

**HAWAII PUBLIC HOUSING AUTHORITY
NOTICE OF MEETING
REGULAR BOARD OF DIRECTORS MEETING
November 20, 2008
9:00 a.m.
1002 N. School Street, Bldg. E
Honolulu, Hawaii 96817**

AGENDA

I. CALL TO ORDER / ROLL CALL

II. APPROVAL OF MINUTES

- A. Regular Meeting, October 16, 2008
- B. Executive Session Meeting, September 16, 2008
- C. Executive Session Meetings, October 16, 2008

III. PUBLIC TESTIMONY

Public testimony on any agenda item shall be taken at this time. Pursuant to section 92-3, Hawaii Revised Statutes, and section 17-2000-18, Hawaii Administrative Rules, the Board may limit public testimony to three minutes.

IV. DECISION MAKING

- A. Decision Making: Recognition of Punahale Resident Association as a duly elected resident association.

V. EXECUTIVE SESSION

- A. Pursuant to sections 92-4, 92-5(a)(2), and 92-5(a)(4), Hawaii Revised Statutes, the Board of Directors may convene in executive session to discuss possible personnel action and to consult with the Board's attorneys on questions and issues pertaining to the Board's powers, duties, privileges, immunities, and liabilities as it relates possible personnel action regarding a former HPHA employee on employment related issues.
- B. Pursuant to sections 92-4 and 92-5(a)(4), Hawaii Revised Statutes, the Board of Directors may convene in executive session to consult with the Board's attorneys on questions and issues pertaining to the Board's powers, duties, privileges, immunities, and liabilities as it relates to administration of the HPHA's homeless programs.

VI. REPORTS

- A. Report of Task Force Committees
 - Finance / Audit/Asset Management – T. Thompson, E. Beaver & L. Smith
 - Human Resources / Personnel – H. Oliva, C. Ignacio & M. Yoshioka
 - Homelessness – K. Park, C. Ignacio & R. Berthiaume
 - Public Housing Operations/Tenant/Tenant Relations – C. Hosino Yoshioka, C. Ignacio & S. Dodson
 - Mixed Income Projects – E. Beaver, R. Berthiaume, & S. Dodson

B. Report of the Executive Director Program/Project Updates

Highlights

- A. FY 2009 Budget
- B. Fiscal Management Office
- C. Mixed Income Redevelopment Update
- D. Legislative Briefing-November 5, 2008
- E. Property Management & Maintenance Service Branch
- F. Resident Community Meetings Status
- G. Construction Management Branch
- H. Homeless Programs
- I. Personnel Office

Reports

- 1. Elevator Repair Report
- 2. Hearings-Results of Eviction Referral
- 3. Procurement Including Contract Status
- 4. Section 8 Subsidy Program Branch
- 5. Homeless Programs Branch
- 6. Personnel Issues

VII. FOR INFORMATION/DISCUSSION

- A. Palolo Valley Homes: Discussion of the issue of public versus private management of Palolo Valley Homes.
- B. Recap of the Tour of the Leeward Homeless Shelters conducted as a Special Board Meeting on November 19, 2008
- C. Agency Outlook for 2009 including:
 - 1. Continued emphasis on significant improvements in the benchmarks of the agency
 - a. Number of Vacant Units
 - b. Turnaround time
 - c. Occupancy rates
 - d. Accounts receivables and collections
 - e. Evictions
 - f. Homelessness
 - 2. Improved financial management and reporting - across the board - budgeting, asset management, audit results, and interactions with state and federal agencies.
 - 3. Resolution, with active Board participation, of waiting list issues, public vs. private management of projects, decentralization of authority for projects, automatic rent payments and deductions.
 - 4. Aggressive action to privatize projects, while retaining affordable rental characteristics. Explore sale of units to residents/tenants.
 - 5. Proceeding with mixed use development of one or more projects.
 - 6. Increased resident assumption of responsibility for security and maintenance of projects, with improved communication and participation.
 - 7. Additional development of agency employees - through training, recognition and motivation.
 - 8. Shed non-core functions of the Agency - transfer Section 8 to City, divest the agency of vacant land, and non-public housing.
 - 9. Improved management of the projects.

VIII. ADJOURNMENT

If any person requires special needs (i.e. large print, taped materials, sign language interpreter, etc.), please call the Secretary to the Board at (808) 832-4690 by close of business two days prior to meeting date.

HPHA SERVICE AWARD 2008

AGENDA:

- I. EXECUTIVE DIRECTOR AND BOARD CHAIR RECOGNIZE 10, 20 AND 30 EMPLOYEES YEARS OF SERVICE (employees receive certificates, cash award and leis)

- II. EXECUTIVE DIRECTOR AND BOARD CHAIR RECOGNIZE EMPLOYEES NOMINATED FOR THE DHS SUSTAINED SUPERIOR AWARD (employees will receive certificates, and leis)

- III. CLOSING REMARK - Inform everyone light refreshment will be served at Building A conference room.

- IV. HPHA BOARD MEETING

20 Years:

Milton Kekiwi	Building Maintenance Worker II	AMP 39
Eric Johnston	Building Maintenance Worker	AMP 37
Ross Murakami	General Laborer II	AMP 34
Mary Jane Hall Ramiro	Public Housing Supervisor	AMP 30
Mai Garcia	Accountant	FMO
Richard Speer	Project Engineer	Construction Branch
Leslie Higa	Inspector	Construction Branch

Will not attend:

Leslie Suekuni	Office Assistant	
Procurement Office		
Mark Redman	Building Maintenance Worker	AMP 39
Davis Matsushima	Building Maintenance Worker	AMP 38
Clarence Akui	Building Maintenance Worker	AMP 34
Linda Okamoto	Account Clerk	AMP 37
Louise Low	Office Assistant	AMP 34

30 Years:

Leonardo Inso	Building Maintenance Worker	AMP 34
Larry Lastimosa	Building Maintenance Worker II	AMP 30

We would also like to recognize employees that were recognized by their co-workers and supervisors for the Department of Human Services Sustained Superior Award.

Sustained Superior Award Nominees:

- ***Carrington Lutrell*** is a General Laborer for HPHA's Central Maintenance Services Section. Carrington assists with various projects from grounds maintenance to the repair and maintenance of vacant public housing units. He is a talented and well-rounded individual whose skills include journey-level work. What sets Carrington apart from others is his willingness to accept assignments and fill in where there is a need. You will never hear him question or complain about tasks. He also has a willingness to learn new and different things in order to improve and expand upon his existing skills. Mahalo Carrington for your hard work.

- **Rebecca Pascual** is an Office Assistant with the Fiscal Management Office. In 2007 the Fiscal Management Office Secretary left HPHA. Since that time, Rebecca has been temporarily assigned to fulfill the duties of that vacant position in addition to her own duties. Despite a doubled work load, the need to frequently meet hard deadlines, and the many changes and challenges at the Fiscal Management Office, Rebecca has been consistently helpful to the FMO staff and the other HPHA branches that work with that office on a daily basis. Through it all Rebecca has kept a positive attitude and has offered advice and help to staff and management. Her work and assistance has been an asset to the Fiscal Management Office and this agency.
- **June Tong** has been part of the State Homeless Programs team for over 9 years. During this time she has excelled in her productivity and quality of work as a Homeless Programs Specialist. June oversees more than 20 private non-profit contracts. She is well respected by and accessible to the provider agencies she works with; balancing the need to hold providers in compliance with contract requirements while also encouraging them to develop the necessary skills to tackle difficult management problems. June has also proven to be an innovator evidenced by her desire to reduce paperwork by simplifying reporting processes, assisting in the drafting of new forms, and providing input to consultants for the design of the Homeless Management Information System database.

Mahalo to Carrington, Rebecca and June – HPHA's nominees for the Sustained Superior Performance Award.

Closing Remarks:

At this time, I would to thank everyone for attending the HPHA service awards. Thank you to those of you who nominated and recognized the good work of your staff. And finally to the offices who participated in the Service Award Committee for coordinating this event.

HAWAII PUBLIC HOUSING AUTHORITY

MINUTES OF THE REGULAR MEETING
OF THE HAWAII PUBLIC HOUSING AUTHORITY
HELD AT 1002 N. SCHOOL STREET, BLDG. E
ON THURSDAY, OCTOBER 16, 2008,
IN THE CITY AND COUNTY OF HONOLULU, STATE OF HAWAII

The Board of Directors of the Hawaii Public Housing Authority met for their Regular Meeting at 1002 N. School Street, on Thursday, October 16, 2008 at 9:06 a.m.

The meeting was called to order by Chairperson Travis Thompson and, on roll call, those present and absent were as follows:

ORDER/
ROLL CALL

PRESENT: Chairperson Travis Thompson
Director Carol Ignacio
Director Clarissa Hosino
Designee Henry Oliva
Director Kaulana Park
Director Linda Smith
Director Matilda Yoshioka
Director Rene Berthiaume
Director Sam Aiona
Director Sherrilee Dodson

Executive Director, Chad Taniguchi
Deputy Attorney General, Krislen Chun

EXCUSED: Director Eric Beaver

STAFF PRESENT: Barbara Arashiro, Executive Assistant
Arsenio Benigno, General Laborer
Billy Ayers, Research Counseling Assistant
Cindy Yamachika, Office Assistant
Eddie Salamat, General Construction & Maintenance
Supervisor
Emma Delon, Office Assistant
Eric Johnston, Building Maintenance Worker
Gary Ito, Purchasing Technician
Gary Nakatsu, Data Processing System Analyst
Larry Hinojosa, Carpenter
Larry Lastimosa, Building Maintenance Worker
Leslie Higa, Inspector
Leslie Koyanagi, Public Housing Specialist
Lois Gongob, Secretary
Mai Garcia, Accountant
Marcel Audant, Acting Construction Management Chief
Sandra Miyoshi, Homeless Program Administrator
Marie Onato, Public Housing Specialist
Mary Jane Hall Ramiro, Public Housing Supervisor
Michael Hee, Contracts Administration Section Chief
Milton Kekiwi, Building Maintenance Worker
Norhana Schumacher, Public Housing Supervisor
Olivia Taum, Office Assistant
Patricia Wong Leong, Office Assistant
Patti Miyamoto, Chief Compliance Officer
Paulette Cadiente, Office Assistant
Priscilla Sula, Office Assistant
Richard Speer, Acting Development Supervisor Section
Chief
Rick Sogawa, Acting Contracts & Procurement Officer

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Robert Muramoto, Painter
Ross Murakami, General Laborer
Sanford Tomai, Office Assistant
Shirley Kawakami, Secretary
Shirley Tangataevaha, Office Assistant
Stephanie Fo, Acting Property Management and
Maintenance Service Branch Chief
Taryn Chikamori, Secretary to the Board

OTHERS: Awleen Paul, Mayor Wright Homes resident
Bob Nakada, Faith Action for Community Equity (FACE)
Cat Wong, Oahu Housing Network of Oahu (ONO)
Desiree Kihano, Palolo Valley Homes resident
Fetu Kolio, Mayor Wright Homes resident
Fialoa Muliaga, Mayor Wright Homes resident
Gang Tujiwa, Prevent Officer
Jan Ii, Palolo Valley Homes Resident
Jun Yang, Faith Action for Community Equity (FACE)
Kim Langley, Senator Donna Mercado Kim's Office
Nite Kristoph, Palama Settlement
Pauuni Escue, Palama Settlement
Rob Wilkes, MD Strum
Tim Garry, private resident

Chairperson Thompson declared a quorum present.

QUORUM

Chairperson Thompson introduced the Board of Directors

Director Dodson moved, Director Hosino seconded,

That the minutes of the Regular Meeting held on
September 18, 2008 be approved as circulated.

APPROVAL
OF MINUTES
REGULAR
MEETING
09/18/08

Director Smith asked that on page 272 the sentence that states "Director Smith asked that legal check to ensure that the HPHA is allowed to change make the changes under the law." be changed to "Director Smith asked that there be a legal check to ensure that the HPHA be allowed to make the changes under the law."

The motion was unanimously carried as amended.

Director Ignacio moved, Director Hosino seconded,

That the minutes of the Special Meeting held on
October 6, 2008 be approved as circulated.

APPROVAL
OF MINUTES
SPECIAL
MEETING
10/06/08

The motion was unanimously carried as amended.

Chad Taniguchi acknowledged employees that have been with the State of Hawaii for 10, 20, and 30 years.

SERVICE
AWARDS

The employees that have been with the State of Hawaii for ten years are: Robert Muromoto, Arsenio Benigno, Larry Hinojosa, Gary Nakatsu, Norhana Schumacher, Paulette Cadiente, and Joanna Chaves.

The employees that have been with the State of Hawaii for twenty years are: Milton Kekiwi, Eric Johnston, Ross Murakami, Mary Jane Hall Ramiro, Mai Garcia, Richard Speer, Leslie Higa, Leslie Suekuni, Mark Redman, Davis

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Matsushima, Clarence Akui, Linda Okamoto, and Louise Low.
The employees that have been with the State of Hawaii for thirty years are:
Leonardo Inso and Larry Lastimosa.

The employees that were nominated for the Sustained Superior Award are:
Carrington Lutrell, Rebeca Pascual, and June Tong.

Director Berthiaume arrived at 9:18 am

Chairperson Thompson called a recess at 9:22 a.m. and reconvened at 9:38 a.m.

RECESS
RECONVENED

Fetu Kolio, Mayor Wright Homes resident, stated the Legislature has given Hawaii Public Housing Authority (HPHA) funds for the past two fiscal years and it has not helped resolve the security issues. Police come to the property for drinking but there has not been one trespass citation issued. The security guards are visible, but they turn a blind eye. The security company needs to be held accountable.

PUBLIC
TESTIMONY

Awleen Paul, Mayor Wright Homes resident, stated she is afraid to let her children play outside. When there are fights, the security guards watch and inform the residents that they need to call the police.

Fialoa Muliaga, Mayor Wright Homes resident stated she is also afraid to allow her children to play outside because teenagers are drinking outside. Her daughter was by the window and witnessed one of the teenagers urinating by her door. When the teenagers knock on her window she calls the security guards, but they take about 20-30 minutes to arrive or do not respond at all.

Bob Nakata, Faith Action for Community Equity (FACE), stated that mixed use development is a great way to go. The security problems that are present in the HPHA projects are almost nonexistent at Kukui Gardens, which is a mixed use project.

Tim Garry, private resident, stated that the HPHA should sell Puahala Homes and have it redeveloped as a private community. The HPHA should also take design bids from the public.

Jun Yang, Faith Action for Community Equity (FACE), stated he helps bring community together. Mr. Yang stated that if the HPHA decides to go into mixed use development the residents would like one for one replacement. The residents would also would like the first right of refusal. The residents stated they do not want to lose any public housing units.

Desiree Kihano, Palolo Valley Homes resident, stated it has been one year since the State took over managing Palolo Valley Homes. Back in November 2007, there were only a few lights that did not work; currently there are over 20 lights that do not work. Residents were told that the office would be open 40 hours per week, but there is a sign at the office stating that every Friday in October the office will be closed, an entire week in November and every Friday in December.

Drew Astolfi, Director of FACE, stated he worked with Governor Linda Lingle in getting the funds to repair Kalihi Valley Homes. There were some problems with the repairs and hiring a Developer to help with the mixed use development is the way to go.

Cat Wong, Ohana Network of Oahu (ONO), stated she lives in a mixed use development community and it works well. Residents pay from \$600 to \$1000.

Van Luong, Legislative Assistant for Senator Daniel Inouye, stated she helped get

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the fiscal technical assistance for HPHA. Senator Inouye has requested \$400,000 for HPHA for fiscal year 2009.

Chairperson Thompson asked Ms. Luong to express the Board's appreciation to Senator Inouye.

Director Yoshioka asked where the \$400,000 will be spent. Ms. Luong stated the appropriation has been drafted for Lanikila Homes in Hilo and Kalihi Valley Homes for rehabilitation but HPHA would be able to use the funds for any project that need rehabilitation.

Chairperson Thompson called a recess at 10:25 a.m. and reconvened at 10:30 a.m.

RECESS
RECONVENED

Director Dodson moved, Director Smith seconded,

To Approve the Sale of Vacant Parcel, TMK
1-3-9:009-000, located at 2890 Hana Highway
in Hana, Maui.

APPROVE THE
SALE OF VA-
CANT PARCEL,
TMK
1-3-9:009-000,
LOCATED AT
2890 HANA
HIGHWAY IN
HANA, MAUI.

Michael Hee, Contracts Administration Section Chief, stated that HPHA acquired 6.8 acres of land in November 1991 with the intent to develop a public housing project. After the land was acquired the community did not support the idea so HPHA decided not to develop the land.

Director Berthiaume asked where the profit from the sale would go. Mr. Hee stated to HPHA.

Director Ignacio asked how long it would take to sale the property. Mr. Hee stated that the Request for Proposal for a broker is ready and HPHA should have a broker in November. Mr. Hee stated a broker in the Hana area informed him that a property of this size and in this area can take about 6 months to one year to sell.

Director Park asked who did HPHA acquire the property from and what is the zoning. Mr. Hee stated HPHA acquired the property from SEB Hana Incorporated and the zoning is agriculture.

Director Park asked whether an appraisal was completed for the Hana parcel. Mr. Hee stated no, but indication is showing that the estimated market value is \$600,000.

Chairperson Thompson asked how the real estate broker would be chosen. Mr. Hee stated the broker would be chosen by the lowest bid.

Director Smith asked does Maui have it on the tax rolls and does HPHA have the value. Mr. Hee stated he currently does not have this information.

The motion was unanimously carried.

Director Yoshioka moved, Designee Oliva seconded,

To Approve to Adopt Amendments to the Admissions and
Continued Occupancy Policy to Clarify that Split-Family
Transfers Shall not be Allowed.

APPROVE TO
ADOPT
AMENDMENTS
TO THE
ADMISSIONS
AND CONTINU-
ED OCCU-
PANCY POLICY
TO CLARIFY

Stephanie Fo, Acting Property Management and Maintenance Service Branch Chief, stated the Admissions and Continued Occupancy Policy (ACOP) issued by the U.S. Department of Housing and Urban Development (HUD) identifies split-

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family transfers and incentive transfers as resident optional transfers. Making the change in the ACOP would prevent families from by-passing the wait list. In the past, the HPHA did not allow split-family transfers.

Director Hosino asked in the case of divorce who gets the unit. Patti Miyamoto, Chief Compliance Officer stated that the unit would be settled in the divorce.

The motion was unanimously carried.

Director Dodson moved, Director Ignacio seconded,

To Approve to Authorize the Executive Director to Hire a Consultant to Assist HPHA with Conducting a Preliminary Feasibility Analysis for Mixed Income Redevelopment and to Help Design a Developer Request for Proposals or Request for Qualifications.

Chairperson Thompson stated that the Deputy Attorney General's opinion is that HPHA has the option to proceed in this direction.

Director Aiona asked how the Board's wishes can be addressed to the consultant. Mr. Taniguchi stated the consultant would recommend which project would be best suited for mixed income development, to be approved by the Board. Then, the HPHA would develop a request for proposal (RFP) and the RFP, would state all the requirements.

Director Smith asked if the specifications in the RFP will require that consultant have an understanding how to develop commercial properties, industrial properties, and mixed use properties. Director Berthiaume stated the task force did not specifically discuss these issues.

Director Smith asked if there have been funds set aside for the consultant. Mr. Taniguchi stated there is a budgeted amount of \$300,000 for all consultant services for the year.

Director Smith asked how much of the \$300,000 has been spent. Mr. Taniguchi responded about \$25,000.

Director Aiona moved, Director Ignacio seconded,

To go into Executive Session at 11:07 a.m. pursuant to sections 92-4, 92-5(a)(2), and 92-5(a)(4), Hawaii Revised Statutes, to consult with the Board's Attorneys on questions and issues pertaining to the Board's powers, duties, privileges, immunities, and liabilities as related to mixed income development.

The motion was unanimously carried.

The Board reconvened from Executive Session at 11:45 a.m.

Director Dodson moved, Director Ignacio seconded,

To amend the motion to that the HPHA Board of Directors Authorized the Executive Director to Issue an RFP to Hire an Consultant to Assist HPHA in Reviewing and Updating a Preliminary Feasibility Analysis for Mixed Income Redevelopment and to Help design a Developer Request for Proposals or Request for Qualifications.

THAT SPLIT-FAMILY TRANSFERS SHALL NOT BE ALLOWED

APPROVE TO AUTHORIZE THE EXECUTIVE DIRECTOR TO HIRE A CONSULTANT TO ASSIST HPHA WITH CONDUCTING A PRELIMINARY FEASIBILITY ANALYSIS FOR MIXED INCOME REDEVELOPMENT AND TO HELP DESIGN A DEVELOPER REQUEST FOR PROPOSALS OR REQUEST FOR QUALIFICATIONS.

EXECUTIVE SESSION

RECONVENED

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The motion was unanimously carried.

The motion as amended was unanimously carried.

Chairperson Thompson called a recess at 11:50 a.m. and reconvened at 12:00 p.m.

