



President and CEO  
Dontrelle Young Foster

## HOUSING AUTHORITY OF THE BIRMINGHAM DISTRICT

**Board of Commissioners**  
DeJuana L. Thompson, Chairwoman  
Abra A. Barnes, Vice-Chair  
Anthony C. Hood, Commissioner  
D.G. Pantazis, Commissioner  
Alyshia Cook, Commissioner

July 1, 2025

Ms. DeJuana L. Thompson, Chairwoman  
Ms. Abra A. Barnes, Vice-Chair  
Mr. Anthony C. Hood, Commissioner  
Mr. D.G. Pantazis, Jr., Commissioner  
Ms. Alyshia Cook, Commissioner  
Birmingham, AL 35233

### NOTICE OF THE REGULAR MEETING

Notice is hereby given that the regular session of the Board of Commissioners of the Housing Authority of the Birmingham District will be held on **Thursday, July 17, 2025, at 1:30 p.m.** at the George W. McCoy Facility, located at 1301 25<sup>th</sup> Avenue North, Birmingham, Alabama 35204. The meeting will be live-streamed via Zoom. To access the meeting, go to [HABD.org](http://HABD.org) for more information.

Sincerely,

  
**Dontrelle Young Foster**  
President/CEO

DYF: ab



President and CEO  
Dontrelle Young Foster

## HOUSING AUTHORITY OF THE BIRMINGHAM DISTRICT

**Board of Commissioners**  
DeJuana L. Thompson, Chairwoman  
Abra A. Barnes, Vice-Chair  
Anthony C. Hood, Commissioner  
D.G. Pantazis, Commissioner  
Alyshia Cook, Commissioner

**Regular Meeting of the Board of Commissioners**  
**George W. McCoy Building**  
**1301 25<sup>th</sup> Avenue North**  
**Birmingham, AL 35204**

**July 17, 2025**  
**1:30 p.m.**  
**Agenda**

- I. Call to Order**
- II. Roll Call**
- III. Adoption of Agenda**
- IV. Consent Agenda**
  - a. Approval of Minutes, Regular Meeting, May 15, 2025
  - b. President/CEO's Report
  - c. Presentation of Cumulative Low-Income Housing Finance Report for the Period Ended June 30, 2025
  - d. Resolution 2025- 12781, Approval of Charge-Offs for Period Ended May 31, 2025 and June 30, 2025
- V. Old Business**
  - Procurement Outreach Update
- VI. New Business**
  - Client Services Update

**VII. Finance**

1. Approval to Revise the 2025 Public Housing Utility Allowances Schedule
2. Approval to Submit the Energy Performance Contract (EPC) Phase II Application to HUD for Review

**VIII. Housing Operations**

1. Approval of Award of Contract for Roof Repair and Replacement Services

**IX. Real Estate Development**

1. Approval of Award of Contract for Project Management Services
2. Approval of Award of Contract for Loveman Village Gymnasium Renovation

**X. Person(s) Desiring to Speak before the Board of Commissioners**

**XI. Executive Session**

**XII. Adjournment**

**MINUTES OF THE REGULAR MEETING OF THE  
HOUSING AUTHORITY OF THE BIRMINGHAM DISTRICT  
HELD ON MAY 15, 2025**

The Commissioners of the Housing Authority of the Birmingham District met in regular session at 1:30 p.m. on May 15, 2025, at the George W. McCoy Facility located in Birmingham, Alabama. The meeting was called to order by Chairwoman Thompson, and upon roll call, those present and absent were as follows:

**PRESENT:**

DeJuana L. Thompson, Chairwoman  
Abra A. Barnes, Vice-Chairwoman  
Anthony C. Hood, Commissioner  
D.G. Pantazis, Jr., Commissioner  
Alyshia Cook, Commissioner

**ABSENT:**

None

**ALSO, PRESENT:**

Dontrelle Young Foster, President/CEO  
Seth Embry, Senior Advisor and Chief Strategist  
Denita Bearden, Chief Administrative Officer  
Josephine Banks, Chief Human Resources Officer  
Melanie Baker, Director of Finance  
Larry Williams, Chief Housing and Programs Officer  
Ken Foreman, Director of Public Safety  
Roger Malone, Public Safety Assistant  
Armon Matthews, Director of Client Services  
James Hawkins, Construction Manager  
Keaira Turner, Director of Strategic Communications  
Toraine Clausell, Director of IT Infrastructure & Operations  
Tyerra Henderson, General Counsel  
Kiera Hood, Executive Assistant  
Alicia Bibbs, Executive Office Coordinator

Chairwoman Thompson declared a quorum was present.

### Adoption of Agenda

Chairwoman Thompson acknowledged the adoption of the agenda and requested that it be amended to move the Executive Session up after the new business to discuss a personnel matter. Upon a motion by Commissioner Pantazis, seconded by Vice-Chairwoman Barnes, all voted in favor of adopting the agenda as amended.

### Consent Agenda

Chairwoman Thompson acknowledged the approval of the consent agenda and asked if any items needed to be removed. There were no objections to the consent agenda, and upon motion by Commissioner Pantazis and seconded by Commissioner Cook, the consent agenda was approved.

- a. The Approval of Minutes, Regular Meeting, April 17, 2025, was approved.
- b. The President/CEO's Report was accepted.
- c. The Cumulative Low-Income Housing Finance Report for the Period Ending April 30, 2025, was approved.
- d. **Resolution** 2025 – 12776, RESOLVED by the Board of Commissioners of the Housing Authority of the Birmingham District, that the President/CEO is hereby authorized to charge off, as of April 30, 2025, the following resident accounts, which were up to 30 days old or more and considered uncollectible.

Elyton Village, Ala. 1-1-----	\$ 602.00
Southtown Court, Ala. 1- 4R -----	0.00
Marks Village, Ala.1-6 -----	7,425.37
Smithfield Court, Ala. 1-9-----	0.00
Tom Brown Village, Ala.1-10-----	5,237.00
Morrell Todd Homes, Ala.1-11-----	25,981.50
Collegeville Center, Ala.1-13-----	12,341.00
Harris Homes, Ala. 1-14-----	18,953.00
North Birmingham Homes, Ala.1-16-----	1,148.00
Cooper Green Homes, Ala.1-17-----	0.00
Kimbrough Homes, Ala.1-18-----	1,739.39
Benjamin Green Village, Ala.1-23-----	0.00
Roosevelt City, Ala. 1-30-----	0.00
Tuxedo I Ala 1-34 -----	0.00
Tuxedo II Ala 1-35-----	0.00
Mason City I Ala 1-40-----	0.00
Mason City III Ala 1-42-----	0.00
Freedom Manor Ala 1-21-----	0.00
	<b>Total \$ 73,427.26</b>

When called upon, the following voted as indicated:

YEA

Chairwoman Thompson  
 Vice-Chairwoman Barnes  
 Commissioner Hood  
 Commissioner Pantazis  
 Commissioner Cook

NAY

ABSTAINED

Chairwoman Thompson indicated that the motion carried.

**Old Business**

There was no old business for discussion.

**New Business**

During new business, President Foster called Ms. Keaira Turner to provide a brief update on the Strategic Communications initiatives. These initiatives include several key improvements to HABD's website, the acquisition of a media monitoring system called Cision, and the implementation of quarterly newsletters.

Ms. Turner also announced that HABD will celebrate its 90th anniversary in August. The theme for this milestone event is "Together We Thrive: 90 Years of Community Building." Additionally, she mentioned several upcoming events, including the Southtown Senior Ribbon-Cutting Ceremony, the Homeownership Participants Ribbon-Cutting Ceremony, the Kickoff Celebration for the Loveman Daycare, and the Harris Homes Tunnel.

Next, for new business, President Foster called Mr. Seth Embry. Mr. Embry gave a brief introduction and overview of the Credit and Bond Strategy and briefly explained how housing authorities can use credit and bonds to further fund development activities.

