

The Housing Authority of Prince George's County, Maryland  
Board of Commissioner's Meeting  
Monday, May 28, 2019

**Minutes**

Present:

Commissioners: Chairman Paul Rowe  
Commissioner Linda Green  
Commissioner Cherice Shannon  
Commissioner Ndy Otis

Staff: Estella Alexander, Acting Executive Director, HA  
Sharon R. Land, Deputy Director, HA  
Alvin Coley, Regional Property Manager, HA  
Michael Jackson, Project Manager, HA  
Jacqueline Massiah, Accounting Services Manager, HA  
Crystal Ford, Resident Services Manager, HAD  
Mugure Crawford, HA, Recorder

Location: 1849 Tanow Place District Heights, MD 20747

**Call to Order:** Chairman Paul Rowe called the meeting to order at 5:41 p.m. having declared a quorum with the following Commissioners present: Cherice Shannon, Commissioner Linda Green and Commissioner Ndy Otis.

**Approval of Minutes:** Chairman Paul Rowe called for a motion to approve the April 22, 2019 meeting minutes. Chairman Paul Rowe noted a correction to the minutes on page 3 referencing Al Coley as presenting the Housing Assistance Department (HAD) report. Chairman Paul Rowe stated that Al Coley was not present to report the HAD report and that Michael Jackson presented the report to the board. Commissioner Cherice Shannon motioned to approve the minutes and Commissioner Linda Green seconded the motion with correction. The minutes were approved with correction.

**Communications & Correspondence:**

Chairman Paul Rowe discussed the upcoming MAHRA Conference May 29-31 and polled the commissioners to see who will be in attendance. Chairman Paul Rowe also reminded staff regarding the Board of Commissioners Retreat being held on June 7, 2019 at the Sheraton College Park North hotel. Chairman also requested HA staff to out send the agenda for the board retreat.

**Reports by the Executive Director:**

- Deputy Director Sharon Land reported that for April 30, 2019, there were 0 applicants pulled from the waitlist for the Public Housing (PH) Program. The cumulative number of persons pulled from the PH Waitlist for the year is 20.
- As of April 30, 2019, there are 4,664 households on the PH Waiting List. Sixty-Eight percent of the households on the Waiting List reported that they were County residents or worked at least 30 hours per week. Ninety-three (93) households on the Waiting List indicated that they are not county residents, nor do they work in the County.

**Rental Assistance Division:**

- Deputy Director Sharon Land presented the Rental Assistance Division report and reported that for the month of April, there were 0 pulls for the Housing Choice Voucher (HCV) Program, 0 for Moderate Rehab, and 80 pulls for Project-Based Waiting List Program. The cumulative totals for the year are HCV-0, MOD-50, and Project Based-165.
- There is a total of 2,439 applicants on the Housing Choice Voucher Waiting List that qualify for one or more preferences.
- As of April 30, 2019, the HA has 5837 vouchers available of which 5669 are leased. The HA is at 97% utilization for vouchers and 104% for dollar utilization. For the month of April eleven (11) vouchers were issued bringing the total to 43 for the year. Eleven (11) vouchers were leased for the month of April bringing the total to 41 for the year.

**Resident Fulfillment:**

Commissioner Cherice Shannon presented the Resident Fulfillment Report.

- In terms of Ms. Terry's items regarding her kitchen cabinets, a vendor was contacted to determine if cabinets can be refinished. A contractor was then sent for an estimate of cost for cabinet restoration. Ms. Terry was contacted on two separate occasions to schedule a visit into her unit, so the contractor can determine the estimate. Ms. Terry declined services on those two occasions. In terms of her Fire concerns on the property, staff did not observe fire occurrences behind the resident's unit. In terms of camera; HA has not been issued approval for the installation of camera(s) on site. In closing, property management has reached out to Ms. Terry to schedule a meeting to discuss any of her issues and concerns as well as overall

property issues. As of this report, Ms. Terry has not responded back to HA staff regarding her availability with scheduling a meeting.