RECESS
RECONVENED

Chairperson Thompson asked Director Park to join the mixed income use task force. Director Park accepted.

Chairperson Thompson stated that HUD's Real Estate Assessment Center (REAC) completed an assessment of the HPHA's fiscal performance for the last five years. Chairperson Thompson stated that problem with the assessment is that in the middle of the five years the Housing and Community Hawaii Community Development Corporation of Hawaii (HCDCH) split into two agencies.

FINANCIAL
TASK FORCE
REPORT

Mr. Taniguchi introduced Gary Marushige, Chief Financial Management Advisor (CFMA).

Mr. Marushige stated his background is in hospitality sector. He was with Sheraton Hotels for 30 years, and there was a five year break where he worked as a corporate controller at Pacific Beach Hotel. He also was a corporate controller for 6 years on Japan properties that Sheraton owned.

Chairperson Thompson stated the Chairperson received a letter of resignation from Patti Miyamoto and her last day is October 29, 2008.

HUMAN
RESOURCES
TASK FORCE
REPORT

Ms. Miyamoto thanked the Board of Directors.

Director Hosino stated that after the Asset Management Project resident community meetings there are concerns about retaliation. The meeting is to voice concerns and not personal attacks on people.

TENANT/
TENANT
RELATIONS/
OPERATIONS
TASK FORCE
REPORT

Director Hosino stated she is concerned about short payment plans for residents that are delinquent. Many residents need to get a second job to pay and this in turn also increases the overall rent the resident needs to pay.

Director Hosino stated that the residents from HHA Wilikina Apartments (Wilikina) were told that the HPHA will not be communicating with them any more. There should be another meeting scheduled with the Wilikina residents.

Director Ignacio asked: 1) who is ensuring that private and State staff are doing their jobs; 2) what are the consequences if they are not; and 3) who is responsible to follow-up?

Director Ignacio stated that compliant forms are not fully filled out. She would like to see the action taken and where can she find the information.

Ms. Fo stated that Director Ignacio has the form before management took action and that because of confidentiality they do not give the action taken back to the complainant.

Director Ignacio stated that the HPHA needs to respond to the complainant without breaking confidentiality because otherwise the complainant does not know that any action was taken.

Barbara Arashiro, Executive Assistant, stated the owning branch is responsible for administration of the contracts. If the branch wants to terminate a contract,

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each branch would contact the Procurement Office.

Director Ignacio stated that someone needs to ensure that the office at Palolo Valley Homes is open 40 hours a week.

Director Smith asked that during the November 2008 Board meeting there be discussion on the pros versus the cons of running Palolo Valley Homes with state employer.

Director Ignacio asked that the Board be provided with the performance evaluations that are done annually on each of the contractors.

Director Dodson said that all the Lahaina grievances are not being heard because they do not have a grievance officer and asked why someone from Oahu can't go to Maui to hear the grievance. Director Dodson also stated the other option is using Mediation Services which she believes is free.

Director Yoshioka stated that she was disappointed at the turn out at the Kauai AMP resident meeting. It should be the Manager's responsibility to get residents out.

Director Yoshioka stated that many of Kauai's complaints were about the manager, but found out that many of these complaints were from residents being evicted, so it turns out that the managers were doing their job.

Director Ignacio stated that the attendance was okay. Unlike Kauai, many of the residents in Hilo had legitimate concerns. Director Ignacio also stated that she told residents that the HPHA will write all the questions comments and concerns with responses within ten working days. She has still not received the written information. There was a follow-up meeting, but it was chaotic because the HPHA went down the list but no one was provided a copy. Director Ignacio stated that if the HPHA is not going to follow-up with responses to the residents, then the HPHA should not have the meetings.

Director Dodson stated that there were two meetings on Maui. At the first meeting, over 100 people attended, but on the recent meetings there was limited participation. There was too much time that the HPHA took talking and not enough time for the residents to talk. There was a written response to past issues, but the HPHA should have passed that out earlier and allowed the residents to discuss the responses.

Director Dodson stated that Wailuku did not have participation. The residents that were there had great things to say about management and staff.

Chairperson Thompson stated that at the Wailuku meeting the facilitator became too involved in the discussion at the Wailuku meeting.

Director Ignacio and Director Dodson stated that they will help find a facilitator on their islands.

Director Ignacio stated she learned a lot from the meetings. For example, residents are not allowed to change their own light bulbs.

Director Ignacio stated that she asked Michael Hee, Contracts Administration Section Chief, to find out who was the plumbing contractor on Lanakila projects because from day one the toilets were being held by paper clips. The HPHA approved the work and paid the contractor before ensuring the work was done properly.

Rob Wilkes, MD Strum stated that the HPHA is still in a deficit in line with the \$4.2 million deficit projected. The federal public housing deficit may be reduced depending on the HUD subsidy. The State family and elderly public housing

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programs are still in deficit.

MANAGEMENT
OFFICE

Mr. Wilkes stated that in the governmental funds some items are accrual and some items are cash. In the federal low rent all are accrual basis.

Chairperson Thompson stated that the HPHA needs to have a simple way to explain to the State Legislature why the REAC draft report is showing the State projects are running a positive, but the HPHA is reporting that the State projects are in the negative.

Chairperson Thompson asked why one page of the handout shows \$7.2 million deficit, but on another page it shows a \$4.2 million deficit. Mr. Wilkes stated the \$4.2 is what the Board approved and the other is what was reported/inpitted on Emphasys. After the Emphasys information is fixed, it will show the \$4.2 million deficit.

Director Smith asked if at the next meeting will the HPHA look at the ways the \$4.2 million can be addressed. Mr. Marushige stated he is analyzing steps to help cut into the deficit.

Mr. Taniguchi stated that Mr. Hee will be discussing what the HPHA is submitting to Department of Human Services (DHS) for the FY 2009 budget.

FY 2009
BUDGET

Mr. Hee sated that the HPHA is asking for a ceiling increase on the federal public housing projects. The HPHA is also requesting that the \$2 million vacant unit fund be converted to a subsidy for the public housing projects. The HPHA is also asking for an increase in the Repair and Maintenance (R & M) fund because R & M is now running the HPHA about \$3.5 million annually. The HPHA also asked to change some administrative positions from federal funds to state funds because the federal government is tracking how much time is being spent on federal projects vs. state projects. The HPHA has not submitted the request for state Capital Improvement Program (CIP) funds as of yet.

Director Yoshioka asked if the HPHA will attempt to get a rent increase for the State projects. Mr. Hee stated the HPHA is working on formula for the rent increase.

Director Aiona asked how the HPHA is dealing with the 20% cuts. Mr. Hee stated he needs to look at Homeless Programs. The general fund cuts would be the rent supplement program, security, repair and maintenance. The rent supplement program now supports about 400 families and with the 20% cut the HPHA would be able to service about 270. If the security gets cut, then it may not be worth having security.

Director Ignacio stated that repair and maintenance, and security are the HPHA's problem areas and these are the funds that the HPHA wants to cut. Is it possible to cut more from the rent supplement and leave the R & M and security funds alone?

Director Smith stated that the HPHA can abolish programs, abolish positions or spread it across on various programs.

Director Smith asked how many positions are general funded. Mr. Hee stated the Homeless Programs are general funds and HMS 220 has one general funded position.

Mr. Taniguchi stated that the lease for Villages of Maili has not been signed yet because the HPHA is waiting for the land to be turned over to Department of Hawaiian Home Lands (DHHL).

HOMELESS
PROGRAMS

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Ms. Arashiro stated that the current admission policy includes that if there are additions to the rental agreement the new family member would need to go through the full screening process. The HPHA wants to know with that being said does the Board feel that more language needs to be added. The only problem that might come up is the background check is for only three years and the Violence Against Women Act covers the victim for more than three years.

ADMINISTRATIVE POLICY IMPLEMENTING THE VIOLENCE AGAINST WOMEN ACT (VAWA)

Director Aiona stated he thinks the wording is fine but it goes back to who is going to enforce the rules. The HPHA can make all the rules, but if no one enforces it then it means nothing.

Mr. Taniguchi stated that the HPHA will bring an amendment for VAWA to a future meeting.

Director Aiona moved, Director Ignacio seconded,

EXECUTIVE SESSION

To go into Executive Session at 1:50 p.m. pursuant to sections 92-4, 92-5(a)(2), and 92-5(a)(4), Hawaii Revised Statutes, to consult with the Board's Attorneys on questions and issues pertaining to the Board's powers, duties, privileges, immunities, and liabilities as related to Contracts and Procurement.

The motion was unanimously carried.

The Board reconvened from Executive Session at 2:08 p.m.

RECONVENED

Director Ignacio asked why residents are not being evicted for non-payment of rent. Mr. Taniguchi stated that the HPHA is evicting residents for non-payment of rent. On Maui on March there were more than 62 people who owed \$180,000 and now eight months later there are 17 residents who owe \$90,000. Not all of them have been evicted, some may have been leaving because of the "once evicted, no return" policy.

HEARING OFFICE

Mr. Taniguchi stated the consultant is not ready to present the information on the Sale of Banyan Street Manor.

UPDATE ON THE SALE OF BANYAN STREET MANOR

Director Smith stated that because the HPHA has gone through the process already, the HPHA should use the old RFP and make the necessary changes.

Director Smith asked what transaction strategy means. Mr. Hee stated that it means evaluation of the property.

Mr. Hee stated the information was sent this morning to the HPHA, but the HPHA did not get a chance to review the information.

Mr. Hee stated he believes the Board should see the RFP. Chairperson Thompson asked how different it is to the Wilikina RFP. Mr. Hee stated they are very similar. Chairperson Thompson stated go ahead and put the RFP out.

Mr. Taniguchi stated the HPHA will give the Finance Task Force the RFP for information.

Chairperson Thompson stated that some of the items the Board will be looking at as performance measures for the Executive Director will be how Mr. Taniguchi is doing in: 1) Number of vacant units; 2) turn around time; 3) occupancy rates; 4) accounts receivable and collections; 4) homelessness; 5) evictions; 6) management oversight; and 7) security oversight.

Chairperson Thompson requested input on the performance measures to be used

PERFORMANCE

HAWAII PUBLIC HOUSING AUTHORITY

to evaluate the Executive Director and the Executive Assistant. Chairperson Thompson and Mr. Taniguchi will work on the list together.

MEASURES
FOR AGENCY
AND THE
EXECUTIVE
DIRECTOR

Chairperson Thompson asked if any Board members have any more items they would like to add to the agency outlook for 2009.

OUTLOOK
FOR 2009

Director Ignacio stated that she would like to see evaluations on what actions are taken after people come to the Board meeting and testify.

Mr. Taniguchi stated that on the issue of Mr. Nakamura, both parties were referred for eviction, both parties grieved, and the grievance officer found that both parties should not be evicted. Then the party that Mr. Nakamura was having trouble with threw a computer through a window at the project and is now being referred for eviction.

Chairperson Thompson asked what is happening to the person with the burned unit on Maui. Mr. Taniguchi stated that Ione Godsey, Public Housing Supervisor is working on evicting the tenant.

Director Smith asked that in a future meeting can the Board discuss more of the Agency Outlook 2009.

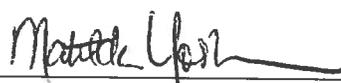
Director Smith left at 2:45 p.m.

There being no further items to be discussed,

ADJOURNMENT

Director Aiona moved, Director Hosino seconded,

That the meeting be adjourned at 3:07 p.m.



MATILDA YOSHIOKA
Secretary

Approved

FOR ACTION

SUBJECT: Recognition of Punahale Resident Association as a Duly Elected Resident Association

I. FACTS

- A. Punahale is a 30 unit federal housing complex located in Hilo, East Hawaii. Pursuant to Board Resolution No. 31, State and Federal housing sites must comply with the same policies for formal recognition by the Hawaii Public Housing Authority (HPHA) Board of Directors, formerly known as the Housing and Community Development Corporation of Hawaii (HCDCH) Board of Directors.
- B. Public Housing Agencies have been mandated by Congress to comply with certain provisions under the Quality Housing and Work Responsibility Act of 1998. In addition, the U.S. Department of Housing and Urban Development has promulgated federal regulations governing resident councils and the election of a governing board for resident councils under volume 24 Code of Federal Regulations part 964.

II. DISCUSSION

- A. Since January 2006, the Punahale community has been working with the Resident Services Section, Property Management and Maintenance Services Branch and staff from Asset Management Project (AMP) 37 in order to comply with the federal requirements in volume 24 Code of Federal Regulations part 964 Tenant Participation and Tenant Opportunities in Public Housing.
- B. On February 15, 2006, the Punahale Resident Association held a general meeting to adopt the association by-laws and open nominations for new officers. The by-laws were adopted by a majority of the members present.
- C. On February 22, 2008, the Punahale Resident Association opened nominations for officers. On March 3, 2008, nominations were closed. On March 12, 2008, officer elections were conducted with HPHA AMP 37 staff overseeing the elections. Other observers included Michelle and Wardner Kanakaole as the independent third party observers. They have verified this process as being fair and impartial and pursuant to the Association's by-laws.
- D. HPHA's Property Management and Maintenance Services Branch has reviewed all submitted documents in conjunction with volume 24 Code of Federal Regulations part 964.

Review of the documents indicate the following:

- 1. Punahale Resident Association's by-laws now conform to volume 24 CFR part 964.

Officers of the Punahale Resident Association as elected on March 12, 2008 are:

President:	Mr. Mark Gomes
Vice President:	Ms. Mona Livsey
Secretary:	Ms. Pearl Uratani
Treasurer:	Ms. Anna Carlos
Sgt-at-Arms:	Ms. Kaainoa Enaena

III. RECOMMENDATION

That the HPHA Board of Directors recognize the Punahale Resident Association as a duly elected resident association pursuant to volume 24 CFR part 964.

Attachments: Confirmation of Good Standing
Certification of Election Results
Punahale Resident Association By-Laws

Prepared by: Tammy Passmore, AMP 37 Manager and Allan Sagayaga, Program Specialist *AS*

Reviewed by: Stephanie Fo, Acting Property Management and Maintenance Services Branch Chief *SF* *for* *RF*

Approved by the Board of Directors at its meeting on

NOV 20 2008

PROPERTY MANAGEMENT & MAINTENANCE BRANCH

Please take necessary action



EXECUTIVE DIRECTOR

THIRD PARTY OBSERVER
Punahele Resident Association

Date of Election: Wednesday, March 12, 2008

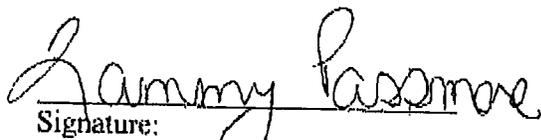
Place of Election: Kauhale O Hanakahi Community Center

I hereby certify as the independent third party conducting these elections this 12th day of March 2008, that the elections were conducted fairly, democratically, and in accordance with the Punahele by-laws and volume 24 code of the federal regulations part 964. I also certify that the attached results are true and correct to the best of my knowledge.

Elections monitored by:


Signature:
Third Party Observer

WARNER R KANAKOLU NEWHOPE
Print Name and Organization
Third Party Observer
KEALIKAHA


Signature:
Property Management

TAMMY PASSMORE
Print Name
Property Management

Signature:
Resident Services

Print Name
Resident Service Section

LINDA LINGLE
GOVERNOR



CHAD K. TANIGUCHI
EXECUTIVE DIRECTOR

STATE OF HAWAII
DEPARTMENT OF HUMAN SERVICES
HAWAII PUBLIC HOUSING AUTHORITY
600 WAILOA STREET
HILO, HAWAII 96720
PHONE 808-933-0474
FAX 808-933-0479

March 11, 2008

Punahele Resident Association Request for Good Standing

NAME	IN GOOD	NOT GOOD
Mark Gomes	X	
Mona Livsey	X	
Pearl Uratani	X	
Anna Carlos	X	
Kaainoa Enaena	X	

All in Good Standing at this time.

Sincerely,

A handwritten signature in cursive script that reads "Tammy Passmore".

Tammy Passmore
Manager

**BY-LAWS OF THE
PUNAHELE RESIDENT ASSOCIATION**

ARTICLE I: NAME

The name of the organization shall be Punahale Resident Association, hereinafter called the Association. The principle office of the Association is:

ARTICLE II: PURPOSE

Mission

The purpose of the Association is to create a safe and healthy community, where residents can take pride in themselves and in their community; and to work in cooperation with the Hawaii Public Housing Authority and the U.S. Department of Housing and Urban Development in promoting safe, decent, and sanitary housing.

Goals

The goals of the resident association are as follows:

1. To serve in good faith as the representative for the general membership residing at Punahale and to act in the best interest of the membership.
2. To act as a liaison between management and the general membership in all matters related to the community at large.
3. To improve the quality of life for the residents of Punahale by engaging in the following:
 - a. Support security and public safety programs established by the HPHA and/or the Association (such as the voluntary tenant patrol or neighborhood watch program);
 - b. Promote programs that will provide improved educational, recreational and social service opportunities;
 - c. Promote self-sufficiency programs for residents by encouraging participation in programs, conducting outreach to residents, and coordination of services with service providers;
 - d. Make recommendations on all aspects of public housing operations through active participation in the public housing agency plan process via the Resident Advisory Board; and
 - e. Assist the management in the formation and maintenance of a Pet Committee.
4. To promote compliance with the lease agreement and project rules to the general

membership to support the peaceful enjoyment of the project premises.

ARTICLE III: MEMBERSHIP

1. All residents of Punahale who are age 18 years or older and are named on the lease agreement are considered to be members of the Association. Membership entitles each person to hold elective office, serve as a committee chairperson or committee member, and participate in all election processes, including voting.
2. Members who are not in good standing (i.e., in violation of their lease agreement or referred for evictions) shall have limited rights as it pertains to holding a duly elected office and as specified in Article IV: Executive Board. No other rights of membership shall be affected.
3. There shall be no dues charged for membership.

ARTICLE IV: EXECUTIVE BOARD

1. The Executive Board, hereinafter referred to as the Board, shall consist of five elected officers to include: President, Vice-President, Secretary, Treasurer and Sergeant-at -Arms.
2. All members of the Association must be in good standing and in compliance with their lease agreement to be eligible for nomination and election to a duly-elected office and to continue to hold elected office. The Board will work cooperatively with management to confirm good standing.
3. Example: In addition to the HPHA's Policy on Good Standing, the Association also requires that a member who was cited by management staff for defacing the common areas shall not be considered in good standing and shall be ineligible for nomination and election to a duly-elected office or be allowed to continue to hold office for a period of one year. *(In addition to the HPHA's Policy on Good Standing, the resident association is allowed to include any other conditions in their by-laws as long as it does not infringe upon their rights of membership.)*

ARTICLE V: GENERAL MEMBERSHIP MEETINGS

1. Regular membership meetings shall be held monthly and open to all members of the Association, including all family members residing in their household.
2. Notice of all regular monthly meetings shall be posted in a consistent and conspicuous location on the project premises. The notice shall provide members notice of the meeting at least ten days in advance.

3. Meetings shall be held at a site to be announced on the housing project. The general meeting will be held on the last Thursday of the month at 6:00 p.m. and continue until all business has been concluded.
4. Regular meeting agenda will include reports from the Officers and all Committees.
 - a. The President's report, at a minimum, shall include a report of all activities the President participated in on behalf of the association.
 - b. The Vice-President's report, at a minimum, shall include a report of all activities the Vice-President participated in on behalf of the association.
 - c. The Secretary's report, at a minimum, shall include the submission of minutes from the previous meeting and a summary of all incoming and outgoing correspondence.
 - d. The Treasurer's report should include detailed reports of all bills received and paid, and a report of all funds received during the month and a balance of the association's funds.
 - e. Committee Chairperson's shall report on all committee activities and proposed or future activities.
5. The general membership shall be required to announce any special guests (i.e., non-residents, residents from another housing project) to the President (or meeting chairperson) prior to the start of any regular membership meetings.
6. The President shall not be required to yield the floor to any speaker:
 - a. Who is not a member of the Association and has not checked in with the President prior to the start of any regular membership meeting;
 - b. Who is requesting to discuss a topic not listed on the posted agenda; or
 - c. Who is denied the floor through a simple majority vote of the general membership present at the meeting.
7. An Annual Meeting shall be held during the month of June of each year, as a substitute for the regular monthly meeting. The Annual meeting shall include the calendar and budget for the coming year.
8. Robert's Rules of Order shall be used to resolve any conflicts or meeting matters not covered by these by-laws.

ARTICLE VI: EXECUTIVE BOARD MEETINGS

1. The Board shall meet once a month, at least seven days before the general membership meeting. The Board meeting shall be convened by the President or at the request of a minimum of 3 Board members.
2. Meetings shall be held at a site to be announced on the housing project. The general meeting will be held on the last Thursday of the month at 6:00 p.m. and

continue until all business has been concluded.

