



Housing Authority of the City of Decatur, Georgia

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Official Board

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Belinda Seats, Commissioner
Erika Wilson Wells, Commissioner
Douglas S. Faust, Executive Director

MEMORANDUM

June 24, 2020

TO: Chair Melissa B. Heffner & Housing Authority Commissioners
Board of Directors of Preserving Affordable Housing, Inc.

FROM: Douglas S. Faust, Executive Director-Secretary/Treasurer, DHA
Secretary/Treasurer, Preserving Affordable Housing

SUBJECT: NOTICE OF MEETING

The joint Regular Meeting of the Board of Commissioners (“DHA”) of the Housing Authority of the City of Decatur, Georgia and the Board of Directors (“PAH”) of Preserving Affordable Housing, Inc. will be held on Wednesday, July 1, 2020, at 4:30 PM by electronic and telephonic methods due to the novel coronavirus, COVID-19, and the related assembly restrictions promulgated by the City of Decatur and recommendations by the Center for Disease Control. Persons desiring to listen must contact Ms. Burrell-Jackson at 404-270-2121 before 4:00 PM on July 1, 2020 to secure information on the means to join the electronic and telephonic meeting at 4:30 PM.

The Agenda will include:

1. Approval of the Minutes of the DHA and PAH Meeting of May 6, 2020 (see attached).
2. Executive Director’s Report
 - a. Housing Choice Voucher Program Report
 - b. Technical Services Department Report
 - c. Property Management Report
 - d. Finance Department Report
3. Consideration of a Resolution by DHA accepting the Authority’s Financial Statements. (see attached)
4. Consideration of a Resolution by DHA approving the Monthly DHA Credit Card Statement.
5. Discussion of Board Development.
6. Consideration of a Resolution Authorizing Amendment to the DHA Petty Cash Procurement Policy (see attached).
7. Consideration of a Resolution Approving updated Capitalization Policy (see attached).
8. Consideration of a Resolution Authorizing an Operating Reserve account and Replacement Account for Trinity Walk III, LP (see attached).

9. Consideration of a Resolution Approving the write off of Equipment (see attached).
10. Consideration of a Resolution Approving Amending DHA's Credit Card Policy (see attached).
11. Consideration of a Resolution Approving Change order 004 and 005 for Swanton Heights (see attached).
12. Consideration of a Resolution Approving CARES Act Waivers and changes to HCV Administrative Plan (see attached).
13. Consideration of a Resolution Approving TAR Write Offs (see attached).
14. Executive Session
 - a. Consideration of a Resolution to enter into Executive Session
 - b. Consideration of a Resolution to close the Executive Session and enter back into the Regular Meeting.
15. Any other business to lawfully come before the Board