

STAUNTON REDEVELOPMENT AND HOUSING AUTHORITY

Regular Meeting

February 17, 2026
12:00 p.m.
100 Elizabeth Miller Gardens
Staunton, Virginia

AGENDA

I. Call to Order and Determination of Quorum

II. Approval of Minutes – January 20, 2026

III. Public Comments

IV. Executive Director's Report

- A. Approval of Financial Reports
- B. Housing Choice Voucher (HCV) Report
- C. Multi-Family (MF) Report
- D. Needs Assessment / Self-Sufficiency Report

V. Board Committee Reports

VI. Continued Business

Recycled and Vehicle Funds Accounts

VII. New Business

- A. Resolution – Cooperation Agreement
- B. Resolution – Dunsmore Project
- C. 2025 Bad Debt Collection Loss

VIII. Closed Session – Pursuant to § 2.2-3711(A)(3) and § 2.2-3711(A)(8) of the Code of Virginia

- Acquisition or disposition of real property where discussion in open meeting would adversely affect bargaining position
- Consultation with legal counsel regarding specific legal matters requiring legal advice

IX. Certification of Closed Session – § 2.2-3712

X. Adjournment

REGULAR MEETING OF THE BOARD OF COMMISSIONERS

STAUNTON REDEVELOPMENT AND HOUSING AUTHORITY (SRHA)

January 20, 2026 | 12:00 p.m.
100 Elizabeth Miller Gardens
Staunton, Virginia

I. Call to Order and Determination of a Quorum

The Regular Meeting of the Board of Commissioners of the Staunton Redevelopment and Housing Authority (SRHA) was called to order by Chair Nicholas Hurston on Tuesday, January 20, 2026, at 12:00 p.m., at 100 Elizabeth Miller Gardens, Staunton, Virginia.

Upon roll call, the following Commissioners were present:

- Mr. Nicholas Hurston, Chair
- Mr. Chris Okay, Vice-Chair
- Mr. Tyler Gallimore, Commissioner
- Ms. Suzi Armstrong, Commissioner
- Mr. Jonathan Mason, Commissioner (participating virtually)

A quorum was established.

Also present:

- Nehemias Velez, Executive Director
 - Lance Allen, Deputy Director
 - Mandi Smith, General Counsel
 - Alice Woods, Staunton City Council
-

II. Reading and Approval of Minutes of the Regular Meeting on December 2, 2025

The minutes of the December 2, 2025 Regular Meeting were presented for approval.

Vice-Chair Okay made a motion to approve the minutes as presented. The motion was seconded by Commissioner Armstrong.

Upon roll call, the following votes were recorded:

AYES: Hurston, Okay, Gallimore, Armstrong, Mason

NAYS: None

The motion carried unanimously.

III. Public Comments

There were no public comments.

IV. Executive Director's Report

1. Financial Reports

Deputy Director Lance Allen presented the October 2025 and November 2025 financial reports for:

- Staunton Housing Corporation (SHC)
- Housing Choice Voucher (HCV) Program
- Gardens of Staunton Multifamily (MF)

Following discussion, Chair Hurston made a motion to accept the October 2025 financial reports as presented. The motion was seconded by Commissioner Armstrong.

AYES: Hurston, Okay, Gallimore, Armstrong, Mason

NAYS: None

The motion carried unanimously.

Chair Hurston then made a motion to accept the November 2025 financial reports as presented. The motion was seconded by Vice-Chair Okay.

AYES: Hurston, Okay, Gallimore, Armstrong, Mason

NAYS: None

The motion carried unanimously.

2. Housing Choice Voucher Report

Mr. Velez reported that the HCV Program continues to maximize utilization of available Housing Assistance Payment (HAP) funding and remains financially stable.

3. Multi-Family Report

Mr. Velez reported that staff continue to focus on unit turnover, occupancy stabilization, and administration of repayment agreements with residents.

4. Needs Assessment / Self-Sufficiency Report

Mr. Velez reported that the SRHA Needs Assessment and Self-Sufficiency Program continues to produce measurable progress in family stabilization and identification of resident needs.

He further reported that SRHA and SHC have implemented an after-school tutoring program and established a food pantry. Staff continue developing program infrastructure and pursuing grant opportunities to support long-term sustainability.

V. Board Committee Reports

Personnel Committee

There was no report.

Program and Community Development Committee

There was no report.