Mr. Embry indicated that HABD has developed a strategy focused on unlocking financial opportunities and aligning our business practices with our Strategic plan. HABD has the statutory authority to issue bonds, which are a powerful financing tool, stated Mr. Embry. By securing a public credit rating and gaining access to the bond market, we can create immediate and long-term funding pathways for development projects. This approach will enhance our stability as we become less reliant on federal resources for our operations and expand our strategic partnerships. Mr. Embry indicated that the steps for this process include procuring a financial advisor, finalizing a strategy, capital planning, selecting the bond counsel, and determining the initial offer to move forward.

**Executive Session**

Chairwoman Thompson acknowledged the executive session. President Foster indicated that the purpose of the executive session was to discuss personnel matters. Attorney Henderson noted that

the subject matter was appropriate for an executive session. Upon motion by Commissioner Hood and seconded by Commissioner Pantazis, the Board went into executive session for approximately thirty (30) minutes, and the meeting would reconvene at the call of the chair.

When called upon, the following voted as indicated:

<u>YEA</u>	<u>NAY</u>	<u>ABSTAINED</u>
Chairwoman Thompson		
Vice-Chairwoman Barnes		
Commissioner Hood		
Commissioner Pantazis		
Commissioner Cook		

Chairwoman Thompson indicated that said motion carried.

After the executive session, the meeting was called back to order. Chairwoman Thompson called for a motion to exit the executive session. Upon motion by Commissioner Pantazis and seconded by Commissioner Cook, the Board ended the executive session, and the meeting was reconvened.

When called upon, the following voted as indicated:

<u>YEA</u>	<u>NAY</u>	<u>ABSTAINED</u>
Chairwoman Thompson		
Vice-Chairwoman Barnes		
Commissioner Hood		
Commissioner Pantazis		
Commissioner Cooks		

Chairwoman Thompson indicated that said motion carried.

## **Finance**

### **1. Approval of Public Housing Operating Budgets for Fiscal Year Ending June 30, 2026**

Chairwoman Thompson acknowledged the Approval of the Public Housing Operating Budgets for Fiscal Year Ending June 30, 2026. Ms. Melanie Baker, Director of Finance, indicated that the board had before it a request to obtain approval of the detailed Public Housing Operating Budgets prepared in accordance with HUD accounting guidance. Each year, every Public Housing Agency submits an operating budget to HUD based on data from the previous fiscal year. HUD subsequently determines the annual funding level for each Asset Management Project (AMP) using this information. At the close of HUD's fiscal year in September, a proration factor is released. For the annual budget, a proration factor of 95% was applied to the funding. After the discussion, upon motion by Vice-Chairwoman Barnes and seconded by Commissioner Hood, the following resolution was unanimously adopted.

**RESOLUTION NO. 12777**

RESOLVED by the Board of Commissioners of the Housing Authority of the Birmingham District that:

WHEREAS, the Commissioners of the Housing Authority of the Birmingham District have reviewed the following Operating Budget for the fiscal year ending June 30, 2026:

Public Housing Operating Budget

WHEREAS, the proposed expenditures are necessary for the efficient and economical support of the operation of the programs of the agency for the purpose of serving low-income families, elderly, and the disabled.

WHEREAS, the financial plan is reasonable in that it includes sources of funding and reserves adequate to cover all proposed expenditures.

NOW THEREFORE, BE IT RESOLVED, that the fiscal year ending June 30, 2026, Operating Budget, copies of which are attached, for the Public Housing Operating Budget, are hereby approved by the Board of Commissioners of the Housing Authority of the Birmingham District and the President/Chief Executive Officer is hereby authorized to take any and all necessary operating actions to maintain fiscal and operational efficiency of the Housing Authority.

When called upon, the following voted as indicated:

<u>YEA</u>	<u>NAY</u>	<u>ABSTAINED</u>
Chairwoman Thompson		
Vice-Chairwoman Barnes		
Commissioner Hood		
Commissioner Pantazis		
Commissioner Cook		

Chairwoman Thompson indicated that said motion carried.

**2. Approval of Amendment of Public Housing, Housing Choice Voucher, and Central Office Cost Center Operating Budgets for Fiscal Year Ending June 30, 2025**

Chairwoman Thompson acknowledged the Approval of amendment of Public Housing, Housing Choice Voucher, and Central Office Cost Center Operating Budgets for the fiscal year ending June 30, 2025. Ms. Baker indicated that the purpose of this request is to obtain Board approval for additional administrative and maintenance budget authority to provide a one-time incentive payment for staff for fiscal year 2025, up to \$310,000. Ms. Baker indicated that the Board approved the budget for the fiscal year ending June 30, 2025, and any revisions to the budget require a request for board approval. As of ten months of the budget cycle, the revenue is greater than initially budgeted. Therefore, the current financial



data indicates a surplus of funds for the fiscal year. After discussion, upon motion by Commissioner Pantazis, and seconded by Commissioner Hood, the following resolution was unanimously adopted.

**RESOLUTION NO. 12780**

RESOLVED by the Board of Commissioners of the Housing Authority of the Birmingham District that:

WHEREAS, the Commissioners of the Housing Authority of the Birmingham District have agreed to increase the original approved budget by \$310,000 for operations for the fiscal year ending June 30, 2025.

WHEREAS, the financial plan is reasonable in that it includes sources of funding and reserves adequate to cover all proposed expenditures.

NOW THEREFORE, BE IT RESOLVED, that the fiscal year ending June 30, 2025, Operating Budget, are increased by \$310,000 for payroll cost to cover the annual incentive payments, for the Public Housing Operating Budget, Central Office Cost Center and Housing Choice Voucher Programs are hereby increased by the Board of Commissioners of the Housing Authority of the Birmingham District and the President/Chief Executive Officer is hereby authorized to take any and all necessary operating actions to maintain fiscal and operational efficiency of the Housing Authority.

When called upon, the following voted as indicated:

YEA

NAY

ABSTAINED

Chairwoman Thompson  
Vice-Chairwoman Barnes  
Commissioner Hood  
Commissioner Pantazis  
Commissioner Cook

Chairwoman Thompson indicated that said motion carried.

**Housing Operations**

**1. Approval of Award of Contract for On-Call HVAC Maintenance and Repair Service**

Chairwoman Thompson acknowledged the Approval of Award of Contract for On-Call HVAC Maintenance and Repair Services. Mr. Larry Williams, Chief Housing and Programs Officer, indicated that the purpose of the request was to obtain board approval to award a contract for on-call HVAC maintenance and repair services for HABD's housing communities, Central Office, and the McCoy Building. HABD issued an Invitation for Bid (IFB) for on-call HVAC maintenance and repair services. Thirty-eight (38) contractors viewed the solicitation. Four (4) licensed contractors submitted bids. Three (3) were non-

responsible, and one (1) was deemed responsive and responsible. Therefore, management recommended awarding a contract to D&D Mechanical. President Foster noted that due to the high demand for HVAC services, we will be going back out to procure additional contractors since only one was initially awarded a contract. After the discussion, upon motion by Commissioner Pantazis, and seconded by Commissioner Cook, the following resolution was unanimously adopted.

**RESOLUTION NO. 12778**

RESOLVED by the Board of Commissioners of the Housing Authority of the Birmingham District that the President/CEO is hereby authorized to enter into a contract with D&D Mechanical to provide on-call HVAC maintenance and repair services.

When called upon, the following voted as indicated:

<u>YEA</u>	<u>NAY</u>	<u>ABSTAINED</u>
Chairwoman Thompson		
Vice-Chairwoman Barnes		
Commissioner Hood		
Commissioner Pantazis		
Commissioner Cook		

Chairwoman Thompson indicated that said motion carried.

**Real Estate Development**

1. **Approval of Petition for Vacation of Right of Way**

Chairwoman Thompson acknowledged the Approval of Petition for Vacation of Right-of-Way at 2323 7<sup>th</sup> Avenue North. Mr. James Hawkins, Construction Manager, indicated that the purpose of this request is to obtain approval to submit a petition to vacate the right-of-way to the City of Birmingham (alley) to allow for future development of the property. The lot was part of the Metropolitan Garden development. The property consists of 24 single-family-sized lots divided in half by an alley dedicated and accepted as a public right of way by the City of Birmingham. The alley does not exist today, but remains on the survey. After the discussion, upon motion by Commissioner Hood and seconded by Vice-Chairwoman Barnes, the following resolution was unanimously adopted.