3. Each officer shall be given no less than one week written notice before each regular or special meeting of the Board. The notice shall be mailed or delivered to each officer's residence and shall state the purpose, the time, and the location of the meeting.
4. The purpose of the executive board meeting shall be to set the agenda for the regular membership meeting, including a discussion of old and new business, determine who will attend the general membership meeting, discuss changes in policies and/or procedures that must be brought before the general membership.

ARTICLE VII: SPECIAL MEETINGS

1. Special or emergency meetings shall be called by the President or any three Executive Board members with a minimum of 48 hours notice to the general membership.
2. All special or emergency meetings shall be required to meet the same requirements for posting of notices in a conspicuous and consistent location.
3. Robert's Rules of Order shall be used to resolve any conflicts or meeting matters not covered by these by-laws.

ARTICLE VIII: QUORUM

1. The Board meeting quorum shall be a simple majority of three of the five Executive Board members.
2. The General membership meeting quorum shall be 2/3 of members present at the general membership (non-officers) and three Executive Board members.
3. If quorum cannot be attained the meeting shall be cancelled, postponed or conducted for informational purposes only at the discretion of the Association President in consultation with the executive board members present.

ARTICLE IX: MEMBER ROLES AND RESPONSIBILITIES

1. Members of the Association are entitled to:
 - a. Vote on any subject matter presented for consideration by the general membership;
 - b. Request information on Association business (such as a report of activities and financial expenditures);

- c. Nominate and elect the officers of the Board;
 - d. Run for and hold elected office on the Board;
 - e. Request a recall or circulate a recall petition against any member of the Board;
 - f. Vote on these by-laws and any amendments to these by-laws.
2. Members are responsible for supporting and furthering the goals of the Association.

ARTICLE X: BOARD ROLES AND RESPONSIBILITIES

1. The Board shall be responsible for the following:
- a. Appointing committee chairpersons and establishing ad hoc committees as necessary;
 - b. Oversee the work of the Association's committees;
 - c. Manage the affairs of Association in the best interests of the general membership;
 - d. Develop and recommend policies and programs for the Association;
 - e. Report activities at each meeting of the Association;
 - f. Represent the Association in meetings with management and/or HPHA and outside communities; and
 - g. Actively participating in the PHA Plan process via communication with or participation on the Resident Advisory Board.
2. Terms of Office
- a. The general membership shall elect members of the Board for a term of three years, for a maximum of two consecutive terms.
 - b. Any Board member that serves a maximum of two consecutive terms is eligible to run for re-election after 2 years; or is eligible to run for election to another position.
 - c. Any Board member seeking office in a vacant seat must first resign his/her current position to be eligible to run for the vacant seat.
3. Leave of Absence
- a. A Board member may request a leave of absence up to 30 consecutive calendar days, with a possible 30-day extension upon written approval by the Board.
 - b. The request for leave of absence and/or extension must be submitted in writing to the Board members and shall be subject to Board approval.
 - c. The Board may request an officer's resignation if the leave of absence exceeds thirty consecutive calendar days and if the leave of absence creates an undue burden on the Board, negatively impacts the effective functioning of the Board, or causes a disruption of services, programs or operations of the Association.

- d. A Board member who has resigned his/her office, is eligible to seek re-election for any future vacancies.

4. Resignation

- a. A member of the Board may resign at any time through submission of a written letter of resignation to the remaining Board members. Said resignation letter should include the Board member's office and the effective date of the resignation.
- b. A Board member's resignation shall be considered accepted upon delivery of the written letter of resignation.
- c. During a time of medical or personal emergency, a member of the Board may resign through verbal commitment over the telephone to the highest serving Board member. The caller and the receiver must have at least 1 witness to the telephone call. The Board member who receives the verbal resignation shall document the telephone call and submit it to the Board.

5. Termination from Office

A Board member may be automatically removed from office for the following:

- a. Unexcused absences for three consecutive Board meetings;
- b. Convicted and incarcerated of a punishable crime or serves more than 45 consecutive days in jail/prison;
- c. Moves from Punahele and/or is no longer a tenant and does not submit a letter of resignation prior to moving from the community;

The Board may terminate a Board member for the reasons listed above by a simple majority vote of the full Board at a regular or emergency Board meeting and by providing termination notice in writing to the Board member.

6. Conflicts of Interest

- a. Any Board member who has any financial or economic interest in a matter before the Board shall not be allowed to vote.
- b. No more than 2 members of the same household shall be allowed to hold elected office at the same time.
- c. All fiscal and operational documents that require 2 signatures shall not be signed by members of the same household or be members of the same family by blood or marriage. This includes hanai family members of the same household.

ARTICLE XI: ELECTION

The Association shall have a duly elected Board.

1. Procedure for Nominations

- a. General elections shall be held no less than thirty (30) days prior to the beginning of the each three year term
- b. The Board shall establish a Nomination and Election Committee to administer the election process which should consist of Board members and non-Board members. The Board shall make good faith efforts to outreach to non-Board members to participate in the election process.
- c. The Nomination and Election Committee shall notify the general membership of the opening of nominations for officers. All voting members of the will be given no less than 30 days for nominations and elections.
- d. The notice of nominations must include a description of the election procedures, the eligibility requirements for residents to run for office, and the dates of nominations and elections.
- e. At a minimum, the notice must be posted in the management office and on any community bulletin board and in a consistent and conspicuous place throughout the housing complex.
- f. The list of nominees shall be submitted to Management to confirm that the nominees are in good standing and in compliance with their lease agreement.
- g. A member shall be allowed to run for only one office at a time. This will allow for more members to participate on the Board.
- h. The Nomination and Election committee with work with HPHA to create the election ballot.

2. Third-Party Oversight

- a. The Association shall use local election boards, commissions, or another independent third party to oversee elections and recall procedures to ensure that the election is conducted in a fair and open manner.
- b. The third-party observer shall not be allowed to conduct outreach, campaign, or any other activities that would impact the results of the election.
- c. The third-party observer shall not be any resident of federal or state public housing, be the recipient of housing assistance payments from the HPHA or any other government agency, be a member of any resident group or organization, be employed by HUD, the HPHA or its managing agents, or have any financial interest in the Association.
- d. The Association and the HPHA shall agree on the selection of the third-party observer prior to the election.

3. Election Procedures

- a. All election process shall be conducted in a fair and open manner.
- b. The election shall be held at a place and time that is convenient for the general membership and as specified in the posted notice.
- c. The Nomination and Election Committee will post notices in consistent and conspicuous places on-site at least 30 days prior to the election.
- d. The Nomination and Election Committee shall coordinate with management for staff to check-in voters to ensure that all voters are members of the Association.
- e. The candidates who receive the most votes will be duly elected as the new officer, pending confirmation of good standing.
- f. Any election ballot with more than one vote per office shall be counted as a blank vote.
- g. Any nominee that runs for election in an uncontested race shall be required to receive at least one vote to hold office.
- h. A non-vote is a blank vote and shall not be counted for or against any person running for election.

4. Association Files and Assets

- a. All Association files, records and material assets (such as equipment, office supplies) shall be to be transferred to the new duly elected Board within two weeks after the verification of good standing and recognition by the HPHA Board of Directors.
- b. If the results of any election is contested, the former Board shall transfer all Association files and records within 5 days of the conclusion of any investigation by the HPHA and Board.
- c. Upon the close of a Board member's term, he/she shall not have free access to any financial records without the express written consent of the Board.
- d. During the period of transition, the outgoing Board shall not be authorized to terminate any services (for example utilities, supportive services, food bank distribution, use of association office) on behalf of the newly elected board.

5. Board Vacancies

- a. Any vacancy on the Board shall be filled by appointment not to exceed 6 months, or until such time that a special election is conducted, whichever is shorter. Any member can fill a vacant position through appointment by a minimum of 2/3 of Board members.
- b. An elected Board with more than one vacancy must be filled by special election and will follow the regular election procedures after the vacancy occurs.
- c. In the case of a vacancy of the President, the Vice-President shall assume the President's duties for the duration of the term of office.
- d. All those elected to fill a vacancy shall serve to the end of current term.

6. Contested Elections

- a. In the event of contested election results, the former Board shall remain in office for a period not to exceed 30 days or until such time that the inquiry or issue is resolved, whichever is shorter
- b. Any member of the Association may contest an election by submitting a letter in writing to the Nomination and Election Committee and the HPHA.
- c. The HPHA, in cooperation with HUD, will review the election process and make a final determination on whether the election followed the proper procedures.

7. Recall Elections

- a. Any officer may be subject to a recall for reasonable cause.
- b. Any member of the resident association may request a recall election by circulating a petition to the general membership.
- c. The petition must state the name of the officer and the reason for the recall election, and can only be signed by members of the association. In order for a recall election to be held, at least 10% of the voting members must sign the petition requesting the recall.
- d. The petition should be submitted to the Board and the HPHA for review. If the persons are verified as members of the Association, HPHA will inform the Board of the need for a recall election.
- e. A nomination and election committee will be set up to conduct the recall election. The recall election shall have the same requirements relating to posting of notices and time frame for notification to the voting membership.
- f. The ballot shall indicate that a vote in favor of recalling the officer will result in their termination from office; a vote against the recall will result in the officer remaining on the Board.

ARTICLE XII: VOTING

1. Voting participation and procedures

- a. At the general meeting of the Association, all members shall have one vote on any matter before the general membership.
- b. There shall be no proxy voting or absentee ballots for matters before the general membership at a general meeting.
- c. Absentee ballots shall be allowed only for voting during election of Board members at the annual meeting and special meetings and will be made available in cooperation with the management office up to 14 days prior to the election.
- d. Voters shall not be allowed to remove absentee ballots from the management office. Each resident requesting an absentee ballot must present a valid picture ID. Each resident shall be allowed only one absentee ballot.

- e. Accurate records shall be kept for all elections and activities related to elections for at least 3 years after the completion of elections.

2. Votes

- a. Votes shall be cast by a show of hands on all matters before the general membership; except in cases where a role call is requested.
- b. In electing Board members, each association member may cast their votes via printed ballot and shall be allowed only one vote per each candidate.

ARTICLES XIII: DUTIES OF THE OFFICERS

1. The PRESIDENT shall:

- a. Preside over Board and Association meetings
- b. Chair the meetings and set procedures of debate, set time limits on speakers and the number of speakers allowed to speak for and against a motion, when necessary
- c. Represent the Association in all community events
- d. Appoint chairpersons of standing and Ad Hoc committees with the written approval of the Board
- e. Oversee the work of the other officers and committees
- f. Co-sign all Association checks with the Treasurer
- g. Keep the general membership informed of all matters related to the transactions and business of the Board of Officers

2. The VICE PRESIDENT shall:

- a. Preside over meetings and assume the responsibilities of the President in his/her absence
- b. Keep informed of all matters relating to the various standing committees
- c. Shall be a non-voting ex-officio member of all committees
- d. Work closely with the Chairperson(s) of the committee
- e. Co-sign all Association checks with the Treasurer, and/or President
- f. Assume other duties that may be required of the President, should the President become incapacitated or resign as outlined herein
- g. Perform all duties as assigned by the President

3. The SECRETARY shall:

- a. Notify members of all general meetings
- b. Prepare and distribute minutes from general and board meetings
- c. Maintain minutes of general membership meetings for approval
- d. Record of the board and association attending each meeting will be recorded and placed in the Minutes of the meeting
- e. Perform all duties as assigned by the President
- f. Prepare and file all incoming and outgoing correspondence on behalf of the Board

4. The TREASURER shall:
 - a. Prepare written and oral financial reports for general and committee meetings
 - b. Co-sign all Association checks with the President and/or Vice- President
 - c. Be accountable for all business transactions of the Association
 - d. Receive and issue receipts for money due and payable to the Association
 - e. Deposit all money received in the name of the Association in such banks, trust companies, credit union or the Board may designate other insured depositories
 - f. Keep records of all financial transactions
 - g. Perform all duties as assigned by the President

5. The SERGEANT -AT-ARMS shall:
 - a. Preserve and keep order at Association, committee and Board meetings
 - b. Coordinate the use and set up of the meeting room
 - c. Distribute meeting materials
 - d. Assist the Secretary with the attendance sheet
 - e. Perform all duties as assigned by the President

ARTICLE XIV: COMMITTEES

4. Standing Committees
There shall be the following standing committees :
 - a. The Finance Committee will be responsible for preparing the annual budget, to assist with all fund-raisers and shall be chaired by the Treasurer.
 - b. The Hospitality Committee/Welcoming Committee will be responsible for coordinating refreshments for meeting and leis for guests.
 - c. The Recreation Committee will be responsible for the organization of activities (i.e. speakers, activities, etc.)

2. Ad-Hoc (Special) Committees(s)
 - a. An Ad-Hoc (Special) Committee may be appointed by the Board to do special work that the Association requires.
 - b. The Ad-Hoc (Special) Committee shall cease to exist after it completes its job and submits a written record of its actions.

3. Appointment of Committee Chairpersons and Members
 - a. The Executive Board shall appoint the committee chairpersons.
 - b. The Committee Chairperson shall appoint the committee members.
 - c. Committee Chairpersons shall not be allowed to limit participation in Association committees by any member in good standing.

- d. Committee Chairpersons shall be responsible for conducting outreach to obtain maximum participation necessary to successfully achieve program goals.

ARTICLE XV: FISCAL AFFAIRS

1. Deposit of Funds

All funds of the Association shall be promptly deposited into a financial institution; the Board may designate trust companies, credit union or other reliable and insured depositories as deemed appropriate.

2. Checks

- a. All checks, drafts, endorsements, notes and evidence of debt shall be signed by at least two Board members who are designated or authorized by the Board.
- b. All expenditures shall be made according to an approved budget.
- c. All expenditures should be supported by meeting minutes or other appropriate form of documentation which shows that the expenditure was authorized.

3. Loans

- a. No loans or advances or promises of payment shall be contracted or accepted on behalf of, or in the name of the Punahale Resident Association, except those contracts authorized by the Board.
- b. No loans or advances shall be made to any person or individual using resident association funds to settle personal financial debts.

4. Procurement

- a. An officer authorized by the Board may, in the name of and on behalf of the Association, enter into contracts, which are authorized by the Board.
- b. The Board shall implement a procurement policy that will ensure that the resident association's funds are being expended appropriately and that all costs incurred are reasonable. For example, the resident association should not spend funds for items that can be bought at discounted rates or on sale if available.
- c. For any expenditures that total more than \$1,000 the Board shall be required to obtain three quotes for cost, and purchase the goods or services that are determined to be the best value.

5. Fiscal Year

The fiscal year of the Association shall run from April – March of each year.

ARTICLE XVI: BY-LAWS

1. These by-laws shall be adopted and become effective and the Punahale Resident Association shall be established upon the signing of these by-laws.
2. The by-laws shall be reviewed at least once every two (2) years by the general membership which shall recommend to the Association any changes or amendments.
3. Amendments to these by-laws shall be made by an affirmative vote of a 2/3rd vote of those present at a general membership meeting of Punahale Resident Association. Any proposed amendment shall be made available in writing to all members at least three (3) weeks prior to the meeting at which adoption of the proposed amendments will be voted on.

Approved and ratified at the Punahale Resident Association's General Meeting on February 15, 2006.

Date: September 30, 2008

Mark Gomes - President

Mark Gomes

Mona Livsey - VP

Mona Livsey

Pearl Uratani - Secretary

Pearl Uratani

Anna Carlos - Treasurer

Anna Carlos

Ka'ainoa Enaena - S of A

Ka'ainoa Enaena



FOR THE KEIKI

To help keep children safe, concerned area residents have formed The Punahale Association. The goal is to teach keiki about the negative aspects of drugs and violence and to improve community life. From left, are President Mark Gomes and Vice President Mona Livsey, in front; and Secretary Pearl Higaki-Uratani, Treasurer Anna Carlos and Sergeant-at-arms Kaainoa Enaena, in back row. Donations toward the group's efforts are welcomed. Contact Gomes at 990-8663.

Executive Director's Report
November 20, 2008

Highlights:

A. FY 2009 Budget

Year to Date (YTD) Financial Variance Report by Program for September, 2008
(see ED Report pages 22 - 24) [Fiscal Management Office report from emPHAsys].

- Total positive cash flow of \$10,068,681.
 - Cash basis reporting underreports liabilities not yet paid.
 - Target is to achieve accrual reporting by 12/31/08.
 - Rental program income "Budget" column based on FY2007 collections.
 - "Actual" columns based on 100% charges to tenants.

Rent Collection Rate from 7/01/08 – 10/31/2008 (see ED Report page 25) [Property Branch report from emPHAsys].

- Federal data show 97.33% rental collection rate over first 4 months.
 - Dollar amount collected for federal public housing [\$5,445,405] extrapolated over 12 months would total [\$16,336,215].
 - This is \$453,000 less than budgeted income [\$16,778,000].
 - 2009 Turnaround Plan depends on HPHA earning \$900,000 more than budget by increased occupancy [95%] and increased collections [95%].
 - The collections percentage (Federal) is currently 97%, but occupancy is still at 93%.
 - The collections percentage (State) is currently 100%, but occupancy is still at 90%. (see ED Report page 26)

HPHA Island Overview Report as of 10/31/08 Federal (see ED Report page 27)
HPHA Island Overview Report as of 10/31/08 State (see ED Report page 28)

Vacant Units Repairs Federal and State combined (see ED Report pages 29 - 30)
[manually compiled reports from Special Teams, Derek Kimura; Construction Management Services, Marcel Audant; Property Branch, Stephanie Fo]

- 253 "old vacant units" of 535 units vacant as of 6/30/08 have been repaired in four months.
- Remaining 282 scheduled to be repaired by 6/30/09 (58 to be under contract but not completed by then).
- Since 7/1/08 127 additional units became vacant, 28 repaired; 99 unrepaired. AMPs responsible to keep up with turnarounds of newly vacated units.
- Positive follow up meetings have been held with HGEA and UPW to evaluate progress of 2009 Turnaround Plan.

B. Fiscal Management Office

- Audit reports to independent auditors delayed to 11/17/08, still in time to meet state deadlines.
- Nancy McWaters, emPHAsys trainer, reports significant improvements in attitudes and performance of staff/management.
- Submittal of HUD Financial Data Schedules (FDS) planned for December 2008.

C. Mixed Income Redevelopment Update

- Request for Proposal for consultant is being worked on.

D. Legislative Briefing – November 5, 2008

- Executive Director participated in the informational briefing of the Senate Committee on Human Services and Public Housing and the Housing Committee on Human Services and Housing. The purpose of the briefing is to update the public and the legislature on the progress made in vacant unit repairs and status of repair and maintenance projects.
- Senator Suzanne Chun Oakland and Representative Karl Rhoads conducted the briefing.
- There were 2 presentations from the public: 1) Waianae Community Outreach discussed concerns regarding HPHA's readmission policies; and 2) Durrant Media Five presented its Strategic Asset Services.
- Concerns/questions raised by the Legislators included:
 - Monitoring of the security guard contract at Mayor Wright Homes. The HPHA has since met with the security company regarding various issues and will receive an update on its investigations by the end of November 2008.
 - Monitoring of resident participation funds and use by resident associations. The HPHA is conducting ongoing monitoring of resident participation funds and will submit reports to the Legislature as requested.
 - Tenant monitoring program update. The HPHA is in the process of drafting the program rules and requirements, identifying pilot project sites, and interested residents. Anticipated start date: January 2009
 - Status on the implementation of Act 34 (regarding consumption of alcohol in the common areas of public housing). As reported at the briefing, the HPHA continues to meet with the Community Prosecutors and the Honolulu Police Department on the implementation of Act 34. The HPHA will send at least 2 notices to all tenants before the January 1, 2009 effective date.

E. Property Management & Maintenance Services Branch

- *Time to fill units has significantly improved to 8.5 days, due to increase in pools of rent ready families (now totaling 160 families) by Applications special team.*
- Number of delinquent tenants and amounts owed are increasing.
- Collections team will focus on collections and evictions at AMPs that show high delinquencies.
- Still working on hiring tenant monitors to assume after hours contacts duties.

F. Resident Community Meetings Status

- Meetings were held at all 16 AMPs.
- At least one HPHA Board member attended each meeting.
- Resident turn out was good, thanks in part to community organizing by Jun Yang of FACE (Faith Action for Community Equity).
- Notes and materials are posted on the HPHA website. The next round of community meetings (twice per year) will start in January

2009. Staff is working to address issues and will report on accomplishments during the next round of meetings.

G. Construction Management Branch

- Kuhio Park Terrace Tower B Elevator #5 repaired at cost of \$138,931 on 5/15/08 by Kone maintenance firm.
- #5 inoperable since 8/26/08, leaving only one elevator servicing Tower B.
- Elevator consultant evaluating Kone's report of #5 repairs and causes of failure.
- Elevator manufacturer to provide estimate of cost to maintain and repair #5.
- Maintenance services contract for all elevators being rebid due to contractor's failure to renew 3-year contract on time.
- Kuhio Park Terrace elevator modernization contract cancelled by State Procurement Office rebid on 11/12/08.

H. Homeless Programs

- Villages of Maili targeted to open December 2008.

