



Monday, March 24, 2014

**ALEXANDRIA REDEVELOPMENT  
AND HOUSING AUTHORITY**

Roy O. Priest, CEO

**BOARD OF COMMISSIONERS**

**MERRICK MALONE, CHAIRMAN  
DANIEL BAUMAN, VICE CHAIRMAN**



**ALEXANDRIA  
REDEVELOPMENT &  
HOUSING AUTHORITY**



**MERRICK T. MALONE**  
*Chairman*

**DANIEL BAUMAN**  
*Vice Chairman*

**Commissioners:**

**Christopher Ballard**  
*Commissioner*

**Chyrell Bucksell**  
*Commissioner*

**Carter D. Flemming**  
*Commissioner*

**Brett J. Libresco**  
*Commissioner*

**Michelle Millben**  
*Commissioner*

**A. Melvin Miller**  
*Commissioner*

**Karl Sandberg**  
*Commissioner*

**Roy O. Priest**  
*Secretary-Treasurer*

March 24, 2014

Mr. Merrick T. Malone  
425 Oronoco Street  
Alexandria, VA 22314

**Re: Monday, March 24, 2014 Regularly Scheduled Board Meeting**

Dear Chairman:

Enclosed please find the docket for the regular board meeting of the ARHA Board of Commissioners to be held on Monday, March 24, 2014 at 7:00 p.m., Ladrey Building 300 Wythe Street, VA 22314 (Community Room). The docket has (8) items; of which there are three (3) are consent and no action item.

Sincerely,

Roy O. Priest,  
Secretary-Treasurer

lh/ROP

cc: City Council (7 electronically)  
ARHA Commissioners (9 delivered/electronically)  
Rashad Young, City Manager (1 Electronically)  
Mildrilyn Davis, Office of Housing (1 electronically)  
Alexandria Libraries (4 delivered)  
Alexandria Resident Advisory Board (1 electronically)  
Ladrey High Rise Advisory Board (1 delivered)

**ALEXANDRIA REDEVELOPMENT AND HOUSING AUTHORITY  
BOARD OF COMMISSIONERS**

**REGULARLY SCHEDULED MONTHLY MEETING**

**MONDAY, MARCH 24, 2014**

**7:00 PM**

**LADREY BUILDING (*Community Room*)  
300 WYTHE STREET ALEXANDRIA, VA 22314  
ALEXANDRIA, VA 22314**

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1. **Public Discussion Period for Resident Groups – 10 minutes**
  - **Ladrey Advisory Board (LAB) – Maudie Hines, President**
  - **ARHA Resident Association (ARA) – Shanelle Gayden, President**
2. **Public Discussion Period on AGENDA and NON-AGENDA ITEMS – 5 minutes**
  - **Neighborhood Briefing – Lieutenant Scott Patterson of APD**
3. **Adopt Minutes for the Regularly Scheduled Monthly Meeting held Monday, February 24, 2014**
4. **Vote Receipt of the Secretary-Treasurer's Report**

5. **CONSENT DOCKET**

***5.1 Vote Approval of Resolution No. 582, Allowing Staff to Negotiate and Execute a Model Form of Agreement between Owner and Civil/Landscape Design Professional for the Redevelopment of Ramsey Homes***

***5.2 Vote Approval of Resolution No. 583, Authorizing Staff to Negotiate and Execute a Model Form of Agreement Between Owner and Design Professional for Architectural and Engineering Services Related to the Redevelopment of Ramsey Homes***

***5.3 Vote Approval of Resolution 584, to Approve ARHA Budget for Fiscal Year 2014***

6. **ACTION DOCKET**

6. **No item submitted**
  7. **Other Business**
  8. **Executive Session to Discuss Personnel, Legal and Real Estate Issues**
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# MINUTES

MINUTES

**MINUTES OF THE  
ALEXANDRIA REDEVELOPMENT AND HOUSING AUTHORITY**

**REGULARLY SCHEDULED MEETING  
CHARLES HOUSTON RECREATION CENTER (*Multi-Purpose Room*)  
300 WYTHE STREET  
ALEXANDRIA, VA 22314**

**MONDAY, FEBRUARY 24, 2014  
7:00 P.M.**

**THOSE PRESENT:** Merrick Malone, Chairman  
Daniel Bauman, Vice Chairman  
Carter Flemming  
Christopher Ballard  
Chyrell Bucksell  
Karl Sandberg  
Melvin Miller

**ABSENT:** Brett Libresco  
Michelle Millben

**RECORDER:** Ian Hawkins

The regular Board meeting was called to order at 7:18 pm. Others present were Roy Priest, Chief Executive Officer, ARHA Department Heads, ARHA staff, City Office of Housing staff and community citizens.

Chairman Malone opened the floor to receive the Public Discussion Reports.

**ITEM 1. PUBLIC DISCUSSION PERIOD FOR RESIDENTS GROUPS – 10 MINUTES:**

- **Ladrey High-Rise Residents Advisory Board (RAB)** – Mrs. Maudie Hines, President apprised the Board that Mrs. Lambert, property manager has been a tremendous aid to her on numerous occasions.

Mrs. Hines stated the Super Bowl party was well attended and everyone experienced an enjoyable evening in spite of which team won or lost.

Mrs. Hines revealed that the building has been quiet, and thanked Officer Griffin and RAB who has repeatedly patrolled the building.

- **Alexandria Resident Association (ARA)** – No representation at this meeting.

**ITEM 2. PUBLIC DISCUSSION PERIOD ON AGENDA AND NON-AGENDA ITEMS – 5 MINUTES:**

- **Neighborhood Briefing (Alexandria Police Department)** - Lt. Scott Patterson of Alexandria Police Department – Absent. Sgt. Dan Shultz briefed the Board and

attendees of the surrounding areas and initiatives implemented by the residential officers, street crime unit, and bike officers.

**ITEM 3. VOTE TO ADOPT MINUTES FOR MONDAY, JANUARY 27<sup>TH</sup> AND THE SPECIAL BOARD OF COMMISSIONERS' MEETING ON TUESDAY, FEBRUARY 11<sup>TH</sup>, 2014:**

Chairman Malone presented the minutes for Monday, January 27, 2014. Commissioner Miller moved to accept the minutes with the requested change; the motion was seconded by Commissioner Flemming. The motion was approved with (5) Yeas and (0) Nays to accept the minutes of Monday, January 27<sup>th</sup> and February 11<sup>th</sup>, 2014.

**ITEM 4. VOTE TO RECEIVE THE SECRETARY-TREASURER'S REPORT:**

Chairman Malone opened the floor to receive the Secretary-Treasurer's Report. Secretary-Treasurer presented his report and responded to questions raised by the Board. Chairman Malone requested a motion to accept the Secretary-Treasurer's Report. Commissioner Miller moved to accept the Secretary-Treasurer Report; the motion was seconded by Commissioner Sandberg. The motion was approved unanimously (7) Yeas to (0) Nays to accept the Secretary-Treasurer's Report of Monday, February 24, 2014.

**ITEM 5. CONSENT DOCKET:**

**5.1 *Vote Approval of Resolution 578, Authorizing the Opening of Four (4) New bank Accounts for James Bland Housing IV***

*Chairman Malone called for action to be taken on Resolution No. 578. Commissioner Miller moved to approved Resolution 578; seconded by Commissioner Flemming. The motion passed with (7) Yeas and (0) Nays for Resolution 578.*

**5.2 *Vote Approval of Resolution 579, Authorizing the Opening of Four (4) New Bank Accounts for James Bland Housing V***

*Chairman Malone called for action to be taken on Resolution No. 579. Commissioner Miller moved to approved Resolution 579; seconded by Commissioner Flemming. The motion passed with (7) Yeas and (0) Nays for Resolution 579.*

**5.3 *Vote Approval of Resolution 580, Establishing New Signatories for All Authority Controlled Checking and Saving Accounts***

*Chairman Malone called for action to be taken on Resolution No. 580. Commissioner Miller moved to approved Resolution 580; seconded by Commissioner Flemming. The motion passed with (7) Yeas and (0) Nays for Resolution 580.*

**5.4 *Vote Approval of Resolution 581, Approval to Award a Contract for Janitorial Services***

*Chairman Malone called for action to be taken on Resolution No. 581. Commissioner Miller moved to approved Resolution 581; seconded by Commissioner Flemming. The motion passed with (7) Yeas and (0) Nays for Resolution 581.*

**ITEM 6. ACTION DOCKET:**

**6.1 Approval Resolution 577, ARHA Non-Smoking Housing Policy**

*Chairman Malone called for action to be taken on Resolution No. 577. Commissioner Ballard moved to approved Resolution 577; seconded by Vice Chairman Bauman. The motion passed with (7) Yeas and (0) Nays for Resolution 577.*

**ITEM 7. OTHER BUSINESS:**

No items submitted

**ITEM 8. EXECUTIVE SESSION TO DISCUSS PERSONNEL, LEGAL AND REAL ESTATE ISSUES:**

A motion was made by Vice Chairman Bauman and seconded by Commissioner Miller, and unanimously adopted to convene in Executive Session for Personnel, Real Estate, and Legal Matters. The Executive Session commenced at 8:35 pm

At 9:16 pm the Board reconvened in public session.

Thereupon, Commissioner Miller made the following motion, seconded by Vice Chairman Bauman and adopted unanimously. No other actions were taken in the Executive Session and to the best of each member's knowledge (1) only public business matters are fully exempted from open meeting requirement under the FOIA were discussed in the Executive Session, and (2) only public business matter identified in the motion by which are closed meeting was convened were heard, discussed or considered by the Board in the Executive Session. The motion was approved on a roll call vote of unanimously (7) yeas to (0) Nays.

A motion was made by Commissioner Miller to adopted Resolution 576, Authorizing Actions of the Alexandria Redevelopment and Housing Authority for the Acquisition of Washington Suites Hotel, Located in Alexandria, Virginia and the Execution of an Associated Assumption Agreement the motion was seconded by Commissioner Ballard and the motion passed with (7) Yeas and (0) Nays for Resolution 576.

Vice Chairman Bauman made a motion to adjourn, and Commissioner Sandberg seconded the motion; and the Chairman adjourned the meeting at 9:34 pm.

# FINANCE

FINANCE





**Commissioners:**


**Merrick Malone, Chairman**  
**Daniel Bauman, Vice Chairman**  
Christopher Ballard

Melvin Miller  
Carter Flemming  
Brett Libresco

Chyrell Bucksell  
Karl Sandberg  
Michelle Millben

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**Roy Priest, Chief Executive Officer**

**DATE:** March 18, 2014  
**TO:** Chairperson Merrick Malone and the ARHA Board of Commissioners  
**FROM:** Roy Priest, Secretary Treasurer   
**SUBJECT:** MONTHLY FINANCIAL REPORTS FY 2014

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**ISSUE:**

The Finance Department has finalized and submitted ARHA's unaudited financial statements to HUD's FDS system for FY 2013, prior to the March 15<sup>th</sup> deadline.

We are continuing to provide information to our auditors so we can finalize nine (9) of our various LIHTC property audits.

In addition, we have also provided and reviewed with the Board a copy of the final budget for FY2014. In anticipation of the budget being approved in March, the Finance Department will plan to provide the Board with updated monthly financial reports through the first quarter of FY 2014 at our April board meeting.