**RESOLUTION NO. 12779**

RESOLVED by the Board of Commissioners of the Housing Authority of the Birmingham District that: WHEREAS, the Housing Authority of the Birmingham District desires to prepare for future redevelopment of property formerly a part of Metropolitan Gardens situated at 2323 7th Avenue North, which consists of approximately 24 lots divided in half by a platted 20-foot alley, as depicted on the attached Exhibit 1 ("Property").

WHEREAS, HABD desires to seek vacation of the alley that divides the Property as depicted therein, more particularly described as follows:

Legal Description: Begin at the Westernmost corner of Lot 13, Block 24, according to the Map of Central City Housing Project Birmingham, No ALA I-3R, as recorded in Map Book 25, Page 10 in the Office of the Judge of Probate, Jefferson County, Alabama, said POINT OF BEGINNING also being at the intersection of the Southeast line of the alley to be vacated, and the Northeasterly right-of-way line of 22<sup>nd</sup> Street North (80' Wide); thence run Northwesterly along said Northeasterly right-of-way line for a distance of 20.01 feet to the Northwest line of the alley to be vacated; thence turn a deflection angle to the right of 90 degrees 01 minutes 32 seconds and leaving said Northeasterly line run in a Northeasterly direction along said Northwest line for a distance of 399.92 feet to the Southwest right-of-way line of 23<sup>rd</sup> Street North (80' wide); thence turn a deflection angle to the right of 89 degrees 59 minutes 32 seconds and leaving said Northwest line run in a Southeasterly direction along said Southwest right-of-way line for a distance of 20.00 feet to an intersection with the aforementioned Southeast line of the alley to be vacated; thence turn a deflection angle to the right of 90 degrees 00 minutes 26 seconds and leaving said Southwest right-of-way line run in a Southwesterly direction along said Southeast line for a distance of 399.91 feet to the point of beginning. Containing 8,001 square feet more or less.

WHEREAS, HABD determines that vacation of this alley will not only enhance the overall layout of the Property but also significantly improve the potential for future development on the Property by providing for a more efficient use of space and resources.

RESOLVED by the Board of Commissioners of the Housing Authority of the Birmingham District that:

Section 1: The Housing Authority of the Birmingham District is the fee owner of the property located at 2323 7th Avenue North and owns all lots that abuts and surrounds the alley that divides the property and determines that vacation of the alley as described in Exhibit 1 is necessary and desired to assist with redevelopment of the Property.

Section 2: That the President and CEO, Dontrelle Young Foster, is hereby authorized to petition the City of Birmingham, Alabama for vacation of the platted right of way (alley) that divides the Property, in such a form as described in Exhibit 2 and seek all necessary releases from any utilities of record for their consent to vacation, including but not limited to Alabama Power, Spire, Birmingham Water Works, AT&T, any and all cable or fiber companies, Jefferson County Environmental Services, and the like.

Section 3: That the President and CEO, Dontrelle Young Foster, shall be authorized to sign all such documents necessary to facilitate vacation of the aforementioned right-of-way.

When called upon, the following voted as indicated:

YEA

Chairwoman Thompson  
Vice-Chairwoman Barnes  
Commissioner Hood  
Commissioner Pantazis  
Commissioner Cook

NAY

ABSTAINED

Chairwoman Thompson indicated that said motion carried.

**Presentation of Person(s) Desiring to Speak Before the Board of Commissioners**

There were no persons desiring to speak before the Board of Commissioners.

There was no further business to come before the Board; upon motion, the meeting was duly adjourned.

\_\_\_\_\_  
Chairwoman  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ATTEST:

\_\_\_\_\_  
Secretary



President and CEO  
Dontrelle Young Foster

## HOUSING AUTHORITY OF THE BIRMINGHAM DISTRICT

**Board of Commissioners**  
DeJuana L. Thompson, Chairwoman  
Abra A. Barnes, Vice-Chair  
Anthony C. Hood, Commissioner  
D.G. Pantazis, Commissioner  
Alyshia Cook, Commissioner

July 17, 2025

### **President/CEO's Report**

1. U.S. Housing and Urban Development (HUD) requires inspections on an annual basis to HABD communities. Many of the communities completed inspections and achieved several passing NSPIRE scores of 70% or higher, reflecting strong performance in property management, maintenance, and compliance. Freedom Manor led with an impressive score of 99%, followed closely by Mason City at 95% and Tuxedo Trace II (6 houses - Ensley) at 92%. Tuxedo Court received a score of 87%, while Southtown Court and Elyton Village scored 85% and 80% respectively. Todd Homes earned a 72% and Tuxedo Trace I (6 houses - Ensley) received a 71%. These scores highlight the continued efforts of HABD staff to uphold quality standards and provide safe, well-maintained housing for residents.
2. On Thursday, June 5, 2025, HABD held its Southtown Senior ribbon-cutting ceremony. The new 42-million-dollar development boasts 143 units. This project is a testament to our agency's commitment to providing high-quality, affordable housing for our senior community. Several residents moved into their new homes during move-in week, June 23-26, 2025. The moves continue as our residents have the first right to return to the newly developed community.
3. On Tuesday, June 10, 2025, HABD provided insight into the agency's procurement processes at its Vendor Connect event. Staff partnered with the Birmingham Business Alliance for a panel highlighting best practices for developing and maintaining successful business relationships. We also provided information to more than 50 vendors on future contract opportunities within our agency.
4. HABD leadership attended The Council of Large Public Housing Authorities (CLPHA) Summer Meeting June 11-13, 2025, in Atlanta, GA. Our team participated in discussions surrounding affordable housing challenges and forward-thinking solutions. The information shared at this meeting allows us to identify innovative solutions across the nation among other large public housing agencies to better transform our communities.
5. Client Services made a powerful impact this summer by partnering with a diverse group of local businesses to hire 190 students through HABD's Summer Youth Employment Program. This transformative initiative gives high school and college students hands-on experience while building leadership, professionalism, and mentorship skills that will shape their futures. Students gained meaningful internship opportunities with HABD and exceptional partners such as the Birmingham Park and Recreation Center, Woodlawn

United, Brooks Legacy Construction, SharaBo Clothing Boutique, and others. Together, we are not just offering jobs, we are investing in the next generation of leaders.

6. The Office of Constituent Concerns (OCC) received a total of twenty-five (25) concerns for the month of June 2025. The Housing Choice Voucher Programs/Section 8 received thirteen (13) concerns, with the main areas of concern related to the waiting list, landlord inquiries, and inspections. Housing Operations received three (3) maintenance-related concerns, and the Intake department received nine (9) concerns regarding the status of housing applications. A completion rate of 100% was achieved.

DYF/kh

**HOUSING AUTHORITY OF THE BIRMINGHAM DISTRICT**  
**Board of Commissioners' Meeting**  
**Agenda Item**  
**Control Document**

**HABD Staff Representative:** Melanie Baker, CPA/Director of Finance

**Date:** Tuesday, July 8, 2025

**Department** Finance

**Board of Commissioners' Meeting Date:** Thursday, July 17, 2025, at 1:30 p.m.

**Board Agenda item(s):**

1. Monthly Financial Report
2. Charge-Off's for the Month of May and June 2025
3. Contract Register
4. Board Resolution Approving Public Housing Utility Allowances
5. Board Resolution to submit EPC Phase II application to HUD for review

**Board of Commissioners' Committee Meeting Date/Time:** Tuesday, July 8 2025, at 2:00 p.m.

Approved by: Donnell Young Foster / 7/3/25  
Donnell Young Foster / Date  
President/CEO/Contracting Officer

**Duration of Presentation:** 10 Minutes

**Board Agenda Topic (Narrative):**

**Extract from Minutes of Committee Meeting:**

Specimen copy of the HABD Attorney's opinion relative to the form, content, and legality of the proposed agenda items, if applicable (attached). Yes, / No (circle one)

**Department's Committee's Certification:**

We have reviewed the above-referenced Board of Commissioners' agenda items, together with the related and supportive documents, and have found them satisfactory. We further concur with the Staff's recommendation to place them on the approved, final agenda to be pre entered to the Board for appropriate action with respect to the adoption of the resolution(s) approving and/or authorizing the execution of the said action (s).

