



Administration Office (781) 581-8600
Administration Fax (781) 592-6296
Neighborhood Development (781) 581-8600
Neighborhood Development Fax (781) 593-4350
Rental Assistance (781) 581-8700
Rental Assistance Fax (781) 586-9478

10 Church Street
Lynn, Massachusetts 01905

Executive Director
Charles Gaeta

Curwin Circle Management Office (781) 598-3663
State Housing Management Office (781) 581-8700
Wall Plaza Management Office (781) 581-8606
Maintenance Office (781) 598-3434
Admissions Office (781) 581-8760
TTY (781) 477-2837

BOARD OF COMMISSIONERS
AGENDA

Regular meeting of the Lynn Housing Authority & Neighborhood Development Board of Commissioners to be held at 10 Church Street, Lynn, MA on **Tuesday, September 11, 2018 at 5:30 p.m.**

- I. **Roll Call of Commissioners**
- II. **LHAND Staff present and Guests noted**
- III. **Submission of Documents in Compliance with Chapter 626**
- IV. **Acceptance of Minutes of Meeting of August 14, 2018**
- V. **Correspondences for Commissioners' Information and Files**

VI. NEW BUSINESS

1. Board vote to accept the updated HCV and Federal Public Housing Utility Allowances
2. Board vote to accept the Certificate of Substantial and Final Completion as prepared by Allen & Major Architects for the final payment of \$ 5,649.93 to RAD Corp for the Fencing Project at Olive, Jefferson and Essex Streets.
3. Board vote to approve the following amendment to the rent increase policy, SAMPLE POLICY LANGUAGE Initial rents remain in effect for a one-year period. Owner requests will be considered after the initial one year lease term and once every year thereafter consistent with the lease anniversary date. In order for LHAND to process a request for a rent increase, owners must submit rent change requests, in writing, no earlier than 120 calendar days and no later than 60 days prior to the lease anniversary date. LHAND will review the request and will notify the owner of the determination in writing. If approved, the rent change will go into effect on the first of the month of the lease anniversary date.

LHAND will not approve a rent increase unless:

- The Owner requests the increase in writing within the required time frame or any LHAND approved alternative time frame;
- The Owner has complied with all obligations of the HAP Contract and has a passed inspection rating; and
- The requested rent is reasonable.

If the requested rent is not approvable after application of the reasonable rent test, the following options apply:

LHAND will attempt to negotiate a lower, approvable rent with the landlord;

- If an approvable rent is not negotiated between the landlord and LHAND, LHAND will provide the household with notice that the lease and HAP contract will be terminated. The household will be issued a family packet to locate a new unit; or
- The household may continue to lease in place without HCV program rent assistance and LHAND will terminate the Housing Assistance Payments Contract with the owner.

4. Board to be updated on the future use of the Child Care Facility located at Curwin Circle.

VII. COMMITTEE REPORTS

1. Monthly Treasurer's Report
2. Personnel Sub-Committee
3. Executive Director's Monthly Report of Activities

VIII. PREVIOUSLY TABLED BUSINESS

IX. ANY OTHER BUSINESS

ADJOURNMENT

LYNN, MASS
2018 SEP - 9 - 11:45
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10 Church Street
Lynn, Massachusetts 01902

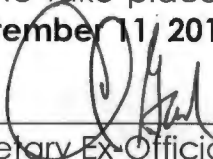
Executive Director
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Notice of Meeting

Notice is hereby given in accordance with Section 23B of Chapter 39 of the Massachusetts General Laws that a **REGULAR MEETING** of the Lynn Housing Authority Neighborhood Development to take place at **5:30 p.m. at 10 Church Street, Lynn, Massachusetts 01902 on September 11, 2018.**

RECEIVED
CITY CLERK'S OFFICE
2018 SEP -6 11 AM
LYNN, MAS


Secretary Ex-Officio
Charles Gaeta

Attachment

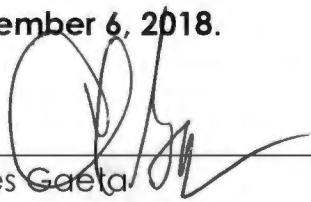
A copy of the **Notice of Meeting**, pursuant to Section 23B of Chapter 39 of General Laws, with the **Certificate As To Service Of Notice Of A Regular Meeting** attached hereto, was read and ordered spread upon the minutes of this meeting filed for record.

Certificate As To Service Of Notice Of Meeting

(Section 23B, Chapter 39, MA General Laws)

I, Charles Gaeta, the duly appointed, qualified and acting Secretary of the Lynn Housing Authority & Neighborhood Development, do hereby certify that on **September 11, 2018**, I filed, in the manner provided by Section 23B, Chapter 39, MA General Laws, with the Clerk of the City of Lynn, a **Notice of Meeting** of which the foregoing is a true and correct copy.

In Testimony Whereof, I have hereunto **September 6, 2018.**


Charles Gaeta
Secretary Ex-Officio