- Joseph Harrell has requested a unit upgrade; the unit renovation has been completed. Mr. Harrell has now moved back into his newly renovated unit at Cottage City.
- Draft Fire Safety plan is still in process. A more comprehensive Fire and Safety Risk Management Plan has been developed and was made available at the April Board of Commissioners Meeting. Chairman Paul Rowe provided feedback and guidance on next steps in terms of assigning floor captains in the event of a fire. HA Staff will use tenant council meetings to speak with the residents and assist in assigning floor captains.
- Veronica Powell unit went into abatement in 2017; HA has sent attorney a settlement offer. Ms. Powell has declined the offer and is no longer working with legal counsel. This item is closed. Ms. Powell now has a new issue regarding her voucher, her rent calculation, and is requesting a new rental specialist. Ms. Powell's rent portion was adjusted accordingly. Ms. Powell was notified along with the Landlord on 4/29/2019. Ms. Powell has been assigned a new rental specialist, Shanell Williams. These items are now closed.
- Rollingcrest Village resident Mary Williams concerns pertaining to the Yardi system is still in process. HA is anticipating online payments by the summer/Summer 2019.
- Cottage City resident Charmaine Phelai's requests for unit upgrades. Ms Phelai's unit is part of the Phase 5 of the work being done of the Cottage City 10-unit renovations. Ms Phelai's unit will be offline by the end of May and her unit will be modified. During this period she will be relocated between 14-20 days. Completion of her unit should be complete by the end of June 2019.

### **Housing Assistance Division:**

Al Coley presented the HAD report including:

- There were 3 move-ins and 4 move-outs for the month of April.

### **PROPERTY MANAGEMENT**

#### **PHA-wide**

System change-overs were completed at both high-rise buildings by May 16<sup>th</sup> from heat to air conditioning.

## **Owens Road**

Elevator modernization activities are underway at Owens Road. During the month of April, Otis Elevator was called three (3) times for after-hour services. Repairs were made promptly.

A new Access Control System is required at the Owens Road property. There has been some license issues but progress is underway. Replacement is required because the software is no longer supported by its manufacturer. Door entry and communication problems exist between access reader panel and outdated software.

Roof exhaust fan #5 is scheduled to be replaced by Friday, June 7<sup>th</sup>.

## **Cottage City Towers**

The Authority is still awaiting a proposal from the Nova Lining Company for Phase II of the main sewer relining project at the Cottage City Property. The proposal is expected in June.

One service call was placed for the freight elevator at Cottage City Towers on April 10<sup>th</sup>. The elevator was placed back into service by noon on, April 11<sup>th</sup>.

Pole lights were repaired around the property. Defective lamps and ballasts were replaced and retrofitted on the building and poles with new LED lamps. Pole lights repaired included: #2, #3, #13, and #14.

## **Marlborough Towne**

On night of April 23, 2019 there was an incident at the Marlborough Towne property. It was reported that there was a power outage that resulted in PEPCO having to report on the scene to disconnect a major power line that controlled power to the community building and all property pole lighting. The Authority and contractors responded swiftly to access and abate risk concerns.

The job collaboration with electrical contractors, DPIE and PEPCO. Full services were restored to the management office, community room, laundry room and site lights on, May 22, 2019.

One incident of auto thief was reported to the management office. It was learned later that there had been similar occurrences of auto burglary. In all cases, it was reported that handicap decals were being removed from vehicles. The On-Site Police Officer was contacted. Officer Buie reported that there had been a rash of these type burglaries throughout the area. Pat Lawson Muse reported today that an average of 80 items are stolen daily from cars n DC in 2018.

## **Kimberly Gardens**

Full electrical power was restored to unit #9156 via a private contractor. Repairs included excavation work.

## **Occupancy/Recertification**

- For the month of April there were 25 re-certifications completed and 3 new admission transfers. There was 0 court appearance for mental health court
- Al Coley also presented the Vacancy Report for the month of April, reporting that the overall Occupancy rate is 95%.

## **MODERNIZATION**

Project Manager Michael Jackson presented the Modernization report for the Month of April 2019:

### **Elevator Owens Road Emergency Elevator Purchase Order**

The elevator installation is scheduled to commence onsite on JUNE 17. A follow up Kick-off meeting was held with Otis elevator to discuss mobilization. The contractor has the full cooperation of the Authority in exploring areas of expediting the installation where applicable.

### **Kitchen and Bath Improvements at the Cottage City Community**

The HA awarded a contract to Colossal Contractors Inc., for Improvement and upgrades to 10 one-bedroom apartments, to include 4 UFAS units, at the Cottage City Community. The proposed scope of work to include replacement of kitchen cabinets and counters, bathroom components, flooring and interior painting.

Phase 3, Units 211 and 203 (vacant) both UFAS units have been completed, and resident have returned to their units. Phase 4 is well underway for units 217 and 415.

