

John F. Kennedy Homes Resident Meeting

To discuss RAD Conversion

November 9, 2021 at 1:00 and 2:30

A “Pre-Concept Call” meeting with the residents of John F. Kennedy Homes was held on November 9, 2021 in the community room. In an effort to limit the attendees at any one time, two separate meetings were conducted but presenting the same information. An attendance sheet is attached.

CEO Kesner reminded those present that the Housing Authority first notified tenants through a General Information Notice (GIN) on October 19, 2015 of their plans to submit an application to HUD to participate in the RAD program. The RAD program provides the only feasible route to performing substantial physical improvements to the building.

In November 2015, the Housing Authority submitted its application to HUD to transform its current Public Housing Program to a Section 8 Project Based Rental Assistance Program under the Rental Assistance Demonstration Program. The Housing Authority was notified by HUD on January 10, 2017 that John F. Kennedy Homes had been approved to proceed with the conversion process. In January 2017, a RAD Information Notice (RIN) was provided to residents providing more detailed information to the residents about what the program is and how it will affect the residents. Both the GIN and the RIN notices distributed at the times stated above, have been provided to all new tenants since their first distribution and tenants were advised that anyone who had lost or no longer have their copy and wish to have one please see your Property Manager.

Since January 2017, progress on the project has been slow and was even suspended for a two-year period while River Bend Court was progressing. As a new HUD program with complex operational and financial requirements, the Housing Authority has used that time to navigate the requirements and become better equipped to duplicate those efforts at JFK. River Bend Court is now 90% completed and the JFK project was reactivated several months ago. In fact, an application has been submitted for through DHCD’s Multifamily Bond and Risk Share Programs and has cleared preliminary approval. Previously a new name had been selected for the development but that has been changed to a name which is more recognizable – JFK Apartments LP.

The CEO stated that a time has been reached where they feel comfortable in the design and are ready to present it to the residents of JFK. Three architectural drawings of the proposed completed renovation were displayed showing the exterior, ground floor. Sample flooring, baseboard and cabinets were provided for viewing. The CEO provided a walkthrough of the planned changes to those present.

Additionally, the CEO reminded residents that two meetings were held with them in 2017 where numerous questions were asked and responses were provided. For the purpose of this meeting the CEO revisited those questions and provided the following information which answers the questions asked previously.

Initial Steps

1. HUD approved our request in April of this year to close the waiting list for JFK and therefore no new tenants can move in. As vacancies routinely occur, they will not be filled thereby creating vacant units for construction.

2. No tenant will be required to move and no construction will begin until AFTER the official real estate closing with HUD.
3. There will be one more public meeting which will be held 30-90 days before construction begins.
4. At the time of closing, the development will convert from the current Public Housing Program to the Section 8 Project Based Rental Assistance (PBRA) Program. A companion Low Income Housing Tax Credit (LITEC) Program will also be part of the new development. Rent will continue to be based upon income and calculated the same, resulting in little to no change in rents. There is no Flat Rent in the Section 8 PBRA program so those tenants currently under that rent payment will see a gradual increase of their rent.
5. Ownership of the development & property after conversion will be by JFK Apartments LP which the Cumberland Housing Group is the General Partner and management agent. HUD will continue to provide the rent subsidy for residents.
6. Construction is planned to occur in “stacks” beginning with stack #8 and #9. Stack means the same unit location on each floor such as the “8 stack” is 208, 308, 908, etc.
7. Immediately after the real estate closing and program conversion:
 - a. Temporary relocation of tenants from the #8 and #9 stacks to other vacant units within the building will take place;
 - b. The handicapped parking spaces will be temporarily relocated to the current “20 minute parking” are on the opposite side of the building during the construction period;
 - c. The Mechanic Street side of the parking lot will be fenced off and used for material storage, equipment and limited parking for construction workers. Additional contractor parking will be located offsite;
 - d. Contractor will begin to mobilize equipment and supplies.
8. All 100 rental units will be returned; however, 30 of the 40 current efficiencies will be converted to 1-bedroom units resulting in 90 1BR units and 10 Efficiencies.
9. Currently we have only five handicapped accessible units but we are adding an additional five units in stack #8. Those residents in stack #2 who meet the requirements for a handicapped apartment will be transferred to 708 – 1108. When the existing H/C units in stack 2 are complete any other tenant not currently in a H/C unit but qualifies will be permitted to occupy such a unit.