VI. Continued Business – Discussion of the Recycled and Vehicle Funds Accounts

The Board discussed the Recycled Funds and Vehicle Funds accounts. Commissioners agreed to continue evaluation of potential uses and maintain the matter under review for future meetings.

VII. New Business

Consideration of the SRHA Resolution for the Sale of Property to SHC

Mr. Velez presented the Resolution Authorizing the Sale of Property to Staunton Housing Corporation (SHC).

Following discussion, Commissioner Armstrong made a motion to adopt the Resolution as presented. The motion was seconded by Commissioner Gallimore.

AYES: Hurston, Okay, Gallimore, Armstrong, Mason

NAYS: None

The motion carried unanimously.

Consideration of the Eviction Prevention Program Policies

Mr. Velez presented the proposed Eviction Prevention Program policies for Board consideration.

Following discussion, Commissioner Armstrong made a motion to adopt the policies as presented. The motion was seconded by Commissioner Gallimore.

AYES: Hurston, Okay, Gallimore, Armstrong, Mason

NAYS: None

The motion carried unanimously.

VIII. Closed Session

Chair Hurston made a motion that the Board convene in closed session pursuant to:

- § 2.2-3711(A)(3) of the Code of Virginia, for discussion or consideration of the acquisition of real property for a public purpose, or the disposition of publicly held real property, where discussion in open meeting would adversely affect the bargaining position or negotiating strategy of the public body; and
- § 2.2-3711(A)(8) of the Code of Virginia, for consultation with legal counsel regarding specific legal matters requiring the provision of legal advice.

The motion was seconded by Vice-Chair Okay.

Upon roll call, the following votes were recorded:

AYES: Hurston, Okay, Gallimore, Armstrong, Mason

NAYS: None

The motion carried unanimously, and the Board entered closed session.

Certification of Closed Session

Upon return to open session, Chair Hurston made the following motion:

WHEREAS, the Board of Commissioners convened a closed session pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act; and

WHEREAS, § 2.2-3712 of the Code of Virginia requires certification that the closed meeting was conducted in conformity with Virginia law;

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners hereby certifies that, to the best of each member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements under the Virginia Freedom of Information Act were discussed in the closed meeting, and (ii) only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed, or considered.

The motion was seconded by Commissioner Armstrong.

Upon roll call, the following votes were recorded:

AYES: Hurston, Okay, Gallimore, Armstrong, Mason

NAYS: None

The certification was adopted unanimously.

IX. Adjournment

There being no further business, Chair Hurston made a motion to adjourn the meeting. The motion was seconded by Vice-Chair Okay.

AYES: Hurston, Okay, Gallimore, Armstrong, Mason

NAYS: None

The motion carried unanimously, and the meeting was adjourned. The next Regular Meeting of the Board of Commissioners will be held on February 17, 2026.

Secretary

Chair

Staunton Redevelopment & Housing Authority

900 Elizabeth Miller Gardens, Staunton, VA 24401

P: 540-886-3413 F: 540-885-5414

February 6, 2026

Housing Choice Voucher Board Report for January 2026

Total vouchers:

- HCV- 238 (32 of these held for PBV)
- VASH- 15
- Total- 253

Utilization:

- HCV
 - 196
- PBV
 - 30
- VASH
 - 10
- CHOICE MOBILITY (PBRA-RAD TO HCV)
 - 0
- OUTGOING PORTS ADMINISTERED
 - 4
- Total
 - 240

Portability:

- Incoming ports
 - 0 searching
 - 3 administered
- Outgoing ports
 - 0 searching
 - 4 administered

Pre-Issue appointments:

- HCV- 0 (78 paused)
- PBV 3br- 100 currently in progress, ongoing
- Choice Mobility- 0

Staunton Redevelopment & Housing Authority does not discriminate on the basis of disabled status in the admission or access to, or treatment or employment in, its federally assisted programs and activities.