<b>HABD BOARD COMMITTEE MEMBER:</b>	Vice-Chairwoman Barnes	Date: 07/08/2025
<b>HABD BOARD COMMITTEE MEMBER:</b>	Commissioner Pantazis	Date: 07/08/2025
<b>HABD Staff Member:</b>	Melanie Baker, CPA	Date: 07/08/2025



President and CEO  
**Dontrelle Young Foster**

## HOUSING AUTHORITY OF THE BIRMINGHAM DISTRICT

**Board of Commissioners**  
DeJuana L. Thompson, Chairwoman  
Abra A. Barnes, Vice-Chairwoman  
Anthony C. Hood, Commissioner  
D.G. Pantazis, Commissioner  
Alyshia Cook, Commissioner

### REQUEST FOR BOARD ACTION

July 17, 2025

#### RESOLUTION

RESOLVED by the Commissioners of the Housing Authority of the Birmingham District that the President/CEO is hereby authorized to charge off as of May 31, 2025, the following resident accounts, which are up to 30 days old and considered uncollectible, detailed as per the attached sheet.

Development	No.	Amount
Elyton	ALA 1-1	\$3,267.00
Southtown	ALA 1-4	\$0.00
Marks Village	ALA 1-6	\$8,314.00
Smithfield Court	ALA 1-9	\$0.00
Tom Brown Village	ALA 1-10	\$1,101.63
Morrell Todd	ALA 1-11	\$7,745.00
Collegeville Center	ALA 1-13	\$14,309.00
Harris Homes	ALA 1-14	\$0.00
North Birmingham Homes	ALA 1-16	\$0.00
Cooper Green Homes	ALA 1-17	\$0.00
Kimbrough Homes	ALA 1-18	\$0.00
Benjamin Greene/Roosevelt	ALA 1-23/30	\$540.06
Tuxedo I	ALA 1-34	\$332.00
Tuxedo II	ALA 1-35	\$0.00
Mason City I & III	ALA 1-40/1-42	\$0.00
Tuxedo Trace Homes	ALA 1-44/146	\$0.00
Freedom Manor	ALA 621	\$0.00
	<b>Total</b>	<b>\$35,608.69</b>

Disclosure Note: HUD regulations allow all vacated account balances that are in excess of 30 days to be charged off. Approval of these charge-offs by the Board of Commissioners enables the Authority to turn these vacated accounts over for collection. All accounts with balances that are \$200.00 or more are turned over for collection.



**TENANTS ACCOUNTS CHARGED TO COLLECTION LOSS  
(TO BE CHARGED OFF AS OF JULY 17, 2025)**

FOR PERIOD ENDED MAY 31, 2025

Development Name	No. of Tenants per Site	Rent Amount	Late Fees	Maintenance Charges	Legal Fees	Retro Rent	Less Security Deposit	Fees Incurred after Issuance of WRIT	Total	Previous Month
Elyton AL 1-1	3	2,079.00	-	1,413.00	-	-	(225.00)	-	3,267.00	602.00
Southtown AL 1-4R	0	-	-	-	-	-	-	-	-	-
Marks Village AL 1-6	1	8,053.00	-	261.00	-	-	-	-	8,314.00	7,425.37
Smithfield Court AL 1-9	0	-	-	-	-	-	-	-	-	-
Tom Brown AL 1-10	1	1,176.63	-	-	-	-	(75.00)	-	1,101.63	5,237.00
Morell Todd AL 1-11	2	7,334.00	-	411.00	-	-	-	-	7,745.00	25,981.50
Collegeville AL 1-13	1	13,888.00	-	421.00	-	-	-	-	14,309.00	12,341.00
Harris Homes AL 1-14	0	-	-	-	-	-	-	-	-	18,953.00
North Birmingham AL 1-16	0	-	-	-	-	-	-	-	-	1,148.00
Cooper Green AL 1-17	0	-	-	-	-	-	-	-	-	-
Kimbrough AL1-18	0	-	-	-	-	-	-	-	-	1,739.39
Benjamin Greene AL 1-23	1	22.00	-	518.06	-	-	-	-	540.06	-
Roosevelt City AL 1-30	0	-	-	-	-	-	-	-	-	-
Tuxedo Court I AL-134	1	632.00	-	-	-	-	(300.00)	-	332.00	-
Tuxedo Court II AL-135	0	-	-	-	-	-	-	-	-	-
Mason City Homes III AL-142	0	-	-	-	-	-	-	-	-	-
Freedom Manor AL-621	0	-	-	-	-	-	-	-	-	-
<b>Grand Total</b>	<b>10</b>	<b>33,184.63</b>	<b>-</b>	<b>3,024.06</b>	<b>-</b>	<b>-</b>	<b>(600.00)</b>	<b>-</b>	<b>35,608.69</b>	<b>73,427.26</b>

	No. Accts Charged Off Prior Year	Amount of Charge Off Prior Year	No. Accts Charged off Current Year	Amount of Charge Off Current Year	Amount Collected by HABD General Counsel	No. Accts Charged Sent for Collection	Amount Sent for Collection	Amount Intercepted by MIS System	Net Amount
December 2023	19	21,076.91	13	32,479.71	1,582.00	13	32,479.71		30,897.71
January 2024	62	94,617.31	22	88,948.16	3,395.26	22	88,948.16		85,552.90
February 2024	32	54,328.81	24	59,179.87	11,027.30	24	59,179.87		48,152.57
March 2024	19	37,872.40	39	58,907.13	8,271.68	39	58,907.13		50,635.45
April 2024	20	50,123.94	28	117,648.41	2,048.33	28	117,648.41		115,600.08
May 2024	20	59,180.13	36	76,534.32	4,568.87	36	76,534.32		71,965.45
June 2024	25	42,829.57	21	47,745.57	1,308.37	21	47,745.57		46,437.20
July 2024	39	104,396.01	55	165,348.66	2,817.91	55	165,348.66		162,530.75
August 2024	40	94,863.77	34	72,799.83	3,159.11	34	72,799.83		69,640.72
September 2024	36	86,380.50	29	76,595.80	5,640.31	29	76,595.80		70,955.49
October 2024	36	99,568.27	17	71,467.00	2,664.19	17	71,467.00		68,802.81
November 2024	20	109,535.11	19	34,465.93	47.00	19	34,465.93		34,418.93
December 2024	13	32,479.71	20	44,090.55	2,705.20	20	44,090.55		41,385.35
January 2025	22	88,948.16	22	65,879.76	7,575.03	22	88,948.16		58,304.73
February 2025	24	59,179.87	12	36,058.50	11,492.20	12	36,058.50		24,566.30
March 2025	39	58,907.13	17	54,881.87	10,265.05	17	54,881.87		44,616.82
April 2025	28	117,648.41	38	73,427.26	14,878.12	38	73,427.26		58,549.14
May 2025	36	76,534.32	10	35,608.69	10,556.92				25,051.77
Running Year Total		1,288,470.33	456	1,212,067.02	104,002.85	446	1,199,526.73	-	1,108,064.17

Dontrelle Young-Foster  
President/CEO



President and CEO  
**Dontrelle Young Foster**

## HOUSING AUTHORITY OF THE BIRMINGHAM DISTRICT

**Board of Commissioners**  
 DeJuana L. Thompson, Chairwoman  
 Abra A. Barnes, Vice-Chairwoman  
 Anthony C. Hood, Commissioner  
 D.G. Pantazis, Commissioner  
 Alyshia Cook, Commissioner

### REQUEST FOR BOARD ACTION

July 17, 2025

#### RESOLUTION

RESOLVED by the Commissioners of the Housing Authority of the Birmingham District that the President/CEO is hereby authorized to charge off as of June 30, 2025, the following resident accounts, which are up to 30 days old and considered uncollectible, detailed as per the attached sheet.

