STAUNTON REDEVELOPMENT & HOUSING AUTHORITY

REGULAR BOARD MEETING AGENDA

November 17, 2026 | 12:00 p.m.

100 Elizabeth Miller Gardens
Staunton, Virginia

I. Call to Order / Roll Call

II. Approval of Minutes (Action)

October 20, 2026, Regular Board Meeting

III. Public Comments

Three-minute limit per speaker

IV. Executive Director's Report

A. Financial Reports (Action)

1. Housing Choice Voucher (HCV) Program – August 2026
2. Multi-Family (MF) Program – August 2026

B. Housing Choice Voucher (HCV) Program Report

C. Multi-Family (MF) Program Report

D. Resident Needs Assessment and Self-Sufficiency Program Report

V. Board Committee Reports

A. Finance Committee – Commissioner Armstrong, Chair; Commissioner Lane, Member

B. Personnel Committee – Commissioner Okay

C. Program and Community Development Committee – Commissioner Mason

VI. Old Business

A. Proposed Policy Revisions – Public Hearings (No Action)

1. Housing Choice Voucher (HCV) Administrative Plan
2. Tenant Selection Plan (RAD PBRA)
3. EIV Use and Security Policy
4. Resident Transportation Policy

The Board will receive public comments on the proposed policy revisions. Formal consideration and adoption are scheduled for the December 8, 2026, Board meeting.

VII. New Business

A. Designation of Board Commissioners as Formal Hearing Officers (Discussion and Action)

Selection of a primary and alternate Commissioner to serve as impartial hearing officers for resident and Housing Choice Voucher participant hearings, in accordance with applicable HUD regulations and SRHA policies.

B. December 2026 Board Meeting Schedule (Discussion and Action)

Consideration of rescheduling the December Regular Board Meeting from December 15, 2026, to December 8, 2026.

VIII. Adjournment

STAUNTON REDEVELOPMENT AND HOUSING AUTHORITY

Tuesday, October 20, 2026
12:00 p.m.
100 Elizabeth Miller Gardens
Staunton, Virginia 24401

I. Call to Order

Chair Nicholas Hurston called the Regular Meeting of the Board of Commissioners of the Staunton Redevelopment and Housing Authority (SRHA) to order on Tuesday, October 20, 2026, at 12:00 p.m. at the Authority's administrative office located at 100 Elizabeth Miller Gardens, Staunton, Virginia.

Roll Call

Present:
Nicholas Hurston, Chair
Tyler Gallimore, Commissioner
Sheba Lane, Commissioner
Jonathan Mason, Commissioner

Absent at Roll Call:
Chris Okay, Vice-Chair
Suzi Armstrong, Commissioner
Tracy Toye, Commissioner

A quorum was established.

Also present were Executive Director Nehemias Velez; Legal Counsel Mandi Smith; City Council Liaison Alice Woods; and Operations Manager Mark Allen.

Vice-Chair Okay and Commissioner Armstrong arrived during Item IV, Executive Director's Report, prior to the votes on the financial reports. Commissioner Toye remained absent.

II. Approval of Minutes – September 15, 2026

Chair Hurston called for consideration of the minutes of the September 15, 2026, Regular Board Meeting.

Commissioner Mason made a motion to approve the minutes as presented. The motion was seconded by Commissioner Gallimore.

AYES: Gallimore, Hurston, Lane, Mason
NAYS: None

The motion carried unanimously among the four Commissioners present.

III. Public Comments

There were no public comments.

IV. Executive Director's Report

A. Financial Reports – July 2026

Housing Choice Voucher Program

The July 2026 Housing Choice Voucher Program financial statements were presented to the Board for review. Discussion followed.

Chair Hurston made a motion to approve the July 2026 Housing Choice Voucher Program financial reports. The motion was seconded by Commissioner Armstrong.

AYES: Armstrong, Gallimore, Hurston, Lane, Mason, Okay
NAYS: None

The motion carried unanimously.

Multi-Family Program

The July 2026 Multi-Family financial statements were presented to the Board for review. Discussion followed.

Commissioner Mason made a motion to approve the July 2026 Multi-Family financial reports. The motion was seconded by Commissioner Lane.

AYES: Armstrong, Gallimore, Hurston, Lane, Mason, Okay
NAYS: None

The motion carried unanimously.

B. Housing Choice Voucher Program Report

The Board reviewed the Housing Choice Voucher Program Report for September 2026. Discussion followed. No action was taken.

C. Multi-Family Program Report

The Board reviewed the Multi-Family Program Report for September 2026.

During discussion, Commissioner Lane raised concerns regarding a Facebook post alleging mold-related issues at SRHA properties. Operations Manager Mark Allen explained the circumstances surrounding the matter and outlined SRHA's procedures for identifying, evaluating, and addressing reported mold concerns within its residential properties.

Legal Counsel Mandi Smith advised the Board that current and former residents have the right to express their opinions publicly, including criticism of the Authority. Ms. Smith also discussed the Authority's response to the reported concerns and noted that SRHA had addressed the issues raised.

Discussion followed. No action was taken.

D. Resident Needs Assessment / Self-Sufficiency

The Board reviewed the Resident Needs Assessment and Self-Sufficiency Program Report for September 2026, including resident services, food pantry referrals, workforce development, eviction prevention, and educational assistance. Discussion followed. No action was taken.

V. Board Committee Reports

A. Finance Committee

No report.

B. Personnel Committee

No report.

C. Program and Community Development Committee

Commissioner Mason discussed the SAW Housing Realtor Event held in Charlottesville, Virginia, and highlighted the work SAW Housing is undertaking to address housing needs and support the community. Discussion followed. No action was taken.

VI. Old Business

A. FY2027 Annual PHA Plan

1. Resolution No. AP 2027 – Approval and Authorization to Submit the FY2027 Annual PHA Plan

The Board considered Resolution No. AP 2027, approving and authorizing submission of the FY2027 Annual PHA Plan. Following discussion, Commissioner Mason made a motion to adopt Resolution No. AP 2027. The motion was seconded by Commissioner Armstrong.