The person named below has been designated to coordinate compliance with the nondiscrimination requirements contained in the Department of Housing and Urban Development's regulations implementing Section 504 (24CFR, part 8 dated June 2, 1988),

Executive Director
900 Elizabeth Miller Gardens
Staunton, VA 24401
Phone: (540)866-3413
Virginia Relay Service 1-800-828-1120 (TDD) or 1-800-828-1140 (voice) for hearing-impaired inquiries



Vouchers Issued:

- 0

New voucher holders leased:

- HCV- 0
- Port-In- 0
- 3br PBV- 1
- VASH- 0

Total searching vouchers:

- 1 (1 VASH, 0 Port-In., 0 HCV, 0 Port-Out)

PBV referred:

- 3br- 0

Waiting List Applicants:

- 0 new HCV, 1646 total
- 0 new 3br PBV, 0 total
- Choice Mobility Priority List- 38 total

Top of Waiting List letters sent out:

- 0- HCV
- 0- 3br PBV
- 0- Choice Mobility

Note: HCV and PBV Waiting Lists were closed on June 1, 2024

I CERTIFY THAT THE FOREGOING INFORMATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.

Audra M Hutchens

Audra Hutchens
Housing Programs Manager

02/06/2026

Date

Staunton Redevelopment & Housing Authority does not discriminate on the basis of disabled status in the admission or access to, or treatment or employment in, its federally assisted programs and activities.

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Staunton Redevelopment & Housing Authority

900 Elizabeth Miller Gardens

Staunton, VA 24401

P: 540-886-3413

F: 540-885-5414

Multi-Family Board Report for January 2026

February 6, 2026

Total Move-Ins:

- 1

Occupied units:

- 145

Move-Outs:

- 1

Evictions:

- 0

Unit Transfers:

- 0

Total Vacant Units:

- 5

Late Rents:

- 21

Repayment Agreements:

- 1 new

Unlawful Detainers:

- 3 filed

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The person named below has been designated to coordinate compliance with the nondiscrimination requirements contained in the Department of Housing and Urban Development's regulations implementing Section 504 (24CFR, part 8 dated June 2, 1988),

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Abandonment:

- 0

Waiting List Applicants:

- 1 bedroom – 12 new, 369 total
- 2 bedrooms – 15 new, 298 total
- 3 bedrooms – 7 new, 196 total
- 4 bedrooms – 1 new, 73 total
- 5 bedrooms – 2 new, 40 total

I CERTIFY THAT THE FOREGOING INFORMATION IS TRUE AND CORRECT TO THE
BEST OF MY KNOWLEDGE AND BELIEF.

Audra M Hutchens
Audra Hutchens
Housing Programs Manager

02/06/2026
Date

Staunton Redevelopment & Housing Authority does not discriminate on the basis of disabled status in the admission or access to, or treatment or employment in, its federally assisted programs and activities.

The person named below has been designated to coordinate compliance with the nondiscrimination requirements contained in the Department of Housing and Urban Development's regulations implementing Section 504 (24CFR, part 8 dated June 2, 1988),

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Staunton Redevelopment and Housing Authority

Needs Assessment & Self-Sufficiency Program

Board Update | Summary

Program Purpose

The Needs Assessment & Self-Sufficiency Program supports SRHA residents in achieving housing stability and greater independence by identifying barriers, coordinating services, and addressing urgent needs related to employment, education, and food security. Services are delivered directly by SRHA and, where appropriate, in coordination with partner entities, including Staunton Housing Corporation (SHC).

Core Services

- **Needs Assessments:** Conducted at intake and updated every six months to identify barriers affecting stability.
 - **Service Coordination:** Referrals to workforce, education, healthcare, and nonprofit partners.
 - **Emergency Assistance:** Limited, short-term support for critical needs (transportation, utilities, work-related expenses); all assistance requires Executive Director approval.
 - **Food Security Coordination:** Screening for food insecurity and referrals to food resources, including the SHC-operated food pantry.
-

Activity Snapshot

(Cumulative through January 2026; formal tracking initiated late 2025)

- **Households Served:** 11
 - **Individuals Served:** 22
 - **Households Engaged (YTD 2026):** 3
 - **Needs Assessments Completed (YTD 2026):** 2
 - **Referrals to Partner Agencies:** 2
-

900 Elizabeth Miller Gardens | Staunton, VA 24401 | Phone 540-886-3413 | Fax 540-885-5414

TTY/TDD VA Relay Center | 711 or 1-800-828-1120





Key Outcomes & Early Indicators

- **Housing Stability:**
 - 2 household reporting increased stability following service engagement
 - **Youth Education:**
 - 10 students participating in ongoing tutoring
 - Teachers report improved reading skills and increased engagement
 - **Food Security (via SHC):**
 - SHC food pantry achieved **USDA certification**, expanding access to free food supplies
 - Increased capacity to pursue food-security grants and equipment funding
 - SRHA residents referred to pantry services as part of needs assessments
-