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600 North Fairfax Street • Alexandria, VA 22314 • Office: (703) 549-7115 • Fax: (703) 549-8709 • TDD (703) 836-6425



**ALEXANDRIA REDEVELOPMENT & HOUSING AUTHORITY  
SUMMARY OF CURRENT VS PRIOR YEAR COMBINED BUDGETS  
FOR THE YEAR ENDING DECEMBER 31, 2014**

	Public Housing AMP 1	Public Housing AMP 3	Public Housing AMP 4	Public Housing AMP 5	Public Housing AMP 6	Public Housing AMP 7	Public Housing AMP 8	Public Housing AMP 9	Public Housing AMP 10	Public Housing AMP 11	Public Housing AMP 12	Public Old Town Commons (Phase V)	Hopkins Tancil	Quaker Hill	Jefferson Village	Miller Homes	Pendleton Park	Section 8	Mod Rehab	Bond Fund	Proposed FY 2014 Budget	Unaudited FY 2013 Actual	
<b>Operating Revenues</b>																							
Dwelling Rent	528,000	333,600	513,600	28,800	212,400	141,600	66,000	84,000	43,200	25,200	210,000	340,000	1,356,000	1,224,000	1,020,000	276,000	354,000	-	-	-	6,756,400	5,747,812	
Governmental Grants	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	21,679,200	1,206,500	-	22,882,400	22,606,826	
Local Grants	84,450	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	84,450	84,534	
Management/Fee for Service	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,805,000	1,814,916	
Bookkeeping Fee	96,500	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	96,500	85,395	
Asset Management Fee	128,600	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	128,600	125,711	
HCVP Management Fee	241,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,575,800	1,653,831	
HCVP Bookkeeping Fee	135,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,204,800	130,000	-	135,000	135,025	
Mod Rehab Management Fee	20,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	20,000	25,940	
Mod Rehab Bookkeeping Fee	9,800	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	9,800	9,467	
Developer Fee & Reserves	200,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	200,000	597,500	
Operating Subsidy	633,900	1,109,300	602,900	15,100	158,000	146,100	126,400	204,500	94,300	86,000	-	-	-	-	-	-	-	-	-	-	3,176,500	2,903,484	
Investment Income	170	5,500	-	-	-	-	300	400	-	8,000	-	-	-	-	-	-	-	1,250	70	-	16,335	-	
Transfers/Reserves	150,000	-	150,500	15,330	-	47,880	30,730	-	39,880	56,100	56,700	66,000	20	520	-	-	-	210,230	-	-	823,350	521,499	
Other Income	43,260	72,000	13,480	400	7,160	13,600	3,100	5,200	5,150	9,950	16,500	11,500	34,000	22,600	16,600	12,275	5,200	150,000	-	89,660	570,005	759,529	
<b>Total Operating Revenue</b>	<b>1,323,850</b>	<b>1,481,270</b>	<b>1,280,480</b>	<b>59,630</b>	<b>377,560</b>	<b>349,180</b>	<b>226,530</b>	<b>294,100</b>	<b>182,530</b>	<b>185,250</b>	<b>283,200</b>	<b>417,500</b>	<b>1,390,020</b>	<b>1,247,120</b>	<b>1,036,600</b>	<b>288,275</b>	<b>359,325</b>	<b>23,245,460</b>	<b>1,336,570</b>	<b>89,660</b>	<b>38,281,440</b>	<b>37,073,541</b>	
<b>Operating Expenditures</b>																							
Administrative Salaries	1,375,000	1,020,000	1,230,000	4,200	52,000	48,600	25,000	34,000	25,100	25,100	30,700	82,000	73,000	56,000	48,000	15,000	16,000	613,000	53,000	-	2,880,800	2,845,831	
Legal Expense	42,000	10,000	11,600	1,000	4,000	9,200	2,500	8,000	4,700	4,500	900	1,000	10,000	1,000	2,500	100	1,000	2,500	-	-	122,100	141,932	
Staff Training	11,000	1,000	1,900	100	300	800	200	200	200	200	350	2,000	2,000	500	500	500	500	2,500	-	10,000	35,950	12,754	
Travel	3,500	800	650	50	150	350	100	50	50	50	50	500	400	200	200	100	150	1,500	-	-	9,150	2,388	
Accounting Fees	40,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	40,000	38,377	
Auditing	13,600	3,500	9,500	13,200	-	7,100	16,000	16,000	10,000	16,000	9,500	13,000	3,300	8,000	3,300	500	-	1,200	2,500	-	145,700	107,575	
Office Rent	-	-	2,500	500	-	3,000	-	-	500	500	500	-	1,000	1,000	1,000	500	3,000	92,000	-	-	108,000	90,602	
HOA & Condo Fees	-	-	2,000	-	-	-	-	-	-	-	21,600	-	1,000	212,000	-	110,000	-	-	-	-	687,400	483,031	
Publications/Printing	3,800	300	680	80	110	600	100	250	80	130	100	1,000	700	400	500	100	450	1,700	-	5,000	16,550	6,544	
Telephone	31,300	12,000	17,900	1,800	800	8,300	3,500	3,500	4,500	4,200	2,600	2,500	5,100	700	6,000	600	1,200	26,000	-	-	147,000	129,024	
Advertising	1,200	200	100	50	200	250	100	100	100	200	200	500	500	500	2,000	500	500	600	-	-	6,300	613	
Membership	1,800	600	800	30	200	250	100	150	70	70	150	500	500	300	300	100	100	500	-	-	7,120	4,240	
Admin Meetings	1,150	-	-	-	-	-	-	-	-	-	-	1,000	-	-	-	-	-	-	-	-	2,150	184	
Office Supplies	13,250	3,000	3,580	100	1,000	1,000	500	500	100	100	200	1,000	5,000	1,000	600	300	200	8,000	-	-	41,730	36,060	
Office Equipment & Maintenance	27,600	3,300	3,125	90	700	1,400	500	850	200	200	250	6,000	3,500	1,200	600	350	750	17,500	-	-	69,905	115,216	
Professional Services	165,000	31,000	33,300	1,250	10,300	11,750	18,100	18,200	15,100	9,400	11,400	150	9,000	5,500	6,000	1,200	11,000	45,000	-	-	427,150	276,864	
Postage	7,525	1,000	820	30	550	400	300	350	100	120	130	130	650	340	280	75	200	8,300	-	100	22,160	19,620	
Management Expense	129,000	130,334	121,400	3,800	36,600	33,900	25,400	33,900	12,670	12,700	18,300	10,000	83,084	42,300	48,600	11,270	28,000	240,960	20,000	-	1,042,218	1,016,259	
Bookkeeping Expense	15,300	15,450	14,300	450	4,700	4,380	3,240	4,320	1,620	1,620	2,200	2,000	9,810	5,400	6,200	1,440	1,440	135,000	9,810	-	237,240	225,302	
Asset Management Expense	20,400	20,600	19,200	600	6,300	5,820	4,320	5,760	2,160	2,160	2,900	2,000	13,080	7,200	8,300	1,920	1,920	5,100	-	-	122,720	107,734	
Other Supply Expenses	4,750	1,230	715	60	950	970	170	200	130	160	320	700	880	970	800	140	1,600	5,100	-	43,500	68,395	58,229	
<b>Total Administration</b>	<b>1,742,775</b>	<b>338,150</b>	<b>375,734</b>	<b>29,190</b>	<b>213,660</b>	<b>138,070</b>	<b>113,430</b>	<b>126,330</b>	<b>98,880</b>	<b>98,810</b>	<b>123,950</b>	<b>125,850</b>	<b>221,004</b>	<b>344,510</b>	<b>135,680</b>	<b>143,695</b>	<b>64,650</b>	<b>1,201,360</b>	<b>85,310</b>	<b>58,600</b>	<b>6,239,738</b>	<b>5,718,380</b>	
<b>Tenant/Social Services</b>																							
Salaries	123,000	32,000	-	-	-	-	-	-	3,000	3,000	3,500	61,000	92,000	-	-	-	-	-	-	18,000	335,500	171,038	
Recipitations	5,000	1,350	1,200	40	400	850	800	1,400	500	500	2,500	5,000	22,150	200	100	50	500	-	-	-	43,040	39,385	
Resident Advisory Board	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	8,150	7,014	
Contract/Training	1,100	500	320	30	100	250	100	100	50	50	150	500	150	200	100	30	150	-	-	-	3,730	1,909	
<b>Total Tenant/Social Services</b>	<b>500</b>	<b>136,600</b>	<b>34,350</b>	<b>70</b>	<b>500</b>	<b>1,100</b>	<b>900</b>	<b>1,500</b>	<b>3,550</b>	<b>3,550</b>	<b>6,150</b>	<b>66,500</b>	<b>114,300</b>	<b>400</b>	<b>200</b>	<b>80</b>	<b>650</b>	<b>-</b>	<b>-</b>	<b>18,000</b>	<b>390,420</b>	<b>219,346</b>	
<b>Utilities</b>																							
Water/Sewer	5,000	150,000	308,000	5,800	1,800	1,100	12,000	1,100	3,500	4,000	9,500	1,000	233,000	3,500	63,000	200	14,000	500	-	-	916,600	935,258	
Electricity	21,900	145,000	134,000	6,300	2,400	4,050	4,500	8,800	2,200	5,900	29,500	500	10,000	3,500	13,000	3,000	13,000	500	-	-	456,050	407,263	
Gas	3,500	32,000	14,300	5,100	800	850	4,000	100	300	1,200	2,100	500	6,000	2,000	17,000	900	8,500	1,500	-	-	121,350	101,386	
<b>Total Utilities</b>	<b>30,400</b>	<b>327,000</b>	<b>456,300</b>	<b>17,200</b>	<b>5,000</b>	<b>6,000</b>	<b>20,500</b>	<b>10,000</b>	<b>6,000</b>	<b>11,100</b>	<b>41,100</b>	<b>2,000</b>	<b>249,000</b>	<b>9,000</b>	<b>93,000</b>	<b>4,100</b>	<b>35,500</b>	<b>2,500</b>	<b>-</b>	<b>-</b>	<b>1,494,000</b>	<b>1,443,907</b>	
<b>Ordinary Maintenance &amp; Operations</b>																							
Salaries	290,200	156,000	105,000	2,400	29,500	28,300	15,000	24,000	15,000	15,000	20,000	120,000	105,000	55,000	28,000	12,000	1,500	-	-	-	1,153,900	978,321	
Maintenance Vehicles	13,000	10,000	13,300	1,100	3,300	8,300	3,500	6,000	2,600	3,500	500	-	6,000	17,000	6,000	4,200	4,000	1,500	-	-	121,200	100,340	
Materials	137,250	35,700	22,900	200	8,950	8,800	1,100	4,220	600	700	1,150	5,000	12,500	6,000	7,900	3,350	3,000	1,800	-	-	273,220	226,645	



# ASSET MANAGEMENT/ SOCIAL SERVICES

ASSET MGMT /  
SOCIAL SERVICES

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**Commissioners:**


***Merrick Malone, Chairman***  
***Daniel Bauman, Vice Chairman***  
Melvin Miller

Carter D. Flemming  
Brett J. Libresco  
Christopher Ballard

Karl Sandberg  
Chyrell Bucksell  
Michelle Millben

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Roy Priest, Chief Executive Officer

**DATE:** March 19, 2014  
**TO:** Chairman Merrick Malone and the ARHA Board of Commissioners  
**FROM:** Roy Priest, Secretary-Treasurer   
**SUBJECT:** ASSET MANAGEMENT SUMMARY REPORT

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I. Performance Indicators for Board Monitoring

The Asset Management Department is responsible for the management and operations of ARHA's public housing developments, including but not limited to all leasing activities, rent collections, maintenance and grounds, and the enforcement and compliance of ARHA policies, as well as HUD, State and local government regulatory requirements.

ARHA's Admission and Continuing Occupancy Plan, also referred to as the ACOP, is the official document to set forth all policies in accordance with HUD's regulations and other policies approved by the ARHA Board of Commissioners.

In addition to the ACOP policies, HUD requires all Public Housing Authorities to abide by certain rules and regulations designed to measure the PHA's performance against national benchmarks, as well as other industry standards used to measure the operational and financial status of the organization.

The following report provides an overview of the Asset Management performance, including but not limited to the following activities:

- Leasing and Occupancy
- Tenant's Account Receivables (TAR's)
- Vacant units turnaround time (down time + make ready [turn-over] + lease up time)
- Work Order performance pursuant to HUD standards
- Public Housing Assessment Systems (PHAS) score, annually revised by HUD, based on information gathered by HUD from electronic submittals, REAC inspections and other components provided by the authority.

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600 North Fairfax Street • Alexandria, VA 22314 • Office: (703) 549-7115 • Fax: (703) 549-8709 • TDD (703) 836-6425

The Tables and Charts provide a summary and overview of Asset Management activities and where applicable, include comparisons of performance indicators versus HUD standards, industry benchmarks, or ARHA's own goals. Further performance indicators not covered in this section may be included in the Secretary-Treasurer's report.

Table A below shows the Performance Indicators Benchmark and Goals, as determined by the Board of Commissioners or the CEO. Additionally, Table-A shows HUD's standards for each indicator, whenever it is applicable, or a range of values assigned to the indicator, which shows the level of achievement. In some cases, ARHA's benchmarks may be higher than HUD's standards.

Comments contain information pertinent to each indicator to help in the analysis of the scores shown below. Some of the scores are percentile values, while other scores are numerical values based on specific units. Chart "A" provides a graphic presentation of Table A.