Construction Actions and Features – Exterior & Common Areas

1. A covered portico will be constructed to the side of the rear entrance to provide covered loading and unloading of buses, cars, ambulances, etc.
2. The direction of travel through the development will change towards completion and will be Centre Street to Mechanic Street with the driveway reconfigured to exit straight onto Mechanic Street.
3. The front balconies will be closed off and converted as additional space for the conversion of efficiency units. Rear balconies will be reconfigured to accommodate the new trash chute system. Both of these enclosures will have an accent color of terra cotta to enhance the exterior appearance.
4. Blue/Gray area of exterior of building will be painted billiard green
5. All windows will be replaced with energy efficient fixed/non-operable windows.
6. First floor entry doors will be replaced and locked doors will move to the outer most doors.
7. Automatic doors will be located at each of the two outer and inner main entrances
8. New card access readers will be installed on the outer most entry doors as well as several interior doors.

9. As for security, the only security which is provided at this building is the locked entrance doors which will continue to be locked throughout construction except a daily construction entrance.
10. Video surveillance will be maintained during construction to the extent possible.
11. The current buzzer/intercom system be operational during construction; however, it may be disabled during working hours to allow construction workers to enter and exit. Our security officer and the construction superintendent will perform end of day sweeps of the building to assure it is secure for the evening/night. A new entry door to apartment buzzer/intercom system will be installed near the end of the project.
12. Bicycle storage will be moved to the rear exterior of the building with a covered porch.
13. The entire first floor and all hallways will receive new wall finishes, ceilings and flooring.
14. The Community Room and the common area kitchen will be enlarged and renovated.
15. The current outer porch/lobby area will be converted to a conditioned area and used as the main foyer.
16. Vending machines and mailboxes will be moved to the outer foyer.
17. A computer center will be installed in the outer lobby for resident use.

Construction Actions and Features – Apartments

1. New 6 panel metal apartment entry doors, hardware and locks with improved key access.
2. Kitchens will be fully renovated including sinks, cabinets and new appliances. The stove will be electric.
3. Bathrooms will be fully renovated including sink, medicine cabinets, and toilet.
4. New tub/shower combination units will be installed in all 1-BR units. Efficiencies will have shower stalls. All will have slip resistant coatings on the bottom. Seats will not be provided.
5. New Handicapped accessible units will be equipped with a roll in type of shower and equipped with a seat. Placement of shower controls will be in accordance with the building code. Current handicapped units will maintain current shower stall.
6. Those units designated as handicapped accessible units will have lower cabinets, sink, etc. All others will have standard height finishing's.
7. Apartment walls will be furred out for electrical box placement and receive drywall finish.
8. Floors will be converted to a no wax luxury vinyl tile with a residential wood flooring look.
9. New electrical wiring and fixtures to all units and building common areas.
10. Replacement of all domestic and sanitary plumbing pipes and fixtures.
11. Replacement and improvements to cable tv and internet capability.
12. Upon moving to a newly renovated unit, items will be permitted to be hung on the walls; however, it must be with special devices and only installed by the CHG maintenance staff. There is no charge for the service.
13. On the day scheduled for move, CHG maintenance staff will remove any existing ceiling fans at no cost and they will transfer with you. Ceiling fans will not be able to be reinstalled in the new units.
14. Residents will not be permitted to have any personal washers or dryers in their apartments. Additional machines are planned for the laundry room.

Relocation Plan

1. Developing a relocation plan is difficult and includes many different requirements and one that cannot please everyone. The official relocation plan for JFK will remain largely unchanged from that recently used at River Bend Court which met HUD approval and will be

slightly modified to accommodate construction needs. The components of the plan were reviewed throughout the meeting as documented below.

2. All residents will be required to move at least once at some point in the 18-month period.
3. It will be necessary to temporarily relocate a small number of residents in identified stacks to permit construction renovation to begin. These residents will be relocated to a temporary unit within JFK or at one of our other developments. If relocated to another development, the resident will be moved back to JFK when feasible.
4. Residents in the next phase of stacks to be renovated, will move permanently to the newly renovated stacks. This will continue until all stacks are completed.
5. Residents currently in a 1-bedroom apartment will return to the same size unit in JFK but it is doubtful that any resident will return to their original unit.
6. Residents currently in an efficiency apartment will return to the same size unit or a 1-bedroom unit in JFK but it is doubtful that any resident will return to their original unit. With the reduction of 30 efficiency units, many residents currently in efficiencies will be moved into a 1-bedroom unit. Selection for those remaining in efficiency units will be dependent upon the needs of relocation.
7. Movers will be supplied to move residents from one unit to another on a scheduled date and time which will be supplied to you 30 days in advance. The move, change in utilities, and address changes will be coordinated by our Relocation Coordinator. Any expenses incurred for relocation will be paid by the Housing Authority.
8. When you are moved, all of your belongings must be boxed up and will go with you on the same day-no storage.
9. The U.S. Postal Service dictates the procedures used concerning the relocation of mail. Since all residents must move from their apartment at some point, and will not return to their original unit, maintaining the old address is not permitted. Our staff will be assisting residents with the re-addressing process beginning 90 days before the first move.
10. For any residents who may need to be relocated off site, the new address will be used until they are relocated back to JFK.
11. Any resident relocated to another development who does not have transportation, will be evaluated for alternatives to moving and access to public transportation in close proximity.