Development	No.	Amount
Elyton	ALA 1-1	\$9,436.16
Southtown	ALA 1-4	\$0.00
Marks Village	ALA 1-6	\$0.00
Smithfield Court	ALA 1-9	\$2,111.00
Tom Brown Village	ALA 1-10	\$3,981.25
Morrell Todd	ALA 1-11	\$8,322.00
Collegeville Center	ALA 1-13	\$4,036.00
Harris Homes	ALA 1-14	\$0.00
North Birmingham Homes	ALA 1-16	\$6,416.00
Cooper Green Homes	ALA 1-17	\$0.00
Kimbrough Homes	ALA 1-18	\$307.00
Benjamin Greene/Roosevelt	ALA 1-23/30	\$4,120.38
Tuxedo I	ALA 1-34	\$0.00
Tuxedo II	ALA 1-35	\$0.00
Mason City I & III	ALA 1-40/1-42	\$0.00
Tuxedo Trace Homes	ALA 1-44/146	\$0.00
Freedom Manor	ALA 621	\$0.00
	<b>Total</b>	<b>\$38,729.79</b>

Disclosure Note: HUD regulations allow all vacated account balances that are in excess of 30 days to be charged off. Approval of these charge-offs by the Board of Commissioners enables the Authority to turn these vacated accounts over for collection. All accounts with balances that are \$200.00 or more are turned over for collection.

**TENANTS ACCOUNTS CHARGED TO COLLECTION LOSS  
(TO BE CHARGED OFF AS OF JULY 17, 2025)**

FOR PERIOD ENDED JUNE 30, 2025

Development Name	No. of Tenants per Site	Rent Amount	Late Fees	Maintenance Charges	Legal Fees	Retro Rent	Less Security Deposit	Fees Incurred after Issuance of WRIT	Total	Previous Month
Elyton AL 1-1	6	8,869.16	-	942.00	-	-	(375.00)	-	9,436.16	3,267.00
Southtown AL 1-4R	0	-	-	-	-	-	-	-	-	-
Marks Village AL 1-6	0	-	-	-	-	-	-	-	-	8,314.00
Smithfield Court AL 1-9	3	2,025.00	-	311.00	-	-	(225.00)	-	2,111.00	-
Tom Brown AL 1-10	1	3,981.25	-	-	-	-	-	-	3,981.25	1,101.63
Morell Todd AL 1-11	2	8,322.00	-	-	-	-	-	-	8,322.00	7,745.00
Collegeville AL 1-13	4	4,336.00	-	-	-	-	(300.00)	-	4,036.00	14,309.00
Harris Homes AL 1-14	0	-	-	-	-	-	-	-	-	-
North Birmingham AL 1-16	5	4,883.50	-	1,532.50	-	-	-	-	6,416.00	-
Cooper Green AL 1-17	0	-	-	-	-	-	-	-	-	-
Kimbrough AL 1-18	1	382.00	-	-	-	-	(75.00)	-	307.00	-
Benjamin Greene AL 1-23	1	3,784.38	-	411.00	-	-	(75.00)	-	4,120.38	540.06
Roosevelt City AL 1-30	0	-	-	-	-	-	-	-	-	-
Tuxedo Court I AL-134	0	-	-	-	-	-	-	-	-	332.00
Tuxedo Court II AL-135	0	-	-	-	-	-	-	-	-	-
Mason City Homes III AL-142	0	-	-	-	-	-	-	-	-	-
Freedom Manor AL-621	0	-	-	-	-	-	-	-	-	-
<b>Grand Total</b>	<b>23</b>	<b>36,583.29</b>	<b>-</b>	<b>3,196.50</b>	<b>-</b>	<b>-</b>	<b>(1,050.00)</b>	<b>-</b>	<b>38,729.79</b>	<b>35,608.69</b>

	No. Accts Charged Off Prior Year		Amount of Charge Off Prior Year		No. Accts Charged off Current Year		Amount of Charge Off Current Year		Amount Collected by HABD General Counsel	No. Accts Charged Sent for Collection	Amount Sent for Collection	Amount Intercepted by MIS System	Net Amount
January 2024	62	94,617.31	22	88,948.16	22	88,948.16	3,395.26	22	88,948.16				85,552.90
February 2024	32	54,328.81	24	59,179.87	24	59,179.87	11,027.30	24	59,179.87				48,152.57
March 2024	19	37,872.40	39	58,907.13	39	58,907.13	8,271.68	39	58,907.13				50,635.45
April 2024	20	50,123.94	28	117,648.41	28	117,648.41	2,048.33	28	117,648.41				115,600.08
May 2024	20	59,180.13	36	76,534.32	36	76,534.32	4,568.87	36	76,534.32				71,965.45
June 2024	25	42,829.57	21	47,745.57	21	47,745.57	1,308.37	21	47,745.57				46,437.20
July 2024	39	104,396.01	55	165,348.66	55	165,348.66	2,817.91	55	165,348.66				162,530.75
August 2024	40	94,863.77	34	72,799.83	34	72,799.83	3,159.11	34	72,799.83				69,640.72
September 2024	36	86,380.50	29	76,595.80	29	76,595.80	5,640.31	29	76,595.80				70,955.49
October 2024	36	99,568.27	17	71,467.00	17	71,467.00	2,664.19	17	71,467.00				68,802.81
November 2024	20	109,535.11	19	34,465.93	19	34,465.93	47.00	19	34,465.93				34,418.93
December 2024	13	32,479.71	20	44,090.55	20	44,090.55	2,705.20	20	44,090.55				41,385.35
January 2025	22	88,948.16	22	65,879.76	22	65,879.76	7,575.03	22	88,948.16				58,304.73
February 2025	24	59,179.87	12	36,058.50	12	36,058.50	11,492.20	12	36,058.50				24,566.30
March 2025	39	58,907.13	17	54,881.87	17	54,881.87	10,265.05	17	54,881.87				44,616.82
April 2025	28	117,648.41	38	73,427.26	38	73,427.26	14,878.12	38	73,427.26				58,549.14
May 2025	36	76,534.32	10	35,608.69	10	35,608.69	10,556.92						25,051.77
June 2025	21	47,745.57	23	38,729.79	23	38,729.79							38,729.79
<b>Running Year Total</b>		<b>1,315,138.99</b>	<b>466</b>	<b>1,218,317.10</b>	<b>433</b>	<b>1,167,047.02</b>							<b>1,115,896.25</b>

Dontrelle Young-Foster  
President/CEO

# **HOUSING AUTHORITY OF THE BIRMINGHAM DISTRICT**

## **REQUEST FOR BOARD ACTION**

### **APPROVAL TO REVISE THE PUBLIC HOUSING UTILITY ALLOWANCES**

**July 17, 2025**

#### **INTRODUCTION**

The HABD Public Housing Allowances have been revised in accordance with the Federal Regulations. The 24 CFR 982.517 states a Public Housing Authority (PHA) must review its schedule of utility allowances each year and must revise its allowance for a utility category if there has been a change of 10% or more in the utility rates since the last time the utility allowance schedule was revised.

#### **PURPOSE AND OBJECTIVE**

This action will implement the revisions of the Housing Authority of the Birmingham District's Public Housing Utility Allowance payments for tenant utilities in compliance with federal regulations.

#### **DESCRIPTION AND JUSTIFICATION**

Since the last utility allowance update, there have been changes in the utility allowances. The new policy changes and amounts are reflected in the attached document.

#### **POLICY IMPACT**

To keep assisted housing affordable for lower-income households, federal housing law directs that the resident's share of rent in federally assisted public housing should equal 30 percent of the household's adjusted monthly income. In interpreting the federal housing law, HUD has defined the Total Resident Payment for "rent" to include both shelter and the costs for reasonable amounts of utilities. The amount that a PHA determines is necessary to cover the resident's reasonable utility costs is the utility allowance. This action is consistent with HABD policy and complies with federal regulation.

#### **ECONOMIC IMPACT/FUNDING SOURCE**

The proposed revision will have an economic impact on the conventional operating budget due to utility rates increasing this year.

**ATTACHMENTS**

2025 Revised Utility Allowance Schedule per unit type and site

**ALTERNATIVES**

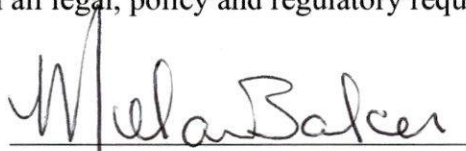
None

**RECOMMENDATION**


The President/CEO recommends adoption of this Resolution.