Program Highlights

- **Targeted Resident Support:** Coordination with community donors resulted in full holiday assistance for a Farrier Court family experiencing acute financial hardship, addressing immediate basic needs.
 - **Cross-Entity Collaboration:** Alignment between SRHA resident services and SHC-operated programs strengthens service delivery while maintaining appropriate organizational separation.
-

2026 Focus & Performance Targets

- Increase completion of formal needs assessments and individualized service plans
 - Strengthen outcome tracking related to:
 - Housing retention
 - Employment or education engagement
 - Food security referrals and utilization
 - Leverage SHC partnerships and certifications to expand resident support without increasing SRHA operational risk
-

Prepared for the SRHA Board of Commissioners

For oversight, accountability, and strategic planning purposes

900 Elizabeth Miller Gardens | Staunton, VA 24401 | Phone 540-886-3413 | Fax 540-885-5414

TTY/TDD VA Relay Center | 711 or 1-800-828-1120



**RESOLUTION APPROVING
THE EXECUTION OF A COOPERATION AGREEMENT BETWEEN
STAUNTON REDEVELOPMENT AND HOUSING AUTHORITY
AND THE CITY OF STAUNTON**

WHEREAS, the Board of Commissioners (the “Board”) of the Staunton Redevelopment and Housing Authority (the “Authority”) and the City of Staunton (“City”) have worked cooperatively to ensure that quality, safe and sustainable affordable housing units are developed and continuously operated in the City;

WHEREAS, the Authority has been making certain payments to the City, known as Payments In Lieu of Taxes (“PILOT”), in lieu of the City imposing any real or personal property taxes or special assessments upon rental housing properties owned by the Authority; and

WHEREAS, changes made to federal and state funding platforms for delivering rental subsidies and making improvements to affordable housing, including the use of Low-Income Housing Tax Credits, require the creation of new entities to serve as owners of the housing units; and

WHEREAS, the Authority and the City desire to enter into the attached Cooperation Agreement to allow housing units receiving ongoing rental assistance and owned, directly or indirectly, by the Authority or the Staunton Housing Corporation to pay a PILOT.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF STAUNTON REDEVELOPMENT AND HOUSING AUTHORITY:

1. The attached Cooperation Agreement is hereby approved.
2. Nehemias Velez, or his designee, is hereby authorized to execute and deliver the Cooperation Agreement and any and all agreements, instruments and other documents as may be necessary or desirable to consummate the transactions contemplated by the foregoing resolutions, and to take such other action and to sign and deliver such other documents as he may deem necessary or desirable to carry out the intent of this Resolution.
3. All actions heretofore taken by Nehemias Velez or any other officer of the Authority in connection with the transactions contemplated by this Resolution are hereby approved, adopted, ratified and confirmed in all respects.
4. This Resolution shall take effect immediately upon its adoption.

ADOPTED this ____ day of _____ 2026, by the Board of Commissioners of the Staunton Redevelopment and Housing Authority.

NEHEMIAS VELEZ
EXECUTIVE DIRECTOR

NICHOLAS HURSTON
CHAIR

COOPERATION AGREEMENT

This Agreement is entered into this __ day of _____, 2025, by and between Staunton Redevelopment and Housing Authority, a political subdivision of the Commonwealth of Virginia (“SRHA”) and the City of Staunton, Virginia, a municipal corporation of the Commonwealth of Virginia (the “City”).

WITNESSETH:

In consideration of the mutual covenants hereinafter set forth, the parties hereto do agree as follows:

1. Whenever used in this Agreement:

(a) The term “Project” shall mean any tax-exempt affordable housing hereafter developed and/or operated as an entity by or through SRHA with federal, state or local financial assistance, including but not limited to, financial assistance through the United States Department of Housing and Urban Development (“HUD”) and/or any other comparable or successor organizations. Project shall include, but not be limited to, any housing development receiving project-based rental assistance by or through SRHA pursuant to an Annual Contributions Contract between HUD and SRHA (“ACC”) or a Housing Assistance Payment (“HAP”) Contract, and shall include Low-Income Public Housing (“LIPH”) units under Section 9 of the Housing Act of 1937, as amended, and housing units receiving assistance under Section 8 of the Housing Act of 1937, as amended, as part of the Project-Based Voucher (“PBV”) program or the Project-Based Rental Assistance (“PBRA”) program, or other similar programs that provide ongoing project-based rental assistance for affordable housing, . A “Project” must be owned either (1) by SRHA or the Staunton Housing Corporation, or (2) by an entity of which SRHA or the Staunton Housing Corporation is a member or partner, subject to review by the Staunton City Manager, in consultation with the Staunton City Attorney, to determine that the entity meets the definition of “indirectly owned” by SRHA pursuant to Article X, Section 6 of the Constitution of Virginia.