I. Personnel Office

- Currently HPHA has 273 full time employees statewide and 99 vacant positions.
- Continue to recruit 21 critical full-time positions.
- During the month of October critical positions were filled: Chief Financial Management Financial Advisor, Fiscal Officer, Budget Analyst IV (89 day appointment) and Hearings Officer.
- MD Strum training for PMMSB on Asset Management and Budgeting.
- FMO Staff training of Emphasys software.

J. Reports

- Elevator Repair Report – page 31
- Hearings-Results of Eviction Referrals – page 32
- Procurement including contract status - page 33
- Section 8 Subsidy Program Branch – pages 34 - 35
- Homeless Programs Branch - page 36
- Personnel Issues – pages 37 - 41

YTD Financial Variance Report by Program September 2008

Federal Low Rent:

Rental Program revenues show a negative YTD variance to budget of <\$57K> with the major shortfall occurring in Hilo AMP. All rental incomes will need to show increases to budgeted guidelines in order to overcome the net loss in the annual budget. **Subsidy Income** is <\$1.0M> below budget and this negative variance is distributed among all the AMPs. The present monthly draw-downs will be adjusted upward for the 2nd quarter of the fiscal year because of the change in pro-ration by HUD.

Expenses show a positive variance to budget YTD of \$2.3M but accruals for items such as bad debt, insurance, and other general expenses totaling \$1.4M are not being recorded on the cash basis reporting method. We are presently reviewing these expenses to determine the proper accrual amounts. Wages and benefits also show savings to budget of \$211K and we will need to compare the actual costs to the staffing guides to detail position variances.

State Family Program:

Rental Program is slightly ahead of budget. **Expenses** show a \$223K positive variance to budget due to COCC fee transfers which still need to be recorded. In addition bad debt expenses still need to be accrued.

State Elderly Program:

Program revenues and expenses are in line with budgeted expectations. However, COCC fee transfers will need to be recorded for this program.

Section 8 Housing Choice Voucher:

Revenue shortfalls total <\$312K> due to decrease in subsidy payments as a result of under leasing of rental units. **Expenses** show an \$898K positive variance to budget due to decrease in costs for housing assistance payments of \$736K.

Section 8 Project Based Program:

Revenues show an increase to budget of \$545K due to increases in subsidy receipts. **Expenses** show a negative variance to budget of <\$431K> due to increased housing assistance payment expenditures of <\$545K> but this is partially offset by savings of \$276K in fees which still need to be accrued.

State Rent Supplement:

Revenues, in total show a slight \$11K increase to budgeted expectations. **Expenses** show a positive variance to budget of \$9K because of lower other general expenses which is due to lack of fee accruals.

Homeless Programs:

Subsidy incomes show an increase of \$6.9M due to \$12M a state allotment recorded in July. This subsidy is actually for the whole year. **Expenses** are down <\$3.1M> due to a reduction in administrative other expenses. In addition, fees expenses need to be accrued as well as administrative benefits.

Central Office Cost Center:

Revenues were down \$608K to budget as not all budgeted fees have been charged out to other funds. We are presently reviewing the additional budgeted charge outs prior to transferring to other funds. **Expenses** show an increase to budget of <\$624K> due to increased utilities expenses <\$329K> and wages/benefits <\$133K> which need to be researched.

Capital Fund:

Subsidy income of \$2.1M partially offset expenditures of \$2.9M. These are not actual operating costs and income and expenses will offset after timing differences are negated.

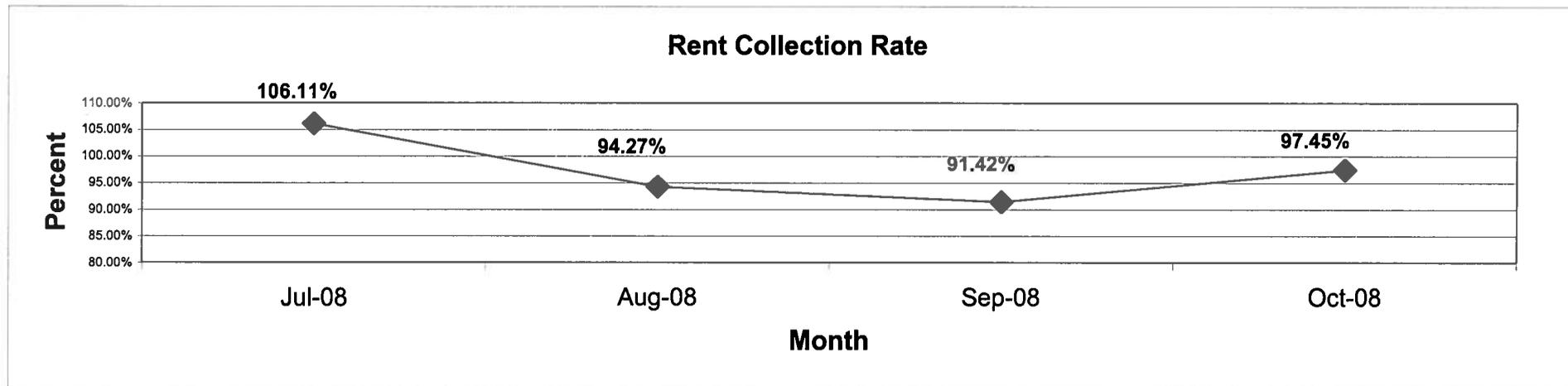
HAWAII PUBLIC HOUSING AUTHORITY
G/L BUDGET COMPARISON REPORT
MAJOR PROGRAMS

	Sep-08				Year-To-Date				Total Year Budget
	Budget	Actual	Difference	%	Budget	Actual	Difference	%	
Federal Low Rent Program									
Rental Program	1,412,527	1,382,741	(29,786)	98%	4,237,581	4,179,924	(57,657)	99%	16,950,324
State and Federal Subsidy	1,614,756	1,263,542	(351,214)	78%	4,844,268	3,834,166	(1,010,102)	79%	19,377,072
Other Revenue	36,705	30,670	(6,035)	84%	110,115	77,375	(32,740)	70%	440,460
Expenses	3,192,147	3,285,261	(93,114)	103%	9,576,441	7,205,824	2,370,617	75%	38,305,764
NET PROFIT	(128,159)	(608,308)	(480,149)	475%	(384,477)	885,641	1,270,118	-230%	-1,537,908
State Family Program									
Rental Program	65,981	74,628	8,647	113%	197,943	217,508	19,565	110%	791,772
State Subsidy	0	0	0	#DIV/0!	0	0	0	#DIV/0!	0
Other Revenue	190	1,137	947	598%	570	3,183	2,613	558%	2,280
Expenses	200,204	92,735	107,469	46%	600,612	377,610	223,002	63%	2,402,448
NET PROFIT	(134,033)	(16,970)	117,063	13%	(402,099)	(156,919)	245,180	39%	(1,608,396)
STATE ELDERLY PROGRAM									
Rental Program	156,034	159,484	3,450	102%	468,102	472,764	4,662	101%	1,872,408
State Subsidy	0	0	0	#DIV/0!	0	0	0	#DIV/0!	0
Other Revenue	0	266	266	#DIV/0!	0	(5,500)	(5,500)	#DIV/0!	0
Expenses	200,619	90,491	110,128	45%	601,857	600,459	1,398	100%	2,407,428
NET PROFIT	(44,585)	69,259	113,844	-155%	(133,755)	(133,195)	560	100%	(535,020)
SECTION 8 HOUSING CHOICE VOUCHER									
Federal Subsidy	1,687,210	1,582,899	(104,311)	94%	5,061,630	4,748,697	(312,933)	94%	20,246,520
Other Revenue	188,135	144,098	(44,037)	77%	564,405	527,991	(36,414)	94%	2,257,620
Expenses	1,899,114	1,675,739	223,375	88%	5,697,342	4,799,316	898,026	84%	22,789,368
NET PROFIT	(23,769)	51,258	75,027	-216%	(71,307)	477,372	548,679	-669%	(285,228)
SECTION 8 PROJECT BASED PROGRAM									
Federal Subsidy	1,499,994	102,600	(1,397,394)	7%	4,499,982	5,045,259	545,277	112%	17,999,928
Other Revenue	131,441	147,235	15,794	112%	394,323	425,879	31,556	108%	1,577,292
Expenses	1,621,681	1,905,408	(283,727)	117%	4,865,043	5,296,537	(431,494)	109%	19,460,172
NET PROFIT	9,754	(1,655,573)	(1,665,327)	-16973%	29,262	174,601	145,339	597%	117,048
STATE RENT SUPPLEMENT									
State Subsidy	0	0	0	#DIV/0!	0	248,341	248,341	#DIV/0!	0
Other Revenue	98,794	0	(98,794)	0%	296,382	59,916	(236,466)	20%	1,185,528
Expenses	103,768	97,813	5,955	94%	311,304	301,565	9,739	97%	1,245,216
NET PROFIT	(4,974)	(97,813)	(92,839)	1966%	(14,922)	6,692	21,614	-45%	(59,688)
HOMELESS PROGRAMS									
State and Federal Subsidy	1,818,167	0	(1,818,167)	0%	5,454,501	12,394,644	6,940,143	227%	21,818,004
Other Revenue	101,155	35,580	(65,575)	35%	303,465	105,342	(198,123)	35%	1,213,860
Expenses	1,906,496	947,631	958,865	50%	5,719,488	2,597,374	3,122,114	45%	22,877,952
NET PROFIT	12,826	(912,051)	(924,877)	-7111%	38,478	9,902,612	9,864,134	25736%	153,912
CENTRAL OFFICE COST CENTER									
Other Revenue (Fees)	482,894	274,540	(208,354)	57%	1,448,683	840,647	(608,036)	58%	5,794,733
Expenses	521,712	673,184	(151,472)	129%	1,565,137	2,189,305	(624,168)	140%	6,260,548
NET PROFIT	(38,818)	(398,644)	(359,826)	1027%	(116,454)	(1,348,658)	(1,232,204)	1158%	(465,815)
SUB-TOTAL OPERATIONS	(351,758)	(3,568,842)	(3,217,084)	1015%	(1,055,274)	9,808,147	10,863,420	-929%	6,211,225
CAPITAL FUND									
State and Federal Subsidy	4,606,353	0	(4,606,353)	0%	13,819,059	2,135,226	(11,683,833)	15%	55,276,236
Expenses	4,606,353	933,760	3,672,593	20%	13,819,059	2,929,966	10,889,093	21%	55,276,236
NET PROFIT	0	(933,760)	(933,760)		0	(794,739)	(794,739)		0
GRAND TOTAL AGENCY	(351,758)	(4,502,602)	(4,150,844)	1280%	(1,055,274)	9,013,407	10,068,681	-854%	(4,221,095)

FEDERAL PUBLIC HOUSING

Rent Collection Rate from 07/01/2008 to 10/31/2008

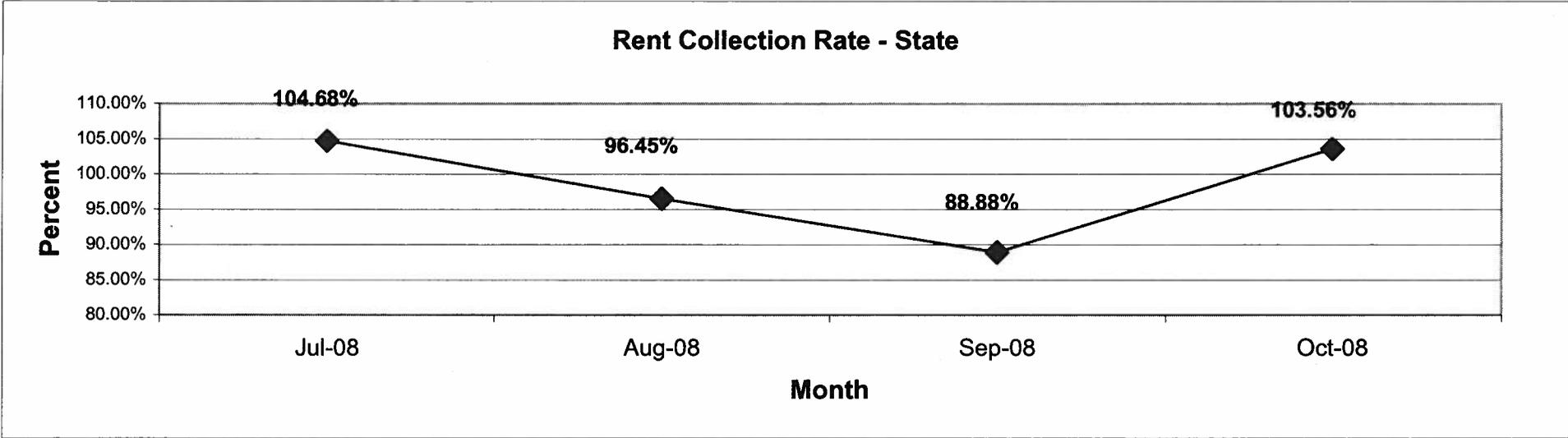
	Jul-08			Aug-08			Sep-08			Oct-08			Total		
	Charges	Collected	Ratio	Charges	Collected	Ratio	Charges	Collected	Ratio	Charges	Collected	Ratio	Charges	Collected	Ratio
Hawaii	\$ 115,501.80	\$ 119,449.48	103.42%	\$ 118,139.43	\$ 110,018.10	93.13%	\$ 119,940.32	\$ 107,424.20	89.56%	\$ 115,805.00	\$ 112,651.67	97.28%	\$ 469,386.55	\$ 449,543.45	95.77%
Kauai	\$ 77,681.00	\$ 75,888.71	97.69%	\$ 72,581.88	\$ 75,606.72	104.17%	\$ 75,099.00	\$ 72,970.09	97.17%	\$ 76,097.67	\$ 81,561.74	107.18%	\$ 301,459.55	\$ 306,027.26	101.52%
Maui	\$ 47,242.00	\$ 45,173.29	95.62%	\$ 46,418.00	\$ 47,288.59	101.88%	\$ 45,363.50	\$ 38,933.14	85.82%	\$ 44,320.00	\$ 45,240.18	102.08%	\$ 183,343.50	\$ 176,635.20	96.34%
Oahu	\$ 1,162,504.22	\$ 1,248,176.72	107.37%	\$ 1,174,460.74	\$ 1,097,785.82	93.47%	\$ 1,138,433.16	\$ 1,041,198.82	91.46%	\$ 1,165,018.83	\$ 1,126,037.93	96.65%	\$ 4,640,416.95	\$ 4,513,199.29	97.26%
Total	\$ 1,402,929.02	\$ 1,488,688.20	106.11%	\$ 1,411,600.05	\$ 1,330,699.23	94.27%	\$ 1,378,835.98	\$ 1,260,526.25	91.42%	\$ 1,401,241.50	\$ 1,365,491.52	97.45%	\$ 5,594,606.55	\$ 5,445,405.20	97.33%



STATE PUBLIC HOUSING

State Rent Collection Rate from 07/01/2008 to 10/31/2008

	Jul-08			Aug-08			Sep-08			Oct-08			Total		
	Charges	Collected	Ratio	Charges	Collected	Ratio	Charges	Collected	Ratio	Charges	Collected	Ratio	Charges	Collected	Ratio
Hawaii	11,190.00	11,046.23	98.72%	10,114.00	8,885.00	87.85%	10,784.00	8,577.00	79.53%	10,794.00	8,757.00	81.13%	173,313.78	165,217.46	95.33%
Kauai	5,944.00	5,247.05	88.27%	6,149.00	6,044.95	98.31%	5,936.00	5,191.00	87.45%	6,574.00	6,314.62	96.05%	87,967.00	87,481.57	99.45%
Maui	3,828.00	3,963.32	103.54%	4,530.00	4,147.94	91.57%	4,597.00	4,386.00	95.41%	3,555.00	2,763.00	77.72%	67,118.00	62,486.25	93.10%
Oahu	203,482.00	214,688.62	105.51%	210,722.00	204,218.97	96.91%	213,300.00	190,372.64	89.25%	209,265.00	220,536.57	105.39%	3,260,322.11	3,279,139.91	100.58%
Total	\$ 224,444.00	\$ 234,945.22	104.68%	\$ 231,515.00	\$ 223,296.86	96.45%	\$ 234,617.00	\$ 208,526.64	88.88%	\$ 230,188.00	\$ 238,371.19	103.56%	\$ 3,588,720.89	\$ 3,594,325.19	100.16%



Federal LIPH
 HPHA Island Overview Report
 As of October 31, 2008

Executive Director's Report, November 2008

Island	Occupancy					Monthly Activity				Federal Waiting List	
	Total Available Units	Total Occupied Units	Occupancy Ratio	Total Vacant Units (includes rent ready)	Units Rent Ready	Units Vacated (includes transfers)	Units Filled (includes transfers)	Transfers	Evictions	Family	Elderly
Hawaii	602	532	88.37%	70	6	9	17	3	0	1,366	215
Kauai	313	302	96.49%	11	0	3	3	0	1	106	46
Maui	196	139	70.92%	57	1	1	2	0	0	159	55
Oahu	4,038	3,829	94.82%	209	54	26	37	6	2	6,388	1,639
Total	5,149	4,802	93.26%	347	61	39	59	9	3	8,019	1,955

Island	Non Vacated Delinquencies				Collection Rate		
	Count of Families	30-90 Days	Count of Families	Over 90 Days	Charges	Collected	Ratio
Hawaii	97	\$ 49,973.27	59	\$ 95,688.00	\$ 115,805.00	\$ 112,651.67	97.28%
Kauai	31	\$ 14,097.32	13	\$ 25,121.67	\$ 76,097.67	\$ 81,561.74	107.18%
Maui	34	\$ 23,636.00	47	\$ 88,941.90	\$ 44,320.00	\$ 45,240.18	102.08%
Oahu	569	\$ 327,274.63	354	\$ 869,334.66	\$ 1,165,018.83	\$ 1,126,037.93	96.65%
Total	731	\$ 414,981.22	473	\$ 1,079,086.23	\$ 1,401,241.50	\$ 1,365,491.52	97.45%

State IIPH
 HPHA Island Overview Report
 As of October 31, 2008

Executive Director's Report, November 2008

Island	Occupancy *				Monthly Activity				Federal Waiting List		
	Total Available Units	Total Occupied Units	Occupancy Ratio	Total Vacant Units (includes Rent Ready)	Units Rent Ready at end of month	Units Vacated (includes Transfers)	Units Filled (includes Transfers)	Transfers	Evictions	Family	Elderly
Hawaii	56	30	53.57%	26	0	1	0	3	0	1,246	0
Kauai	26	24	92.31%	2	0	0	1	0	0	57	0
Maui	33	29	87.88%	4	0	1	1	0	0	38	0
Oahu	750	699	93.20%	51	28	3	11	2	0	8,602	486
Total	865	782	90.40%	83	28	5	13	5	0	9,943	486

* Please notice that there is 4 units from 2209 and 1 unit from 6581 missing in this calculation

Island	* Non Vacated Delinquencies				Collection Rate		
	Count of Families	30-90 Days	Count of Families	Over 90 Days	Charges	Collected	Ratio
Hawaii	10	\$ 4,375.00	13	\$ 15,363.84	\$ 10,794.00	\$ 8,757.00	81.13%
Kauai	4	\$ 855.00	1	\$ 409.46	\$ 6,574.00	\$ 6,314.62	96.05%
Maui	8	\$ 1,835.00	17	\$ 15,450.53	\$ 3,555.00	\$ 2,763.00	77.72%
Oahu	33	\$ 23,194.00	71	\$ 322,925.65	\$ 209,265.00	\$ 220,536.57	105.39%
Total	55	\$ 30,259.00	102	\$ 354,149.48	\$ 230,188.00	\$ 238,371.19	103.56%

* Missing 44,625.80 from 6 records older than 90 from Project 2203

VACANT UNITS AS OF 6/30/08

VACANT UNIT REPAIRS

Vacant Unit Completion Status

11/13/2008 A

Project	Actual						Projected										
	Vacant Units	Completed	To Be Completed	Assigned to AMP, Team, Others	Assigned to CMS	Assigned to CMS/Team	Aug. 2008	Sept. 2008	Oct. 2008	Nov. 2008	Dec. 2008	Jan. 2009	Feb. 2009	Mar. 2009	Apr. 2009	May 2009	June 2009
AMP 30 (Halawa)	4	4	0	0	0			1 A									
AMP 31 (Kalihi Valley Homes)	130	81	49	0	49	0	3 T	16 C/T	12 C/T					27 C			22 C (2/10)
AMP 32 & 33 (Mayor Wright Homes)	26	16	10	1	9		3 A	3 A		1 A	5 C				4 C		
AMP 34 (Kalakaua)	22	5	17	4	3	10	2 A			4 T						10 C/T	3 C
AMP 35 (Punchbowl)	44	12	32	1	4	27			11 A	1 A	31 C/T						
AMP 37 (Hilo)	49	4	45	13	32		1 A	2 A		16 C	10 T	7 C/T			12 C		
AMP 38 (Kauai)	22	12	10	2	8		3 A	2 A	1 A			2 A			4 C		4 C
AMP 39 (Maui)	61	31	30	17	13		11 C/A	12 C			7 V/C	4 C		19 C/T			
AMP 40 (Kuhio Park Terrace)	32	8	24	0	24				2 A							1 A/C	23 C
AMP 43 (Kona)	33	28	5	2	3							5 C/T					
AMP 44 (Leeward Coast)	25	4	21	12	9							12 I/A			7 C		2 C
AMP 45 (Windward Oahu)	22	10	12	12	0			3 A	1 T/A		12 T/A						
AMP 46 (North Hawaii)	31	13	18	16	2		3 A	2 A	5 A			6 A	10 A				2 C
AMP 48 (Waipahu)	14	14	0	0	0			12 A/V									
AMP 49 (Wahiawa/Waialua)	17	9	8	6	2					6 T							2 C
AMP 50 (Palolo)	3	2	1	0	1		2 V					1 C					
Total	535	253	282	86	159	37	28	53	32	22	71	31	16	46	27	11	58