**CERTIFICATION**

The requested action is in conformance with all legal, policy and regulatory requirements.

A handwritten signature in black ink that reads "Melanie Baker". The signature is written in a cursive style and is positioned above a horizontal line.

Melanie Baker, CPA  
Director of Finance

A handwritten signature in blue ink that reads "Dontrelle Young Foster". The signature is written in a cursive style and is positioned above a horizontal line.

Dontrelle Young Foster  
President/CEO

**HOUSING AUTHORITY OF THE BIRMINGHAM DISTRICT**

**RESOLUTION NO. 2025-12782**

**Resolution Approving Public Housing Utility Allowances**

RESOLVED by the Board of Commissioners of the Housing Authority of the Birmingham District authorizing the President/CEO to approve and implement new utility allowances for the HABD Public Housing Program.

Adopted on this 17th day of July 2025

Attest:

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Secretary

(Seal)



**HOUSING AUTHORITY  
BIRMINGHAM DISTRICT**

**Resident Paid Utility Allowances**

				Allowance Amounts						
Community		Version	Bedroom Size							
			0	1	2	3	4	5	6	
1	<b>AMP002 Proj. 01.00 Elyton Village</b>	▶ Current	\$ -	\$ 72.03	\$ 118.35	\$ 112.99	\$ -	\$ -	\$ -	
	W&S - PHA Paid Row/Townhouse	Pre EPC	-	105.93	165.84	174.64	-	-	-	
	Elec. - Resident Paid	▶ Post EPC Phase 1	-	89.22	140.50	143.06	-	-	-	
	Gas - Resident Paid	Post EPC Phase 2								
2	<b>AMP012 Proj. 06.00 Marks Village</b>	▶ Current	\$ -	\$ 71.40	\$ 79.79	\$ 95.59	\$ 106.02	\$ -	\$ -	
	W&S - PHA Paid Row/Townhouse	Pre EPC	-	142.45	157.43	185.25	206.58	-	-	
	Elec. - Resident Paid	▶ Post EPC Phase 1	-	99.56	114.09	137.71	154.93	-	-	
	Gas - Resident Paid	Post EPC Phase 2								
3	<b>AMP018 Proj. 09.00 Smithfield Court</b>	▶ Current	\$ 73.88	\$ 88.26	\$ 101.70	\$ 119.13	\$ -	\$ -	\$ -	
	W&S - PHA Paid Row/Townhouse	Pre EPC	107.16	127.67	150.74	182.98	-	-	-	
	Elec. - Resident Paid	▶ Post EPC Phase 1	88.00	106.29	123.41	148.58	-	-	-	
	Gas - Resident Paid	Post EPC Phase 2								
4	<b>AMP020 Proj. 10.10 Tom Brown</b>	▶ Current	\$ -	\$ 96.18	\$ 109.70	\$ 129.49	\$ 144.59	\$ 172.20	\$ -	
	W&S - PHA Paid Row/Townhouse	Pre EPC	-	133.29	155.59	186.25	211.82	244.99	-	
	Elec. - Resident Paid	▶ Post EPC Phase 1	-	110.27	126.55	149.18	166.00	192.65	-	
	Gas - Resident Paid	Post EPC Phase 2								
6	<b>AMP024 Proj. 11.00 Todd / Morton Simpson</b>	▶ Current	\$ -	\$ 89.09	\$ 100.91	\$ 110.40	\$ 141.85	\$ -	\$ -	
	W&S - PHA Paid Row/Townhouse	Pre EPC	-	119.10	137.22	154.01	193.33	-	-	
	Elec. - Resident Paid	▶ Post EPC Phase 1	-	106.04	122.52	137.00	174.10	-	-	
	Gas - Resident Paid	Post EPC Phase 2								
7	<b>AMP027 Proj. 13.00 Collegeville Center</b>	▶ Current	\$ -	\$ 88.65	\$ 111.76	\$ 130.12	\$ 159.05	\$ 176.63	\$ -	
	W&S - PHA Paid Row/Townhouse	Pre EPC	-	122.47	152.26	176.44	210.53	232.02	-	
	Elec. - Resident Paid	▶ Post EPC Phase 1	-	100.61	126.92	147.22	174.78	192.14	-	
	Gas - Resident Paid	Post EPC Phase 2								
8	<b>AMP030 Proj. 14.10 Russell Harris</b>	▶ Current	\$ -	\$ 84.38	\$ 98.60	\$ 115.73	\$ 137.13	\$ 158.32	\$ -	
	W&S - PHA Paid Row/Townhouse	Pre EPC	-	140.97	169.14	200.19	238.41	272.83	-	
	Elec. - Resident Paid	▶ Post EPC Phase 1	-	108.64	130.24	154.70	182.62	210.52	-	
	Gas - Resident Paid	Post EPC Phase 2								
10	<b>AMP034 Proj. 16.10 N. Birmingham</b>	▶ Current	\$ -	\$ 93.73	\$ 113.56	\$ 136.26	\$ 152.40	\$ 175.68	\$ 192.09	
	W&S - PHA Paid Row/Townhouse	Pre EPC	-	151.10	182.30	215.33	247.88	285.60	314.97	
	Elec. - Resident Paid	▶ Post EPC Phase 1	-	127.14	153.68	181.83	204.24	236.07	256.60	
	Gas - Resident Paid	Post EPC Phase 2								
12	<b>AMP017 Proj. 17.00 Cooper Green Homes</b>	▶ Current	\$ -	\$ 74.70	\$ 82.89	\$ 99.13	\$ 121.31	\$ 138.42	\$ -	
	W&S - PHA Paid Row/Townhouse	Pre EPC	-	120.50	142.70	168.56	200.87	224.12	-	
	Elec. - Resident Paid	▶ Post EPC Phase 1	-	99.38	111.38	133.86	164.90	186.39	-	
	Gas - Resident Paid	Post EPC Phase 2								
13	<b>AMP018 Proj. 18.10 Kimbrough</b>	▶ Current	\$ -	\$ 84.79	\$ 98.78	\$ 118.73	\$ 137.74	\$ 160.98	\$ 181.89	
	W&S - PHA Paid Row/Townhouse	Pre EPC	-	122.77	147.20	175.96	209.29	242.70	271.05	
	Elec. - Resident Paid	▶ Post EPC Phase 1	-	115.93	135.77	160.99	184.93	216.53	242.19	
	Gas - Resident Paid	Post EPC Phase 2								
15	<b>AMP023 Proj. 23.10 Benjamin Green</b>	▶ Current	\$ -	\$ -	\$ -	\$ 285.70	\$ 376.25	\$ -	\$ -	
	W&S - Resident Paid Row/Townhouse	Pre EPC	-	-	-	397.10	496.25	-	-	
	Elec. - Resident Paid	▶ Post EPC Phase 1	-	-	-	307.80	386.49	-	-	
	Gas - Resident Paid	Post EPC Phase 2								
16	<b>AMP023 Proj. 23.21 Roosevelt</b>	▶ Current	\$ -	\$ 155.87	\$ 216.65	\$ 306.03	\$ 392.69	\$ 504.15	\$ -	
	W&S - Resident Paid Row/Townhouse	Pre EPC	-	258.46	325.76	426.35	528.38	638.30	-	
	Elec. - Resident Paid	▶ Post EPC Phase 1	-	198.92	247.56	313.41	380.69	460.38	-	
	Gas - Resident Paid	Post EPC Phase 2								

# **HOUSING AUTHORITY OF THE BIRMINGHAM DISTRICT**

## **REQUEST FOR BOARD ACTION**

### **APPROVAL TO SUBMIT THE EPC PHASE II APPLICATION TO HUD FOR REVIEW**

**JULY 17, 2025**

#### **INTRODUCTION**

On April 18, 2024, the Board of Commissioners approved an award for an evaluation contract to Group 14 Engineering Consultants to advise the authority in implementing a full range of energy services, energy-related capital improvements, including leak contingencies through the services of an Energy Service Company, Ameresco.