Future Rental Related

1. The new programs will require a new application, two separate qualification processes, two separate certifications and annual requirements which residents will be guided through by the Property Managers.
2. Future rent will continue to be paid in the method currently being used. A change in the payee's name will occur when the project converts to Section 8 PBRA and residents will be instructed when to make that change.
3. Section 8 PBRA uses the same rent calculation but has no flat rent. If you are on flat rent now your rent will not increase by more than \$25 the first year. When the time comes, we will sit down and explain all of the details to those on flat rents currently.
4. A standard HUD lease must be used with no changes permitted. House Rules and Regulations will consist of those recently adopted for River Bend Court and reflects current Public Housing rules therefore not many changes, if any, from the current policies.
5. The smoking shelter will remain as the only permitted area where smoking is allowed. The Federal Government ruling does not allow smoking on properties which receive federal funds to supplement the rent which this development does. We are permitted to establish

one smoking area which is at least 25 feet from the building. Therefore, no other exterior area is permitted.

Pest Management

1. The pest control company that currently services the development on a monthly basis inspects all units for pests and treats accordingly. This will continue with no change.
2. If bed bugs or other pests are found during relocation the tenants new and old apartment will be immediately treated by the pest control company.

Pets

1. JFK will be a no pet facility in the future. Service animals will still be permitted.
2. Currently there are 9 support animals and 4 pets within the building.
3. Residents with existing pets will be permitted to keep their pets until they are deceased.
4. Future new tenants will not be permitted to have pets.

Utilities:

1. The building utilities (electric, gas, water, sewage and trash removal) will continue to be paid by the owner. No change from current arrangement.
2. The transfer of utilities will only include television and telephone which the Relocation Coordinator will assist you in transferring.
3. The renovated units will include a heating and central air conditioning system which is independent in each apartment.
4. Each apartment will control the use of air conditioning or heat at any time with a 10-degree range adjustment permitted.
5. Due to the installation of resident-controlled heating and air conditioning, window air conditioners will not be permitted and windows will be fixed and not operable.

At the end of the presentation, the CEO asked if there were any questions. They included:

1. Question: Will there be cameras on the intercom system?
Answer: No, the camera will not transmit clearly to the upper floors.
2. Question: How will the dust levels be controlled while construction is going on in the building?
Answer: The contractor will have areas sealed off to limit exposure.
3. Question: Can I get a new service animal if my previous animal dies?
Answer: Yes, service animals can be replaced.
4. Question: Is there a way to limit the drug problem that continues to happen throughout the building?
Answer: We will be adding more cameras throughout the site after construction and we have currently provided the Cumberland City police the ability to monitor our cameras.
5. Question: Is there anyone who monitors cameras at night time?
Answer: We do not have someone monitoring the cameras at night time, but all cameras do record continuously which allows us to rewind a view a period in time. In addition, the key card system will be updated to limit who goes in and out of the building and tracks who uses which door at what time.

6. Question: Will there be a security office in the JFK building?
Answer: There will not be a designated security office, but there are and will be cameras in Lori's office that can be monitored by staff and do record.
7. Question: Are we keeping the same name?
Answer: John F. Kennedy Homes will be called JFK Apartments after conversion.
8. Question: Will someone be cleaning the windows on the property since we cannot open them?
Answer: We will use an outside firm to periodically perform this function in the future.
9. Question: Will the building lose the water heaters?
Answer: No, there will still be a new water heater for the building.
10. Question: Since we have to disclosure extra financial information to The Cumberland Housing Group, will that information get passed on to the IRS or Social Security?
Answer: No, all your information is confidential.
11. Question: Any other internet services available in the building?
Answer: No, not at this time but we are working on alternatives.
12. Question: How do we put money on the new laundry cards?
Answer: The kiosk will be available to upload money or you can call the company.

The 1:00 meeting ended at 2:30 p.m.

The 2:30 meeting ended at 4:30 p.m.