### **UFAS Unit updates and compliance**

The third-party inspector (EMG) has been scheduled for May 28, 2019 to inspect 3 additional units for UFAS compliance and certification.

The Housing Authority received UFAS Certifications for nine (9) of our accessible units. The HA currently has 3 additional accessible units undergoing construction and modifications that are to be certified later for UFAS compliance. The completion of these units will increase the HA's stock of UFAS accessible and designated reasonable accommodation units. The chart below summarizes the UFAS certifications.

UFAS CERTIFICATIONS AS OF MAY 28, 2019					
Units	Reporting Date	Development	Unit #	Occupancy Status	UFAS Certification Date
	As of May 28, 2019				
1		Owens Road	107	Occupied	4/4/2019
2		Cottage City Towers	102	Vacant	4/2/2019
3		Cottage City Towers	110	Occupied	4/2/2019
4		Cottage City Towers	603	Occupied	4/5/2019
5		Cottage City Towers	616	Vacant	4/5/2019
6		Marlborough Towne	1847	Vacant	4/5/2019
7		Marlborough Towne	1921	Vacant	4/5/2019
8		Marlborough Towne	1923	Occupied	4/5/2019
9		Marlborough Towne	1925	Occupied	4/5/2019

### **Desk-top Computers at Family Resource Academies**

The IT Department has completed the on-site surveys of our communities and will soon begin the roll-out of new desktop computers at all the on-site Family Resource Academies (FRAs) and to the remainder of the sites.

### **Energy Efficiency & Solar Grants**

The HA continues to meet and provide information as required to representatives of Energy Manager of Sustainable Energy, Office of Central Service's Sustainable Energy Program, Energy Efficiency & Solar Grants and representatives from Empower MD. The HA is working with Derrick Adams AIA, registered Architect in finalizing the grant application process and exploring other opportunities.

- Follow up discussion occurred with Chairman Paul Rowe requesting additional updates from Michael Jackson regarding the application previously requested in the April board meeting. Michael Jackson responded by stating the final application has not been submitted and an upcoming meeting is scheduled for June 9, 2019 with the Office of Central Services to complete the application process. Chairman Paul Rowe asked the question where are we with the application; does HA foresee it being completed soon? Acting Executive Director Estella Alexander stated that HA staff will make it a priority and that HA

staff will be able to submit the progress that the application has been completed by next board meeting.

## **Redevelopment**

### **1313 Southern Avenue**

The HA recently met with Homes for America (HFA) to discuss project related matters such as building and site programming, project schedule and funding. HFA has been invited to attend the Yearly BOC retreat JUNE 07, to provide the board with a full update on the development.

A meeting was conducted with DPIE for preliminary code related issues regarding architectural, MEP and fire protection components of the building that could have an impact on conceptual building layout.

HA continues to be engaged in bi-weekly meetings with the developers design team.

### **Project Schedule Target Dates:**

- **Initial Concept Site Plan submission March 2019**  
Maryland National Capital Park & Planning Commission review and approvals -qualified for mandatory referral DPIE  
Preliminary approvals and recommendations
- **CDA application**  
Approximately 12 months before (ideally July 2019)
- **Final Site Plan/Permit approval-approximately 15 months (Mar 2019-Jul 2020)**
- **Close on the Construction Financing-Summer 2020**
  
- Follow up discussion occurred with Chairman Paul Rowe requesting further information about the developer schedule, the board was hoping to have received it by this meeting. Chairman Paul Rowe asked the question was information actually submitted to staff or is the current schedule above a summary of a conversation? Acting Executive Director Estella Alexander responded and updated the board by stating staff met with Homes For America Diane Talios and Stephen Moore and stated the meeting was a productive meeting and Homes For America stated to staff that a fully updated schedule and progress

updates will be provided during the June 7, 2019 board retreat. Acting Director Estella Alexander also reported additional progress updates to the board. Acting Estella Alexander apologized for the delay in providing a full project schedule but assures the board that all information is forthcoming, that the project is moving in the right direction and that Homes for America will give the board the requested information during the board retreat. Follow up discussion also occurred with Chairman Paul Rowe and Acting Executive Director Estella Alexander regarding a 202 solicitation. Charmain Paul Rowe referenced the 202 solicitation, suggesting that if HA has a financial gap with this project, the solicitation maybe something HA may want to explore.