A HUD application has been prepared by Group 14 and Ameresco with assistance from HABD to implement Phase II Energy Performance Contract (EPC). Included in the development of documents, specifications, terms, conditions necessary and incidental to obtain, review and evaluate all aspects of the EPC. The program was designed in conformity with HABD's long-term asset repositioning strategy.

#### **PURPOSE / OBJECTIVE**

The objective of this request is to extend the EPC Phase I energy and water savings of \$2.7 million annually. Without extending into Phase II the savings expire in 2026, and the operating subsidy will revert to pre-EPC funding. The energy savings are incorporated into the annual operating subsidy.

Entering an EPC Phase II will ensure the continuation of EPC related and funding incentives and this will enable the finance of roughly \$17 million for capital improvements, of which \$12.6 million will be utilized for the window replacement at North Birmingham homes. Additionally, several properties will benefit from this funding to repair long standing water leak issues.

#### **DESCRIPTION / JUSTIFICATION**

Seeking board authorization to submit an EPC Phase II application to HUD for review and approval. This action will not obligate HABD to implement the project or secure any financing. Future resolutions may be requested pertaining to project finance and entering into project implementation agreement with Ameresco.

#### **POLICY IMPACT**

None.

#### **ECONOMIC IMPACT / FUNDING SOURCE**

Operating Subsidy level may be impacted.



## **ATTACHMENTS**

Summary of proposed energy and water conservation measures.

## **ALTERNATIVES**

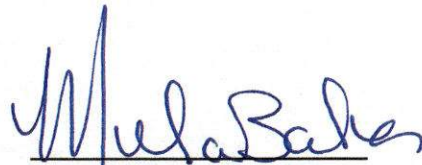
None

## **RECOMMENDATION**

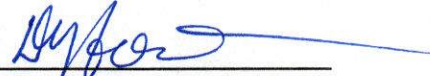
The President/CEO recommends that the Board approve this request.

## **CERTIFICATION**

The requested action is in conformance with applicable legal, policy and regulatory requirements.



**Melanie Baker, CPA**  
**Director of Finance**



**Dontrelle Young Foster**  
**President/CEO**

**HOUSING AUTHORITY OF THE BIRMINGHAM DISTRICT**

**RESOLUTION NO. 2015-12786**

RESOLVED, by the Board of Commissioners of the Housing Authority of the Birmingham District that the President/CEO is hereby authorized to submit an EPC Phase II application to HUD for review and approval.

Adopted on this 17<sup>th</sup> day of July 2025

Attest:

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Secretary

(Seal)

**HOUSING AUTHORITY OF THE BIRMINGHAM DISTRICT**  
**Board of Commissioners'**  
**Meeting Agenda Item**  
**Control Document**

Date: July 8, 2025

HABD Staff Representative: Larry Williams

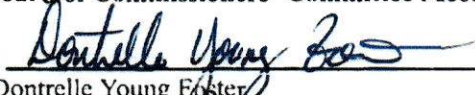
Department: Housing Operations

Board of Commissioners' Meeting (Date): July 17, 2025

Board Agenda Item(s):

1. Roof Repair and Replacement Services

Date/Time/ of Board of Commissioners' Committee Meeting: July 8th, 2025 at 3pm

Approved by: /  7/7/2025  
Dontrelle Young Foster Date  
President/CEO/Contracting Officer

Duration of Presentation: 15 minutes (Estimated time)

Board Agenda Topic (Narrative): Roof Repair and Replacement Services

Extract from Minutes of Committee Meeting:

---

Specimen copy of the HABD Attorney's opinion relative to the form, content and legality of the proposed agenda item(s), if applicable (*attached*). Yes / No (*circle one*)

Department's Committee's Certification:

We have reviewed the above-referenced Board of Commissioners' agenda items, together with the related and supportive documents, and have found them satisfactory. We further concur with the Staff's recommendation to place them on the approved, final agenda to be presented to the Board for appropriate action with respect to the adoption of the resolution(s) approving and/or authorizing the execution of the said action(s).

HABD Board Committee Member: Commissioner Cook Date: 7/8/25

HABD Board Committee Member: Commissioner Pantazis Date: 7/8/25

HABD Staff Member: Larry Williams Date: 7/8/25

# **HOUSING AUTHORITY OF THE BIRMINGHAM DISTRICT**

## **REQUEST FOR BOARD ACTION**

### **Approval of Award of Contract for Roof Repair and Replacement Services**

**July 17, 2025**

#### **INTRODUCTION**

The Housing Authority of the Birmingham District (HABD) requested proposals from qualified firms or individuals to provide Roofing Repair and Replacement Services at various Housing Communities located throughout the City of Birmingham.

#### **PURPOSE / OBJECTIVE**

The purpose of this request is to obtain approval to proceed with awarding a contract for Roofing Repair and Replacement services.

#### **DESCRIPTION AND JUSTIFICATION**

HABD issued an Invitation for Bid (IFB) B25005 for Roofing Repair and Replacement services on March 17, 2025. The IFB was published in the Birmingham Times, The Housing Agency Marketplace, on HABD's website and on social media. The Housing Agency Marketplace reported sixty-eight (68) contractors viewed the solicitation. Five (5) contractors submitted bids and one contractor, Reliable Services, was deemed the lowest responsive and responsible bid. Therefore, management recommends awarding a contract to Reliable Services.

The following services will include, but not be limited to, performing inspections to assess existing roof conditions, completing necessary repairs such as replacing damaged shingles, flashing, underlayment, and sealing penetrations, and conducting full roof replacements where required. This includes removing old roofing materials, repairing or replacing decking, and installing new roofing systems in accordance with applicable building codes and safety standards. Contractors are responsible for furnishing all labor, materials, equipment, and permits, as well as ensuring all work is performed safely and professionally. Deliverables will include inspection reports, warranty documentation, and photographic evidence of work completed.

#### **POLICY IMPACT**

This action is consistent with HABD policy and complies with federal regulations.

#### **ECONOMIC IMPACT/FUNDING SOURCE**

The source of these funds is Property Operations/Capital Funds.

## ATTACHMENTS

- Reliable Services – Rate Sheet
- List of contractors that viewed IFB No. B25019
- Copy of IFB

## ALTERNATIVES

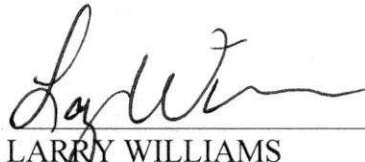
N/A

## RECOMMENDATIONS

The President/CEO recommends adoption of this Resolution.

## CERTIFICATION

The requested action is in conformance with all legal, policy and regulatory requirements.



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LARRY WILLIAMS  
Chief Housing/Operations Officer



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DONTRELLE YOUNG FOSTER  
President/CEO

**HOUSING AUTHORITY OF THE BIRMINGHAM DISTRICT**

**RESOLUTION NO. 2025-12783**

Resolution Authorizing to Award of Contract for Roofing Repair and Replacement Services

RESOLVED by the Board of Commissioners of the Housing Authority of the Birmingham District that the President / CEO is hereby authorized to enter into a contract with Reliable Services to provide Roofing Repair and Replacement Services.

Adopted this 17th day of July 2025

Attest:

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Dontrelle Young Foster, Secretary

**HOUSING AUTHORITY OF THE BIRMINGHAM DISTRICT**  
**Board of Commissioners' Meeting**  
**Agenda Item**  
**Control Document**

**HABD Staff Representative:** Seth Embry, Senior Advisor and Chief Strategist

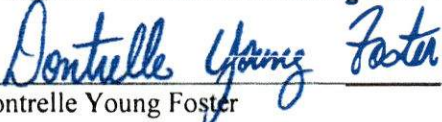
**Date:** July 7, 2025

**Department:** Real Estate Development

**Board of Commissioners' Meeting Date:** Thursday, July 17, 2025 at 1:30 p.m.

1. Approval of Award of Contract for Project Management Services
2. Approval of Award of Contract for Loveman Village Gymnasium Renovation

**Board of Commissioners' Committee Meeting Date/Time:** July 7, 2025 at 1:00 p.m.

Approved by:  / 7/7/25  
Dontrelle Young Foster / Date  
President/CEO/Contracting Officer

**Duration of Presentation:** 10 Minutes

**Board Agenda Topic (Narrative):** None

**Extract from Minutes of Committee Meeting:** None

Specimen copy of the HABD Attorney's opinion relative to the form, content and legality of the proposed agenda item(s), if applicable (*attached*). Yes / No (*circle one*)

**Department's Committee's Certification:**

We have reviewed the above-referenced Board of Commissioners' agenda items and the related and supportive documents and found them satisfactory. We further concur with the Staff's recommendation to place them on the approved, final agenda to be presented to the Board for appropriate action with respect to the adoption of the resolution(s) approving and/or authorizing the execution of the said action(s).