(b) The term “Taxing Body” shall mean the State or any political subdivision taxing unit thereof in which a Project is situated and which would have authority to assess or levy real or personal property taxes or to certify such taxes to a taxing body or public officer to be levied for its use and benefit with respect to a Project if it were not exempt from taxation.

(c) The term “Shelter Rent” shall mean the total of all charges to all tenants of a Project for dwelling rents and non-dwelling rents (excluding all other income of such Project), less the cost to SRHA of all dwelling and non-dwelling utilities.

2. SRHA shall endeavor (a) to secure or facilitate the procurement of loans, annual contributions, project-based rental assistance and/or other financing through contracts with HUD, including but not limited to ACC and HAP contracts, or other affordable housing financing sources (collectively, "Subsidy Contracts") covering one or more Projects (regardless of the ownership of such Projects) and (b) to develop and administer, or oversee the development and administration of, such Project or Projects, each of which shall be located within the corporate limits of the City. The obligations of the parties hereto shall apply to each such Project.
3.
 - (a) With respect to any Project so long as either (i) the ongoing rental subsidy for such Project is provided by or through a public body or governmental agency (regardless of the ownership of the Project) and is used for affordable housing purposes, or (ii) any Subsidy Contract in connection with such Project remains in force and effect, or (iii) any bonds issued in connection with such Project or any monies due to HUD, or any other lender under a Subsidy Contract, in connection with such Project remain unpaid, whichever period is the longest, the City agrees that it will not levy or impose any real or personal property taxes or special assessments upon such Project or upon SRHA with respect thereto. During such period, SRHA shall make annual payments (herein called "Payments in Lieu of Taxes") in lieu of taxes and special assessments and in payment for the public services and facilities furnished from time to time by the City without other cost or charge for or with respect to such Project.
 - (b) The City may waive all or part of the Payments in Lieu of Taxes at any time for the purpose of permitting SRHA to use such payment for activities which are approved by the City Council and directly related to one or more Project. The City Council's waiver of the Payments in Lieu of Taxes shall be by a majority vote of the members of the Staunton City Council.
 - (c) If required, each such annual Payment in Lieu of Taxes shall be made after the end of the fiscal year established for such Project, and shall be in an amount equal to either (i) ten percent (10%) of the Shelter Rent charged by SRHA or the entity that owns the Project in respect to such Project during such fiscal year, (ii) the amount permitted to be paid by applicable state law in effect on the date each payment is made, or (iii) an amount determined and approved by City Council, whichever amount is the lower.
 - (d) The City shall distribute the Payment in Lieu of Taxes among the Taxing Bodies in the proportion which the real property taxes which would have been paid to each Taxing Body for such year if the Project were not exempt from taxation bears to the total real property taxes which would have been paid to all of the Taxing Bodies for such year if the Project were not exempt from taxation; provided, however, that no payment for any year shall be made to any Taxing Body in excess of the amount of the real property taxes which would have been paid to such Taxing Body for such year if the Project were not exempt from taxation.

(e) Upon failure of SRHA to make any Payment in Lieu of Taxes, no lien against any Project or assets of SRHA shall attach, nor shall any interest or penalties accrue or attach on account thereof.