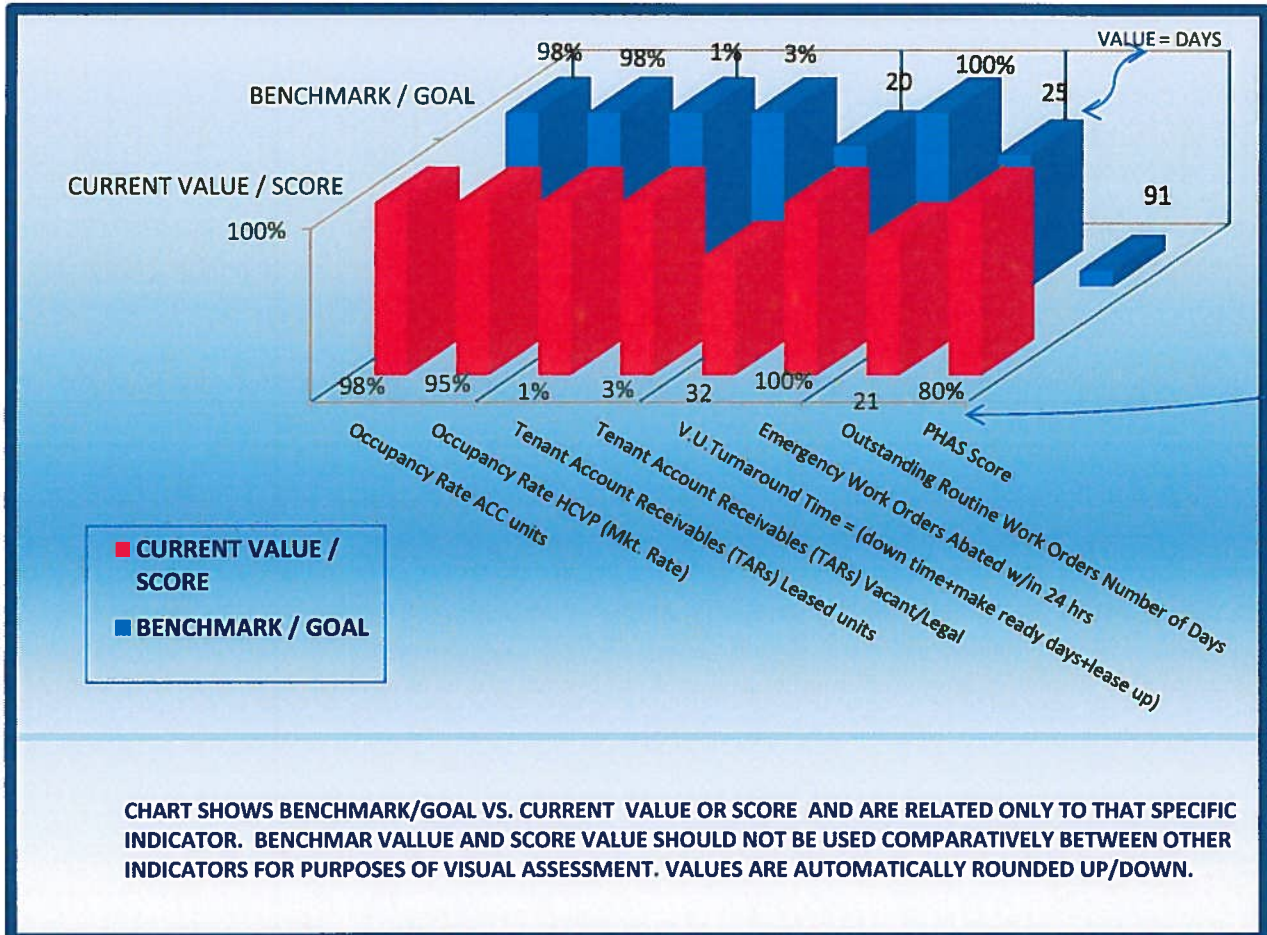
**TABLE A**

**Performance Indicators for Board Monitoring Report Period Ending February 28, 2014**

Performance Indicators for Board Monitoring of ACC Units, HCVP & Market Rent					
INDICATOR	SCORE	BENCHMARK / GOAL	HUD's STANDARD	COMMENTS	
1	Occupancy Rate ACC units (PH)	98%	98%	98%	See vacancy rate on the attached PH Vacancy Tracking report details
2	Occupancy Rate HCVP (Mkt. Rate)	95%	98%	96%-99%	See vacancy rate on the attached Market Rate Vacancy Tracking Report
3	Tenant Account Receivables (TARs) - Occupied Units	1%.	1%	2% = A - >2%≤4% = B - >4%≤6% = C	Percent of rents uncollected 2% = A, >2%≤4% = B,
	Tenant Account Receivables (TARs) - Vacated/Evictions	3%	2%	>6%≤8% = D - >8%≤10% = E - >10%=F	>4%≤6% = C, >6%≤8% = D, >8%≤10% = E, >10%=F
4	Vacant Unit Turnaround Time (down time + make ready days + lease up = VU Turnaround Time)	32 days	19 days	20 days	Vacant units down time + make ready time (8 days) + lease up (20 days) during the reporting period (30 days) ≤ 20 days =A,
5	Emergency Work Orders Completed/Abated w/in 24 hrs.	100%	100%	100% = A	14 Emergency Work Orders Issued and Completed within 24 hrs. 99% -100% = A
6	Outstanding Routine Work Orders Number of Days	21 days	15 days	21 days	198 total work orders issued; 89 totals completed; 107 work orders remain open (including VU's, exterminator, Inspections (UPCVS, HQS), system transfer, etc.)
7	PHAS Score	80	91	90 – 100 = High Performer - 70 – 89 = Standard 60 – 69 = Near Troubled, <60 = Troubled	Standard performer rating as of the 2013 Period
<b>SPECIAL PROJECTS</b>					
Disposition Action Saxony Square & Park Place			See attached		
Replacement Units			See attached		
ARHA Strategic Plan			See attached		

**CHART A**

**Performance Indicators for Board Monitoring Reporting Period Ending February 28, 2014**



**TABLE B**

**Vacancy Activity Tracking Report for Market Rent Units/Section 8 for the Period Ending February 28, 2014**

	Total Units	Vacant Units	Average Vacancy Rate %
Jefferson Village (*)	68	12	18%
Quaker Hill	60	2	3%
Hopkins-Tancil Courts (**)	108	6	5%
Miller Homes	16	0	0%
Pendleton Park	24	0	0%
<b>TOTALS:</b>	<b>276</b>	<b>20</b>	<b>5% (AVG) (***)</b>

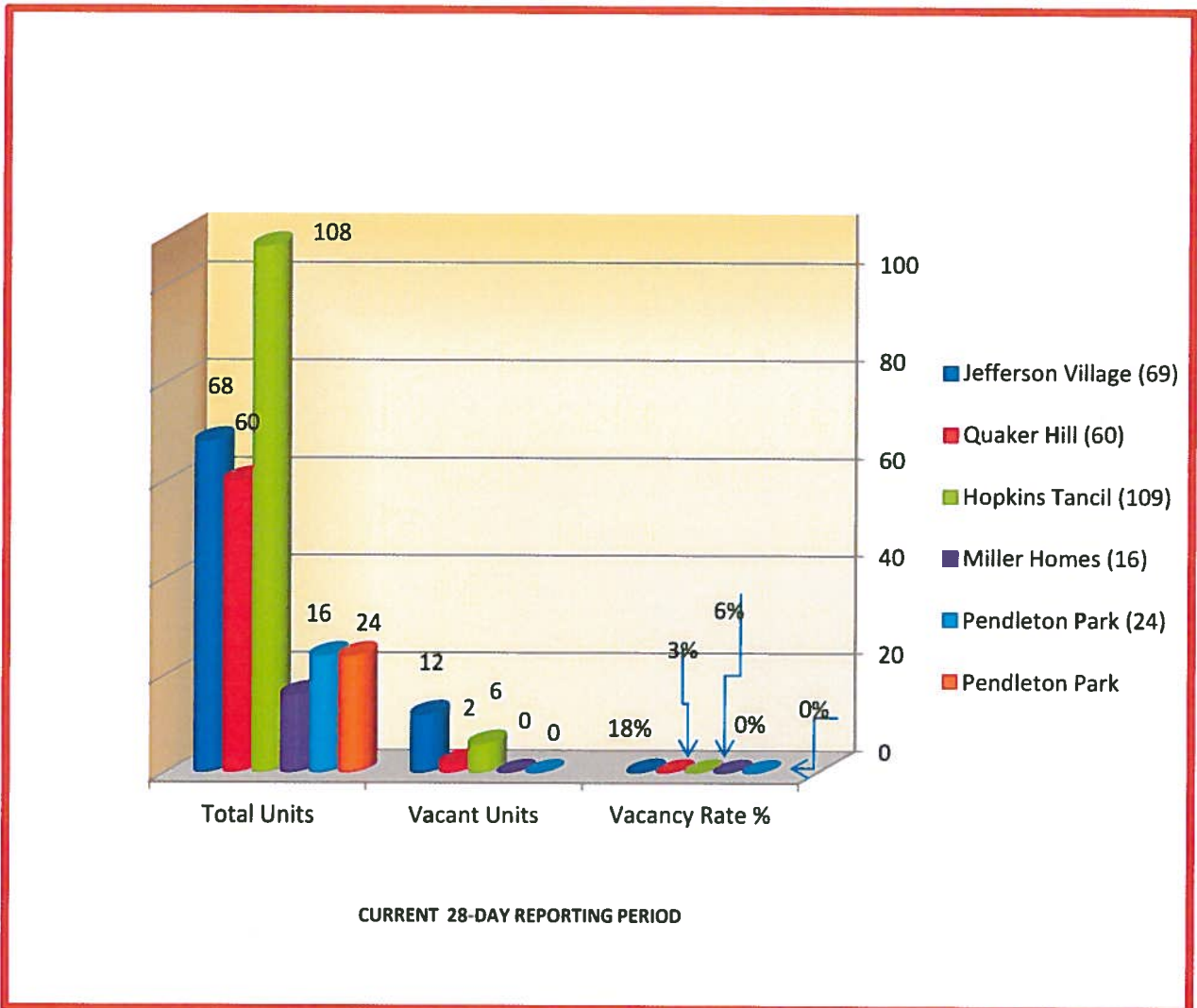
(\*) Total units + 69. One (1) unit occupied by a RPO – net lease units = 68

(\*\*) Total 111 Units: one (1) unit occupied by a RPO, two (2) units converted into the Ruby Tucker Center. Net unit count 108. (\*\*\*) Percentile values have been rounded up or down for chart purposes.



Chart B below provides a graphic representation of the above Table B showing the vacancy activity report for Market Rent and Section 8 units for the current reporting period. Please note that chart values are automatically rounded up to the nearest unit.

**CHART B**  
**Vacancy Activity Report Market Rate and Section 8 Units as of February 28, 2014**



Note:  
 Jefferson Village is undergoing a substantial rehab and upgrades of vacant units to increase marketability and to compete with newly built rentals in the same area, therefore the higher vacancy rate reflects the off-line units.

Table C below provides a view of the ACC units, per development, showing the total unit numbers, vacant units under rehab, off line or demolition, the total of occupied units and occupancy and average vacancy rates for the current reporting period.

Please note that chart values are automatically rounded up/down to the nearest unit.

**TABLE C**

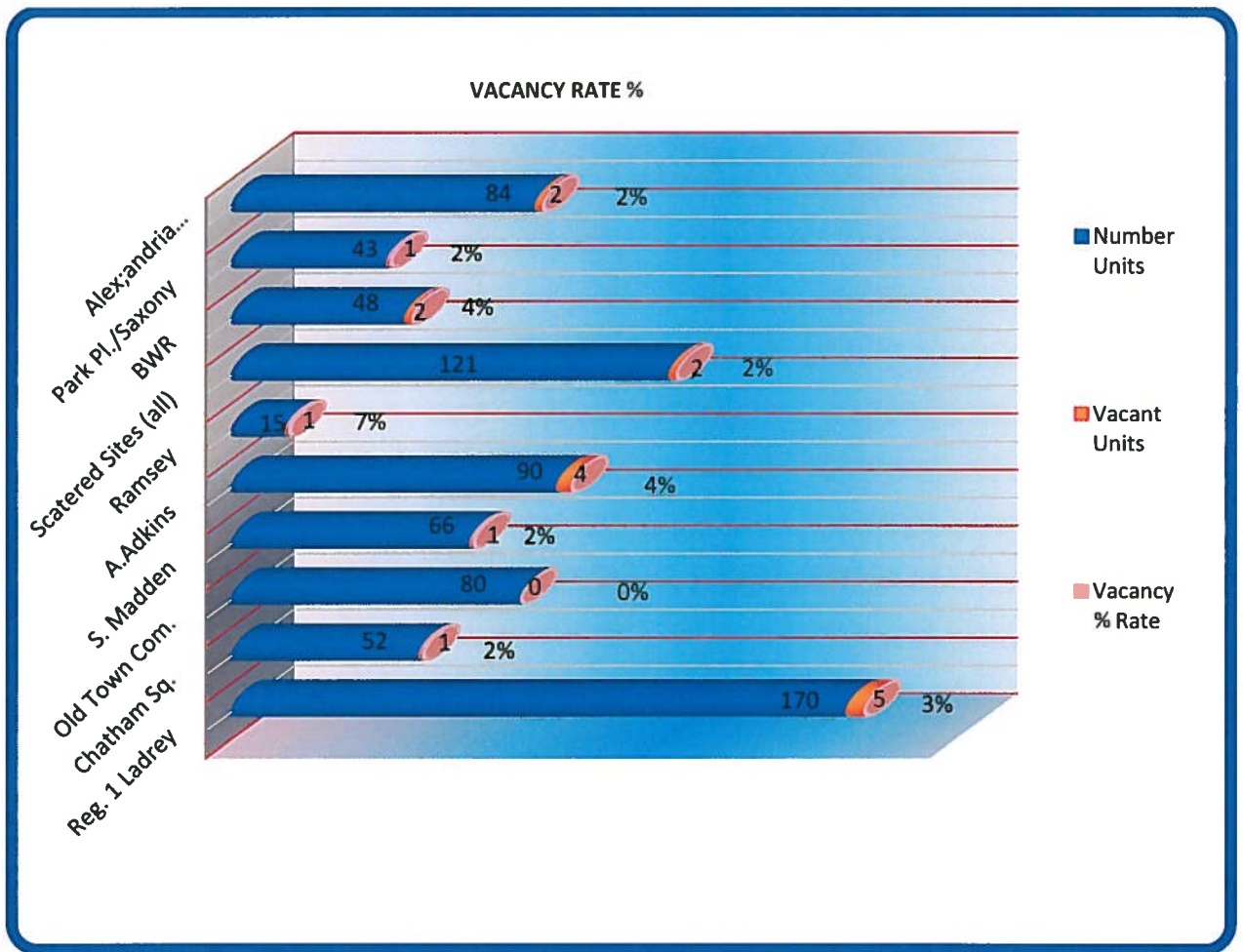
**Vacancy Activity Tracking Report for ACC Units**

	Number Units	Vacant Units	Vacancy % Rate
Ladrey Building	170	5	1%
Chatham Square.	52	1	3%
Old Town Commons	80	0	0%
S. Madden Homes	66	1	3%
A. Adkins Homes	90	4	2%
Ramsey Homes	15	1	7%
Scattered Sites (all)	121	2	2%
BWR	48	2	4%
Park Place & Saxony Square	43	1	4%
Alexandria Crossing (all on-line units)	84	2	2%
<b>TOTALS:</b> (values are rounded up/down)	769	19	2%
(1) S. Madden Homes: one unit off line ARA office			
(2) A. Adkins: one unit off line for RPO			

(\*) Current vacancy rate does not reflect unit occupied by the RPO.

