce units are progressing. The architect recently conducted site visits to determine the scope of work and staff anticipates having plans back by February, 2021. Resident feedback was incorporated into the designs. Work will include the renovation of kitchens and baths, floor replacement, paint and roofing where needed, and updated appliances; residents will be temporarily moved if work if needed. Once the architectural plans are back, staff anticipates work could be bid in mid-February and contracts presented to the Board for review and approval in April, with work starting later in the Spring. A phasing schedule will be developed and presented to the Board.

Mr. Sightler asked the cost of the rehab project. Mrs. Herrera stated that there is a budget of \$1.2 million allocated for the work and that it will be funded through the current reserves as that money has to be spent on public housing prior to the conversion of Cayce to the RAD program.

Mosely Architects of Columbia has submitted a plan for the land at Spencer Place that adds 9 townhouse units to the site; 3 – 3 bedroom units and 6 – 2 bedroom units. Staff is currently working on the site survey to confirm boundaries of the site as it appears the entrance to the adjacent apartment complex (Cayce Cove Apartments) is actually CH property and not a dedicated City street. There is no record of an easement agreement so staff will need to negotiate an agreement to move forward with the new development. Staff is meeting regularly with Cayce City staff and have recently had the tree surveyor out to approval tree removal.

OPERATIONS REPORT

Regional Property Manager, Tierra Hilton gave the Operations Report:

	October	November	December
Accounts sent to Magistrate	0	0	0
Account more than 30 days	7	7	10
Work Orders received	18	11	5
Work Orders Completed	14	9	4
Work Orders Remaining	4	2	1
Emergency Work Order	2	2	2

Mrs. Hilton reported that unless the CDC eviction moratorium is lifted, eviction proceedings can begin after December 31, 2020. No magistrate filings have been made since the beginning of the pandemic and staff is working with the families to prevent evictions. Ms. Sullivan asked if the accounts are carryovers from previous months. Mrs. Bean said that staff is working to help these residents access local resources where available, set up repayment plans if possible and explore all possible options to avoid next steps. Mrs. Hilton said that staff is knocking on these resident’s doors and making every attempt to contact them to offer assistance and reinforce the importance of working out a plan.

Ms. Seymour asked when the new lawn care company starts as the same issues exist at Spencer Place regarding the grounds. Mrs. Herrera said that she would check on the status of the contract.

Mr. Sightler asked everyone to remain on the call for the Annual Meeting to elect officers following the adjournment of the regular meeting.

ADJOURNMENT

There being no further business and upon motion of Ms. Sullivan, seconded by Mr. Sightler, it was unanimously approved to end the meeting at 5:30 pm.

Prepared by:

Ivory N. Mathews
Secretary/Executive Director