4. So long as either (i) a Project is owned and/or receives project-based rental assistance by or through a public body or governmental agency and is used for affordable housing purposes, or (ii) any Subsidy Contract in connection with a Project remains in force and effect, or (iii) any bonds issued in connection with a Project or any monies due to HUD, or any other lender under a Subsidy Contract, in connection with such Project remain unpaid, whichever period is the longest, the City, without cost or charge to SRHA, the Project or the tenants of such Project (other than the Payments in Lieu of Taxes) shall:

(a) Furnish or cause to be furnished to SRHA, the Project and/or the tenants of such Project public services and facilities of the same character and to the same extent as are furnished from time to time without cost or charge to other dwellings and inhabitants in the City;

(b) Insofar as the City may lawfully do so, vacate such streets, roads and alleys within the area of such Project as may be necessary in the development thereof, and convey without charge to SRHA or the Project such interest as the City may have in such vacated areas; and, insofar as it is lawfully able to do so without cost or expense to SRHA or to the City, cause to be removed from such vacated areas, insofar as it may be necessary, all public or private utility lines and equipment;

(c) Insofar as the City may lawfully do so, grant such waivers of the building code of the City as are reasonable and necessary to promote economy and efficiency in the development and administration of such Project, and make such changes in any zoning of the site and surrounding territory of such Project as are reasonable and necessary for the development and protection thereof;

(d) Insofar as the City may lawfully do so, accept grants of easements necessary for the development of such Project; and

(e) Cooperate with SRHA and/or the Project by such other lawful action or ways as the City and SRHA may find necessary in connection with the development and administration of such Project.

5. With respect to any Project, the City further agrees that within a reasonable time after receipt of a written request therefor from SRHA:

(a) It will accept the dedication of all interior streets, roads, alleys, and adjacent sidewalks within the area of such Project, together with all storm and sanitary sewer mains in such dedicated areas, after SRHA, at its own expense, has completed the grading, improvement, paving, and installation thereof in accordance with specifications acceptable to the City;

(b) It will accept necessary dedications of land for, and will, subject to appropriation by the City Council, grade, improve, pave, and provide sidewalks for, all streets bounding such Project or necessary to provide adequate access thereto (in consideration whereof the City shall pay to SRHA such amount as would be assessed against the Project site for such work if such site were privately owned); and

(c) It will, consistent with City policies and ordinances, provide, or cause to be provided, water mains and storm and sanitary sewer mains, leading to such Project and serving the bounding streets thereof (in consideration whereof SRHA shall pay to the City such amount as would be assessed against the Project site for such work if such site were privately owned).

6. If by reason of the City's failure or refusal to furnish or cause to be furnished any public services or facilities which it has agreed hereunder to furnish or cause to be furnished to SRHA, to any Project or to the tenants of any Project, SRHA incurs any expense to obtain such services or facilities, then SRHA may deduct the amount of such expense from any Payments in Lieu of Taxes due or to become due to the City with respect to any such Project (regardless of the ownership of the Project).
7. No Cooperation Agreement heretofore entered into between the City and SRHA shall be construed to apply to any Project covered by this Agreement.
8. The privileges and obligations of the City hereunder shall remain in full force and effect with respect to each Project so long as each such Project is owned, operated or financed by or through SRHA or any other public body or governmental agency, including HUD, authorized by law to engage in the development or administration of affordable housing projects.

[Signatures Appear on Next Page]

IN WITNESS WHEREOF, the City and SRHA have respectively signed this agreement and caused their seals to be affixed and attested as of the day and year first above written.

CITY OF STAUNTON,
a municipal corporation of the Commonwealth
of Virginia

(SEAL)

By: _____
Name: _____
Title: _____

ATTEST:

Title: _____

**STAUNTON REDEVELOPMENT AND
HOUSING AUTHORITY,**
a Political Subdivision of The
Commonwealth of Virginia

(SEAL)

By: _____
Name: Nehemias Velez
Title: Executive Director

ATTEST:

Title: _____

**APPROVED AS TO FORM AND
CORRECTNESS:**

City Attorney

**RESOLUTION AUTHORIZING THE PARTICIPATION OF
STAUNTON REDEVELOPMENT AND HOUSING AUTHORITY IN THE
ACQUISITION, FINANCING AND RENOVATION OF THE DUNSMORE BUILDING**

WHEREAS, the Board of Commissioners (the “Board”) of the Staunton Redevelopment and Housing Authority (the “Authority”) has determined that it is appropriate to acquire and renovate the Dunsmore Building located at 912 W. Beverley Street, in the City of Staunton, Virginia (the “Property”), and to participate in the financing of such efforts (the “Project”); and

WHEREAS, the Authority intends to acquire the Property from Stuart C. Armstrong at a price satisfactory to the Authority; and

WHEREAS, the Authority intends to use a variety of funding sources, including, but not limited to grant funds, debt and low-income housing tax credits (“LIHTC”), to finance the Project; and