The Chart C below shows the vacant unit activity per sites based on the content of Table C. Please note that some developments have been accumulated under one name due to the limitations of the graphic (i.e.: Scattered Sites I, II and III, are all under "Reg. 3 Scattered Sites", Braddock, Reynolds and Whiting are under "BWR", etc.) All vacancy rate values are percentiles. Vacant Units are numeric values based on actual number of units concentrated within the development description shown in the chart.

**CHART C**  
**Vacancy Activity for Public Housing (ACC) Units, as of February 28, 2014**



**II. Year-to-Date Administrative & Legal Activities**

The following Table and Chart(s) provide a summary of the legal activities initiated by staff to enforce lease compliance, including but not limited to non-payment of rent or other charges, violation of the lease agreement unrelated to rent payment, and actions initiated by the Alexandria Police Department as a result of illegal activities, including drugs.

Staff may start legal after the issuance of a late notice for non-payment of rent, by issuing a 21/30 Notice. Upon receiving a 21/30 Notice, the resident may take corrective action within 21 days, or face eviction procedures. Some 21/30 notices may be related to lease violation issues other than non-rent payment. Most 21/30 Notices are satisfied within the 21-day period and no further action is taken by staff.

When a resident fails to take corrective action after 21 days, it triggers further actions that may lead to a Court issued Warrant and would usually require a Court hearing. If

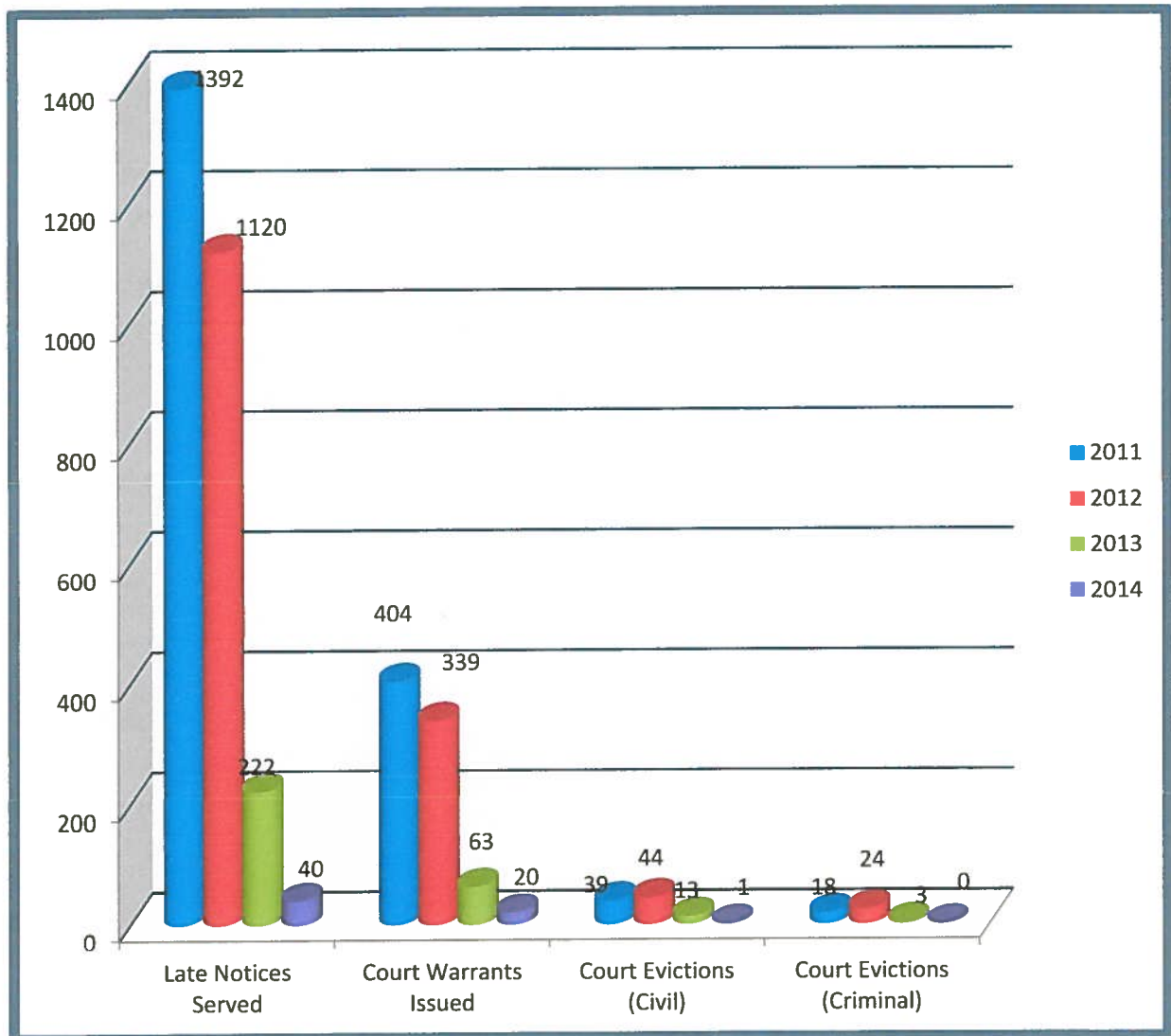
during the hearing, the court finds the resident at fault, it may, among other actions, issue an Eviction Warrant or seek other remedies as allowed by Law.

Chart D below, shows the Year-To-Year numbers that quantify the above steps. The variances shown in the chart also illustrates how the various step-actions are carried out based on the residents' response and the adjudication of the cases.

The current year reflects all activities that have taken place since the beginning of the year up to the current reporting period, all values are accumulative.

#### CHART D

Year to Date Administrative & Legal Activities from 2011 to 2014





**Commissioners:**

**Merrick Malone, Chairman**  
**Daniel Bauman, Vice Chairman**  
Christopher Ballard

Melvin Miller  
Carter Flemming  
Brett Libresco

Chyrell Bucksell  
Karl Sandberg  
Michelle Millben

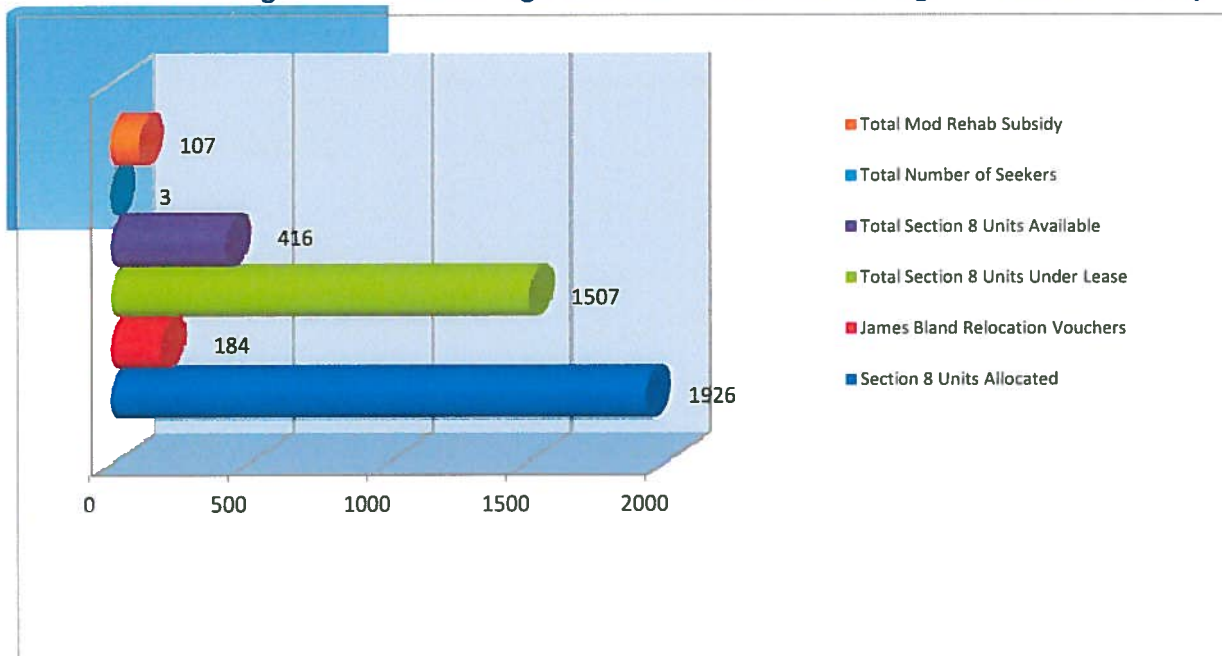
**Roy Priest, Chief Executive Officer**

**DATE:** March 6, 2014  
**TO:** Merrick Malone, Chairman and the ARHA Board of Commissioners  
**FROM:** Roy Priest, Secretary-Treasurer   
**SUBJECT:** HOUSING CHOICE VOUCHER PROGRAM (HCVP) ACTIVITY REPORT

**I. HOUSING CHOICE VOUCHER PROGRAM SUMMARY OF ACTIVITIES**

The current program utilization rate is 78% of the annual contributions contract (ACC) with 103% of the budget authority expended. All voucher issuance and new applicant leasing activity has been suspended due to funding constraints. The waiting list is closed. The HCVP Department is currently working on certifications for the 54 Project Based Section 8 units scheduled to become available beginning March 2014 for the final phase of Old Town Commons. HCVP staff is also working with AHDC and Equity Management to coordinate tenant relocation and certification during the redevelopment of Longview Terrace and Arbelo apartments formerly owned by RPJ. See various Charts related to the HCVP activities during the current reporting period.

**Chart A: Housing Choice Voucher Program Utilization Rate and Leasing Activities for current period.**

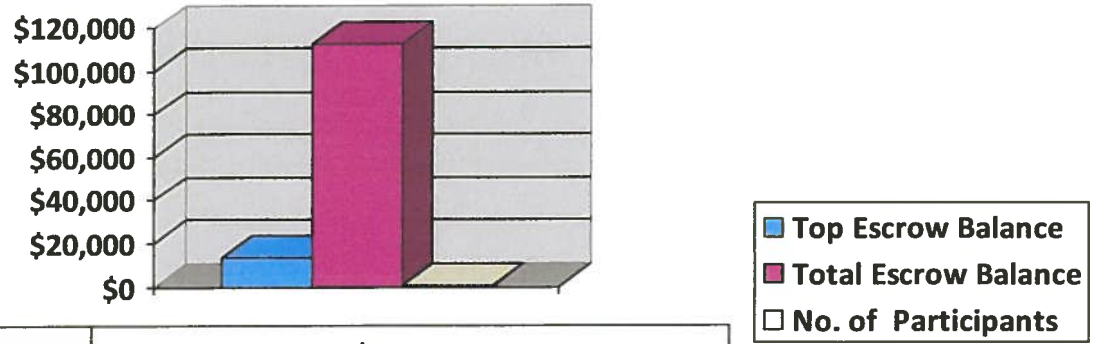


**CHART B: Family Self Sufficiency Program (FSS) activities for current reporting period.**

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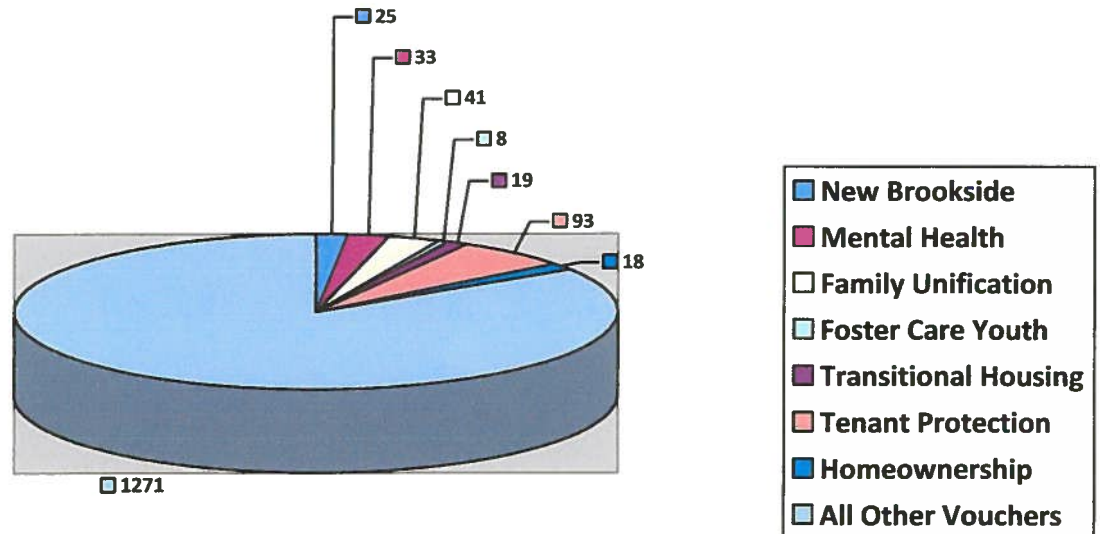