### **Resident Services**

Resident Services Manager Crystal Ford presented the Resident Services report for the Month of April 2019:

- April began with Resident Services registering identified residents to Assistance in Community Integration Services (ACIS) thus far, we have received 3 referrals from Owens Road and 1 from Rollingcrest.
- Resident Services met with a resident of Kimberly Gardens that was reported to be involved in domestic violence. After meeting with resident, it was discovered that domestic violence wasn't an issue however there was an issue with Mental Health. Services were discussed and offered to resident and family.
- Resident Services continues to work with The Federal American Heart Association to bring healthy cooking classes and heart health information to fruition. We are collectively working on a grant that will provide our residents with transportation to and from Farmer Markets throughout Prince George's County and monthly cooking classes.
- Resident Services inquired about our resident at Owens Road with Adult Protective Services of Prince George's County and has yet to get a final decision on residents' status. Resident continues to reside with family and has not returned to Owens Road.
- Resident Services revisited the Kimberly Gardens effort to start a Tenant Council. Spoke with Commissioner Shannon and we will together decide the best approach to spark residents' interest.
- Smoking Cessation program is set to begin June 18<sup>th</sup> & 19<sup>th</sup> beginning at Owens Road and Rollingcrest respectively.
- Resident services were invited and attended an event provided my CAFY (Community Advocates for Family and Youth) to collaborate on services available to all residents of Prince George's County.



- Resident Services met with CLAY to have services extended to Kimberly Garden residents.
  - Resident Services continued assisting residents from Cottage City and Marlborough Towne with preparing their unit for renovations, hotel accommodations and returning to their units.
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- Follow up discussion occurred with Commissioner Cherice Shannon asking about the ACIS program. Resident Services Manager Crystal Ford responded by stating the ACIS program is a program provided by Prince George's County Department of Behavioral Health for residents at risk of losing their apartment or unit due to mental health issues or health issues. ACIS comes in and provides services throughout Prince George's County and put them in place.
  - Follow up discussion occurred with Commissioner Cherice Shannon requesting information Financial Literacy workshops, so residents can know what their options are. Resident Services Manager Crystal Ford responded by referring to the FSS report which listed the following details for the workshops held in the month of April. For Marlborough Towne on 4/9 and Kimberly Gardens on 4/11 "Understanding Your Credit and How to Improve it" was the topic. For Marlborough Towne on 4/23 and Kimberly Garden on 4/25 "Budgeting, Where is My Money Going" was the topic.
  - Follow up discussion occurred with Commissioner Cherice Shannon expressing concerns with receiving calls from residents of Kimberly Gardens stating they're not receiving the financial literacy workshop flyers and flyers regarding different activities on the property. Resident Services Manager Crystal Ford responded by stating that staff will investigate this concern.

### **The Family Self Sufficiency Program**

- The Family Self Sufficiency Program has recruited 1 additional new participant for the Month of April.
- Continued community engagement at Kimberly Gardens.
- Conducted 4 Financial literacy Workshops, 2 at Kimberly Gardens and 2 at Marlborough Townes.
- Attended Maryland Financial Education Summit and Prince George's CASH Campaign 4<sup>th</sup> Annual Money Explosion Financial Fair.

### **Kimberly Gardens**

- Plans are to schedule another Tenant Council Interest Meeting.

### **1100 Owens Road**

- The Tenant Council met as scheduled.
- Discussed guest scheduled for upcoming May meeting as well as May activities.

- Floor Captains were given information to be on alert and report any suspicious activity due to uninvited guest seen in the building.

#### **Marlborough Towne/Coral Gardens**

- Tenant Council met as scheduled.
- Tenants were given a copy of the By-laws.
- Votes counted and declared that the Tenant Council will remain the same for the upcoming year.
- Discussed activities for Community Allotment.

#### **Rollingcrest**

- The Tenant Council met as scheduled.
- Discussed upcoming activities as well Community Allotment.

#### **Cottage City**

- The Tenant Council met as scheduled.
- Residents continue to move in and out of units for renovation.
- Discussed upcoming activities and concerns.
- Planned activities for Community Allotment.

#### **Financial Report**

- Deputy Director Sharon Land reported to the board that the HA Comptroller, Eric Sink resigned his position effective May 2019 and introduced Jacqueline Massiah as Acting Accounting Manager. Chairman Paul Rowe asked a question regarding the upcoming Finance Committee Meeting being held as scheduled. Deputy Director Sharon Land responded by stating the meeting will move forward as scheduled.

#### **Jacqueline Massiah presented the finance report. Key highlights for the month ending April 2019 are as follows:**

1. **Overall Position** – The overall monthly loss of \$263,880 gives a year to date positive position of \$20,119.