WHEREAS the Authority intends to apply to Virginia Housing Development Authority (“VHDA”) for an allocation of LIHTC for the Project and will procure an Investor (the “Limited Partner”) to contribute equity to the Project in return for a limited partnership interest therein; and

WHEREAS, the participation by the Authority in the Project will require the creation of limited partnerships, limited liability companies and other legal entities as the Authority deems necessary or desirable to leverage grant funds, LIHTC equity, or other financing vehicles for the Project, including a new limited liability company (the “Company”) that will own the Project; and

WHEREAS, it is anticipated that Staunton Housing Corp. (“SHC”) will be a member of the Managing Member of the Company created to own the Project; and

WHEREAS the Authority will serve as the initial investor member of the Company; and

WHEREAS, the Authority plans to ground lease the Property to the Company to facilitate the development of the Project; and

WHEREAS, the Authority desires to participate in the Project as a developer during the construction phase and as property manager upon completion of the housing units; and

WHEREAS, the Authority plans to provide up to 15 vouchers for Project-Based Voucher units in the Project.

NOW, THEREFORE, be it resolved by the Board of Commissioners of the Staunton Redevelopment and Housing Authority as follows:

1. The formation by the Authority of such limited liability companies, limited partnerships and other entities as may be necessary to facilitate the participation of the Authority in developing and financing the Project is hereby authorized and approved.

2. The Executive Director or his designee is hereby authorized to prepare, execute and submit a LIHTC Application to VHDA for the Project.
3. The acquisition of the Property by the Authority and the subsequent execution of a Ground Lease by the Authority in its capacity as landlord are hereby authorized and approved.
4. The participation of the Authority in the Project as developer and as funding provider is hereby authorized and approved, including the transfer of grants or other funds received by the Authority and to be used for the Project
5. The Executive Director, or his designee, is hereby authorized to execute and deliver any and all contracts, agreements, instruments and other documents as may be necessary or desirable to consummate the transactions contemplated by this Resolution and to take such other action and to execute and deliver such other documents as he may deem necessary or desirable to carry out the intent of this Resolution.
6. All actions heretofore taken by the Executive Director and other officers of the Authority in connection with the transactions contemplated by this Resolution are hereby approved, adopted, ratified and confirmed in all respects.
7. This Resolution shall take effect immediately upon its adoption.

ADOPTED this ____ day of _____2026, by the Board of Commissioners of the Staunton Redevelopment and Housing Authority.

NEHEMIAS VELEZ
EXECUTIVE DIRECTOR

NICHOLAS HURSTON
CHAIR

Staunton Redevelopment and Housing Authority**Bad Debt Report**

Name	12/31/2024 Amount Due
Noel, Cayla	\$ 1,205.09
Rivera, Terra	\$ 3,904.89
Lounsbury, Jessica	\$ 74.49
Conner, Meghan	\$ 1,780.41
Davis, Karrington	\$ 1,768.27
Robertson, Kristina	\$ 9,479.39
Christian, Jordan	\$ 1,888.77
Turner, Frances-Caroline	\$ 12,126.34
Lambert, Mya	\$ 2,585.58
Patterson-Allen, Lisa	\$ 2,436.13
Morales, Maria	\$ 6.81
Morris, Sandra	\$ 588.49
Lowery, Lesia	\$ 20.27
Withers, Janien	\$ 3,969.57
TOTAL	\$ 41,834.50

Supplemental Information

2025 Bad Debt	\$ (41,834.50)
2025 Collections	\$ 24,203.03
NET	\$ (17,631.47)

2024-06 Bad Debt	\$ (47,518.61)
2024-12 Bad Debt	\$ (28,600.25)
2024 Collections	\$ 22,904.29
NET	\$ (53,214.57)

2023 Bad Debt	\$ (34,487.78)
2023 Collections	\$ 19,394.84
NET	\$ (15,092.94)

2022 Bad Debt	\$ (34,903.29)
2022 Collections	\$ 12,582.28
NET	\$ (22,321.01)

2021 Bad Debt	\$ (13,258.11)
2021 Collections	\$ 9,015.46
NET	\$ (4,242.65)

2020 Bad Debt	\$ (21,546.52)
2020 Collections	\$ 12,971.55
NET	\$ (8,574.97)

2019 Bad Debt	\$ (48,121.80)
2019 Collections	\$ 12,522.72
NET	\$ (35,599.08)