A - AMP
 C - CMS
 I - Inmates (Dept. of Public Safety)
 T - Team
 V - VIP (Volunteers)
 () - Did Not Complete

Vacant Unit Completion Status
 Units Vacated After July 1, 2008
 As of 10/31/08

Project	Actual Unit Status		1st Quarter (July - Sept)	Projected Repair/Construction Schedule								
	Vacant Units	To be Completed	Units Completed	Nov '08	Dec '08	Jan '09	Feb '09	Mar '09	Apr '09	May '09	Jun '09	FY 09-10
AMP 30 (Halawa)	3	2	1									
AMP 31 (Kalihi Valley Homes)	11	8	3									
AMP 32 & 33 (Mayor Wright Homes)	10	6	4									
AMP 34 (Kalakaua)	8	7	1									
AMP 35 (Punchbowl)	21	16	5									
AMP 37 (Hilo)	17	16	1									
AMP 38 (Kauai)	9	9	0									
AMP 39 (Maui)	16	16	0									
AMP 40 (Kuhio Park Terrace)	5	3	2									
AMP 42 (State Elderly)	1	1	0									
AMP 43 (Kona)	4	2	2									
AMP 44 (Leeward Coast)	2	0	2									
AMP 45 (Windward Oahu)	3	3	0									
AMP 46 (North Hawaii)	2	2	0									
AMP 48 (Waipahu)	7	0	7									
AMP 49 (Wahiawa/Waiialua)	7	7	0									
AMP 50 (Palolo)	1	1	0									
Total	127	99	28									

Elevator Repair Report: Hawaii Public Housing Authority Elevators reported as of 10/28/08

Name	Type	Elevator No.	Repair	No. and duration of Repairs to Elevator for month of September			No. and duration of Repairs to Elevator between 7/1/07 to 9/30/08			Start Date	Date or Estimated Completion of Major Repair	Total Repair Cost as of Report Date
				Less than one day	2 to 7 days	More than 7 days	Less than one day	2 to 7 days	More than 7 days			
Kuhio Park Terrace A	Family	1		2	1		24	3	2			\$ 112,378.75
		2		1	1		11	4	2			\$ 68,027.85
		3					2					\$ 2,475.06
Kuhio Park Terrace B	Family	4	Parts used to repair #5	Cannot be repaired.					1	06/29/07	Cannot be repaired.	
		5	Elevator was repaired and worked since 05/15/08	Cannot be repaired. Elevator is down since 08/26/08			12	1	2			\$ 138,931.39
		6		1			41					\$ 5,362.50
Paoakalani	Elderly	1					2					
		2					1		1			\$ 17,038.90
Kalakaua Home	Elderly	1					12	1	1			
		2		1			5	1				\$ 14,538.60
Ho'olulu Elderly	Elderly	1							1			\$ 12,140.20
		2		1			2					
Kalanihuia	Elderly	1					13	1	1			\$ 27,626.25
		2					15					137.5
Kamalu Elderly	Elderly	1					5	2	1			\$ 9,330.00
		2					3					
Makamae	Elderly	1					2		1			\$ 2,722.51
		2										
Makua Aii	Elderly	1					7	2	1			\$ 137.50
		2					3					
Punchbowl Homes	Elderly	1					8	2				\$ 23,350.78
		2					6	1	1			\$ 137.50
Banyan St Manor	Family	1					3					\$ 2,722.51
Hale Poai	Elderly	1					5	2				\$ 137.50
		2					2					
Halia Hale	Elderly	1					1					\$ 3,323.02
Kulaokahua	Homeless	1					3					
Laiola	Elderly	1					1					
		2					4					
Pumehana	Elderly	1					6	2				\$ 17,726.24
		2		2			5					\$ 240.63
Salt Lake Apts	Family	1					2					\$ 23,350.78
Wiikina Apts	Family	1					5	1				\$ 3,323.02
		2					4					\$ 17,038.90
Total		34		8	2	0	223	24	15			
Total Cost for Repairs to date											\$ 502,197.88	

RESULTS OF EVICTION REFERRALS

July 2007 – October 2008

MONTH	REFERRALS			RESULT OF EVICTION REFERRAL					Completed
	TOTAL	REASON FOR REFERRAL		Evict	Evict with Cond	10-day Cure	Dismiss	Continued	
		Rent	Other						
July 07	21	11	10	9	3	2	0	7	14
Aug 07	12	7	5	2	5	2	1	2	10
Sept 07	13	7	6	6	1	0	0	6	7
Oct 07	13	5	8	6	3	2	0	2	11
Nov 07	21	15	6	12	3	1	1	4	17
Dec 07	3	2	1	1	0	1	1	0	3
Jan 08	10	10	0	5	3	0	0	2	8
Feb 08	10	9	1	3	2	1	0	4	6
Mar 08	7	6	1	2	1	1	0	3	4
Apr 08	30	27	3	9	13	0	1	7	23
May 08	14	11	3	4	6	0	0	4	10
June 08	12	9	3	6	2	0	1	3	9
July 08	0	0	0	0	0	0	0	0	0
Aug 08	13	9	4	5	2	0	1	5	8
Sept 08	14	12	2	4	2	1	3	4	10
Oct 08	22	15	7	5	7	0	2	8	14
TOTALS	215	155	60	79	53	11	11	61	154

**Contract & Procurement Office
Monthly Status Report for October 2008**

Solicitations Issued in October 2008

Solicitation No.	Project	Deadline
Job No. 07-022-163-F	Invitation for Bids for Roof and Miscellaneous Repairs at Nani Olu	November 20, 2008
Job No. 07-023-153-F	Invitation for Bids for Roof and Miscellaneous Repairs at Hale Hookipa	November 20, 2008

Contracts Executed in October 2008

Contract No.	Contractor & Project	Amount
CMS 08-26 SA01	Constructors Hawaii Physical Improvements to Lanakila Demolition of Phase III & IV October 7, 2008 to November 10, 2008	\$24,840.00
CMS 08-37	GYA Architects, Inc. Kalihi Valley Homes Site & Dwelling Improvements October 20, 2008 to January 3, 2011	\$651,971.00
PMB 08-06-SA01	Realty Laua, LLC Property Management & Maintenance Services for Banyan Street Manor November 1, 2008 – January 31, 2009	\$75,342.00
PMB 08-07-SA01	Realty Laua, LLC Property Management & Maintenance Services for Wilikina Apartments November 1, 2008 – January 31, 2009	\$179,502.00

Status Reports:

1. Sale of Wilikina Apartments
 - a. The Dept of the Attorney General (AG) is currently reviewing the purchase and sales agreement and anticipates the review to be completed in time for the November board meeting.
 - b. Upon approval of the purchase and sales agreement by the AGs, the HPHA will execute the agreement with the buyer. The buyer will then be able to apply for tax credits and arrange for the financing of the purchase
 - c. Target date for completion of the sale is April 2009.
 - d. Staff shall continue to communicate with and monitor A&M's activities to avoid delay of the sale of the property.

2. Sale of Banyan Street Manor
 - a. The HPHA's real estate advisor, Alvarez & Marsal Real Estate Advisory Services (A&M), will submit draft Request For Proposal (RFP) to the HPHA for review and comment.
 - b. A&M is currently on schedule to issue the RFP in November 2008.
 - c. Staff will continue to communicate with and monitor A&M's activities to avoid any delay of the issuance of the RFP.

3. Sale of Vacant Parcel, Hana, Maui – Procurement Timeline:
 - a. A solicitation for a real estate company to assist with the sale of the vacant parcel was conducted on the State Procurement Office's electronic procurement system, HePS, with bids due on 10/31/08.
 - b. Staff is prepared to award Hana Coast Realty upon submission of the required certifications. Receipt of the certifications is expected by 11/28/08.
 - c. Hana Coast Realty has indicated that listing the property as late as December 2008 will not impact the sale. From their past experience, potential buyers from the mainland begin to arrive in December.

**Section 8 Subsidy Programs Branch
Program Report**

As of October 31, 2008

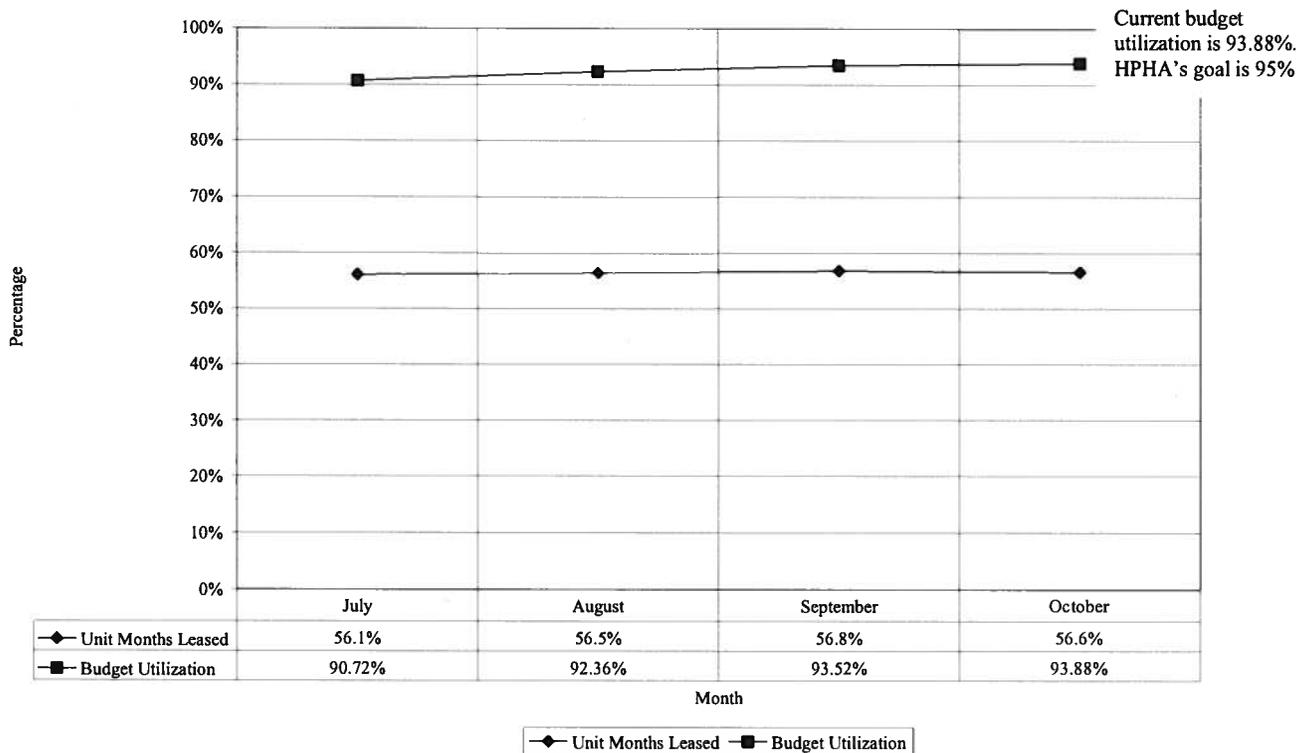
Federal Housing Choice Voucher (Section 8) Program

2009 Fiscal Year Report (Cumulative Trend)

- For FY 2009, unadjusted average monthly voucher lease up is 1,729 or 56.52% of the total 3,058 baseline vouchers.
- The Housing Assistance Payments (HAP) unadjusted average annual budget utilization is 92.62% of the total annual allocated budget of \$18,994,788 or \$1,582,899 per month.
- The monthly average per unit cost subsidy is \$848.00 per month. The amount reflects the difference between what the family pays towards rent and the approved payment standard. Payment standards vary among bedroom sizes.
- October 2008 subsidy payments show a 0.36% monthly increase in subsidy expenditures from the previous month and a .2% decrease in voucher usage beginning the 1st of the month and a .5% increase in voucher usage ending October 31, 2008.
- The values for previous reports may not be the same as currently reported due to retroactive adjustments in lease up and subsidy payments.

Monthly Report (Monthly Snapshots)

FY 2009 Section 8 Budget Utilization and Unit Months Leased



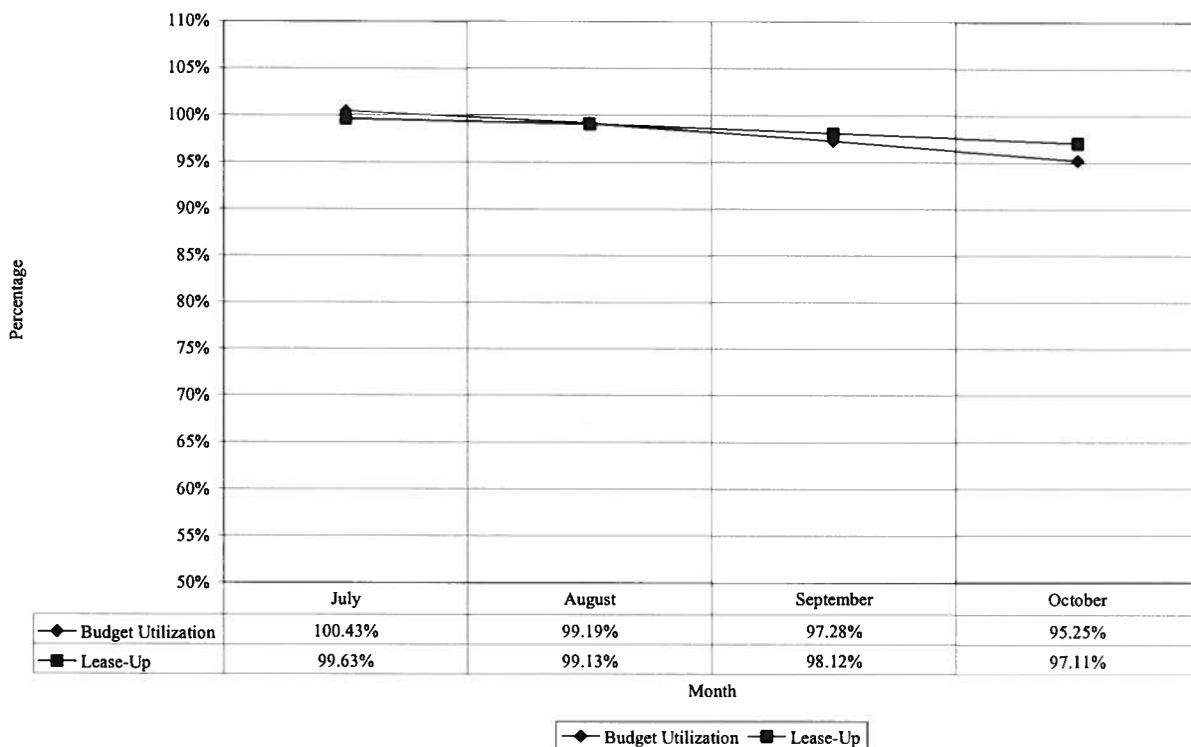
State Rent Supplement Program

2009 Fiscal Year Report (Cumulative Trend)

- For FY 2009, unadjusted average monthly lease up is 384 families or 96.7% of the total 403 possible families when based on the average subsidy payments.
- The Rent Supplement unadjusted average annual budget utilization is 98.04% of the total annual allocated budget of \$924,720 or \$77,060 per month.
- The monthly average per unit cost subsidy is \$194.00 per month. The amount reflects the difference between what the family pays towards rent and the maximum subsidy amount of \$230.00 per month.
- October 2008 Rent Supplement Subsidy payments show a 2.03% monthly decrease in from the previous month due to 4 families who left the program, which caused a reduction in the budget utilization.
- The program is expected to place one family on the program and anticipating contacting an additional 10 to 15 families off the Oahu Rent Supplement wait list.
- The values for previous reports may not be the same as the current reported due to retroactive adjustments in lease up and subsidy payments.

Monthly Report (Monthly Snapshots)

FY 2009 Rent Supplement Program Budget Utilization and Lease Up



HOMELESS PROGRAMS BRANCH

I. ACCOMPLISHMENTS

A. Shelter Management

1. Weinberg Village Waimanalo (Waimanalo, Oahu)
 Family Shelter **Oct 2008**
 Total number of units: 30
 No. of vacant units: 0
 Wait List 59

2. Nakolea (McCully, Oahu)
 Working singles **Oct 2008**
 Total number of units: 88
 No. of vacant units: 0
 Wait List 2

3. Kulaokahua (Makiki, Oahu) **Oct 2008**
 Single homeless seniors
 Total number of units: 29
 No. of vacant units: 0
 Wait List 26

4. Next Step Shelter (Kakaako, Oahu) **Oct 2008**
 Emergency shelter for singles and families
 Total number of units: 175
 No. of vacant units: 14 singles
 Wait List n/a
 Next Step - Puahala
 Total number of units: 14
 No. of vacant units: 0
 Wait List n/a

5. Onelau'ena (Kalaeloa, Oahu) **Oct 2008**
 Emergency shelter for singles and families
 Total number of units: 64 family/2 dorms
 No. of vacant units: 4 single beds
 Wait List 61 singles/28 families

6. Onemalu (Kalaeloa, Oahu) **Oct 2008**
 Transitional shelter for singles and families
 Total number of units: 44
 No. of vacant units: 6
 Wait List 112

7. Hale Ulu Pono (Kalaeloa, Oahu) **Oct 2008**
 Homeless mentally ill singles
 Total number of units: 72
 No. of vacant units: 7 beds
 Wait List 29

8. Paiolu Kaiulu (Leeward Oahu) **Oct 2008**
 Emergency shelter for singles and families
 Total number of units: 125
 No. of vacant units: 10 singles
 Wait List n/a

**DEPARTMENT OF HUMAN SERVICES
HAWAII PUBLIC HOUSING AUTHORITY (HPHA)
STAFFING REPORT
As of November 3, 2008**

Branch	Section	Total Full Time Positions			%		Active Recruitment		
		Civil Svc	Exempt	Total	Occupied	Vacant	Vacant	Yes	No
Office of the Executive Director		5	3	8	8	0	0.00%	0	0
		5	3	8	8	0	0.00%	0	0
Planning and Evaluation Office		1	2	3	0	3	100.00%	1	2
		1	2	3	0	3	100.00%	1	2
Compliance Office		1	3	4	2	2	50.00%	1	1
		1	3	4	2	2	50.00%	1	1
Housing Information Office		0	2	2	1	1	50.00%	0	1
		0	2	2	1	1	50.00%	0	1
Hearings Office		1	2	3	2	1	33.33%	1	0
		1	2	3	2	1	33.33%	1	0
Fiscal Management Office	FM Office	4	0	4	2	2	50.00%	0	2
	Acctg Sec	10	0	10	5	5	50.00%	1	4
	Pay & Disb	4	0	4	4	0	0.00%	0	0
	Budget	1	1	2	1	1	50.00%	1	0
	Asset Mgt	1	0	1	0	1	100.00%	0	1
		20	1	21	12	9	42.86%	2	7
Information Technology		1	5	6	3	3	50.00%	0	3
		1	5	6	3	3	50.00%	0	3
Personnel Office		4	1	5	4	1	20.00%	0	1
		4	1	5	4	1	20.00%	0	1
Procurement Office		5	4	9	5	4	44.44%	1	3
		5	4	9	5	4	44.44%	1	3
Construction Mgt. Branch		2	0	2	1	1	50.00%	1	0
	CMS	3	0	3	2	1	33.33%	0	1
	CMS 1	2	7	9	5	4	44.44%	0	4
	CMS 2	4	3	7	6	1	14.29%	1	0
	DSS	1	2	3	2	1	33.33%	0	1
		12	12	24	16	8	33.33%	2	6
Homeless Branch	Homeless	1	10	11	10	1	9.09%	1	0
		1	10	11	10	1	9.09%	1	0
Section 8 Branch	Sec 8 Office	2	0	2	2	0	0.00%	0	0
	Insp Unit	1	7	8	6	2	25.00%	0	2
	Rent Sub Sec 1	14	0	14	10	4	28.57%	0	4
	Rent Sub Sec 2	13	0	13	6	7	53.85%	0	6
		30	7	37	24	13	35.14%	0	13
Property Management & Maint. Services Branch	PMMSB	3	2	5	1	4	80.00%	1	3
	MGT SEC	2	0	2	2	0	0.00%	0	0
	APP	7	0	7	5	2	28.57%	0	2
	RSS	3	8	11	7	4	36.36%	0	4
	PMCS	2	5	7	4	3	42.86%	0	3
	CMSS	23	0	23	19	4	17.39%	0	4
	OAHU 1	25	0	25	21	4	16.00%	1	3
	OAHU 2	28	0	28	22	6	21.43%	1	5
	OAHU 3	35	0	35	30	5	14.29%	2	3
	OAHU 4	27	0	27	21	6	22.22%	2	4
	OAHU 5	30	0	30	22	8	26.67%	1	7
	HAWAII 7	16	0	16	14	2	12.50%	1	1
	KAUAI 8	10	0	10	9	1	10.00%	1	0
MAUI 9	13	0	13	9	4	30.77%	2	2	
	224	15	239	186	53	22.18%	12	41	
TOTAL		305	67	372	273	99	26.61%	21	78