AYES: Armstrong, Gallimore, Hurston, Lane, Mason, Okay
NAYS: None

The motion carried unanimously.

2. Form HUD-50077-CRT-SM – Certifications of Compliance

Following approval of Resolution No. AP 2027, the associated Certifications of Compliance with PHA Plan and Related Regulations were presented for execution by the Chairperson.

B. Board Commissioner Finance Committee Designations

The Board continued its discussion regarding Finance Committee designations. Commissioner Armstrong agreed to lead the Finance Committee, with Commissioner Lane agreeing to assist. The Board expressed its agreement with these designations. No formal motion was made, and no vote was taken.

C. Fiscal Year 2025 Independent Financial Audit

1. Presentation of the FY2025 Independent Financial Audit

Executive Director Nehemias Velez presented the Fiscal Year 2025 Independent Financial Audit to the Board of Commissioners. Mr. Velez reported that the audit contained no findings. The Commissioners expressed satisfaction with the results and raised no concerns. Discussion followed.

2. Resolution No. AUD 2025 – Acceptance of the Fiscal Year 2025 Independent Financial Audit

Commissioner Armstrong made a motion to adopt Resolution No. AUD 2025, accepting the Fiscal Year 2025 Independent Financial Audit. The motion was seconded by Commissioner Mason.

AYES: Armstrong, Gallimore, Hurston, Lane, Mason, Okay
NAYS: None

The motion carried unanimously.

VII. New Business

A. Proposed Policy Revisions – Public Comment Period (Information Only)

Executive Director Nehemias Velez informed the Board that the proposed Housing Choice Voucher Administrative Plan, Tenant Selection Plan (RAD PBRA), EIV Use and Security Policy, and Resident Transportation Policy were available for public comment and had been posted on SRHA's website. Mr. Velez advised that public hearings concerning the proposed policies were scheduled for November 2026. The policies were presented for informational purposes only. No action was taken.

B. December 2026 Board Meeting

The Board discussed scheduling a meeting in conjunction with its annual Christmas luncheon. The Commissioners agreed to meet on December 8, 2026, to hold the luncheon and consider the proposed policy revisions following the November public hearings. The meeting date was agreed upon by consensus; no formal motion was made.

VIII. Adjournment

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

AYES: Armstrong, Gallimore, Hurston, Lane, Mason, Okay
NAYS: None

The motion carried unanimously.

There being no further business to come before the Board, Chair Hurston adjourned the meeting at 1:00 p.m.

_____ _____

Secretary Chair

Housing Choice Voucher (HCV)

Balance Sheet

Period = Aug 2026

		Current Balance
0999-99-000	All	
1000-00-000	**ASSETS**	
1001-00-000	CURRENT ASSETS	
1100-00-000	CASH	
1110-00-000	Unrestricted Cash	
1111-11-000	Cash Operating AUB	7,906.67
1111-99-000	Total Unrestricted Cash	7,906.67
1112-00-000	Restricted Cash	
1112-03-100	Cash Restricted-HAP AUB	16,215.65
1112-99-000	Total Restricted Cash	16,215.65
1119-00-000	TOTAL CASH	24,122.32
1120-00-000	ACCOUNTS AND NOTES RECEIVABLE	
1122-00-000	A/R -Tenants	1,281.00
1129-00-000	A/R -Other	-80.00
1130-00-000	A/R Port Ins	-861.71
1149-00-000	TOTAL ACCOUNTS AND NOTES RECEIVABLE	339.29
1300-00-000	TOTAL CURRENT ASSETS	24,461.61
1400-00-000	NONCURRENT ASSETS:	
1400-01-000	FIXED ASSETS	
1400-08-000	Furniture and Equipment-Admin.	9,019.53
1405-03-000	Accum Depreciation-Furn & Equip Admin	-8,108.74
1420-00-000	TOTAL FIXED ASSETS	910.79
1430-00-000	Pension Asset	86,462.00
1440-00-000	Deferred Outflows	8,913.00
1499-00-000	TOTAL NONCURRENT ASSETS	96,285.79
1999-00-000	TOTAL ASSETS	120,747.40
2000-00-000	LIABILITIES & EQUITY	
2001-00-000	LIABILITIES:	
2100-00-000	CURRENT LIABLITIES:	
2111-00-000	A/P Vendors and Contractors	1,690.12
2145-00-000	Interprogram-Due To	116,147.18
2240-00-000	Tenant Prepaid Rents	13.77
2260-00-000	Accrued Compensated Absences-Current	589.95
2299-00-000	TOTAL CURRENT LIABILITIES	118,441.02
2300-00-000	NONCURRENT LIABILITIES:	
2305-00-000	Accrued Compensated Absences-LT	5,309.52

Housing Choice Voucher (HCV)

Balance Sheet

Period = Aug 2026

		Current Balance
2360-00-000	OPEB Liability	2,964.00
2370-00-000	Deferred Inflows	22,811.00
2399-00-000	TOTAL NONCURRENT LIABILITIES	31,084.52
2499-00-000	TOTAL LIABILITIES	149,525.54
2800-00-000	EQUITY	
2807-00-000	RESERVED FUND BALANCE	
2807-01-000	Reserved for Operating Activities	3,379.94
2808-00-000	TOTAL RESERVED FUND BALANCE	3,379.94
2809-00-000	RETAINED EARNINGS:	
2809-01-000	Invested in Capital Assets-Net of Debt	3,643.22
2809-02-000	Retained Earnings-Unrestricted Net Assets	-35,801.30
2809-99-000	TOTAL RETAINED EARNINGS:	-32,158.08
2899-00-000	TOTAL EQUITY	-28,778.14
2999-00-000	TOTAL LIABILITIES AND EQUITY	120,747.40

Housing Choice Voucher (HCV)