**CHART B: Family Self Sufficiency Program (FSS) activities for current reporting period.**



Top Escrow Balance	\$13,248
Total Escrow Balance	\$112,248.89
No. of	28

**CHART C: Section 8 Vouchers Unit Lease breakdown for current reporting period.**





**Commissioners:**

**Merrick Malone, Chairman**  
**Daniel Bauman, Vice Chairman**  
Christopher Ballard

Melvin Miller  
Carter Flemming  
Brett Libresco

Chyrell Bucksell  
Karl Sandberg  
Michelle Millben

**Roy Priest, Chief Executive Officer**

**DATE:** March 17, 2014  
**TO:** ARHA Board of Commissioners  
**FROM:** Roy Priest, Secretary-Treasurer   
**SUBJECT:** SOCIAL SERVICES SUMMARY OF ACTIVITIES

**SENIOR SERVICES – KRUNCH BUNCH/CHARLES HOUSTON SENIOR CENTER**

**Participant Information for the month of February:**

- 65 participants and guests were served;
- 24 ARHA and Annie B. Rose residents were served;
- The total breakfast meals served were 138; and
- The total lunch meals served were 149.

**Summary of Services/Activities for the month of January:**

- Health, Wellness, and Medical Services – 65 clients (duplicated count) participated in yoga, walking club, arthritis exercise classes, and morning stretch. Clients also participated in 2 Blood Pressure Clinics and 3 Wellness Presentations;
- Assessments – There was 1 for the month;
- Referrals/Deaths – There was 1 Referral and no Deaths for the month of February;
- Activities – 65 clients (duplicated count) participated in a variety of activities and programs which included: shopping excursions to Landmark Plaza, the Dutch Amish Farmer’s Market, and the Lorton Dollar Tree Store; weekly bingo, weekly current events, African Art Museum Workshop, the Senior Center’s Annual Black History Month Celebration, Burgundy Farm School partners, cyber teens/cyber senior computer classes, and weekly expressions of faith.

**SENIOR SERVICES – LADREY HIGHRISE**

**Summary of Services for the month of February:**

- Health and Medical Services –58 residents received Medicare Counseling, Medicaid/SNAP Assistance, completed Medicaid/Medicare Extra Help Applications, received assistance from EMS, participated in the Ladrey Fitness Walking Club, Jazzercise Class, Dr. Breiner’s Podiatry Clinic, or the Think Well Feel Well Program;

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- EMS, participated in the Ladrey Fitness Walking Club, Jazzercise Class, Dr. Breiner’s Podiatry Clinic, or the Think Well Feel Well Program;
- Assessment /Family Planning – 11 residents were assisted with Family Planning, Hoarding Management/Housekeeping, Hospital Discharge/Planning Information, Mental Health Coordination, or Adult Protective Services;
  - Referrals – 15 referrals were provided for assistance with Companion Aide/Home Health Care Services, Optometry Services, Senior Taxi, METRO Access, Furniture Assistance, Rental Assistance, Medical Bill Assistance, or Medical Equipment/Prescription Assistance;
  - Senior Services – 37 residents were provided with general assistance which included home visits, completing applications, making appointments, file updates, Case Management planning with the Office of Aging, and communicating with Social Services;
  - Activities – 231 (duplicated count) residents participated in activities, which encompassed events sponsored by Community Partners and Organizations. These included the Faith Based Services provided by Oakland Baptist Church, a Luncheon and Faith Based Service sponsored by Third Street Baptist Church, Ladrey Resident Advisory Board Meeting, Bingo sponsored by Christ Church, a Superbowl Party sponsored by the Ladrey Advisory Board, Valentine’s Gift Basket & Celebration sponsored by the I’m Still Alive Foundation, the Ladrey Black History Month Movie, and the monthly shopping trip to Wal-Mart; and
  - There were no volunteer hours provided for the month.

**February Food Distributions at Ladrey:**

	<b>Number of Distributions</b>	<b>Amount of Donation (Dollars or Weight)</b>	<b>Number of Residents/Families</b>
<b>Trader Joe’s</b>	<b>15</b>	<b>\$5,600</b>	<b>419</b>
<b>Safeway</b>	<b>4</b>	<b>\$850</b>	<b>160</b>
<b>Capital Area Food Bank*</b>	<b>1</b>	<b>1,600 Pounds</b>	<b>85</b>
<b>ALIVE*</b>	<b>1</b>	<b>6,000 Pounds</b>	<b>232</b>

**\*Note:** These distributions also serve families from the community and residents outside of Ladrey.

**FAMILY SOCIAL SERVICES – RUBY TUCKER FAMILY CENTER & FAMILY RESOURCE LEARNING CENTER**

**RTFC Participant/Center Information for the month of February:**

- Active Students – 55/ New Youth Registrations – 0/ # Inactive Students - 46
- Avg. Daily Youth Attendance – 21/ # Relocated Youth – 75/ # Youth Contacts – 330
- Active Adults – 40/ New Adult Registrations – 0/ Avg. Daily Adult Attendance – 3/# Relocated Adults - 90
- Active Volunteers – 38/New Volunteers – 1/# Volunteer Hrs – 54/Community Service Volunteers – 3/Community Service Volunteer Hours – 11;
- Budget - **\$461.26** was spent for snacks and supplies from ACPS FACE Funds; and
- Center Donations - \$420 which primarily consisted of food and clothing for residents.



**FRLC Participant/Center Information for the month of February:**

- Active Students – 38/ New Youth Registrations – 0/ # Inactive Students - 14
- Avg. Daily Youth Attendance – 20/ # Youth Contacts – 297
- Volunteers – None
- Active Volunteers – 1/New Volunteers – 0/# Volunteer Hrs – 10

**RTFC/FRLC Programming & Partnership Information:**

- We have been working with Wright To Read to recruit additional tutors for their after school reading program and we have received some promising responses from homeowners from the Old Town Commons development.
- ACPS through their FACE initiative sponsored an African Jewelry making workshop at the Charles Houston Recreation Center which had strong representation from our ARHA families through both Learning Centers.
- Through funding provided by ACPS we were able to hire Ms. Juliette Kopp, who is a Reading Specialist at Maury Elementary, as a part time teacher for our after-school tutoring program. She will begin the first week of March.
- A group of 12 adult residents attended a community production of August Wilson’s play, entitled Seven Guitars, starring our own Jason Ellis.

**FAMILY SELF SUFFICIENCY PROGRAMS**

**Participants:**

	<b>Public Housing FSS Program</b>	<b>HCVP FSS Program</b>
<b>Number of Participants</b>	<b>26</b>	<b>30</b>
<b>Number of Participants Earning Escrow</b>	<b>13</b>	<b>14</b>
<b>Highest Individual Escrow Amount</b>	<b>\$15,518</b>	<b>\$13,248.55</b>
<b>Total Escrow Amount for Program</b>	<b>\$45,560.00</b>	<b>\$115,429.77</b>

**Programs and Events:**

- Winter Coat Drive – February 5<sup>th</sup> in collaboration with Alfred Street Baptist Church and Christ Church, the PH/ SS held a winter coat drive which began in mid- January and ended on February 5, 2014. Through this partnership, at least 80 families were served. Coats, scarves, and warm weather gear were available for men, women and children - many of which were donated brand new by Alfred Street Baptist Church.
- Regional FSS Roundtable Meeting – February 7<sup>th</sup> at Montgomery County HOC- Representatives from the DMV FSS Programs had the opportunity to meet with and discuss FSS program with HUD Staff: Amaris Rodriguez, Regina Gray, Darrin Dorsett; Also, from HUD headquarters: Marven Turner, Drellar Allen, Michael, Suberu, Christine Jenkins and Diane Duke; From D.C. Field Office, Pamela Paramore; and Tiffany Jackson, HUD Baltimore Field Office. The meeting was for discussion of the HCV-PH FSS program merger and other questions and concerns related to this merger and funding of FSS programs. Also in discussion was the upcoming Capitol Hill Advocacy Day on March 11, 2014 and further planning.

- First Time Homebuyer's Seminar – February 20<sup>th</sup> presented by the HCV FSS Coordinator/Homeownership Coordinator and sponsored by the City of Alexandria and Rebuilding Together Alexandria. Information was presented to participants about the steps to purchase a home and programs offered through the City to help them qualify to be a First Time Homebuyer.
- FSS "Taxes and Wealth Building Seminar" – February 22<sup>nd</sup> at Charles Houston Recreation Center. This was a follow-up seminar hosted by Money Management International (MMI). Participants learned about the (VIDA), Virginia Individual Development Accounts Program. The workshop focused on eligibility, income limits, application process and the participant's training requirements that include attendance of financial skills training and asset specific trainings of the following topics: Credit, Taxes(EITC), Banking, Financial Obstacles, Building assets, Homeownership, Business Planning and Career Planning. MMI is an authorized intermediary VIDA provider and partner of the Virginia Department of Housing and Community Development. Program funding is provided through the Commonwealth of Virginia, Department of Social Services.
- PCC (Program Coordinating Committee) Breakfast celebration – February 26<sup>th</sup> hosted by ARHA CEO, Mr. Roy Priest. This was an appreciation breakfast for past and current FSS PCC members. Certificates of appreciation are to be presented at a later time.
- Preparation for Capitol Hill Advocacy Day - February 26<sup>th</sup> - the PH/FSS Coordinator attended a packet stuffing workday with other FSS Regional Roundtable members in preparation for the upcoming Capitol Hill Advocacy day. Folders were made for each Senator and Congressman (woman) in the House and Senate, with Family self-sufficiency state information and data relevant to each state. The teams of FSS Roundtable participants that includes an FSS Coordinator and up to two FSS participants will be presenting their case for continued funding of the FSS programs nationwide. They will also discuss successes and continued barriers.

**Case Management/Challenges:**

- The following needs predominated amongst PH FSS Participants:  
**Assistance** – Two PH FSS participant received assistance with utilities and/or food this month.  
  
**Resources for food and utility assistance** – Referrals for assistance to several agencies such as ALIVE, Old Presbyterian Meeting House, St. Vincent De Paul, Salvation Army, and Christ Church were made on behalf of four ARHA families.
- The PH FSS Coordinator held several meeting with FSS participants, to follow-up on Individual Training and Services Plans. Additionally, the PH FSS coordinator scheduled Senate staff meetings in preparation for Capitol Hill Advocacy Day March 11, 2014. Resume reviews, adjustments and updates were also made for several participants.

### **Success Stories/ Outreach Work:**

- One PH FSS Participant became employed full time with full benefits.
- Both the PH & HCV FSS Coordinators volunteer at Christ Church as Lazarus Ministry Counselors on a weekly basis. In addition to interacting with other agencies, the Coordinators assist a large number of ARHA residents with referrals for assistance with rent and utilities. For the month of February, 6 hours were devoted to the Lazarus Ministry.
- Community Outreach, which included 2 hours serving on the Youth Services Community Council Meeting.

