




**Berkeley Housing Authority**

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*Office of the Executive Director*

Item 6E  
NEW BUSINESS  
June 10, 2010

To: Honorable Chairperson and  
Members of the Housing Authority Board

From:  Tia M. Ingram, Executive Director

Subject: Approving a resolution authorizing staff to write-off the Tenant Account Receivable Balances of three current Berkeley Housing Authority Tenants in the Low Income Public Housing Program

RECOMMENDATION

Approve a resolution authorizing staff to write-off the Tenant Account Receivable Balances of three current Berkeley Housing Authority tenants in the Low Income Public Housing Program.

BACKGROUND

On May 13, 2010, the Board approved a revised Write-Off Policy that sets forth the collection activities to be taken prior to writing-off the account. We currently have fifteen tenant accounts in collection status, where we are employing the various methods to obtain payment from the family.

Two of the three accounts recommended for dismissal are for unpaid rent that was due and payable during a period when the units were managed by Affordable Housing Associates (AHA). We:

- a. Reviewed all the available records but were unable to identify documentation that the family was advised of the required rent amount, and failed to comply; and
- b. Discussed, without any success, the charges with the family in hopes of reaching agreement that all or some of the assessed charges were due.

The account balances have been carried in the BHA books for more than two years. In each case, the family is current with all rent and administrative charges assessed by BHA since we assumed management. Absent documentation to support the charges and demand payment from the families, we are recommending (1) that the amount be removed from the BHA books, and (2) permanently removed from all records so there will not be any subsequent attempt at collection.

The third account recommended for write-off satisfies an adjustment to past due rent in a proposed eviction case. The Court ultimately ruled in favor of BHA, requiring the family to pay back rent in excess of \$19,000, but dismissed late charges that had been assessed (ordered by the Court) as part of a legal settlement between BHA and a Public Housing tenant. The Board was advised of this case by Counsel (Charles Ramsey) during closed sessions on January 14, 2010 and February 11, 2010.

FINANCIAL IMPACTS OF RECOMMENDATION

Reduces book value of revenue to BHA by \$14,524.87

CONTACT PERSON

David Solis, Property Manager, 951-5484

Jesy Yturalde, Finance Manager, 981-5488

Tia M. Ingram, Executive Director, 981-5471

Attachments:

1. Resolution
2. Confidential List of Accounts to be dismissed (Exhibit A)

BERKELEY HOUSING AUTHORITY  
RESOLUTION NO. 10-\_\_\_\_\_

AUTHORIZING STAFF TO WRITE-OFF THE TENANT ACCOUNT RECEIVABLE BALANCES  
OF THREE CURRENT BERKELEY HOUSING AUTHORITY TENANTS IN THE LOW INCOME  
PUBLIC HOUSING PROGRAM

WHEREAS, the financial records of the Berkeley Housing Authority include tenant account receivable records for families with debts to the Authority; and

WHEREAS, BHA is required to maintain documentation in support of any charges assessed against a family; and

WHEREAS, the three accounts recommended to be written-off are listed and identified in Exhibit A; and

WHEREAS, one of the three accounts recommended to be written-off is part of a legal settlement between BHA and the Public Housing tenant; and

WHEREAS, two accounts recommended to be written-off have been on the books of the BHA since 2007; and

WHEREAS, the account balances were generated while the units were managed by Affordable Housing Associates on behalf of BHA; and

WHEREAS, the families are firm in their position that they were never advised that insufficient payment had been received; and

WHEREAS, there is inadequate documentation for the three cases to support a demand for payment

NOW, THEREFORE, BE IT RESOLVED by the Board of the Berkeley Housing Authority, that the accounts listed on Exhibit A, attached hereto and incorporated by reference are written-off.

The foregoing Resolution was adopted by the Board of the Berkeley Housing Authority on June 10, 2010 by the following vote:

Ayes:

Abstain:

Absent:

Attest: \_\_\_\_\_  
Tia M. Ingram, Secretary



EXHIBIT A

1. FR1062	\$ 3,838.87
2. FR0380	\$ 5,265.00
3. VI 0825	<u>\$ 5,421.00</u>

Total	<u>\$14,524.87</u>
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