Income Statement

Period = Aug 2026

		Aug Actual	Aug Budget	Variance	YTD Actual	YTD Budget	YTD Variance	YTD Last Year	Change
3000-00-000	INCOME								
3100-00-000	TENANT INCOME								
3101-00-000	Rental Income								
3112-05-000	Utility Reimbursement Recovery -59 & TC	0.00	0.00	0.00	75.00	0.00	75.00	944.00	-869.00
3199-00-000	TOTAL TENANT INCOME	0.00	0.00	0.00	75.00	0.00	75.00	944.00	-869.00
3400-00-000	GRANT INCOME								
3410-01-000	Section 8 HAP Earned	194,172.00	186,534.83	7,637.17	1,521,960.00	1,492,278.64	29,681.36	1,521,763.00	197.00
3410-02-000	Section 8 Admin. Fee Income	22,036.00	17,583.33	4,452.67	136,896.00	140,666.64	-3,770.64	120,250.00	16,646.00
3410-04-000	Port-In Admin Fees Earned	213.25	0.00	213.25	1,374.95	0.00	1,374.95	1,219.07	155.88
3410-06-000	Port In HAP Earned	4,973.00	0.00	4,973.00	25,553.00	0.00	25,553.00	22,152.00	3,401.00
3410-07-000	VASH HAP Earned	0.00	0.00	0.00	0.00	0.00	0.00	6,890.00	-6,890.00
3499-00-000	TOTAL GRANT INCOME	221,394.25	204,118.16	17,276.09	1,685,783.95	1,632,945.28	52,838.67	1,672,274.07	13,509.88
3600-00-000	OTHER INCOME								
3640-10-000	Fraud Recovery HAP	162.50	0.00	162.50	1,154.00	0.00	1,154.00	0.00	1,154.00
3640-20-000	Fraud Recovery Admin	162.50	0.00	162.50	1,154.00	0.00	1,154.00	0.00	1,154.00
3699-00-000	TOTAL OTHER INCOME	325.00	0.00	325.00	2,308.00	0.00	2,308.00	0.00	2,308.00
3999-00-000	TOTAL INCOME	221,719.25	204,118.16	17,601.09	1,688,166.95	1,632,945.28	55,221.67	1,673,218.07	14,948.88
4000-00-000	EXPENSES								
4100-00-000	ADMINISTRATIVE EXPENSES								
4100-99-000	Administrative Salaries								
4110-00-000	Administrative Salaries	8,740.91	9,000.00	259.09	66,901.75	72,000.00	5,098.25	67,090.14	188.39
4110-05-000	Social Security & Medicare Expense	650.39	708.33	57.94	4,971.50	5,666.64	695.14	4,966.72	-4.78
4110-06-000	SUTA Expense	65.56	41.67	-23.89	688.82	333.36	-355.46	193.25	-495.57
4110-07-000	VRS Retire & Basic Life Expense	101.58	166.67	65.09	1,155.60	1,333.36	177.76	1,174.07	18.47
4110-08-000	457b Expense	191.56	166.67	-24.89	1,535.40	1,333.36	-202.04	1,248.22	-287.18
4110-09-000	Health Insurance Expense	2,014.78	2,166.67	151.89	17,630.98	17,333.36	-297.62	15,625.49	-2,005.49
4110-10-000	Dental Insurance Expense	109.04	125.00	15.96	961.18	1,000.00	38.82	899.72	-61.46
4110-99-000	Total Administrative Salaries	11,873.82	12,375.01	501.19	93,845.23	99,000.08	5,154.85	91,197.61	-2,647.62

Housing Choice Voucher (HCV)

Income Statement

Period = Aug 2026

		Aug Actual	Aug Budget	Variance	YTD Actual	YTD Budget	YTD Variance	YTD Last Year	Change
4130-00-000	Legal Expense								
4130-02-000	Criminal Background Checks	13.85	166.67	152.82	290.85	1,333.36	1,042.51	790.50	499.65
4130-04-000	General Legal Expense	275.00	250.00	-25.00	3,895.25	2,000.00	-1,895.25	1,595.84	-2,299.41
4131-00-000	Total Legal Expense	288.85	416.67	127.82	4,186.10	3,333.36	-852.74	2,386.34	-1,799.76
4139-00-000	Other Admin Expenses								
4140-00-000	Staff Training	339.93	333.33	-6.60	6,125.03	2,666.64	-3,458.39	5,268.36	-856.67
4150-00-000	Travel	309.03	125.00	-184.03	796.73	1,000.00	203.27	641.92	-154.81
4170-00-000	Accounting Fees	75.00	250.00	175.00	1,960.85	2,000.00	39.15	1,934.25	-26.60
4171-00-000	Auditing Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4172-00-000	Port Out Admin Fee Paid	204.12	166.67	-37.45	1,501.72	1,333.36	-168.36	1,280.56	-221.16
4175-40-000	Security Deposit Assistance	0.00	0.00	0.00	319.25	0.00	-319.25	0.00	-319.25
4182-00-000	Consultants	473.82	250.00	-223.82	7,968.41	2,000.00	-5,968.41	3,027.57	-4,940.84
4182-01-000	Program Consultants	263.25	166.67	-96.58	3,904.75	1,333.36	-2,571.39	1,189.10	-2,715.65
4189-00-000	Total Other Admin Expenses	1,665.15	1,291.67	-373.48	22,576.74	10,333.36	-12,243.38	13,341.76	-9,234.98
4190-00-000	Miscellaneous Admin Expenses								
4190-01-000	Membership and Fees	0.00	166.67	166.67	2,291.41	1,333.36	-958.05	1,250.11	-1,041.30
4190-04-000	Office Supplies	258.15	250.00	-8.15	1,861.22	2,000.00	138.78	1,300.17	-561.05
4190-06-000	Computer Parts	1,248.31	666.67	-581.64	8,686.18	5,333.36	-3,352.82	4,568.28	-4,117.90
4190-07-000	Telephone	95.47	166.67	71.20	763.22	1,333.36	570.14	1,058.80	295.58
4190-08-000	Postage	234.13	166.67	-67.46	1,567.65	1,333.36	-234.29	1,847.33	279.68
4190-09-000	Software Lisense Fees	39.75	666.67	626.92	8,105.06	5,333.36	-2,771.70	7,679.14	-425.92
4190-11-000	Printer Supplies	71.67	166.67	95.00	1,226.69	1,333.36	106.67	1,412.25	185.56
4190-13-000	Internet	83.82	83.33	-0.49	789.27	666.64	-122.63	719.44	-69.83
4190-22-000	Other Misc Admin Expenses	0.00	416.67	416.67	1,673.01	3,333.36	1,660.35	3,930.70	2,257.69
4191-00-000	Total Miscellaneous Admin Expenses	2,031.30	2,750.02	718.72	26,963.71	22,000.16	-4,963.55	23,766.22	-3,197.49
4199-00-000	TOTAL ADMINISTRATIVE EXPENSES	15,859.12	16,833.37	974.25	147,571.78	134,666.96	-12,904.82	130,691.93	-16,879.85
4500-00-000	GENERAL EXPENSES								
4510-00-000	Insurance	0.00	333.33	333.33	1,672.73	2,666.64	993.91	1,573.68	-99.05
4599-00-000	TOTAL GENERAL EXPENSES	0.00	333.33	333.33	1,672.73	2,666.64	993.91	1,573.68	-99.05