### **UPCOMING EVENTS**

- March 26 – FSS Heart to Heart/Health & Nutrition Workshop @ CHRC, 6-8pm
- March 27 – FACE Workshop – Eliminating Power Struggles with your Kids @ Mt. Vernon Community School, 6:30 – 8:30 pm
- March 27-29 - Black Women’s Roundtable Youth Advocacy Day/Health Walk, TBD
- March 28 – RTFC/FRLC trip to Wizards Basketball Game, 7pm
- March 29 – ALIVE End of the month Food Distribution @ Ladrey, 8 – 1pm
- March 29 – RTFC Adult Garden Work Party/Kickoff @ Tancil Court, 1pm
- April 7 – FACE Workshop – Preventing Risky Behaviors with Teens @ Ladrey 6pm – 8pm
- April 10 - Capitol Area Food Bank Distribution @ Ladrey, 10-1pm
- April 18 – RTFC/FRLC Annual Easter Egg Hunt @ CHRC, 1pm
- April 26 – ALIVE End of the month Food Distribution @ Ladrey, 8-1pm

# FACILITIES & MODERNIZATION

FACILITIES &  
MODERNIZATION




**Commissioners:**  
**Merrick Malone, Chairman**  
**Daniel Bauman, Vice Chairman**  
Christopher Ballard

Melvin Miller  
Carter Flemming  
Brett Libresco

Chyrell Bucksell  
Karl Sandberg  
Michelle Millben

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Roy Priest, Chief Executive Officer

**DATE:** March 18, 2014  
**TO:** Chairman Merrick Malone and the ARHA Board of Commissioners  
**FROM:** Roy Priest, Secretary-Treasurer   
**SUBJECT:** DEPARTMENT OF FACILITIES AND MODERNIZATION

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**PART I FACILITIES MANAGEMENT REPORT**

**A. Work Order Summary**

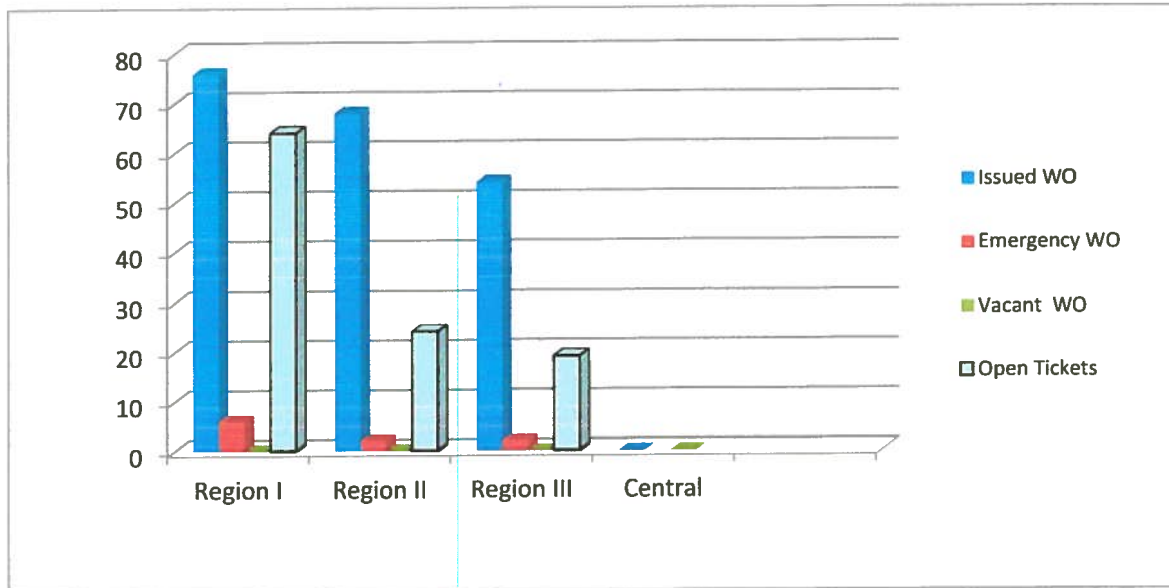
A total of 198 work orders (W.O.) were issued during the current reporting period ending February 28, 2014. Following is Table I, which provides a breakdown of the work orders. Chart I, provides a graphic summary of the number of work orders by each Region comprising the Asset Management Projects (AMP).

Issued W.O.s	198	Includes all work orders generated from 2/1/2014 to 2/28/2014
Completed W.O.s	89	Includes all work orders completed from 2/1/2014 to 2/28/2014
Emergency W.O.s	10	Includes all emergency work orders issued and completed within 24 hours
Open W.O.s (1) see note below	107	Includes routine WO, exterminator services, and vacant units WO summary is as of the closing of the period ending 2/1/2014 to 2/28/2014

(1) Open work order tickets by regional Asset Management groups, as seen on Chart I below, includes ongoing UPCS inspections for REAC:

Region I = 32.32%  
Region II = 12.12 %  
Region III = 9.60 %

Chart I – Work Orders by Regions



## **PART II OVERVIEW OF FACILITIES AND MODERNIZATION ACTIVITIES**

A. Current Facilities and Modernization activities in progress as of the closing of this report include:

1. **Vacant Units Turn Over**

The Department had a total of eight units undergoing rehabilitation work and five (5) of those units have been completed and turned over to Asset Management for leasing as of the closing of this report.

2. **Preventive Maintenance (PM)**

HVAC preventive maintenance has been an ongoing activity that will continue through the current wintry season, concentrating mostly in heating and energy conservation issues. Electrical PM for exterior lighting, property wide has been ongoing and will continue through the remaining of the season.

3. **Jefferson Village Improvements**

There are no new exterior works to report due to the wintry weather. Some of the exterior upgrade work has been completed previously, while the landscaping and some of the exterior work (paint and repair of some of the building components) are on hold until spring time when the weather permits its execution.

Some of the existing vacant units are still undergoing substantial rehabs and as new vacant units are becoming available, we will be upgrading the kitchen cabinets,

appliances, washer/dryer combo, dishwasher, light fixtures, and other features to make these units more competitive with other market rentals in the area.

**PART III ARHA Smoke Cessation Program**

ARHA'S Smoke Cessation Team, with the support of Mr. Richard E. Merrit, Chair of the Alexandria Public Health Advisory Commission, and the Clean and Smoke-Free Air Coalition of Alexandria and his dedicated team, as well as Katie Leonard, MPH, from the Virginia Department of Health, in conjunction with the Alexandria Health Department, has been working on the development and implementation of a Smoke-Free Housing Policy (*"Policy"*), including but not limited to public meetings and forums with ARHA residents, the distribution of educational materials in various languages, and a Survey form to assess resident's support to this initiative.

Attached herein, Staff is presenting a comprehensive report to the Chair and members of the Board of Commissioners to review and consider the approval of the *Policy* during the regularly scheduled Board Meeting of March 24, 2014.

# DEVELOPMENT

DEVELOPMENT





**Commissioners:**


**Merrick Malone, Chairman**  
**Daniel Bauman, Vice Chairman**  
Christopher Ballard

Melvin Miller  
Carter Flemming  
Brett Libresco

Chyrell Bucksell  
Karl Sandberg  
Michelle Millben

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**Roy Priest, Chief Executive Officer**

**DATE:** March 19, 2014  
**TO:** Chairman Merrick Malone and the ARHA Board of Commissioners  
**FROM:** Roy Priest, Secretary-Treasurer   
**SUBJECT:** DEVELOPMENT UPDATE

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**JAMES BLAND V**

Construction is progressing well on this phase. As of March 18<sup>th</sup> (date of last certificate for payment from EYA), the land development was 81.3% completed; the triplex construction is 27.81% completed and the multifamily buildings 42 and 49 are 52.03% and 39.26% completed respectively. The first two buildings on Phase 5 are scheduled to turn over to ARHA March 24, 2014. EYA has taken reservations for 31 of the 32 condominium units (Figure 1), and 32 of the 62 townhomes (Figure 2). Sales graphics are located at the end of this report.

**REQUEST FOR DEVELOPMENT PARTNERS, VARIOUS SITES**

The deadline for submissions for this solicitation was March 17, 2014. Due to inclement weather, on March 16, 2014, Addendum 04 was issued, extending the due date by 48 hours. As of the closing, ARHA had received fourteen14 responses.

Additionally, during this reporting period, a Request for Proposals (“RFP”) was issued for Financial Capacity Advisement Services. On March 14, 2014, ARHA received three responses to the RFP. The responses were evaluated and The Concourse Group (“TCG”), a DC-based firm was selected as the most responsive and responsible submission. TCG has solid experience with relevant work scopes (9,000 housing units) for clients such as US Air Force (housing), the Department of Veterans Affairs (housing), the US Army (housing), and the FBI (office, mixed-use). Other clients include the Richmond Redevelopment & Housing Authority, the University of Massachusetts Building Authority and private sector developers. They have a vast amount of experience evaluating financial qualifications of Public Private Partnership (“PPP”) development teams. They also provided relevant references. The proposed team is very strong. A redacted report to evidence quality of their work product was also included in the submission.

TCG has extensive experience in providing financial advisory services to federal, state and local clients for affordable residential and commercial real estate developments, developed by the private sector through a competitive RFP process. Their specialty is evaluating the financial aspects of RFP responses. TCG has evaluated hundreds of RFP responses for its public sector clients' real estate developments including the Air Force, the FBI and the Department of Veterans Affairs.

The pricing was set at \$1,900 per Part I submission. If fewer than ten (10) submissions are reviewed, the proposed minimum total compensation will be \$19,000 (floor) and if greater than thirty (30) submissions are reviewed, the maximum total compensation (ceiling) will be \$57,900. Given that a total of 14 responses were reviewed, the expenditure for this procurement falls into the small purchase limit and does not require Board approval, this information is being provided as an update. We are confident that this team will do a thorough job in reviewing the submissions. TCG will augment the Committee expertise, will be compensated for their expertise as an advisory board to the process of providing professional guidance to the Committee and consulted on a regular basis. TCG will not be allowed to vote and, in addition to providing support to the Committee during the Part 1 phase, TCG will be asked to review and provide comments on the package to be issued on 4/29/2014 to the short-listed candidates and related to submission requirements for Part 2 of the process.

Procurement staff is sorting the submissions. An Evaluation Committee meeting is scheduled for early next week where the packages will be delivered and instruction provided to Committee members. The schedule for this effort is as follows:

RFP 14-03, Submission Due Date:	3/14/14
RFP 14-02, Submission Due Date:	3/17/14 (extended to 3/19/14 due to inclement weather)
RFP 14-03, Selection/Contract Execution	3/21/14
RFP 14-02 Responses delivered to Consultant	3/21/14
Report completed and provided to ARHA	4/07/14; 2:00 PM
Briefing of ARHA staff	4/14/14; 2:00 PM
Revised Final Report	4/18/14
Publication of Short-Listed Partners	4/29/14

## **ACQUISITION OF WASHINGTON SUITES HOTEL**

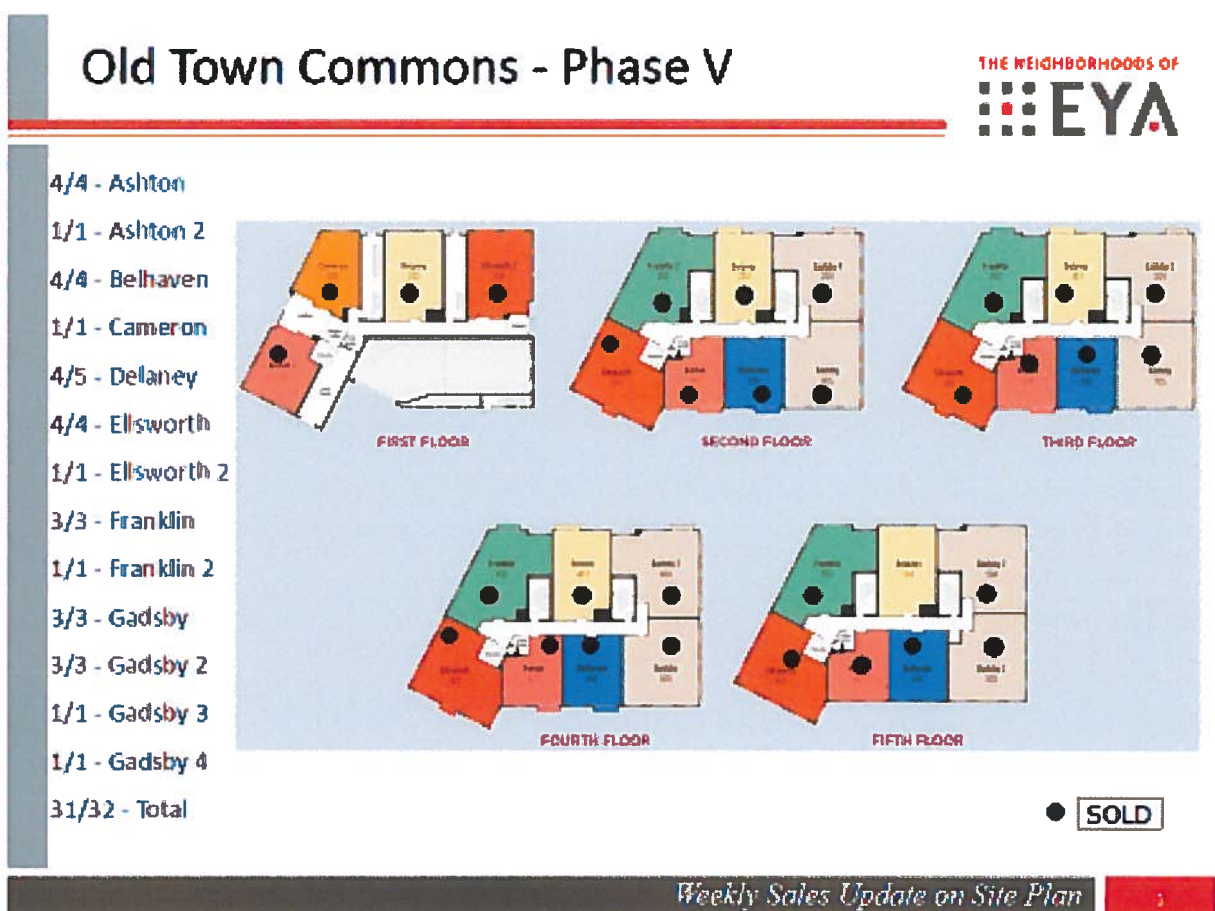
Staff is completing a thorough physical inspection of the facilities in the normal course of due diligence prior to an acquisition. The diligence period expires on 3/20/14 and it is expected on that date that ARHA will have all of the information necessary to make a final decision on this acquisition. Running parallel to those efforts, the lawyers have determined that the closing date must be extended in order to provide the seller time to consolidate three (3) parcels that make up the complete site. Until these parcels are consolidated, the site is considered non-conforming for an apartment use under the zoning code. A 219-unit apartment community would not be permitted because the land would not be sufficient to allow the density. Once the three parcels are consolidated, the zoning issue would be resolved. The seller had started these efforts last year as part of a Master Site Plan Amendment and simply need to follow the efforts through. The new closing date is unknown as of this time. Should the diligence period determine that this is a facility that would benefit ARHA, and once the seller receives a schedule from the city for the approval of the consolidation, the closing will be rescheduled? There will be further discussion regarding this potential acquisition in Executive Session.