The major changes from last month are due:

- Greater HAP expenses than monthly subsidy resulting in the use of surplus revenues (NRP) from prior months
  - The alignment of Portability balances from AccountMate to Yardi, which moves us closer to completing Phase I (the last task is bringing in beginning balances for Fixed Assets)
  - CDBG related expenditures that have not been fully reimbursed yet
  - Unbudgeted expenses from the recent lawsuit settlement
2. **Accounts Receivable (AR)** –April's AR continued to decrease reflecting an overall balance of \$93,806.

3. **Public Housing Performance** – April had a monthly gain of \$53,987, which reduced the year-to-date negative position to \$305,612. HA has an available cash balance of \$1,222,000 at the time of the report and are aiming to have approximately \$1.3 million as of June 30, 2019 that is still projected to be needed to maintain a “Standard Performer.”
4. **Bond** – We received \$150,000 for the remaining account balance for the Foxglenn Apartment Series 1986 Bonds that have a matured, which reduced the year-to-date negative position to \$98,130.
5. **Other** – There is a new Finance Contact for assistance with Residence Services Budgets, Ms. Jacqueline James, who can be reached at (301) 883-5555. Ms. James can assist with purchases, updates and processing receipts for reimbursement for funds that expire June 30<sup>th</sup> of each year.

At the time of this report, available balances are:

- Owens Road \$1,845
  - Marlborough Towne \$235
  - Kimberly Gardens \$750
  - Cottage City \$1,500
  - Rollingcrest \$600
- Follow up discussion occurred with Chairman Paul Rowe asking about the year to date surplus of \$1.6 million discussed at the April board meeting. Chairman discussed reviewing April’s monthly deficit of \$263,000 which brings it down to ytd of \$20,000 and stated the numbers do not equate. Chairman requests staff to investigate this discrepancy. Staff will investigate.

**Board Comments:**

- Chairman Paul Rowe requests the board provide progress updates on projects currently working on. Deputy Director Sharon Land responded by stating there will be an agenda item listed on the board retreat agenda for each one of the chairs for the sub committees to report back on any progress.
- Chairman Paul Rowe requests during the board retreat to include an update on Owens Road redevelopment project. Deputy Director Sharon Land responded by stating HA is planning to do redevelopment on all of its properties in phases, now that the Section 18 initiative has been introduced through HUD. Acting Executive Director Estella Alexander further added there is an effort underway currently presenting a different plan for Owens Road, with staff working through the priorities of the other 3 sites for the Section 18 program application. Chairman Paul Rowe responded by stating let’s wait to discuss further during the board retreat on June 7, 2019.
- Commissioner Ndy Otis asked the question, with it being summertime, will there be enough of staff to allow for a smooth transition during fiscal year closeout? Deputy Director Sharon Land responded by stating she is comfortable and

- confident with Ms. Massiah along with her (Sharon Land's) guidance will continue with the audit process without interruption and that the audit will go smoothly.
- Commissioner Cherice Shannon asked the question is Ms. Massiah in the accounting position full time or is Ms. Massiah acting in the role? Commissioner Cherice Shannon further asks the question since Ms. Massiah has been with the HA for a long period of time has she been promoted into the vacated position? Acting Executive Director Estella Alexander responded by stating Ms. Massiah is the Acting Accounting Services Manager for the HA Financial Services unit. HA has submitted a request to hire packet through the Office of Human Resources (OHRM) and will have to go through the process. Acting Executive Director Estella Alexander further added, as of Monday Ms. Massiah is the point of contact for this team. The process has to be exercised and HA wants to make sure we go through the interview and selection process to ensure HA reviews all eligible candidates.

**Public Comments:**

1. **Dorothy Ford-Daughter (Dorothy Holloman-Mother)-1931 Tanow Place Marlborough Towne-** Ms. Ford and her family spoke on behalf of their mother Dorothy Holloman regarding the flood in her mother's unit on May 27, 2019. Ms. Ford stated she believes the flood came from a water tank that burst in her mother's unit. Ms. Ford discussed the delayed response and lack of response when her mother tries to reach out to someone for assistance. Ms. Ford discussed and described her feelings regarding the maintenance workers that came to address the flooding issue as unprofessional. Acting Executive Director apologized for the flooding and any inconveniences that occurred. Al Coley responded describing the incident and provided an update stating that staff reported out to the flood in the unit as well as an outside contractor to clean up the water from the flood. Al Coley further stated that it was a clean water supply incident and that he came back to follow up to make sure staff handled and abated the unit properly. HA contractors put blowers in the unit to make sure the unit was dry and will be back out to check again. Al Coley stated that it was various issues that caused the domestic water

heater line to burst. Ms. Holloman also spoke about concerns not being able to reach the Marlborough Towne site manager Crystal Harris. Ms. Holloman's son spoke about his mother Ms. Holloman submitting work requests to her unit and not being responded to. Chairman Paul Rowe requests to pull Ms. Holloman's work orders called in by Ms. Holloman over the last 6 months. Chairman also requests investigation of unanswered calls made to the emergency contact number managed by outside contractors.