Housing Choice Voucher (HCV)

Income Statement

Period = Aug 2026

		Aug Actual	Aug Budget	Variance	YTD Actual	YTD Budget	YTD Variance	YTD Last Year	Change
4700-00-000	HOUSING ASSISTANCE PAYMENTS								
4715-00-000	Housing Assistance Payments	180,468.00	186,534.83	6,066.83	1,426,138.00	1,492,278.64	66,140.64	1,448,705.00	22,567.00
4715-01-000	Tenant Utility Payments-Voucher	4,215.00	0.00	-4,215.00	33,845.00	0.00	-33,845.00	54,780.00	20,935.00
4715-02-000	Port Out HAP Payments	7,734.00	0.00	-7,734.00	55,862.00	0.00	-55,862.00	42,363.00	-13,499.00
4715-04-000	Port-Out Other Expense	0.00	0.00	0.00	0.00	0.00	0.00	86.00	86.00
4799-00-000	TOTAL HOUSING ASSISTANCE PAYMENTS	192,417.00	186,534.83	-5,882.17	1,515,845.00	1,492,278.64	-23,566.36	1,545,934.00	30,089.00
8000-00-000	TOTAL EXPENSES	208,276.12	203,701.53	-4,574.59	1,665,089.51	1,629,612.24	-35,477.27	1,678,199.61	13,110.10
9000-00-000	NET INCOME	13,443.13	416.63	13,026.50	23,077.44	3,333.04	19,744.40	-4,981.54	28,058.98

Multifamily Program (The Gardens of Staunton)

Balance Sheet

Period = Aug 2026

		Current Balance
0999-99-000	All	
1000-00-000	**ASSETS**	
1001-00-000	CURRENT ASSETS	
1100-00-000	CASH	
1110-00-000	Unrestricted Cash	
1111-11-000	Cash Operating AUB	99,395.45
1111-50-000	Cash Operating Vehicle Fund	2,993.73
1111-60-000	Cash Operating Recycle Fund	1,759.02
1111-90-000	Petty Cash	500.00
1111-99-000	Total Unrestricted Cash	104,648.20
1112-00-000	Restricted Cash	
1112-01-000	Cash Restricted-Security Deposits	49,318.77
1112-04-000	Cash Restricted-Reserve for Replacement	221,223.26
1112-99-000	Total Restricted Cash	270,542.03
1119-00-000	TOTAL CASH	375,190.23
1120-00-000	ACCOUNTS AND NOTES RECEIVABLE	
1122-00-000	A/R -Tenants	57,909.74
1122-01-000	Allowance for Doubtful Accounts-Tenants	-4,192.02
1135-01-000	A/R -50059 HAP	606.00
1149-00-000	TOTAL ACCOUNTS AND NOTES RECEIVABLE	54,323.72
1160-00-000	OTHER CURRENT ASSETS	
1162-10-000	Investments-Restricted	452,536.00
1260-00-000	Inventories-Materials	44,147.55
1275-00-000	Allowance for Obsolete Inventories	-4,505.18
1295-00-000	Interprogram-Due From	128,462.16
1299-00-000	TOTAL OTHER CURRENT ASSETS	620,640.53
1300-00-000	TOTAL CURRENT ASSETS	1,050,154.48
1400-00-000	NONCURRENT ASSETS:	
1400-01-000	FIXED ASSETS	
1400-05-000	Land	193,547.00
1400-06-000	Buildings	8,744,213.72
1400-07-000	Furniture and Equipment-Dwelling	209,769.47
1400-08-000	Furniture and Equipment-Admin.	262,535.44
1405-01-000	Accum Depreciation-Buildings	-7,791,416.91
1405-02-000	Accum Depreciation-Furn & Equip Dwellings	-147,991.58
1405-03-000	Accum Depreciation-Furn & Equip Admin	-240,706.51
1420-00-000	TOTAL FIXED ASSETS	1,229,950.63
1430-00-000	Pension Asset	349,697.00
1440-00-000	Deferred Outflows	36,047.00

Multifamily Program (The Gardens of Staunton)