**RAMSEY HOMES**

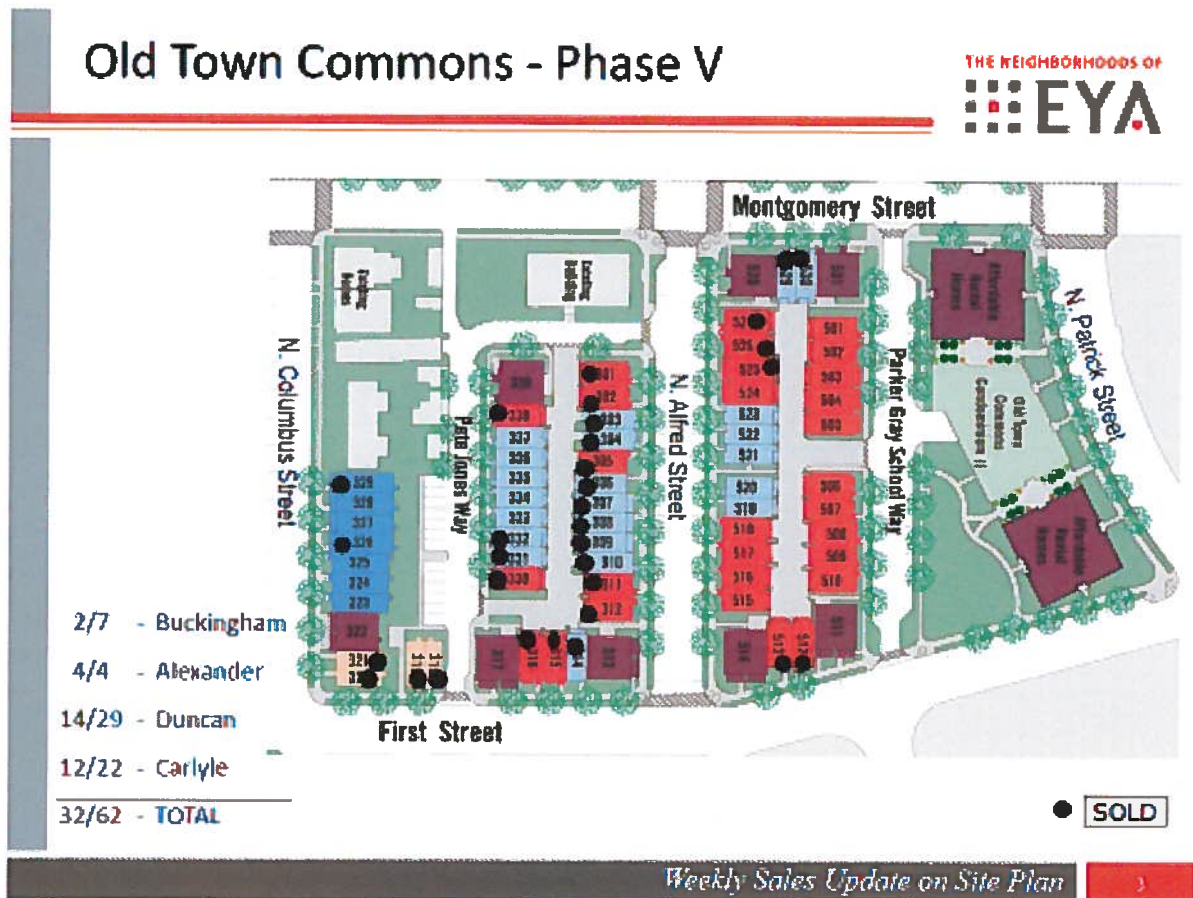
On the agenda for this Board meeting is approval to enter into negotiations for two agreements: the design services needed for land use development to be provided by one firm capable of providing both civil engineering and landscape architecture services, and, 2) an architect who will engage structural/mechanical/electrical/plumbing engineering services. The architect will coordinate all disciplines regardless of whether he contracts with them or ARHA contract with them through VHDLLC. Previously ARHA had engaged land use counsel and an environmental engineer. This will constitute the major team members. There will be specialty consultants engaged in the course of the development efforts but they are not expected to charge fees that would be subject to board approval under the ARHA Procurement Policy, therefore would not be brought before the board.

With a full team in place, we will begin meetings with the city to see where our land use discussions lead us as it relates to the schedule and funding deadlines, as well as density. Once we have initial discussion with Planning and Zoning, staff will submit to the Board an initial schedule for this redevelopment effort.

**FIGURE 1: PHASE V SALES**



**FIGURE 2: PHASE V TOWNHOUSE SALES**



# CONSENT DOCKET

CONSENT  
DOCKET



**Commissioners:**

**Merrick Malone, Chairman**  
**Daniel Bauman, Vice Chairman**  
Christopher Ballard

Melvin Miller  
Carter Flemming  
Brett Libresco


Chyrell Bucksell  
Karl Sandberg  
Michelle Millben

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Roy Priest, Chief Executive Officer

**DATE:** March 18, 2014

**TO:** Chairman Merrick T. Malone and the ARHA Board of Commissioners

**FROM:** Roy O. Priest, Chief Executive Officer 

**SUBJECT:** **Vote Approval of Resolution No. 582, Allowing Staff to Negotiate and Execute a Model Form of Agreement between Owner and Civil Engineer/Landscape Architect for Design Professional for the Redevelopment of Ramsey Homes**

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**ISSUE:**

The Board approved ARHA 2012 – 2022 Strategic Plan includes redevelopment of the Ramsey Homes site.

**DISCUSSION:**

The 15 units located at Ramsey Homes are protected under Resolution 830 and could be replaced on-site with the potential for additional units based on the amount of density approved by the City in a rezoning. A Request for Quotations (“RFQ”) No. Q-13-10 for Civil Engineering and Landscape Architecture Services for the Redevelopment of Ramsey Homes was issued. Three qualified responses were received and were scored by an evaluation committee.

The selection of a Civil Engineer and Landscape Architect team will allow for the land development tasks related to the preparation of initial concept, design development, and 100% bid/construction documents based on the design approved by the governing bodies and coordinated with the design team. Bid assistance and construction administration services are also included.

The ARHA will award one contract to a firm capable of completing tasks related to land development and final landscaping. This Civil Engineering and Landscape Architecture team will be engaged by VHDLLC to complete design services required for a completed apartment complex at this site. This team, to be coordinated by an architect engaged under separate contract, will work with VHDLLC, land use counsel and specialty consultants and the Architect and other engineering disciplines engaged in a separate RFQ to provide services as needed to rezone the site such that the maximum density and highest and best use of the site that can be achieved. Services shall include but not be limited to: preparation of all drawings and materials for land use and zoning matters including Development Site Plan (DSP) and Development Special Use Permits (DSUP) to rezone the site from its current RB use to CRMU-M, including development of materials for presentation to the Parker-Gray Board of Architectural Review, the Planning Commission and City Council public hearings and legislative meetings, through construction and permit documents. The selected designers will enter into contract with the Owner entity

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and the contract shall be executed by the CEO as Contracting Officer and administered by the Chief Operating Officer of VHDLLC.

Through this solicitation ARHA is provided the ability, through separate Owner entities to engage the selected firm to complete work related to acquisition/rehabilitation projects that may present themselves during the contract term, if desired and advantageous to ARHA.

A preliminary application for a REACH Pre-Development Loan from VHDA has been approved and ARHA will be submitting an application for \$120,000 in funds. This is a low interest loan that will take the form of a grant should the project be deemed infeasible and not move forward.

**RECOMMENDATION:**

That the Board vote to allow the CEO to negotiate and execute an agreement with Walter L. Phillips Incorporated for Civil Engineering and Landscape Architecture services for preparation of documents related to rezoning through construction documentation for the Ramsey Homes development.

**FISCAL IMPACT:**

Not to Exceed \$116,800. Design fees will be paid from the development budget for Ramsey Homes.

**RESOLUTION OF THE  
ALEXANDRIA REDEVELOPMENT AND HOUSING AUTHORITY**

**AUTHORIZING STAFF TO NEGOTIATE AND EXECUTE A MODEL FORM  
OF AGREEMENT BETWEEN OWNER AND DESIGN PROFESSIONAL FOR  
CIVIL ENGINEERING AND LANDSCAPE ARCHITECTURE SERVICES  
RELATED TO THE REDEVELOPMENT OF RAMSEY HOMES**

**RESOLUTION NO. 582**

WHEREAS, the Alexandria Redevelopment and Housing Authority (“ARHA”) Board approved 2012 – 2022 Strategic Plan includes the redevelopment of the Ramsey Homes site; and

WHEREAS, the redevelopment of the Ramsey Homes site will require professional design services related to land development to complete; and

WHEREAS, ARHA published a Request for Qualifications pursuant to the ARHA adopted Procurement Policies and Procedures; and

WHEREAS, three responses were received and evaluated; and

WHEREAS, the Walter L. Phillips Incorporated proposal was determined to be the most responsive and responsible as well as the most advantageous to ARHA.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Alexandria Redevelopment and Housing Authority that, pursuant to the laws of the Commonwealth of Virginia:

1. The Model for of Agreement Between Owner and Design Professional, with any subsequent modifications made thereto which are acceptable to the Chief Executive Officer, is hereby approved.
2. The Chief Executive Officer is hereby authorized to (a) execute and deliver the Agreement, incorporating any modifications thereto which are acceptable to the Chief Executive Officer.

Adopted this \_\_\_\_ day of March, 2014

**ATTEST:**

**ALEXANDRIA REDEVELOPMENT  
AND HOUSING AUTHORITY**

By: \_\_\_\_\_

By: \_\_\_\_\_

Its: \_\_\_\_\_

Its: \_\_\_\_\_





**Commissioners:**


**Merrick Malone, Chairman**  
**Daniel Bauman, Vice Chairman**  
Christopher Ballard

Melvin Miller  
Carter Flemming  
Brett Libresco

Chyrell Bucksell  
Karl Sandberg  
Michelle Millben

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**Roy Priest, Chief Executive Officer**

**DATE:** March 18, 2014  
**TO:** Chairman Merrick T. Malone and the ARHA Board of Commissioners  
**FROM:** Roy O. Priest, Chief Executive Officer 

**SUBJECT: Vote Approval of Resolution No. 583 Allowing Staff to Negotiate and Execute a Model Form of Agreement Between Owner and Architect/Engineering Design Professional for the Redevelopment of Ramsey Homes**

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**ISSUE:**

The Board approved ARHA 2012 – 2022 Strategic Plan includes redevelopment of the Ramsey Homes site.

**DISCUSSION:**

The 15 units located at Ramsey Homes are protected under Resolution 830 and could be replaced on-site with the potential for additional units based on the amount of density approved by the City in a rezoning. A Request for Qualifications (“RFQ”) No. P-13-11 for professional services for a team headed by an Architect and including Structural, and Mechanical/Electrical/Plumbing Engineers was issued on December 13, 2013. Three qualified responses were received for the Architectural/Engineering RFQ and were scored by an evaluation committee.

The selection of an Architect and Engineering team will allow for the preparation of initial concept, design development, and 100% bid/construction documents based on the design approved by the governing bodies and coordinated with the design team. Bid assistance and construction administration services are also included.

The ARHA will award one contract to an Architect/Engineering team engaged by VHDLLC to complete design services required for a completed apartment complex at this site. This team, with the architect as prime, will work with VHDLLC, land use counsel and specialty consultants and the Civil/Landscape firms identified in the separate RFQ to provide services as needed to rezone the site such that the maximum density and highest and best use of the site that can be achieved. Services shall include but not be limited to: preparation of all drawings and materials for land use and zoning matters including Development Site Plan (DSP) and Development Special Use Permits (DSUP) to rezone the site from its current RB use to CRMU-M, including development of materials for presentation to the Parker-Gray Board of Architectural Review, the Planning Commission and City Council public hearings and legislative meetings, through construction and permit documents. The selected designers will enter into contract with the Owner entity and the contract shall be executed by the CEO as Contracting Officer and administered by the Chief Operating Officer of VHDLLC.