HAWAII PUBLIC HOUSING AUTHORITY (HPHA) VACANCIES
As of November 3, 2008

Pos. No.	CS EX TA	Funding Source	Type of Pos. P/T	Authorized Position Title	SR	Status
COMPLIANCE OFFICE						
103020	EX	N	T	Chief Compliance Officer	SRNA	Employee terminated eff: 10/29/08.
41041	CS	W	P	Secretary I	SR12	No action; cost savings.
FISCAL MANAGEMENT OFFICE						
41253	CS	N	P	Secretary II	SR14	No action; cost savings.
98903K	CS	N	P	Office Assistant III	SR08	No action; cost savings.
ACCOUNTING SECTION						
41252	CS	N	P	Accountant IV	SR22	No action; cost savings.
42097	CS	N	P	Account Clerk III	SR11	Start date 12/1/08.
46278	CS	W	P	Accountant II	SR18	Unable to fill; state funded.
22265	CS	W	P	Account Clerk III	SR11	Unable to fill; state funded.
111496	CS	N	P	Accountant III	SR20	No action; cost savings.
ASSET MANAGEMENT STAFF						
96908K	T	N	P	Office Assistant III	SR10	No action; cost savings.
HEARINGS OFFICE						
100913	EX	N	T	Hearings Officer	SRNA	89day appt start on 11/5/08.
HOUSING INFORMATION OFFICE						
102041	EX	W	T	Housing Information Officer	SRNA	No action; cost savings.
BUDGET STAFF						
41267	CS	N	P	Program Budget Analyst IV	SR22	Pending recommendation.
PROCUREMENT OFFICE						
117691	EX	N	T	Contract Specialist	SRNA	No action; cost savings.
100882	EX	W	T	Contracts & Procurement Officer	SRNA	HPHA staff temporarily assigned.
31664	CS	W	P	Procurement & Supply Specialist II	SR20	No action; cost savings.
96903K	CS	N	P	Office Assistant II	SR10	No action; cost savings.
CONSTRUCTION MGMT BRANCH						
25649	CS	N	P	State Housing Dev Administrator	EM07	Continuous recruitment.
2800	CS	W	P	Secretary II	SR14	No action; cost savings.
102205	SH	N	T	Student Helper II	NA	No action; cost savings.
CONSTRUCTION MGMT SECTION						
5857	CS	N	P	Secretary II	SR14	No action; cost savings.
CONSTRUCTION MGMT UNIT 1						
103024	EX	N	T	Contract Administrator	SRNA	No action; cost savings.
100439	EX	W	T	Housing Warranty & Inspection Asst.	SRNA	State funded unable to fill.
100202	EX	W	T	Project Engineer	SRNA	State funded unable to fill.
102383	EX	N	T	Project Engineer	SR26	No action; cost savings.
CONSTRUCTION MGMT UNIT 2						

HAWAII PUBLIC HOUSING AUTHORITY (HPHA) VACANCIES
As of November 3, 2008

Pos. No.	CS EX TA	Funding Source	Type of Pos. P/T	Authorized Position Title	SR	Status
102676	EX	W	T	Engineer (Building) IV	SRNA	State funded unable to fill.
DEVELOPMENT SUPPORT SECTION						
100886	EX	W	T	Housing Development Specialist I	SRNA	State funded unable to fill.
HOMELESS PROGRAM BRANCH (HPB)						
103011	EX	A	P	Homeless Program Specialist	SRNA	Continuous recruitment.
INFORMATION TECHNOLOGY OFFICE						
51820	CS	N	T	Office Assistant III	SR08	No action cost savings.
100388	EX	N	T	HPHA Systems Analyst	99	No action cost savings.
106429	EX	N	T	HPHA Systems Analyst	99	No action cost savings.
PERSONNEL OFFICE						
51784	CS	N	T	Office Assistant III	SR08	No action; cost savings.
PLANNING AND EVALUATION OFFICE						
102034	EX	N	P	Housing Planner (Supervisor)	SRNA	Pending recommendation.
107934	EX	N	T	Housing Planner	SRNA	Employee terminated 10/20/08.
98902K	EX	N	P	Office Assistant III	SR 10	No action; cost savings.
PROPERTY MANAGEMENT AND MAINTENANCE SERVICES BRANCH						
101072	CS	N	T	Public Hsg Mgr VII	SRNA	concurrence from HUD.
96904K	EX	N	T	Hsg Maintenance Manager	SR26	No action; cost savings.
96905K	CS	N	T	Secretary II	SR14	No action; cost savings.
32210	CS	W	P	Office Assistant III	SR08	No action; cost savings.
CENTRAL MAINTENANCE SERVICES						
6787	CS	N	P	Heavy Truck Driver	BC07	Pending start date.
5968	CS	N	P	Welder I	BC10	No action; cost savings.
5647	CS	A	P	Office Assistant IV	SR10	State funded unable to fill.
8756	CS	N	P	Bldg Maint Wkr I	BC09	No action; cost savings.
PMMSB-MS-APPLICATION SERVICES UNIT						
9648	CS	N	P	Public Hsg Spclt II	SR18	No action; cost savings.
117850	CS	N	T	Public Hsg Spclt II	SR18	Pending request from PMMSB
Asset Management Project 30 (MU 1)						
5636	CS	N	P	Public Housing Spclt II	SR18	No action; cost savings.
6171	CS	N	P	Account Clerk II	SR08	No action; cost savings.
42292	CS	N	P	Social Service Asst IV	SR11	Received eligible listing and pending interview date.
6791	CS	N	P	General Laborer II	BC03	No action; cost savings.
105749	TA	N	T	Social Service Aide I	SRNA	No action; cost savings.
Asset Management Project 31 (MU 2)						
5855	CS	W	P	Secretary I	SR12	Stated funded unable to recruit.
11626	CS	N	P	Building Maintenance Worker II	WS09	Pending interview date.
10879	CS	N	P	Building Maint. Worker I	BC09	No action; cost savings.
4939	CS	N	P	General Laborer II	BC03	No action; cost savings.
32407	CS	N	P	General Laborer I	BC02	No action; cost savings.

HAWAII PUBLIC HOUSING AUTHORITY (HPHA) VACANCIES
As of November 3, 2008

Pos. No.	CS EX TA	Funding Source	Type of Pos. P/T	Authorized Position Title	SR	Status
6642	CS	N	P	Truck Driver	BC06	No action; cost savings.
105752	TA	N	T	Janitor II	BC02	Recommendation made; pending start date.
101119	TA	N	T	General Laborer I	BC02	No action; cost savings.
101137	TA	N	T	Janitor II	BC02	No action; cost savings.
105748	TA	N	T	Social Services Aide I	SRNA	date.
101128	TA	N	T	Social Services Aide I	SRNA	No action; cost savings.
Asset Management Project 32/33 (MU 3)						
5035	CS	N	P	Public Housing Svvr IV	SR22	Pending request to fill from PMMSB.
6286	CS	N	P	Public Housing Specialist II	SR18	No action; cost savings.
46195	CS	N	P	Social Service Asst IV	SR11	Pending request to fill from PMMSB.
8834	CS	N	P	Bldg Maint Wkr I	BC09	No Action; cost savings.
10541	CS	N	P	Bldg Maint Wkr I	BC09	No action; cost savings.
101126	TA	N	T	Social Service Aide I	SRNA	No action; cost savings.
Asset Management Project 34 (MU4)						
6693	CS	W	P	Public Hsg Spvr IV	SR22	State funded unable to fill.
23696	CS	W	P	Public Hsg Spclt II	SR18	State funded unable to fill.
6728	CS	N	P	Building Maint Wkr I	BC09	New eligible list pending interview date.
6792	CS	W	P	Building Maint. Helper	BC05	State funded unable to fill.
8842	CS	N	P	Painter I	BC09	Pending eligible listing from DHS.
12703	CS	N	P	General Laborer II	BC03	No action; cost savings.
101127	TA	N	T	Social Service Aide I	SRNA	No action; cost savings.
Asset Management Project 35 (MU 5)						
9204	CS	N	P	Public Hsg. Supr IV	SR22	Pending eligible listing from DHS.
23574	CS	N	P	Bldg. Maint Wkr I	BC09	Employee terminated 10/31/08.
5640	CS	N	P	Bldg. Maint Wkr I	BC09	No action; cost savings.
10866	CS	N	P	Bldg. Maint Wkr I	BC09	No action; cost savings.
43948	CS	N	P	General Laborer II	BC03	No action; cost savings.
15486	CS	N	P	General Laborer I	BC02	No action; cost savings.
23698	CS	W	P	Public Hsg Spclt I	SR16	State funded unable to fill.
8846	CS	N	P	Bulding Maint. Worker I	BC09	No action; cost savings.
101115	TA	N	T	General Laborer I	SRNA	No action; cost savings.
Asset Management Project 37 (MU 7)						
6931	CS	N	P	Bldg. Maint. Supervisor	F109	Pending recommendation
8719	CS	N	P	Secretary I	SR12	No action; cost savings.
28995	CS	N	T	Public Housing Specialist I	SR16	Employee terminated 10/31/08.
101112	TA	N	T	General Laborer I	SRNA	No action; cost savings.
101136	TA	N	T	Clerk I	SRNA	Pending start date.
101123	TA	N	T	Social Services Aide I	SRNA	No action; cost savings.
Asset Management Project 38 (MU 8)						
8830	CS	N	P	Secretary I	SR12	Pending eligible listing.
102241	TA	N	T	General Laborer I	SRNA	No action; cost savings.
102242	TA	N	T	General Laborer I	SRNA	No action; cost savings.
Asset Management Project 39 (MU 9)						

HAWAII PUBLIC HOUSING AUTHORITY (HPHA) VACANCIES
As of November 3, 2008

Pos. No.	CS EX TA	Funding Source	Type of Pos. P/T	Authorized Position Title	SR	Status
23050	CS	N	P	Public Hsg Spvr III	SR20	No action; cost savings.
6352	CS	N	P	Secretary I	SR12	No action; cost savings.
4938	CS	N	P	Bldg. Maint. Wkr I	BC09	DHS to finalize PD.
46343	CS	N	P	Public Hsg Spclt II	SR18	Pending start date.
101121	TA	N	T	General Laborer I	SRNA	No action; cost savings.
101122	TA	N	T	General Laborer I	SRNA	No action; cost savings.
101134	TA	N	T	Clerk I	SR04	No action; cost savings.
105750	TA	N	T	General Laborer I	SRNA	No action; cost savings.
PRIVATE MANAGEMENT CONTRACTS SECTION (PMCS)						
102048	EX	W	P	Property Management Specialist	SR22	No action; cost savings.
42096	CS	W	P	Secretary I	SR12	State funded unable to fill.
96903K	EX	N	T	Office Assistant III	SRNA	No action; cost savings.
RESIDENT SERVICES SECTION						
41254	CS	N	T	Secretary I	SR12	No action; cost savings.
51818	CS	N	T	Office Assistant III	SR08	Start date 11/12/08.
103036	EX	N	T	Resident Services Pgm Specialist	99	No action; cost savings.
111874	EX	N	T	Resident Services Pgm Specialist	99	No action; cost savings.
103043	TA	N	T	Social Service Aide I	SR05	No action; cost savings.
SECTION 8 - INSPECTION UNIT						
101214	EX	N	T	Lead Housing Inspector	99	No action; cost savings.
100572	EX	N	T	Housing Inspector	SRNA	No action; cost savings.
101130	TA	N	T	Office Assistant II	SR04	No action; cost savings.
RENT SUBSIDY SECTION 1						
29009	CS	N	P	Office Assistant III	SR08	No action; cost savings.
23029	CS	N	P	Public Hsg Spclt II	SR18	No action; cost savings.
28657	CS	A	P	Public Hsg Spclt II	SR18	No action; cost savings.
46983	CS	A	P	Public Hsg Spclt II	SR18	No action; cost savings.
14977	CS	N	P	Office Assistant III	SR08	No action; cost savings.
RENT SUBSIDY SECTION 2						
28654	CS	N	T	Office Assistant III	SR08	No action; cost savings.
35416	CS	N	T	Public Hsg Spclt II	SR18	No action; cost savings.
23103	CS	A	P	Public Hsg Spclt II	SR18	No action; cost savings.
111465	CS	N	T	Public Hsg Spclt II	SR18	No action; cost savings.
111467	CS	N	T	Public Hsg Spclt II	SR18	No action; cost savings.
111468	CS	N	T	Public Hsg Spclt II	SR18	No action; cost savings.
111469	CS	N	T	Public Hsg Spclt II	SR18	No action; cost savings.
101132	TA	N	T	Office Assistant II	SRNA	No action; cost savings.

FOR INFORMATION

SUBJECT: Palolo Valley Homes: Discussion of the Issue of Public Versus Private Management of Palolo Valley Homes

I. BACKGROUND

On November 1, 2007, the Hawaii Public Housing Authority (HPHA) assumed management and operations of Palolo Valley Homes. Palolo Valley Homes consists of 118 family units and was built in the 1960s.

Prior to November 1st, the property was managed under private management contract by Urban Real Estate Company.

A. Project Status at Time of Transition

Upon taking control of the property management responsibilities at Palolo Valley Homes, the HPHA discovered numerous operational deficiencies that required attention. The following is a list of the major problems found at the project.

Maintenance:

- Four (4) vacant units reported as completed, were not rent ready.
- Keys were missing for several housing units, heater rooms, and resident mailboxes. Three different brands of locks were used and the master key did not work to unlock all units. Mailboxes were not transferred to HPHA as required.
- Water shut off valves were corroded or buried/could not be located. (If the water valve cannot be located, water has to be shut off at the main valve, shutting off water for entire buildings on one side of the street. Drain pipes were leaking in units and plumbing repairs were neglected.

Operations:

- Materials inventory was missing items and not inputted into the Emphasys database as required.
- Ranges and refrigerators in units did not match inventory information. No warranty information was maintained for new appliances. Unit assignment of refrigerators found in maintenance shop is unknown.
- Approximately 75% of ranges in units inspected for compliance with Uniform Physical Condition Standards (UPCS) had a deficiency (e.g., burners, oven, broiler not working). Refrigerators were observed to have missing parts and the wrong sized gaskets installed.
- Reports completed by Urban Real Estate Company were deleted from the office computer. Urban Real Estate Company also did not provide a copy of reports on a CD, as requested.

- Palolo Valley Homes had 27 incomplete re-examinations that were overdue. In addition, for all 118 units, the re-examination documents were not filed in tenant folder for 4 years and pertinent HUD documents were missing (50058, 4061 Notice of Eligibility Worksheet, Supplemental Rental Agreements with current attachments, Grievance Procedure, Pet Permits, Family Annual Update Forms).
- Utility allowances adjustments were not completed back to 2005 and 2006.
- Tenant addresses were incorrect.
- Compliance with the community service requirement was not tracked since November 2005.
- A portion of interim reviews were not completed and documents residents claimed were submitted were missing. (Interims are conducted when a family loses income and the rent should be decreased).
- Vacated tenant files were filed with active tenant folders. (which is a poor management practice) Eleven (11) vacated accounts were unsettled. The Notice of Intent to Vacate form missing, Vacant Unit Inspection form missing, no charges for renovation indicated. Date keys returned unknown.
- Former management did not complete face to face interviews to complete annual recertification, missing forms, signatures. All Mandatory Earned Income Disallowance (MEID) were calculated incorrectly.

B. Resolution of Project Issues at Transition

- Four (4) vacant units: Emphasys database was updated with correct unit information.
- Keys: Replaced 2 sided locks. Mailboxes transferred ownership from the U.S. Postal Service to the HPHA.
- Tenant initiated work orders for plumbing problems are addressed as received.

Operations:

- Materials inventory was updated and inputted into the Emphasys database.
- Ranges and refrigerators: Staff has not had time to untangle inventory issues.
- Appliances: Ongoing repair or replacement of appliances.
- Reports deleted. AMP staff have inputted work orders and tenant information from existing hard copies and recreated documentation.

- Incomplete re-examinations are complete, except for 2 households. The four year backlog of non-existent Rental Agreements and Supplemental Agreements were completed retroactive to 2004.
- Utility allowances adjustments were completed for 2005 and 2006
- All tenant mailing addresses were corrected.
- Compliance agreement and exemption forms for the community service requirement were updated.
- Tenant folders were refiled correctly.

C. Current Operations

The HPHA's current management and maintenance staff has made considerable efforts and improvements at Palolo Valley Homes despite the numerous deficiencies discovered at the time of the property was returned to HPHA's management control.

Staffing. At this time, the AMP is understaffed. Due to the number of maintenance employees on light duty or off duty due to work related injuries. While the HPHA has temporarily deployed maintenance staff from its Central Maintenance Services Section, the AMP needs to have permanent, full time staff on full duty. One (1) building maintenance worker position is being filled and one (1) painter and one (1) general laborer position are in active recruitment.

Maintenance. Management has requested improvements to sewer lines by a contractor, installation of 16 hot water heaters has been completed, and the AMP has recommended that 33 additional lighting fixtures be installed by a contractor.

Operations

There are four (4) vacant units that are rent ready. Rent collections at Palolo Valley Homes exceeds the 95% goal. The AMP has completed 996 routine work orders and 78 emergency work orders (within 24 hours) in the past 12 months. Please note, however, that the HPHA does not currently have base line data to quantify improvements as the former management agent failed to timely and accurately input information on operations into the Emphasys system.

Security. Security continues to remain a resident concern at Palolo Valley Homes. The HPHA intends to implement the Tenant Monitor Pilot Project at Palolo Valley Homes in January 2009. As the program is under development, the HPHA has been meeting with interested tenants.

Resident Relations. In early November, the Palolo Valley Homes Resident Association President reported that AMP Manager, Janice Mizusawa, has been responsive to their concerns and has scheduled ongoing meetings with the resident association.

Prepared by: Stephanie L. Fo, Acting Property Management and Maintenance Services Branch Chief SFO

FOR DISCUSSION

SUBJECT: Agency Outlook for 2009.

1. Continued emphasis on significant improvements in the benchmarks of the agency
 - a. Number of Vacant Units
 - b. Turnaround time
 - c. Occupancy rates
 - d. Accounts receivables and collections
 - e. Evictions
 - f. Homelessness
2. Improved financial management and reporting - across the board - budgeting, asset management, audit results, and interactions with state and federal agencies.
3. Resolution, with active Board participation, of waiting list issues, public vs. private management of projects, decentralization of authority for projects, automatic rent payments and deductions.
4. Aggressive action to privatize projects, while retaining affordable rental characteristics. Explore sale of units to residents/tenants.
5. Proceeding with mixed use development of one or more projects.
6. Increased resident assumption of responsibility for security and maintenance of projects, with improved communication and participation.
7. Additional development of agency employees - through training, recognition and motivation.
8. Shed non-core functions of the Agency - transfer Section 8 to City, divest the agency of vacant land, and non-public housing.
9. Improved management of the projects.

Prepared by: Taryn T. Chikamori, Secretary to the Board TC

Reviewed by: Barbara E. Arashiro, Executive Assistant BA

MAYOR WRIGHT HOMES BEAUTIFICATION RULES

INTRODUCTION

Each Tenant's maintenance of their assigned area reflects a pride for this community. These Beautification Rules serve to provide safety and to protect each tenant's right to live in a community they can be proud of.

ENFORCEMENT

The Tenant is responsible to maintain their assigned area according to the following rules. Violations must be corrected within a specified time limit, or HHA maintenance will make such corrections at Tenant's expense. Repeated violations may result in termination of the Rental Agreement.