Balance Sheet

Period = Aug 2026

		Current Balance
1499-00-000	TOTAL NONCURRENT ASSETS	1,615,694.63
1999-00-000	TOTAL ASSETS	2,665,849.11
2000-00-000	LIABILITIES & EQUITY	
2001-00-000	LIABILITIES:	
2100-00-000	CURRENT LIABLITIES:	
2111-00-000	A/P Vendors and Contractors	27,645.36
2114-00-000	Tenant Security Deposits	46,589.00
2114-03-000	Security Deposit-Pet	6,290.72
2117-01-000	A/P-Payroll Wages Payable	15,283.34
2117-03-000	A/P-Misc. Payroll Witholdings	0.24
2117-04-000	Federal Tax Witholding	1,765.00
2117-05-000	State Tax Witholding	1,010.00
2117-06-000	Employee FICA Witholding	3,529.80
2117-09-000	State Unemployment Tax	81.76
2117-11-000	VRS Payable	-154.52
2117-13-000	Health & Dental Payable	842.00
2119-00-000	Garnishment Clearing Account	1,229.36
2240-00-000	Tenant Prepaid Rents	2,170.20
2260-00-000	Accrued Compensated Absences-Current	2,986.67
2299-00-000	TOTAL CURRENT LIABILITIES	109,268.93
2300-00-000	NONCURRENT LIABILITIES:	
2305-00-000	Accrued Compensated Absences-LT	26,880.02
2310-10-000	Loan Payable - 1	80,600.00
2360-00-000	OPEB Liability	11,990.00
2370-00-000	Deferred Inflows	92,258.00
2399-00-000	TOTAL NONCURRENT LIABILITIES	211,728.02
2499-00-000	TOTAL LIABILITIES	320,996.95
2800-00-000	EQUITY	
2809-00-000	RETAINED EARNINGS:	
2809-02-000	Retained Earnings-Unrestricted Net Assets	2,344,852.16
2809-99-000	TOTAL RETAINED EARNINGS:	2,344,852.16
2899-00-000	TOTAL EQUITY	2,344,852.16
2999-00-000	TOTAL LIABILITIES AND EQUITY	2,665,849.11

Multifamily Program (The Gardens of Staunton)

Income Statement

Period = Aug 2026

		Aug Actual	Aug Budget	Variance	YTD Actual	YTD Budget	YTD Variance	YTD Last Year	Change
3000-00-000	INCOME								
3100-00-000	TENANT INCOME								
3101-00-000	Rental Income								
3111-00-000	Tenant Rent	42,960.00	42,500.00	460.00	352,750.94	340,000.00	12,750.94	329,533.89	23,217.05
3112-00-000	HUD 50059 HAP Subsidy	57,958.00	60,416.67	-2,458.67	481,024.00	483,333.36	-2,309.36	479,616.00	1,408.00
3112-03-000	Utility Reimbursement -59 & TC	1,774.00	0.00	-1,774.00	15,789.00	0.00	-15,789.00	17,545.00	1,756.00
3112-05-000	Utility Reimbursement Recovery -59 & TC	0.00	0.00	0.00	1,089.00	0.00	1,089.00	983.00	106.00
3119-00-000	Total Rental Income	99,144.00	102,916.67	-3,772.67	819,074.94	823,333.36	-4,258.42	792,587.89	26,487.05
3120-00-000	Other Tenant Income								
3120-01-000	Laundry and Vending	1,793.00	1,250.00	543.00	13,243.01	10,000.00	3,243.01	11,857.25	1,385.76
3120-04-000	Late Charges	250.00	208.33	41.67	2,425.49	1,666.64	758.85	2,600.00	-174.51
3120-05-000	Legal Fees - Tenant	372.00	833.33	-461.33	2,464.00	6,666.64	-4,202.64	9,108.50	-6,644.50
3120-07-000	Tenant Owed Utilities	15,495.17	14,166.67	1,328.50	119,028.66	113,333.36	5,695.30	120,576.50	-1,547.84
3120-09-000	Misc.Tenant Income	5.00	0.00	5.00	115.00	0.00	115.00	455.21	-340.21
3120-11-000	Work Orders	584.63	583.33	1.30	5,830.38	4,666.64	1,163.74	4,877.08	953.30
3121-00-000	Tenant Payment Agreement (TPA) Rent	0.00	0.00	0.00	7,046.00	0.00	7,046.00	22,505.36	-15,459.36
3129-00-000	Total Other Tenant Income	18,499.80	17,041.66	1,458.14	150,152.54	136,333.28	13,819.26	171,979.90	-21,827.36
3199-00-000	TOTAL TENANT INCOME	117,643.80	119,958.33	-2,314.53	969,227.48	959,666.64	9,560.84	964,567.79	4,659.69
3400-00-000	GRANT INCOME								
3415-00-000	Other Government Grants	0.00	10,770.83	-10,770.83	8,289.74	86,166.64	-77,876.90	448,642.34	-440,352.60
3499-00-000	TOTAL GRANT INCOME	0.00	10,770.83	-10,770.83	8,289.74	86,166.64	-77,876.90	448,642.34	-440,352.60
3600-00-000	OTHER INCOME								
3610-00-000	Investment Income - Unrestricted	14.01	0.00	14.01	67.25	0.00	67.25	0.00	67.25
3611-00-000	Investment Income - Restricted	747.41	1,666.67	-919.26	10,716.50	13,333.36	-2,616.86	16,402.73	-5,686.23
3612-00-000	Security Deposit Interest	6.28	0.00	6.28	48.46	0.00	48.46	0.00	48.46
3650-00-000	Miscellaneous Other Income	5,261.20	0.00	5,261.20	7,063.95	0.00	7,063.95	1,757.44	5,306.51
3660-00-000	Operating Transfers IN	0.00	0.00	0.00	6,150.00	0.00	6,150.00	0.00	6,150.00
3699-00-000	TOTAL OTHER INCOME	6,028.90	1,666.67	4,362.23	24,046.16	13,333.36	10,712.80	18,160.17	5,885.99
3999-00-000	TOTAL INCOME	123,672.70	132,395.83	-8,723.13	1,001,563.38	1,059,166.64	-57,603.26	1,431,370.30	-429,806.92

Multifamily Program (The Gardens of Staunton)