2. **Tamika Garris-1879 Tanow Place Marlborough Towne-** Ms Garris expressed concerns regarding her and her husband's vehicle being vandalized. Ms. Garris feels that the lack of lighting on the property leads to theft and vandalism of cars. Al Coley responded by stating outside lighting was out on the property, however Pepco has now fixed the issue. It took a lengthy collaboration between private contractor, outside contractor, Pepco, and DPIE in order to get permits to complete the job. Al Coley stated notices were distributed to alert residents about the outage and the request was made to leave porch lights on. HA was not aware that the lights would be out for an extended period of time (30 days). Chairman Paul Rowe suggests to HA staff in the future, look into emergency lighting used by military as an option when the outside lighting is out on the property for an extended period of time. Commissioner Cherice Shannon discussed the recent spike in crime throughout the neighborhood not just on the Marlborough Towne property. Marlborough Towne did have a county policeman living on the property, however he has since put in a notice to vacate. Residents are requesting county police drive through the property daily to help deter crime.
3. **Mary Snow-1823 Tanow Place Marlborough Towne-** Ms. Snow expressed concern about her rent charges, specifically an additional \$43.00 she has to pay extra for an air condition fee. Ms. Snow is requesting to review her file. Ms. Snow added that she knows there is a surcharge for air conditioning, however her question is does she have to pay it separately from her rent. HA staff will investigate to determine the correct rent calculations. Ms. Snow expressed concerns about incomplete work in her unit, specifically painting in her unit, corking in her tub and the front door screen latch never being fixed. Chairman Paul Rowe requests Ms. Snow write down a list of items to be addressed in her unit. The list was given to Al Coley to investigate her unit issues. HA staff will investigate. Resident Services Manager Crystal Ford encourages

residents to also attend their monthly tenant council meetings to promptly address any concerns that they have. Commissioner Linda Green asked what time are the tenant council meetings? Crystal Ford responded by stating they are at 5pm and that Ms. Blanche Simmons is Marlborough Towne's tenant council president. Chairman Paul Rowe also reminds residents and staff to make sure you are provided with a work order number for your work request and staff make sure to provide a work order number, so staff can easily track resident issues. Marlborough Towne Site Manager Crystal Harris provided her contact number which is 301-927-3033. Al Coley added in the event residents cannot place a call there is a mail slot at the main office where they can drop off their work requests in writing. Commissioner Linda Green asked the question how work requests which are submitted in writing, tracked? Does HA you track requests? Al Coley responded by stating If it comes through the mail slot/box requests are forwarded to the site manager. Commissioner Green adds that there needs to be a system put in place which allows residents to receive a copy of their work request or a receipt that it was submitted.

4. **Mary Holloman's son-** Mr. Holloman asked the question why is the back gate on the property not open or available to use as a second means to leave off of the property? Commissioner Cherice Shannon responded by stating the gate is kept locked for security reasons and due to previous speeding/traffic accidents in the community.
5. **Cherice Shannon/Marlborough Towne resident/Board Commissioner-** Commissioner Cherice Shannon brought up concerns about residents who do not speak English having access to a bi-lingual interpreter during community events. Commissioner Shannon is requesting a bi-lingual interpreter for resident needs on the property or as a permanent staff member in Housing. Al Coley responded by stating that currently interpreter assistance is available, however HA would need to be notified at least 3 days in advance if there is a need for a resident that requires assistance from an interpreter to participate in a community event.

**Adjournment:**

Chairman Paul Rowe motioned to adjourn the meeting, by unanimous vote, the Board of Commissioners meeting adjourned at 7:45 p.m.

Attest/ Witness:

Miguel Crauford

Michael J. L.

Paul Rowe 7/30/19

Paul Rowe  
Chairman

Estella Alexander

Estella Alexander  
Acting Secretary/Executive Director