GENERAL RULES

1. Tenant is responsible for the cleanliness and upkeep of their assigned area. Tenant shall promptly report all maintenance problems to the Project Office, 847-0295.
2. Do not store hazardous items such as flammable or explosive materials.
3. No open fire is allowed on the premises. Small barbeque grills or hibachis are only permitted outside in a yard area. Second and third floor tenants may barbeque on the ground floor at ends of building/common areas (not on the walkway or lanai) provided they clean up after themselves.
4. Laundry shall only be hung on clotheslines provided by HHA. Unauthorized clotheslines will be removed at Tenant's expense.
5. Keep area in front of doorway clean and clear. Don't use it for a storage area.
6. NOTHING shall be hung outside; especially on railings, electrical conduits, windows and ledges.
7. Do not throw food on the ground to feed birds or animals.
8. No signs or decorations are allowed, except holiday decorations ONLY IF:
 - a. Don't use nails or strong tape (such as duct tape). Tenant is responsible for any damage to the property.

Hawaii Public Housing Authority

Mayor Wright Homes

521 North Kukui Street

Honolulu, Hawaii 96817

MAYOR WRIGHT HOMES BEAUTIFICATION RULES

Introduction

Each Tenant's maintenance of their assigned area reflects a pride for this community. These Beautification Rules serve to provide safety and to protect each tenant's right to live in a community they can be proud of.

Enforcement

The Tenant is responsible to maintain their assigned area according to the following rules. Violations must be corrected within a specified time limit, or HPHA maintenance will make such corrections at Tenant's expense. Repeated violations may result in termination of the Rental Agreement.

General Rules

1. Tenant is responsible for the cleanliness and upkeep of their assigned area. Tenant shall promptly report all maintenance problems to the Project Office at 832-3363.
2. Do not store hazardous items such as flammable or explosive materials.
3. No open fire is allowed on the premises. Small barbeque grills or hibachis are permitted outside in a yard area. Second and third floor residents may barbeque on the ground floor at the ends of the building/common areas (not on the walkway or Lanai). **Provided they clean up after themselves.**
4. Laundry shall only be hung on clotheslines provided by HPHA. Unauthorized clotheslines will be removed at Tenant's expense.
5. Keep area in front of doorway clean and clear. Don't use it for a storage area.

6. **Nothing** shall be hung outside; especially on railings, electrical conduits, windows and ledges.
7. Do not throw food on the ground to feed birds or animals.
8. No signs or decorations are allowed, except holiday decorations only if:
 - a. Don't use nails or strong tape (such as duct tape).
 - b. No decorations shall be attached to electrical fixtures or conduits.
 - c. All holiday decorations must be removed within three (3) weeks after the occasion.

Trash

1. All garbage must be securely tied in plastic bags to seal in orders and prevent spillage. Place all bags inside garbage container-not on ground.
2. Only large bulky items such as furniture, appliances, Christmas trees, etc. should be placed outside the container for HPHA maintenance to remove.
3. Garbage cans are not allowed to be stored anywhere outside the unit.
4. Do Not send small children to throw away garbage. They often cannot reach container openings and spill garbage outside the container.
5. Any tenant disposing of trash improperly will be charged clean up costs (which may reach \$50.00 or more).

Second and Third Floor Units

1. Nothing including plants, etc. may be stored on any common area; such as walkways, stairways, porches and ledges. Portable outdoor furniture is allowed, but store o back lanai after use.

2. First notify neighbors and persons living below before washing porches, walkways and lanais. Dust and rubbish shall not be swept from any apartment onto walkways or off the lanai.
3. Do not clean rugs or dry laundry on railings or fences.

Ground Floor Units

1. Furniture or other personal property may be stored anywhere outside of the apartment, including yard and porch areas, **except** for ground floor units:
 - a. Outdoor furniture in good condition may be used. But **not** items such as couches, beds, upholstered chairs, makeshift furniture, etc.
 - b. Back porch area (only units without an enclosed lanai).
 - 1) Storage container in good condition.
 - 2) Yard maintenance equipment and tools kept neat and clean.
 - 3) A hibachi
 - 4) Bicycles stored neatly and only if in working condition.
 - 5) Motorcycles and mopeds must be kept in parking lot or area designated near Liliha Guard Shack. No riding on sidewalks or common areas (except parking lots).
2. Tenants must regularly cut grass, remove weeds, trim shrubs and clean rubbish.
3. Tenants shall permit a clear access across their yard for ground floor neighbors to use hose bib. People must remove their hose after use.
4. Fences and barricades must be removed unless prior written approval from management was obtained.
5. All plastic containers and bottles, hollow tile bricks, wooden boarders, or other structures are not allowed.

6. Keep your children, family members and guests in your own yard area.
7. No tarps or canvas coverings are allowed without prior written Management approval.

Planting Rules

Trees and shrubs with aggressive roots may damage concrete surfaces and fencing supports. Besides harboring rats, centipedes, and other insects and causing drainage problems, some plants make it difficult for maintenance to make certain repairs.

1. If uncertain, Tenant should first obtain written approval from Management before planting, to avoid having to remove unauthorized plants. A list of approved/not approved plants is attached for guidance.
2. All fruit trees and trees with aggressive roots are not allowed and must be removed.
3. Flowers and low lying shrubs are allowed, but must be planted two (2) feet away from buildings, electric meters and panels. Plants should not obstruct view of electric meters.
4. Hedges are allowed up to three (3) feet high, trimmed neatly and set back 2 feet from building and away from sidewalks.
5. Garden plots must have prior written approval from Management. Plots must not exceed 4' x 6' for small yards and 6' x 8' for large yards.
6. Potted plants are allowed provided:
 - a. They are not kept on walkways, ledges, or in doorways.
 - b. They are not rooting out of the pot if kept on the ground.
 - c. If kept on lanai, they must have drain trays to catch water.

- d. They are neatly arranged two (2) feet from buildings, walkways and entrances.
- e. They are well maintained and attractively displayed. Do not use buckets, milk crates, make shift racks, etc.

Tonia Kelemete Jata

President

Mayor Wright Tenant Assn.

John J. Jones

Manager

Hawaii Housing Authority, Unit III

APPROVED PLANTS

- Ground Covers: Grasses-Common Bermuda (Manienie), Zoysia, St. Augustine, Shady Lawn Mix, Mondo, Portulaca (Moss Rose), Spider Plant, Alyssum.
- Flowers: Marigold, Bozu, Periwinkle, Petunia, Zinnia, Orchids.
- Shrubs: Roses, Ixora, Oxalis, Day Lilies, Spider Lily, Ti leaves, (up to 3' high) Ginger, Pikake, Crotons, Gardenia, Vitex, Hisbiscus
- Herbs/Spices, Lemon Grass, Basil, Kaffir Lime, Peppers, Aloe, Rosemary,
- Vegetables: Eggplant, Edible Hibiscus, all leafy greens. Vine crop type i.e. sweet potato, mint. Dryland varieties of Ong Choy and only Dryland Taro are allowed.
- Minature Minature ornamental "Bonsai" types in pots only.
- Trees:

NOT APPROVED PLANTS

- All illegal plants and flowers.
- All fruit trees such as: Avocado, Banana, Coconut, and Citrus (ie: Lime, Lemon, Orange, Tangerine), Lychee, Mango, Mountain Apple, Papaya, Ulu (Breadfruit).
- All trees and grasses such as: Malungai, Money Tree (Dracaena), Rubber, Shower, Umbrella, Sugar Cane, Bamboo.
- All aquatic type vegetables such as: Wetland Taro, Watercress, Wetland Ong Choy.

****NOTE: Obtain Management approval before planting any plants not listed here.**

To: Residents of Mayor Wright Homes

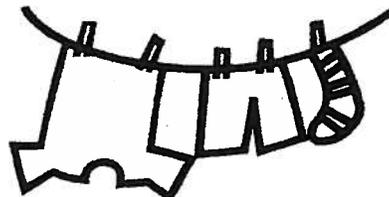
From: Amp 32 Management

Subject: Front/Back porch, lanai and yards

This is a reminder to all residents, we have noticed your front/back lanai area are not being taken care of on a regular basis, and the following helpful suggestions in keeping your community decent and clean. By following these simple guidelines, you can now take pride in your community.

1. Remove clutter from front/back lanai area's and store items neatly.
2. Clean your yard on a regular basis.
3. Put garbage bags in the dumpster not outside of it.
4. If the dumpster is full, look for an empty one.
5. Do not throw food outside your unit.
6. Do not hang any clothing outside your door, please make sure you hang them on the clothesline that is provided for you.
7. Do not hang any rugs, bikes, etc on the fence, and railings.
8. Remove all tarps.

When you move into the unit each resident was given an orientation and a rental agreement that you signed as well as the rules were explained to you. You were made aware that you could not store anything above or on the hand railings, have clutter or bulky items outside your unit. We encourage you to remove these things on your own, you have 30 days. However if you fail to remove such items, maintenance will be scheduled to remove items, **AT YOUR EXPENSE**, your cooperation is greatly appreciated. If you have any questions, please call the project office at 832-3097.



HAWAII PUBLIC HOUSING AUTHORITY

Ewa Pointe Realty

Waimaha Sunflower, Nanakuli Homes, Maili I & II, Kauai'okalani
85-172 Mc Arthur Street, Waianae, Hawaii 96792

HOUSE RULES

The purpose of these House Rules is to protect all tenants from annoyance or nuisance caused by improper conduct or use of the unit and to provide for the maximum enjoyment of the premises. All tenants and members of their families, licensees, and invitees shall be bound by these House Rules and standard of reasonable conduct whether covered by these House Rules or not.

These House Rules are not all encompassing, and as conditions change and new circumstances arise, revisions or additions to these House Rules will be made when required.

DEFINITIONS

1. The term "unit" shall mean and include the dwelling unit occupied by a tenant and designated by a unit number.
2. The term "management" shall mean and include the Manager and any duly authorized officer or employee of Ewa Pointe Realty.
3. The term "motor vehicle" shall mean and include any vehicle powered by an engine or motor, including but without limiting the generality of the foregoing, automobiles, motorcycles, and motor scooters.
4. The term "premises", shall mean the unit and project; including all of the land thereof, building and units therein, and all other improvements, equipment, apparatus, fixtures and articles placed or installed in or on the land and buildings.
5. The term "common areas" shall mean any part of the premises outside of the dwelling unit.
6. The term "yard" shall mean any part of the premises assigned to the tenant for tenants' exclusive use and maintenance.
7. The term "tenant" and any pronoun used in place thereof shall mean any person occupying a unit on the premises and under the Rental Agreement and listed on the most recent household composition DHS Form 4057 named therein as a "tenant".

GENERAL PROVISIONS

1. No tenant shall make or permit any disturbing noises in the building or on the Premises or do anything which will interfere with the rights, comforts and convenience and peaceful enjoyment of the premises by others to include management staff.
2. The volume of radios, television sets, hi-fi or stereo and musical instruments shall be kept down or suppress by doors and windows so as to avoid disturbing neighbors.
3. Noises of any kind whatsoever shall be kept at a minimum between the hours of 10:00 p.m. and 8:00 a.m. Sundays through Thursdays and between midnight and 8:00 a.m. Fridays and Saturdays.
4. No flammable fluids or other items such as paint, gasoline, kerosene, or explosives or other articles deemed hazardous to life or property shall be brought into the units except those items under direct control of Management.

HAWAII PUBLIC HOUSING AUTHORITY

Ewa Pointe Realty

Waimaha Sunflower, Nanakuli Homes, Maili I & II , Kauai'okalani
85-172 Mc Arthur Street, Waianae, Hawaii 96792

HOUSE RULES

5. No open fires shall be allowed in the units. Barbeque grills, hibachis or other similar open fire cooking shall not be allowed on the premises except for tenants with assigned yard areas.
6. Items of a personal nature, including shoes, furniture, toys and other articles shall not be placed or kept or stored except within the unit. Nothing shall be placed at any time on the stairways and other access ways. Any item left unattended in any common area shall be deemed abandoned and shall be disposed of by management unless claim is made by the owner within 24 hours.
7. Absolutely! No clothes, towels, garments, textiles items or any other items shall be hung on or from lanai railings or walls on the lanais, doorways or windows in such a manner as to be seen by persons outside the building. Clotheslines are prohibited at Waimaha/Sunflower and Kauai'okalani.
8. Absolutely! Rugs, draperies, or any other items shall not be dusted or beaten on the lanais, stairways or access ways nor shall dust rubbish or litter be swept from any unit into the lanai or access ways or off the lanais.
9. No drinking alcoholic beverages within the common areas (parking lots, playground, walkways, stairways, etc.).
10. Absolutely! **NO** consumption or use of illegal drugs **WILL BE PERMITTED IN OR ABOUT THE PREMISES. NOR PROMOTION OR SALES OF ILLEGAL OR CONTROLLED SUBSTANCE. ANY SUSPICIOUS ILLEGAL ACTIVITIES WILL RESULT IN NOTIFYING THE PROPER AUTHORITIES.**
11. Cigarettes shall not be extinguished or thrown in parking areas, stairways, sidewalks, grounds or any common area, nor shall cigarettes or other items be thrown from any lanai or a unit.
12. No shooting off any fireworks in or about the premises.
13. Carpet tacks , strips and adhesive shelf paper shall not be used in the units. No holes, by drilling or otherwise shall be made in the units.
14. No alterations of the dwelling unit are permitted to include the changes of entrance locks and deadbolts, or the installation of hasp and padlock.
15. Tenant shall notify Management, in writing, as to the day they intend to vacate the unit. Management reserves the right to make a preliminary inspection prior to the vacating of the unit. All tenants are to cooperate with Management in this regard. A preliminary inspection may be beneficial to both parties.
16. Tenants shall be responsible for the actions of all members of their families, guests, invitee and licensees, at all times while on the premises.
17. Any person who shall not be occupying his or her unit for more than 5 days and nights shall notify Management of his/her absence, location or disposition of his/her motor vehicle and someone to contact in case of emergency.
18. Laundry shall be done only in the space provided for such purposes. The installation of washers and dryers is strictly prohibited in Waimaha/Sunflower and Kauai'okalani and the installation of dryers is strictly prohibited in all projects that do not have the proper dryer outlet.
19. Any person locked out of their unit at any hour shall be charged a fee to have Management unlock their door. The schedule of charges and hours are:

****BETWEEN THE HOURS OF 8:00 a.m. & 4:30 p.m. \$5.93 (During office hours)****

****BETWEEN THE HOURS OF 4:31 p.m. & 7:59 a.m. \$35.55 (Non working hours)****

(SCHEDULE OF CHARGES IS POSTED IN THE MANAGEMENT OFFICE)

HAWAII PUBLIC HOUSING AUTHORITY

Ewa Pointe Realty

Waimaha Sunflower, Nanakuli Homes, Maili I & II, Kauai'okalani
85-172 Mc Arthur Street, Waianae, Hawaii 96792

HOUSE RULES

20. The Head of Household will be held liable for any damage done by their children to any motor vehicle or any other property on the premises. Absolutely nothing shall be thrown over railings at any time. Any person or child caught marking walls or defacing any part of the building will be charged.
21. The Head of Household will be held liable for any trash found by Management to be improperly disposed of. (See Refuse)
22. All "bulk items" must be secured and placed next to the garbage bins. The Disposal of such items must and shall not present a danger or hazard to others on the premises.

KEYS

1. Every unit will be issued the following keys upon move in: (2) unit keys, and (1) mailbox and (1) screen door where applicable.
2. Upon vacating the unit, tenants will be responsible for the returning of said keys. Should there be any duplications made ALL sets shall be turned in. If for any Reason said keys cannot be returned, tenant will be charged in full for the replacement of the entire lock system.
3. Lost or stolen keys will require tenants to have all entrance locks to their units replaced with new locks at the expense of the tenant.

GUESTS

1. All guests shall park their motor vehicles in marked visitor stalls or on the street if parking is permitted and available.
2. Guests are required to comply with all parking rules and regulations as stated in the Project Parking Rules and Regulations a copy of which was issued to tenant. Tenant may obtain a copy at the Management Office.
3. No guest shall be permitted to remain on the property for more than one night without obtaining prior WRITTEN permission from Management during normal business hours.

MOTOR VEHICLES AND PARKING AREA (SEE PROJECT RULES & REGULATIONS)

1. Parking stall shall be as follows:
 - a. Ma'ili One parking stall next to unit
 - b. Ma'ili Two parking stalls per unit (assigned)
 - c. Nanakuli Homes Parking garage and street
 - d. Waimaha/Sunflower Parking lot-First come first served
 - e. Kau'iokalani One parking stall per unit (assigned)

HAWAII PUBLIC HOUSING AUTHORITY

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HOUSE RULES

Ma'ili I and Waimaha/Sunflower have NO visitor stalls.

Ma'ili II, Waimaha/Sunflower and Kau'iokalani have parking lots.

2. No vehicle will be allowed to park in the parking lot, parking area or garage unless the vehicle is first registered with Management and a "Parking Decal" has been issued. To register, Management will require a copy of the vehicle registration with a member of the household listed on the registration, valid drivers license, current safety check and insurance. A second parking decal may be issued to tenant upon request and approval of Management.
3. Tenant shall not park or permit parking on the premises, any vehicle which cannot fit entirely within the dimensions of the standard parking stall.
4. No Motor vehicles shall be parking in the driveway within the parking area and at the entrance and exit. Tenant shall not park their motor vehicles in Any parking stalls reserved for visitors of Management.
5. All tenants shall exercise due caution in the parking, loading or unloading w Within the parking area to avoid damages to the other motor vehicles or property and injury to person.
6. For the safety and well-being of all tenants and especially the children residing on the premises, operators of motor vehicles shall exercise due care and observe and obey all pavement marking, traffic control signs and devices and speed limit signs while driving on the premises.
7. All motor vehicles shall be kept in good running condition and repair at all times while on the premises. No tenant or any member of his/her family, guest, invitee or licensees shall do or perform any extensive repair work or "tune-ups" on motor vehicles in the parking areas or in any other place on the premises. Any vehicles that are not in an operable condition may be towed from the premises at the expense of the owner. Tenants wishing to perform minor repairs must first obtain prior written consent from Management.
8. No person shall operate a motor vehicle on the premises, which creates an Unreasonable loud noise as determined by Management.
9. The parking lot area or streets on the premises, shall not be used for playing or loitering.
10. No personal property such as boats, trailers, lumber, crates, furniture or any other items shall be stored within the assigned stall, garage, or parking area.
11. Failure to abide with the parking rules and all other rules relating to motor vehicles enumerated herein will subject any motor vehicle parked in an unauthorized area or manner to be towed away at the expense of the owner or possess or thereof and shall also constitute sufficient cause for termination of the Rental Agreement.
12. Management reserves the right to refuse any vehicle entrance onto its premises for good cause.

HAWAII PUBLIC HOUSING AUTHORITY

Ewa Pointe Realty

Waimaha Sunflower, Nanakuli Homes, Maili I & II, Kauai'okalani
85-172 Mc Arthur Street, Waianae, Hawaii 96792

HOUSE RULES

REFUSE

1. All trash shall be bagged, tied well and disposed of in the trash containers. Empty boxes, large cartons and any items, which can be cut or torn apart, to reduce their size shall be cut or torn apart and disposed of in the trash containers.
2. Tenants are encouraged to deposit all trash between the hours of 7:00 a.m. and 10:00 p.m. daily to insure the right of quiet and peaceful enjoyment by other tenants.
3. Furniture and other household items/bulk items which cannot be readily cut or torn apart **SHALL NOT BE** placed by garbage bins and trash areas without first properly securing said items so as not to create a dangerous or unsafe condition. Ma'ili I, Ma'ili II and Nanakuli Homes residents should keep said items in their yards and call the office for pickup.
4. Container lids are to be closed at all times to keep any odor from causing discomfort.

LAUNDRY AREA

1. The laundry facility will be open at the hours posted at each site.
2. Supplies, containers, clothing and linen should be promptly removed from the area when finished. Items left in the area are at the sole risk of the tenant.
3. Use no more than the recommended amount of soap or detergent. Dyeing of clothes are not permitted. Clothes soiled with kerosene, oil, tar, etc. is not allowed.
4. Any loss or damage to clothing because of removal by others, malfunctioning of machinery or other causes is at the risk of the tenant.
5. No radios or playing games of any kind is allowed.
6. Sitting, standing or sleeping on the tables, counters or machines is prohibited.
7. Non-tenants may not use the laundry facility. Violators will be asked to remove all articles.
8. Do not hit, bang or slam the machines.
9. Accidents do happen, please clean up any spillage and inform Management or facility monitor of such incidents immediately to help avoid any serious accidents to other tenants.
10. Tenant, all members of the household, guest or agent shall comply with all posted rules and regulations.

TENANT RESPONSIBILITY

1. Each unit, tenant shall see that these House Rules are observed and performed by his agents, family and guests.
2. Each unit, tenants shall be held accountable should any agent(s), guest(s) or Family member be in violation of the House Rules, and shall constitute sufficient cause for termination of their Rental Agreement.
3. Each unit, tenants, household members, guests, and or agents shall comply with all Applicable laws, rules, regulations and ordinances of government authorities which govern the premises and residential occupants.
4. Each unit, tenant must report all maintenance concerns and or repairs to the

HAWAII PUBLIC HOUSING AUTHORITY

Ewa Pointe Realty

Waimaha Sunflower, Nanakuli Homes, Maili I & II, Kauai'okalani
85-172 Mc Arthur Street, Waianae, Hawaii 96792

HOUSE RULES

Management Office at 697-7171. FOR EMERGENCY AFTER HOURS CONTACT 577-9457 BETWEEN THE HOURS OF 4:30PM AND 7:45AM WEEKDAYS AND SATURDAY, SUNDAY AND HOLIDAYS.