Income Statement

Period = Aug 2026

		Aug Actual	Aug Budget	Variance	YTD Actual	YTD Budget	YTD Variance	YTD Last Year	Change
4000-00-000	EXPENSES								
4100-00-000	ADMINISTRATIVE EXPENSES								
4100-99-000	Administrative Salaries								
4110-00-000	Administrative Salaries	29,275.75	26,166.67	-3,109.08	217,523.41	209,333.36	-8,190.05	200,054.49	-17,468.92
4110-05-000	Social Security & Medicare Expense	2,774.69	3,333.33	558.64	22,047.38	26,666.64	4,619.26	19,842.23	-2,205.15
4110-06-000	SUTA Expense	151.56	250.00	98.44	3,441.95	2,000.00	-1,441.95	880.18	-2,561.77
4110-07-000	VRS Retire & Basic Life Expense	511.90	833.33	321.43	5,586.86	6,666.64	1,079.78	5,036.63	-550.23
4110-08-000	457b Expense	1,109.69	1,250.00	140.31	9,073.77	10,000.00	926.23	7,956.76	-1,117.01
4110-09-000	Health Insurance Expense	8,320.86	8,166.67	-154.19	74,365.56	65,333.36	-9,032.20	60,178.68	-14,186.88
4110-10-000	Dental Insurance Expense	499.80	583.33	83.53	4,451.81	4,666.64	214.83	3,766.40	-685.41
4110-11-000	Employee Assistance Program	0.00	0.00	0.00	2,650.00	3,000.00	350.00	2,600.00	-50.00
4110-99-000	Total Administrative Salaries	42,644.25	40,583.33	-2,060.92	339,140.74	327,666.64	-11,474.10	300,315.37	-38,825.37
4130-00-000	Legal Expense								
4130-02-000	Criminal Background Checks	221.60	166.67	-54.93	443.20	1,333.36	890.16	776.30	333.10
4130-04-000	General Legal Expense	2,313.00	1,916.67	-396.33	9,931.75	15,333.36	5,401.61	13,011.25	3,079.50
4131-00-000	Total Legal Expense	2,534.60	2,083.34	-451.26	10,374.95	16,666.72	6,291.77	13,787.55	3,412.60
4139-00-000	Other Admin Expenses								
4140-00-000	Staff Training	385.43	416.67	31.24	3,748.96	3,333.36	-415.60	3,743.55	-5.41
4150-00-000	Travel	72.68	83.33	10.65	282.72	666.64	383.92	349.20	66.48
4170-00-000	Accounting Fees	75.00	500.00	425.00	3,569.60	4,000.00	430.40	3,969.25	399.65
4171-00-000	Auditing Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4182-00-000	Consultants	0.00	416.67	416.67	2,425.00	3,333.36	908.36	4,640.01	2,215.01
4182-01-000	Program Consultants	869.25	833.33	-35.92	7,225.75	6,666.64	-559.11	6,295.35	-930.40
4189-00-000	Total Other Admin Expenses	1,402.36	2,250.00	847.64	17,252.03	18,000.00	747.97	18,997.36	1,745.33
4190-00-000	Miscellaneous Admin Expenses								
4190-01-000	Membership and Fees	0.00	250.00	250.00	1,765.41	2,000.00	234.59	1,720.95	-44.46
4190-04-000	Office Supplies	258.17	333.33	75.16	1,997.22	2,666.64	669.42	1,893.30	-103.92
4190-06-000	Computer Parts	1,284.77	833.33	-451.44	11,801.92	6,666.64	-5,135.28	5,290.10	-6,511.82
4190-07-000	Telephone	95.48	166.67	71.19	763.24	1,333.36	570.12	1,058.88	295.64
4190-08-000	Postage	234.15	166.67	-67.48	1,414.25	1,333.36	-80.89	1,010.24	-404.01
4190-09-000	Software Lisense Fees	59.70	333.33	273.63	12,636.64	12,666.64	30.00	11,865.32	-771.32
4190-11-000	Printer Supplies	71.67	250.00	178.33	1,226.72	2,000.00	773.28	2,230.25	1,003.53

Multifamily Program (The Gardens of Staunton)