**HABD Board Committee Member:** Chairwoman Thompson Date: 7/7/25

**HABD Board Committee Member:** Vice-Chairwoman Barnes Date: 7/7/25

**HABD Staff Member:** Seth Embry Date: 7/7/25

# **HOUSING AUTHORITY OF THE BIRMINGHAM DISTRICT**

## **REQUEST FOR BOARD ACTION**

### **APPROVAL OF AWARD OF CONTRACT FOR PROJECT MANAGEMENT SERVICES**

**July 17, 2025**

#### **INTRODUCTION**

The Housing Authority of the Birmingham District's Real Estate Development Department is responsible for development, rehabilitation, and modernization activities for real estate owned by HABD. HABD's Objective #1 under Strategic Goal 2: Transform Communities is Preservation. HABD is committed to maintaining existing communities as safe and quality housing, while improving operations and investing resources for capital improvements, enhancing public safety, livability, and utilization of energy efficient measures while properties remain in the pipeline for future redevelopment. To accomplish this objective, HABD has a task to efficiently implement a comprehensive capital improvement plan for public housing developments not slated for redevelopment in the initial phase of Thrive 2035. To ensure the successful implementation of the capital improvement plan and thorough documentation and procedures for all real estate development activity, HABD seeks to engage a Project Management consultant to effectively, professionally, and efficiently support HABD.

#### **PURPOSE AND OBJECTIVE**

The purpose of this request is to obtain Board approval to award a contract for project management services to a successful respondent to Request for Proposals P25017, Project Management Services.

#### **DESCRIPTION AND JUSTIFICATION**

HABD has focused the attention of its Real Estate Development Department on housing redevelopment projects, and seeks Project Management services to complement the capacity of our staff. It is HABD's goal to form a collaborative relationship with the selected consultant, which will advise HABD and support the planning and execution of Capital Grant projects. Additionally, the consultant will provide advisory services, analyze HABD's protocols and make recommendations for the systems, documents, protocols, and tools necessary to improve HABD's capacity and performance of project management.

RFP P25017 was issued on March 12, 2025. The solicitation was advertised in various media outlets such as the Birmingham Times, AL.com, PHADA, Housing Agency Marketplace, and the HABD Website. The solicitation had 82 viewers, and 8 proposals were submitted. After evaluation, the top three respondents were invited to submit "Best and Final Offers." Those respondents were Baker Tilly, Kemp Management Solutions, and Steel City Services.



Management recommends award of a contract to Kemp Management Solutions. Following contract execution, projects will be assigned on a Task Order basis.

**POLICY IMPACT**

Procuring these services will support HABD's goal of redeveloping its public housing and completing other real estate activities in compliance with HUD requirements and enable the successful execution of the Agency's Strategic Plan.

**ECONOMIC IMPACT/FUNDING SOURCE**

Funding sources will be identified according to the project, and generally will be financed with the Capital Fund grant.

**ATTACHMENTS**

RFP No. P25017, Bid Tabulation, and RFP viewers.

**ALTERNATIVE**

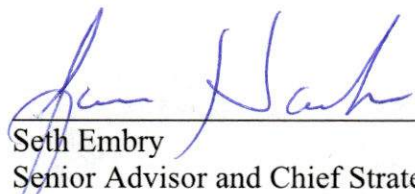
None

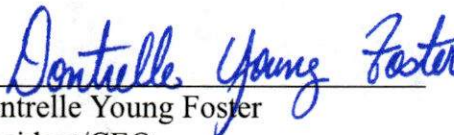
**RECOMMENDATION**

The President/CEO recommends adoption of this Resolution.

**CERTIFICATION**

The requested action is in conformance with all legal, policy and regulatory requirements.

  
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Seth Embry  
Senior Advisor and Chief Strategist

  
\_\_\_\_\_  
Dontrelle Young Foster  
President/CEO

**HOUSING AUTHORITY OF THE BIRMINGHAM DISTRICT**

**RESOLUTION NO. 2025-12784**

Authorization to Award Contract for Project Management Services

RESOLVED by the Board of Commissioners of the Housing Authority of the Birmingham District that the President/CEO is hereby authorized to execute a contract with Kemp Management Solutions for project management services.

Adopted this 17<sup>th</sup> day of July 2025.

Attest:

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Dontrelle Young Foster, Secretary

(Seal)

# **HOUSING AUTHORITY OF THE BIRMINGHAM DISTRICT**

## **REQUEST FOR BOARD ACTION**

### **APPROVAL OF AWARD OF CONTRACT FOR LOVEMAN VILLAGE GYMNASIUM RENOVATION**

**July 17, 2025**

#### **INTRODUCTION**

In February 2025, the Housing Authority of the Birmingham District (HABD) Board of Commissioners approved an award of contract for the renovation of the vacant daycare building at the former Loveman Village. At that time, staff provided information that the architect was working on drawings for the renovation of the adjacent gym and that an invitation for bids would later be issued for that project. At this time, HABD is ready to proceed with the renovations to the gym, and submits this request for approval of the contract award.

#### **PURPOSE AND OBJECTIVE**

HABD seeks to renovate the Loveman gymnasium building, which has been vacant and out of use for a number of years. Renovating the gymnasium will complete the renovation of the daycare facility and the Loveman Village site. HABD has partnered with Birmingham City Schools, which will lease and operate the building as an early learning center. The gym will provide critical space for the recreation of the attending children.

The project will include improvements to both the interior and exterior of the facility to create a safe, engaging, and nurturing environment for the children it serves.

#### **DESCRIPTION AND JUSTIFICATION**

HABD issued IFB B25022 on May 22, 2025. The Invitation For Bid (IFB) was advertised in various media outlets such as the Birmingham Times, AL.com, PHADA, Housing Agency Marketplace, and HABD Website. There were fifty-eight (58) individuals who viewed the solicitation, and HABD received four (4) bids.

Opening of the bids occurred on June 23, 2025, at the HABD's Central Office. After evaluation, Jared Building Company was found to have the lowest-cost responsive and responsible bid. HABD recommends awarding the contract to Jared Building Company.

#### **POLICY IMPACT**

None.

**ECONOMIC IMPACT/FUNDING SOURCE**

The winning bid amount is \$940,000. The funding sources are the 2022 Capital Fund Budget, an ARPA grant from Councilor Crystal Smitherman (\$600,000) and a Community Project Funding grant from Congresswoman Terri Sewell (\$1,000,000).

**ATTACHMENTS**

IFB B25022, Housing Marketplace report, and the Bid Opening Report.

**ALTERNATIVE**

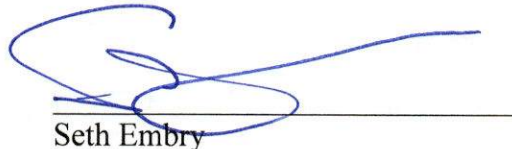
None.

**RECOMMENDATION**

The President/CEO recommends the adoption of this Resolution.

**CERTIFICATION**

The requested action conforms with all legal, policy, and regulatory requirements.



Seth Embry  
Senior Advisor and Chief Strategist



Dontrelle Young Foster  
President/CEO

**HOUSING AUTHORITY OF THE BIRMINGHAM DISTRICT**

**RESOLUTION NO. 2025-12785**

Authorization to Award a Contract for the Loveman Village Gymnasium Renovation

RESOLVED by the Board of Commissioners of the Housing Authority of the Birmingham District that the President/CEO is hereby authorized to execute a contract with Jared Building Company for the renovation of the Loveman Village gymnasium project.

Adopted this 17th day of July 2025.

Attest:

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Dontrelle Young Foster, Secretary

(Seal)