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Through this solicitation ARHA is provided the ability, through separate Owner entities to engage the selected firm to complete work related to acquisition/rehabilitation projects that may present themselves during the contract term, if desired and advantageous to ARHA.

A preliminary application for a REACH Pre-Development Loan from VHDA has been approved and ARHA will be submitting an application for \$120,000 in funds. This is a low interest loan that will take the form of a grant should the project be deemed infeasible and not move forward.

**RECOMMENDATION:**

That the Board vote to allow the CEO to negotiate and execute an agreement with Bonstra Haresign Architects for Architectural and Engineering services for preparation of documents related to rezoning through construction documentation for the Ramsey Homes development.

**FISCAL IMPACT:**

\$408,500.00 Design fees will be paid from the development budget for Ramsey Homes.

**RESOLUTION OF THE  
ALEXANDRIA REDEVELOPMENT AND HOUSING AUTHORITY**

**AUTHORIZING STAFF TO NEGOTIATE AND EXECUTE A MODEL FORM  
OF AGREEMENT BETWEEN OWNER AND DESIGN PROFESSIONAL FOR  
ARCHITECTURAL AND ENGINEERING SERVICES RELATED TO THE  
REDEVELOPMENT OF RAMSEY HOMES**

**RESOLUTION NO. 583**

**WHEREAS**, the Alexandria Redevelopment and Housing Authority (“ARHA”) Board approved 2012 – 2022 Strategic Plan includes the redevelopment of the Ramsey Homes site; and

**WHEREAS**, the redevelopment of the Ramsey Homes site will require professional design services to complete; and

**WHEREAS**, ARHA published a Request for Qualifications pursuant to the ARHA adopted Procurement Policies and Procedures; and

**WHEREAS**, three responses were received and evaluated; and

**WHEREAS**, the Bonstra Haresign Architects proposal was determined to be the most responsive and responsible as well as the most advantageous to ARHA.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of the Alexandria Redevelopment and Housing Authority that, pursuant to the laws of the Commonwealth of Virginia:

1. The Model for of Agreement Between Owner and Design Professional, with any subsequent modifications made thereto which are acceptable to the Chief Executive Officer, is hereby approved.
2. The Chief Executive Officer is hereby authorized to (a) execute and deliver the Agreement, incorporating any modifications thereto which are acceptable to the Chief Executive Officer.

Adopted this \_\_\_\_ day of March, 2014

**ATTEST:**

**ALEXANDRIA REDEVELOPMENT  
AND HOUSING AUTHORITY**

By: \_\_\_\_\_

By: \_\_\_\_\_

Its: \_\_\_\_\_

Its: \_\_\_\_\_



**Commissioners:**


**Merrick Malone, Chairman**  
**Daniel Bauman, Vice Chairman**  
Christopher Ballard

Melvin Miller  
Carter Flemming  
Brett Libresco

Chyrell Bucksell  
Karl Sandberg  
Michelle Millben

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**Roy Priest, Chief Executive Officer**

**DATE:** March 18, 2014  
**TO:** Chairperson Merrick Malone and the ARHA Board of Commissioners  
**FROM:** Roy Priest, Secretary Treasurer   
**SUBJECT:** **APPROVAL OF FISCAL YEAR (FY 2014) OPERATING BUDGET**

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**ISSUE:**

Approval for receipt of proposed Fiscal Year (FY) 2014 Budget, which has been previously provided to the board.

**DISCUSSION:**

It is my pleasure to present Alexandria Redevelopment and Housing Authority's (ARHA's) proposed budget for Fiscal Year 2014. Care has been taken to provide maximum information and supporting data for the ARHA Board of Commissioners.

This budget expresses in dollars the services, programs, and activities to be provided to the residents of the Authority. The budget is one of the most important tools used by the Chief Executive Officer (CEO) and the department directors in mobilizing, distributing, and using resources to provide the level of organizational operations that the ARHA Board of Commissioners has determined to be necessary to provide decent, safe, and sanitary housing for our residents.

**RECOMMENDATION:**

That ARHA's Board of Commissioners vote approval of Resolution 584, to approve ARHA Budget for Fiscal Year 2014

**FISCAL IMPACT:**

Approximately \$38,283,440 (Budget Summary Attached)

**THE ALEXANDRIA REDEVELOPMENT AND HOUSING AUTHORITY  
BOARD OF COMMISSIONERS  
APPROVAL OF FISCAL YEAR (FY 2014) OPERATING BUDGET**

**RESOLUTION NUMBER 584**

**WHEREAS**, the Alexandria Redevelopment and Housing Authority (ARHA) is required to obtain ARHA Board of Commissioners approval for the passage of the FY 2014 Budget; and

**WHEREAS**, the approximate amount of the FY 2014 budget year is \$38,283,440; and

**WHEREAS**, this comprehensive Budget will serve as a master plan for FY 2014 budget year; and

**WHEREAS**, if approved ARHA will use the comprehensive budget set by the guidelines.

**NOW, THEREFORE, BE IT RESOLVED**, by the Board of Commissioners of the Alexandria Redevelopment and Housing Authority that staff is authorized to implement the Fiscal Year 2014 Budget.

The undersigned attest that the Alexandria Redevelopment and Housing Authority adopt the foregoing resolution.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Merrick Malone, Chairman  
ARHA Board of Commissioners

# ACTION DOCKET



## Alexandria's Plan to Create Affordable Housing

[Margaret Summers](#) | 2/5/2014, 3 p.m.



Viviana Ramos, a staff member at Community Lodgings Inc., stands outside one of the organization's rental housing units. The nonprofit, which provides transitional and affordable rental housing, is a partner in Alexandria's Housing Master Plan. Nancy Shia

Alexandria, Va.'s low- and moderate-income families, seniors, and individuals with special needs struggling to find affordable housing to rent or purchase will be significantly supported in their efforts through the city council's recently approved Housing Master Plan.

Passed by the council on Dec. 14, 2013, the plan establishes a 10-year goal to develop 2,000 affordable housing units through 2015. It outlines other goals and strategies for preserving and creating affordable housing, even as home prices in Alexandria skyrocket, exceeding most low- and-working families' incomes.

"It's the dynamics of the housing market, not just in Alexandria, but nationally," said Mildrilyn Davis, director of housing for the city of Alexandria. "In the year 2000, Alexandria had 18,000 affordable housing units. But by 2012, we only had 5,600. And there are huge waiting lists of families trying to get into public housing."

"Alexandria needs 14,000 affordable housing units," said Davis. "We want to do as much as we can to reach that number."

Other factors which reduced Alexandria's affordable housing, according to the Housing Master Plan, included conversion of rental units to condominiums and rising property values. As a result, families of three earning \$57,300 or less annually have few affordable housing options.

"There isn't a lot of turnover in affordable housing," said Bonnie Baxley, recently retired executive director of Community Lodgings, Inc., an Alexandria-based nonprofit. Founded in 1987, the organization assists homeless families through its Transition-in-Place Housing, Affordable Housing, and Youth Education programs.

“We’ve found that families moving into affordable housing tend to stay there, which makes (numbers of) affordable homes unavailable for all families who need them,” said Baxley. Community Lodgings, Inc. helps families earning \$21,000 or less per year, well below the Greater Metropolitan Washington average median income of \$106,100 annually for a family of four.

“The rule of thumb for rent (or a mortgage) is that it should account for no more than 30 percent of your annual income,” said Baxley. She said that many low-income and economically disadvantaged families, even those in low-income neighborhoods, are paying a higher percentage in housing costs than what they earn.

An analysis of Alexandria’s affordable housing shortage prepared for Alexandria’s Housing Master Plan report, found that seniors age 60 and older, renters earning up to \$49,704 annually for a two-person household, and homeowners earning up to \$74,496 annually for a three-person household are affordable housing candidates. Individuals in occupations who could qualify for affordable housing include home health aides (earning \$22,890 annually); refuse collectors (earning \$36,820 annually); and elementary school teachers (earning \$68,650 annually).

Craig Pearson, 53, is among the lower-to-moderate income Alexandria residents for whom the Housing Master Plan was envisioned. A recovering alcoholic and drug addict originally from Southeast Washington, D.C., Pearson is a peer support specialist in Alexandria’s Department of Community and Human Services agency, counseling others recovering from alcohol and substance abuse. He moved into his two-bedroom condominium near Bailey’s Crossroads, last September. The condominium was owned by the Alexandria Housing Authority.

Before becoming a homeowner, Pearson was homeless for many years. “I slept in people’s cars, in stairwells, and in shelters,” he said.

He found subsidized rental housing, but despite his housing voucher, his rent continually soared. After he began working as a peer support specialist, Pearson was told that his salary, which is in the low \$40,000s, was too high to qualify for subsidized rental housing. Pearson said what he pays per month for his mortgage, condominium and assessment fees, is far less than what he paid in rent.

“My counselor put me in touch with Shane Cochran of Alexandria’s Office of Housing,” said Pearson. “Mr. Cochran put me in contact with a bank counselor.”

They encouraged Pearson to purchase an affordable home, reminding him that unlike a rental, the value of an owned home increases through equity.

“I looked at a lot of places, but this condominium spoke to me. It told me this is where I belong,” said Pearson “Also, my job is right across the street from where I live.”

Local control of land use in Virginia is limited by certain statutes. But Alexandria, among other Virginia cities, can offer builders of new developments more density – permission to build more



or larger units than allowed under existing zoning codes – if they agree to provide affordable housing units.

Additionally, Alexandria will partner with local nonprofits and for-profit developers to create new affordable housing, and replace affordable housing demolished through redevelopment.

“I hope the Housing Master Plan helps more people get affordable housing,” said Pearson. “I tell the people I counsel to never give up trying to be a homeowner, even if they have been homeless. Anything is possible.”

# OTHER BUSINESS

OTHER  
BUSINESS

Media Contact:  
Jennifer Jones  
(703) 750-3644  
[jjones@caidc.org](mailto:jjones@caidc.org)

FOR IMMEDIATE RELEASE

**WMCCAI Recognizes Best Community Associations**

**SUMMARY:** Towns of Chatham Square in Alexandria, Va., earns the 2013 Community Association of the Year, small category, award from Washington Metropolitan Chapter Community Associations Institute.

*Falls Church, Va., Feb. 25, 2014*—Washington Metropolitan Chapter Community Associations Institute announced its 2013 Community Association of the Year contest winners at the chapter's annual Jump Start January, Jan. 6, at the Hyatt Regency Bethesda, Bethesda, Md.

The winning communities are:

- **Small Community Association of the Year:** Towns of Chatham Square, Alexandria, Va.
- **Medium Community Association of the Year:** Lionsgate at Woodmont Corner, Bethesda, Md.
- **Large Community Association of the Year:** Rippon Landing Master Association, Woodbridge, Va.
- **Very Large Community Association of the Year:** Penderbrook Community Association, Fairfax, Va.
- **Communicator of the Year:** South River Colony Conservancy Inc., Edgewater, Md.
- **Humanitarian of the Year:** South River Colony Conservancy Inc., Edgewater, Md.

Winning communities will be recognized at Proven Best Practices: Community Associations of the Year, an education seminar on best practices in association governance and operations at the 2014 WMCCAI Conference & Expo, March 22, at the Washington Convention Center, Washington, D.C.

Chapter president, Edward O'Connell, ESQ., Whiteford, Taylor & Preston LLP, will present the awards and Outreach Committee member, Robert Garcia, will serve as moderator for a panel discussion that features representatives from the winning communities.

The Community Association of the Year contest rewards the best community associations in the Washington metro area across three categories: Community Association of the Year (awarded by community size), which recognizes communities that demonstrate excellence in all facets of association operations and governance; Humanitarian of the Year, awarded to the association that demonstrates service to the community beyond its own boundaries; and Communicator of the Year, presented to the community that best demonstrates commitment to educating and informing residents through accurate and relevant information and receiving member feedback via a print, electronic or other established communications infrastructure.

7600 Leesburg  
Pike  
Suite 100 West  
Falls Church, VA  
22043

703.750.3644 MAIN  
703.941.1740 FAX

**Building Better Communities**

The estimated number of association-governed communities including condominiums, cooperatives and planned communities in Maryland, Virginia and Washington, D.C., combined is 16,600 according to the Foundation for Community Association Research.

The chapter congratulates all award-winning communities and is excited to feature each winning community in an upcoming issue of *Quorum*™.

Washington Metropolitan Chapter Community Associations Institute, a 501(c)(6) organization, serves the educational, business and networking needs of the community association industry in 80 cities/counties in Maryland, Virginia and the District of Columbia. Members include community association homeowner volunteer leaders, professional managers, association management companies and other businesses and professionals who provide products and services to planned communities, cooperatives and condominiums.

WMCCAI has more than 2,900 members including 320 businesses, 978 professional managers from 101 management companies and approximately 1,493 community association homeowners.

WMCCAI is the largest of Community Associations Institute's 61 chapters worldwide.

For more information on the Community Association of the Year winners, WMCCAI or community associations in general, contact Jennifer Jones, communications manager, at (703) 750-3644, e-mail [jjones@caidc.org](mailto:jjones@caidc.org) or visit [www.caidc.org](http://www.caidc.org).

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