Income Statement

Period = Aug 2026

		Aug Actual	Aug Budget	Variance	YTD Actual	YTD Budget	YTD Variance	YTD Last Year	Change
4190-13-000	Internet	419.10	458.33	39.23	4,306.68	3,666.64	-640.04	3,597.44	-709.24
4190-18-000	Admin Contracts	1,572.50	1,666.67	94.17	13,782.04	13,333.36	-448.68	0.00	-13,782.04
4190-20-000	Bank Fees	480.68	500.00	19.32	3,917.11	4,000.00	82.89	3,827.62	-89.49
4190-21-000	Sponsorships	0.00	83.33	83.33	0.00	666.64	666.64	0.00	0.00
4190-22-000	Other Misc Admin Expenses	239.32	1,000.00	760.68	5,970.24	8,000.00	2,029.76	6,730.81	760.57
4191-00-000	Total Miscellaneous Admin Expenses	4,715.54	6,041.66	1,326.12	59,581.47	58,333.28	-1,248.19	39,224.91	-20,356.56
4199-00-000	TOTAL ADMINISTRATIVE EXPENSES	51,296.75	50,958.33	-338.42	426,349.19	420,666.64	-5,682.55	372,325.19	-54,024.00
4200-00-000	TENANT SERVICES								
4220-00-000	Resident Council	0.00	200.00	200.00	0.00	1,600.00	1,600.00	0.00	0.00
4220-01-000	Other Tenant Svcs.	0.00	500.00	500.00	1,230.05	4,000.00	2,769.95	1,571.68	341.63
4240-00-000	FSS General	0.00	250.00	250.00	0.00	2,000.00	2,000.00	0.00	0.00
4240-01-000	Food Pantry	0.00	333.33	333.33	60.51	2,666.64	2,606.13	0.00	-60.51
4240-02-000	Tutoring Program	0.00	250.00	250.00	0.00	2,000.00	2,000.00	0.00	0.00
4240-04-000	Events	0.00	0.00	0.00	66.98	0.00	-66.98	0.00	-66.98
4299-00-000	TOTAL TENANT SERVICES EXPENSES	0.00	1,533.33	1,533.33	1,357.54	12,266.64	10,909.10	1,571.68	214.14
4300-00-000	UTILITY EXPENSES								
4310-00-000	Water	13,300.02	13,000.00	-300.02	53,840.36	52,000.00	-1,840.36	50,935.59	-2,904.77
4320-00-000	Electricity	13,829.49	11,666.67	-2,162.82	81,116.28	93,333.36	12,217.08	86,383.72	5,267.44
4330-00-000	Gas	4,400.15	6,250.00	1,849.85	56,720.19	50,000.00	-6,720.19	53,117.73	-3,602.46
4340-00-000	Garbage/Trash Removal	2,755.28	2,000.00	-755.28	15,633.02	16,000.00	366.98	34,445.49	18,812.47
4399-00-000	TOTAL UTILITY EXPENSES	34,284.94	32,916.67	-1,368.27	207,309.85	211,333.36	4,023.51	224,882.53	17,572.68
4400-00-000	MAINTENANCE AND OPERATIONAL EXPENSES								
4400-99-000	General Maint Expense								
4410-00-000	Maintenance Salaries	7,968.42	11,333.33	3,364.91	78,395.05	90,666.64	12,271.59	64,858.45	-13,536.60
4413-00-000	Vehicle Gas, Oil, Grease	356.17	333.33	-22.84	2,595.16	2,666.64	71.48	2,003.10	-592.06
4415-00-000	Maintenance Miscellaneous Expense	280.00	416.67	136.67	11,019.79	3,333.36	-7,686.43	1,545.51	-9,474.28
4416-00-000	Extraordinary Maintenance Expense	0.00	5,416.67	5,416.67	2,460.00	43,333.36	40,873.36	2,050.00	-410.00
4419-00-000	Total General Maint Expense	8,604.59	17,500.00	8,895.41	94,470.00	140,000.00	45,530.00	70,457.06	-24,012.94
4420-00-000	Materials								
4420-07-000	Supplies-Maint/Repairs	1,012.44	1,000.00	-12.44	11,281.26	8,000.00	-3,281.26	9,328.86	-1,952.40

Multifamily Program (The Gardens of Staunton)

Income Statement

Period = Aug 2026

		Aug Actual	Aug Budget	Variance	YTD Actual	YTD Budget	YTD Variance	YTD Last Year	Change
4420-11-000	Inventory Expense	7,556.36	3,333.33	-4,223.03	31,882.69	26,666.64	-5,216.05	25,839.76	-6,042.93
4429-00-000	Total Materials	8,568.80	4,333.33	-4,235.47	43,163.95	34,666.64	-8,497.31	35,168.62	-7,995.33
4430-00-000	Contract Costs								
4430-01-000	Contract-Alarm/Extinguisher	0.00	416.67	416.67	574.75	3,333.36	2,758.61	1,665.25	1,090.50
4430-03-000	Contract-Building Repairs	0.00	0.00	0.00	900.01	0.00	-900.01	0.00	-900.01
4430-04-000	Contract-Carpet Cleaning	0.00	0.00	0.00	100.00	0.00	-100.00	300.00	200.00
4430-05-000	Contract-Unit Turns	0.00	833.33	833.33	0.00	6,666.64	6,666.64	1,827.00	1,827.00
4430-06-000	Contract-Electrical	0.00	416.67	416.67	1,393.31	3,333.36	1,940.05	4,584.88	3,191.57
4430-07-000	Contract-Pest Control	870.00	416.67	-453.33	4,544.00	3,333.36	-1,210.64	3,499.00	-1,045.00
4430-09-000	Contract-Grounds	2,529.00	2,500.00	-29.00	17,703.00	20,000.00	2,297.00	13,030.00	-4,673.00
4430-10-000	Contract-Janitorial/Cleaning	1,690.00	1,166.67	-523.33	7,305.00	9,333.36	2,028.36	7,731.17	426.17
4430-11-000	Contract-Plumbing	0.00	83.33	83.33	0.00	666.64	666.64	0.00	0.00
4430-13-000	Contract-HVAC	997.20	166.67	-830.53	1,521.15	1,333.36	-187.79	1,837.50	316.35
4430-14-000	Contract-Vehicle Maintenance	731.09	333.33	-397.76	4,627.68	2,666.64	-1,961.04	527.11	-4,100.57
4430-18-000	Contract-Alarm Monitoring	0.00	0.00	0.00	1,725.00	2,000.00	275.00	5,512.76	3,787.76
4439-00-000	Total Contract Costs	6,817.29	6,333.34	-483.95	40,393.90	52,666.72	12,272.82	40,514.67	120.77
4499-00-000	TOTAL MAINTENANCE AND OPERATIONAL EXPENSES	23,990.68	28,166.67	4,175.99	178,027.85	227,333.36	49,305.51	146,140.35	-31,887.50
4500-00-000	GENERAL EXPENSES								
4510-00-000	Insurance	0.00	0.00	0.00	12,514.52	11,000.00	-1,514.52	11,809.56	-704.96
4510-10-000	Property Insurance	0.00	0.00	0.00	12,974.75	14,500.00	1,525.25	12,000.01	-974.74
4520-00-000	Payments in Lieu of Taxes	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4570-00-000	Bad Debt-Tenant Rents	0.00	0.00	0.00	-16,333.19	0.00	16,333.19	-21,772.88	-5,439.69
4599-00-000	TOTAL GENERAL EXPENSES	0.00	0.00	0.00	9,156.08	25,500.00	16,343.92	2,036.69	-7,119.39
5000-00-000	NON-OPERATING ITEMS								
5210-00-000	Operating Transfers OUT	5,000.00	3,270.83	-1,729.17	5,000.00	26,166.64	21,166.64	0.00	-5,000.00
5231-00-000	Gain/Loss from Disposition of Non-Expend Equip.	0.00	0.00	0.00	0.00	0.00	0.00	-2,951.00	-2,951.00
5999-00-000	TOTAL NON-OPERATING ITEMS	5,000.00	3,270.83	-1,729.17	5,000.00	26,166.64	21,166.64	-2,951.00	-7,951.00
8000-00-000	TOTAL EXPENSES	114,572.37	116,845.83	2,273.46	827,200.51	923,266.64	96,066.13	744,005.44	-83,195.07
9000-00-000	NET INCOME	9,100.33	15,550.00	-6,449.67	174,362.87	135,900.00	38,462.87	687,364.86	-513,001.99