Tenant Signature Date

Tenant Signature Date

HAWAII PUBLIC HOUSING AUTHORITY

KA'AHUMANU PROJECT RULES

INTRODUCTION

1. This document sets forth the Project Rules of Ka'ahumanu Homes for family dwellings, stating clearly the tenant's areas of responsibility and those of the Hawaii Public Housing Authority, hereafter known as HPHA. The rules apply to all tenants, members of their family, their employees, agents or visitors. The following shall constitute enforceable Project Rules, despite the language in which the same may be expressed.

ENFORCEMENT

2. The Tenant is responsible to maintain their assigned yard area according to the following rules. **IF THE TENANT DOES NOT CORRECT VIOLATIONS WITHIN A SPECIFIED TIME LIMIT, OUR MAINTENANCE PERSONNEL WILL BE INSTURCTED TO MAKE SUCH CORRECTIONS AT TENANT'S EXPENSE.** Repeated violations may result in termination of Rental Agreement.

DEFINITIONS

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3. Assigned Areas. Space assigned to a household for exclusive use. This includes a dwelling unit/apartment and may include laundry area, parking stall, yard and garden area.
 4. Common Areas. All building and ground areas which are not assigned to residents. *
 5. Management. Any duly authorized officer or employee of HPHA or its Managing Agent.
 6. Motor Vehicle. Any vehicle powered by engine or motor, including, but not limited to automobiles, motorcycles, motor scooters and mopeds.
 7. Premises/Project. All assigned and common areas; the land and improvements within the boundaries of the property.
 8. Residents. All persons certified in managements records as members of a household.
 9. Tenants. The legal term for residents who are the principal members of a household who sign the Rental Agreement with HPHA.

Residents Shall:

- 10. The resident is responsible for the cleanliness and general upkeep of his/her assigned area. The resident shall promptly report all maintenance problems to Management.**
- 11. Utilities shall be reasonably used and not wasted. Water should not be left running. Electric lights shall be turned off when not in use.**
- 12. No flammable oils or fluids such as gasoline, kerosene, oil, paint naphtha or benzene, or other explosive or volatile articles shall be stored on the premises.**
- 13. The use or sale of Fireworks of any kind and size anywhere on the premises is prohibited. This includes sparklers and other similar devices.**
- 14. Cooking on gas grills and charcoal grills may be performed in designated picnic areas. It is prohibited inside apartments and on lanais and walkways. Charcoal and wood shall be used and disposed of safely.**
- 15. Firearms, guns, B-B guns and pellet/paint guns shall not be permitted on the premises.**
- 16. The no-pet restriction stated in the Rental agreement includes not allowing visitors to bring pets onto the premises and there will be no "pet sitting" in project.**
- 17. Clothes, rugs, mops, torches, plants or other objects shall not be hung on lanai, railings, wall or fences, in doorways or windows. No clothesline is permitted. Tarps are not permitted without obtaining Management's prior written consent.**
- 18. Antennas, aerials, wind chimes or other devices shall not be installed By residents outside of their respective apartments.**
- 19. Appropriate seasonal decorations may be put up and displayed temporarily. Decorations shall be removed two (2) weeks after the holiday (ie: Halloween, Thanksgiving, Xmas). Residents are responsible for any damage to property created by nails, tacks duct tape, etc.**
- 20. Do not feed any stray animals (ie: cats, dogs, birds, etc). Throwing of food outside the unit is prohibited.**

TRASH

21. **Trash and garbage must be sealed in plastic bags or other containers And placed inside the trash containers provided. The bag or container must seal in odors and liquids. Objects such as broken glass will be wrapped before sealing inside the bag or container so no edges protrude. Residents may be charged for clean up and removal of trash which is not disposed in a safe and sanitary manner.**
22. **Bulk items will be taken to the trash container area and placed next to the containers. Do not place the following items inside the container: appliances, furniture, TV/radio/record player, car parts, vehicle oil, gas, kerosene, metal pipes and similar items.**

NOISE

23. **"Curfew Hours" shall be observed from 10:00 pm through 7:00 am daily. Minors should be indoors and all sounds at conversational level. Noise which disturbs other residents or neighbors is a violation of the Rental Agreement. Noise includes but is not limited to loud music from instruments, electronic appliances or other objects: loud talking, laughing, singing and yelling, racing motors and horn beeping.**

MAINTENANCE OF APARTMENTS

24. **Door locks of any apartment shall not be removed or changed except by Management. Keys are issued to tenants only.**
25. **No machinery, heating device or air conditioner apparatus, or any other major appliance, such as an additional refrigerator or freezer shall be installed in an apartment without the prior written consent of Management. Any such major appliance installed with the consent of Management shall be installed and removed at the residents expense.**
26. **Carpet tack strips, adhesive shelf paper, wall paper, mirror tiles shall not be used in the apartments. Holes shall not be made in the wall, ceilings or floors of the apartment.**

YARDS

27. **Furniture or other personal property may not be stored anywhere outside the apartment, including yard and walkway area except the following items may be stored in the BACKYARD ONLY.**
 - a. **Yard maintenance equipment and tools kept neat and clean.**
 - b. **A hibachi**
 - c. **Bicycles stored neatly, not causing a hazard and only if in working condition. No parts or bike frames are allowed to be kept outside. Motorcycles should be parked in assigned stall.**

- d. Keiki play equipment, only if:
 1. In working condition, clean and neatly arranged. Nothing should be stored on it.
 2. Not smaller than two (2) feet high and not more than three (3) pieces.
 3. No wooden toys due to peeling paint, splintering, wood rot and termites.
28. Laundry area should be kept clean and clear. Nothing should be stored on washing machine or in basin (except water hose).
29. For second floor lanais; nothing should be stored on lanai that can be seen above the railing. Walkway must be clear.
30. Picnic tables are not allowed. Anyone with a picnic table must remove them.
31. Fences and barricades must be removed unless prior written approval from Management was obtained.
32. Keep your children, family members, and guests in own back yard.

PLANTING RULES

33. Tenant must first obtain written approval from Management before any planting, to avoid having to remove unauthorized plants. Improper planting of trees and shrubs with extended/aggressive roots may damage concrete surfaces and fencing supports. Besides harboring rats, centipedes, other insects and causing drainage problems, some plants make it difficult for our maintenance to make certain repairs.
34. All fruit trees with extending/aggressive roots are not allowed and must be removed.
35. Flowers and low lying shrubs are allowed but must be planted three (3) feet away from the building and walkways. Plants should not obstruct view of electrical meters.
36. Hedges are allowed up to three (3) feet high, trimmed neatly, and set back three (3) feet from the building and walkways. Backyard hedges must set two (2) feet from the fence.
37. Garden plots must have prior written approval from Management.
38. Vine plants are permitted in the backyard but must not attach to any building, common area, fences, or trees. Vines must be kept in a neat and controlled appearance.

- 39. Potted plants are allowed provided:**
- 1. They are kept on walkway or in doorways.**
 - 2. They are not rooting out of pot if kept in yard.**
 - 3. If kept on the lanai, they must not exceed height of railing and have drain trays to catch water.**
 - 4. They must be kept trimmed and well maintained.**
 - 5. They are neatly arranged three (3) feet from buildings, walkways, and entrances.**
 - 6. They are displayed in an attractive and well maintained manner. Do not use milk crates, make shift racks, etc.**

40. Lists of Approved plants:

- 1. Ground covers: Grasses-Common, Bermuda (Manienie), Zoysia, St. Augustine, Shady Lawn Mix, Mondo, Portulaca (Moss Rose), Spider Plant, Alyssum.**
- 2. Flowers: Marigolds, Bozu, Periwinkle, Petunia, Zinnia, and Orchids.**
- 3. Shrubs: Roses, Ixora, Oxalls, Day Lillies, Spider Lily, Ti Leaves, and Ginger, Heliconia, Pikake, Bird Of Paradise, Crotons, Gardenia, Crown Flower, Vitex, and Orchids.**
- 4. Herbs/Spices/Vegetables: Lemon Brass, Basil, Kaffri, Lime Peppers, Aloe, Rosemary, Eggplant and edible Hibiscus, all leafy greens. Vine crop type i.e. Sweet Potato, Mint, Dryland Varieties of Ong Choy, Taro is not allowed.**
- 5. Miniature Trees: Miniature ornamental "Bonsai" types, in pot only.**

41. Plants Not Approved

- 1. All illegal plants or flowers.**
- 2. All fruit trees such as: Avocado, Banana, Coconut, Citrus (i.e.: Lime, Lemon Oranges, Tangerine). Lychee, Mango, Mountain Apples, Papaya, Ulu (Breadfruit).**
- 3. All trees and grasses such as: Malungai, Money Tree (Dracaena), Rubber, Shower, Umbrella, Sugar Cane, Bamboo**
- 4. All aquatic type vegetable such as: Wetland Taro, Watercress, Ong Choy.**

PARK RULES FOR BOTH PARKS

42. Park hours are from 8:00 am to 8:00 pm.
43. Footwear must be worn while in the park.
44. Small children must be accompanied by parent/guardian.

COMMON AREAS

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45. The common areas shall not be used for storage of furniture or other personal property. Any item left unattended in any common area shall be deemed to have been abandoned and shall be disposed of by Management.
 46. There shall be no drinking of alcoholic beverages or gambling in common areas, parking lots, parks and recreational facilities such as meeting rooms, halls and picnic areas. *
 47. Residents and guests using the parks, recreational or other common areas must clean up the area after their use, and dispose of litter properly in the trash stations provided.
 48. The walkways are for going between parking areas and apartments. These areas must be kept free of obstructions such as furniture, boxes, potted plants and toys.
 49. Loitering/trespassing is prohibited in or around the project premises.
 50. For the safety of the residents, skateboarding; roller skating; bicycling; riding scooters; running; battery operated toys; and playing in parking areas; in or around the Community Hall and driveway are all prohibited.
 51. Nothing shall be thrown or emptied out of the windows or doors or lanais outside a residents assigned area.

VEHICULAR TRAFFIC

52. Motor vehicles shall enter and exit the property through established entrances and exits only.
53. Driving and parking on yards, sidewalks and other common area not intended for such use is prohibited except by Management's employee and contractors.
54. All residents and guests shall exercise due caution in parking, loading or unloading within the parking areas to avoid damage to other vehicles or property and injury to persons. No double parking.

55. Operators of motor vehicles shall exercise due care, observe and obey all pavement markings while driving on the premises.
NO SPEEDING!
56. **NO PARKING ON RED LINES.**
57. **NO PARKING IN HANDICAP STALL WITHOUT PROPER STICKER.**
58. **NO BLOCKING TRASH BINS AND/OR DRIVEWAY**
59. **TENANTS MUST PARK IN ASSIGN STALL AND GUEST AS WELL, IF NO PARKING FOR YOUR GUEST THEY MUST PARK ON THE OUTSIDE OF THE PROJECT OR WITH PERMISSION OF THE RIGHTFUL PERSON TO USE THEIR STALL.**

OTHER

60. **Anyone on the premises is expected to follow the same standards of reasonable conduct as defined in these Project Rules. Trespassers can be removed from the property.**
61. **Residents are requested to report violations to Management.**
62. **Management may add rules for the health and safety of residents at specific projects.**

YTD Financial Variance Report by Program

Federal Low Rent:

Rental Program shows a negative YTD variance to budget of <\$84K> due to rent collection shortfalls in ten of the sixteen AMPs. AMPs 131,132,137,140,143 and 150 are ahead of budget in rental income. All rental incomes for the year will need to show increases to budgeted guidelines in order to overcome the net loss in the annual budget. **Subsidy Income** is <\$612K> below budget because of timing of payments and this negative variance is distributed among all the AMPs. HUD has revised the pro-ration from 82% to 89% retroactively, which will cause an increase in subsidy between October and December 2008. The current monthly draw-downs will need to be reviewed and adjusted for the increase and to insure the proper amount has been claimed from HUD. The salaries for maintenance staff were recorded in the administrative salary line and shows an unfavorable variance which will be corrected with the proper recording of this item. **Overall Expenses** show a positive variance to budget YTD of \$1,808K but accruals for items such as bad debt, insurance, and other general expenses are not being recorded on the cash basis reporting method.

Overall budget in EMPHASYS needs to be adjusted to reflect the board approved budget. Differences exist in large part because of no revenues for Central Office Cost Center of \$4.6M, capital expense of \$1.6M, additional federal subsidy of \$.4K, and PILOT expense was reduced by \$.5K. This will be reflected in the November 2008 board report.

State Family Program:

Expenses show a \$236K positive variance to budget but additional wages and benefits, as well as fee expenses need to be recorded. In addition, accruals would need to be made for expenses.

State Elderly Program:

Expenses are \$107K over budget primarily due to costs for private management contracts which total \$179K. Additional research will be required.

Section 8 Housing Choice Voucher:

Revenues shortfalls total <\$201K> and were distributed between subsidy, fraud recovery and other income. **Expenses** show a <\$744K> negative variance to budget due to increase in utilization of housing assistance payments of <\$883K>. July expenses of \$2,833K are nearly double those of August and may be a double posting.

Section 8 Project Based Program:

Revenues show an increase to budget of \$1,958K. However, August revenues are nearly double that of July and may be a double posting. **Expenses** show a negative variance to budget of <\$147K> due to increased utilization of housing assistance payments of <\$323K> but this is partially offset by savings of \$242K in fees which still need to be accrued.

State Rent Supplement:

Revenues, in total, are exceeding budget by \$110K due to \$248K income recorded in July which is actually for the total first quarter. **Expenses** show a positive variance to budget of \$79K because of lower other general expenses which may be due to lack of accruals.

Homeless Programs:

Subsidy incomes have not been recognized for the first two months resulting in a shortfall of <\$3,636K>. **Expenses** are down <\$2,283K> due to a reduction in administrative other expenses as there were no expenses recorded for August. In addition, fees expenses need to be accrued as well as administrative salary and benefits for August.

Central Office Cost Center:

Revenues were recorded in the amount of \$563K for fees generated from other funds for Central Office support services. **Expenses** show an increase to budget of <\$397K> due to increased utilities expenses which need to be researched.

Capital Fund:

Subsidy income of \$875K offset CIP expenditures of \$934K. However, Repairs and Maintenance funds expenditures of \$733K for contract expenses created a negative cash flow situation. There was no budget for these accounts.

HAWAII PUBLIC HOUSING AUTHORITY
G/L BUDGET COMPARISON REPORT
MAJOR PROGRAMS

Aug-08			
Budget	Actual	Difference	%

Year-To-Date			
Budget	Actual	Difference	%

Total Year Budget

Federal Low Rent Program

Rental Program	1,438,684	1,395,378	(43,306)	97%	2,877,368	2,793,101	(84,267)	97%	17,264,208
State and Federal Subsidy	1,592,680	1,290,923	(301,757)	81%	3,185,360	2,573,077	(612,283)	81%	19,112,160
Other Revenue	36,705	30,027	(6,678)	82%	73,410	48,332	(25,078)	66%	440,460
Expenses	2,922,199	2,017,774	904,425	69%	5,844,398	4,036,189	1,808,209	69%	35,066,388
CASH FLOW	145,870	698,554	552,684	479%	291,740	1,378,321	1,086,581	472%	1,750,440

State Family Program

Rental Program	65,981	74,371	8,390	113%	131,962	142,880	10,918	108%	791,772
State and Federal Subsidy	0	0	0	--	0	0	0	--	0
Other Revenue	190	3,132	2,942	1649%	380	2,045	1,665	538%	2,280
Expenses	201,664	93,667	107,997	46%	403,328	166,597	236,731	41%	2,419,968
CASH FLOW	(135,493)	(16,163)	119,330	12%	(270,986)	(21,672)	249,314	8%	(1,625,916)

STATE ELDERLY PROGRAM

Rental Program	156,034	157,713	1,679	101%	312,068	313,475	1,407	100%	1,872,408
State and Federal Subsidy	0	0	0	--	0	0	0	--	0
Other Revenue	0	5,387	5,387	--	0	(5,961)	(5,961)	--	0
Expenses	200,619	302,809	(102,190)	151%	401,207	508,725	(107,518)	127%	2,407,428
CASH FLOW	(44,585)	(139,710)	(95,125)	313%	(89,139)	(201,211)	(112,072)	226%	(535,020)

SECTION 8 HOUSING CHOICE VOUCHER

State and Federal Subsidy	1,687,210	3,285,036	1,597,826	195%	3,374,420	3,285,036	(89,384)	97%	20,246,520
Other Revenue	188,135	264,496	76,361	141%	376,270	264,655	(111,615)	70%	2,257,620
Expenses	1,899,114	1,558,140	340,974	82%	3,798,228	4,542,480	(744,252)	120%	22,789,368
CASH FLOW	(23,769)	1,991,392	2,015,161	-8378%	(47,538)	(992,789)	(945,251)	2088%	(285,228)

SECTION 8 PROJECT BASED PROGRAM

State and Federal Subsidy	1,499,994	3,267,428	1,767,434	218%	2,999,988	4,942,659	1,942,671	165%	17,999,928
Other Revenue	131,441	(34)	(131,475)	0%	262,882	278,640	15,758	106%	1,577,292
Expenses	1,621,681	1,648,807	(27,126)	102%	3,243,362	3,391,128	(147,766)	105%	19,460,172
CASH FLOW	9,754	1,618,587	1,608,833	16594%	19,508	1,830,172	1,810,664	9382%	117,048

STATE RENT SUPPLEMENT

State and Federal Subsidy	0	0	0	--	0	248,341	248,341	--	0
Other Revenue	98,794	0	(98,794)	0%	197,588	59,916	(137,672)	30%	1,185,528
Expenses	103,769	96,858	6,911	93%	207,538	127,634	79,904	61%	1,245,228
CASH FLOW	(4,975)	(96,858)	(91,883)	1947%	(9,950)	180,623	190,573	-1815%	(59,700)

HOMELESS PROGRAMS

State and Federal Subsidy	1,818,167	0	(1,818,167)	0%	3,636,334	0	(3,636,334)	0%	21,818,004
Other Revenue	101,155	36,072	(65,083)	36%	202,310	69,762	(132,548)	34%	1,213,860
Expenses	1,906,496	46,274	1,860,222	2%	3,812,992	1,529,285	2,283,707	40%	22,877,952
CASH FLOW	12,826	(10,202)	(23,028)	-80%	25,652	(1,459,523)	(1,485,175)	-5690%	153,912

CENTRAL OFFICE COST CENTER

Other Revenue (Fees)	0	280,564	280,564	--	0	563,729	563,729	--	0
Expenses	559,383	841,601	(282,218)	150%	1,118,766	1,516,121	(397,355)	136%	6,712,596
CASH FLOW	(559,383)	(561,037)	(1,654)	100%	(1,118,766)	(952,392)	166,374	85%	(6,712,596)

CAPITAL FUND

State and Federal Subsidy	0	875,416	875,416	--	0	875,416	875,416	--	0
Expenses	0	1,283,264	(1,283,264)	--	0	1,667,630	(1,667,630)	--	0
CASH FLOW	0	(407,847)	(407,847)	--	0	(792,214)	(792,214)	--	0

CASH FLOW	(599,755)	3,076,716	3,676,471	-513%	(1,199,479)	(1,030,685)	168,794	86%	(7,197,060)
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HPHA FY 2009 Projected Agency Budget

Program	Budget	Cashflow
Federal Low Rent Program		
Rental/Other Income	18,729,075	
State R & M	3,433,996	
Federal Subsidy	19,524,209	
Expenses	<u>43,225,192</u>	(\$1,537,913)
State Family Program		
Rental Income	794,109	
State R & M	243,393	
State Subsidy	0	
Expenses	<u>2,645,898</u>	(\$1,608,397)
State Elderly Program		
Rental Income	1,872,437	
State R & M	103,430	
State Subsidy	0	
Expenses	<u>2,511,359</u>	(\$535,492)
Section 8 Housing Choice Voucher		
Other Income		
Federal	22,504,247	
Expenses	<u>22,789,542</u>	(\$285,295)
Section 8 Project Based Program		
Other Income		
Federal	19,577,307	
Expenses	<u>19,460,275</u>	\$117,032
State Rent Supplement		
Other Income		
State	1,185,540	
Expenses	<u>1,245,295</u>	(\$59,755)
Homeless Programs		
State/Federal Sources	23,031,965	
Expenses	<u>22,878,117</u>	\$153,848
Central Office Cost Center (Administration)		
Fee Income	5,794,733	
Expenses	<u>6,260,548</u>	(\$465,816)
Capital Program		
Federal Contribution	23,325,709	
State Contribution	31,950,536	
Projects	<u>55,276,245</u>	\$0
Total Shortfall		<u><u>(\$4,221,787)</u></u>