Staunton Redevelopment & Housing Authority

900 Elizabeth Miller Gardens, Staunton, VA 24401
P: 540-886-3413 F: 540-885-5414

November 10, 2026

Housing Choice Voucher Board Report for October 2026

Total vouchers:

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

Utilization:

- HCV
  - 185
- PBV
  - 29
- VASH
  - 14
- CHOICE MOBILITY (PBRA-RAD TO HCV)
  - 0
- OUTGOING PORTS ADMINISTERED
  - 4
- Total
  - 232

Portability:

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

Pre-Issue/intake appointments:

- HCV- 0
- PBV 3br- 5 in process
- 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:

- 1 (PBV-HCV- VAWA)

New voucher holders leased:

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

Total searching vouchers:

- 2 (1 HCV, 1 Port Out)

PBV referred:

- 3br- 0

Waiting List Applicants:

- 0 new HCV, 401 total on 10/31
    - 1 applicants added back to list for various reasons following the latest waitlist update, but no new applicants as list is closed
- 21 new 3br PBV, 216 total on 10/31
- Choice Mobility Priority List- 47 total

Top of Waiting List letters sent out:

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

Note: PBV waiting list re-opened on March 30, 2026.

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

11/10/2026
Date

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Staunton Redevelopment & Housing Authority

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Multi-Family Board Report for October 2026

November 10, 2026

Total Move-Ins:

- 2

Occupied units:

- 146

Move-Outs:

- 0

Evictions:

- 0

Unit Transfers:

- 0

Total Vacant Units:

- 4

Late Rents:

- 20

Repayment Agreements:

- 0 new

Unlawful Detainers:

- 0 filed

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Abandonment:

- 0

Waiting List Applicants:

- 1 bedroom – 10 new, 175 total
- 2 bedrooms – 9 new, 135 total
- 3 bedrooms – 6 new, 89 total
- 4 bedrooms – 0 new, 21 total
- 5 bedrooms – 2 new, 23 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

11/10/2026
Date

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Staunton Redevelopment and Housing Authority
Resident Services / Self-Sufficiency Program
Board Update | Coordinator Data Report

Reporting Period: ***October 2026*** Prepared by: ***Susan Venable***
Purpose. The program supports SRHA residents in achieving housing stability and independence by identifying barriers, coordinating services, and addressing urgent needs. This report tracks activity across the program's core data streams.

1. **Food Pantry**
Program Reach (cumulative): ***71*** individuals • ***28*** households for October 2026
SRHA households referred to pantry (this period): ***10***
Status: SHC-operated pantry holds USDA certification; residents referred as part of needs assessments and referrals.

2. **Needs Assessments**
Assessments completed (YTD 2026: ***38***) *as of October 2026*
Intake assessments vs. six-month updates ***5*** follow-ups'
Top barriers identified: *Food insecurity, employment and transportation*

3. **Referrals to Other Agencies**
Total referrals made (this period ***6***) *for October 2026*
Breakdown by type: *workforce, education, legal and medical*
Referrals resulting in confirmed connection to services: ***5***

4. **Eviction Prevention Program** — Referrals (Active Participants)
October participants: ***(0): (YTD 2026:)7***
New referrals pending (September***): 0***
Households retained in housing following assistance for September: ***0***
Notes: *Disbursements for October:* ***$0 (YTD 2026): $6,214.83***

5. **Workforce Education & Materials**
Three ***(3)*** tenants remain engaged in workforce training and education for the month of October. Four ***(4)*** tenants remain employed with full-time positions and One ***(1)*** part-time position totaling six ***(8)*** in all.
Educational materials distributed:
We continue to find new ways of supporting our tenants. Most recently we have been working with DARS (Dept. of Aging and Rehabilitative Services) and continue to work with tenants with our Truist Workforce grant:

- *Four (4) tenants have been referred to (DARS) for assessments. I recently met with the DARS counselor, and we discovered that with the criteria that DARS has in place several of our clients, who often struggle finding employment, have PTSD, and other mental and physical issues may qualify for their services. If so, DARS may be able to match them with businesses in the area that would align with their skill level.*

- *Congratulations are for one of our tenants who graduated from Blue Ridge Community College with certification in Medical Assistance. I am currently assisting this tenant with resume updates and connections to employment at Augusta Health.*

Partner programs utilized: **(5)** *(Staunton City Schools, Augusta Health, Blue Ridge Food Bank, Blue Ridge Legal services, DARS, and River Ridge Learning Center)*
Outcomes (employment, enrollment, credential, one (1) due to take boards)

6. **Tutoring Program**

Students enrolled / participating (***4)***
Progress / outcomes: None to report currently.
Notes: We currently have four ***(4)*** children enrolled and classes began on October 15, 2026.

Coordinator Certification: I will be updating CPR, AED and BLS training in November.

I certify that the information reported above is accurate and complete to the best of my knowledge.

Susan Venable Date: 11/5/2026

Resident Services Coordinator Signature
Prepar1ed for the SRHA Board of Commissioners — for oversight, accountability, and strategic planning.