

**REPORT/RECOMMENDATION TO THE BOARD OF GOVERNORS
OF THE HOUSING AUTHORITY OF THE COUNTY OF SAN BERNARDINO
AND RECORD OF ACTION**

August 20, 2019

FROM

MARIA RAZO, Executive Director, Housing Authority of the County of San Bernardino

SUBJECT

Vacated Tenant Accounts for the Authority Owned Portfolio to be Written Off as Collection Loss for the month ending June 2019

RECOMMENDATION(S)

Approve vacated tenant accounts for the Authority Owned Portfolio to be written off as collection losses.

(Presenter: Maria Razo, Executive Director, 332-6305)

COUNTY AND CHIEF EXECUTIVE OFFICER GOALS & OBJECTIVES

Operate in a Fiscally-Responsible and Business-Like Manner.

FINANCIAL IMPACT

This item will not result in the use of Discretionary General Funding (Net County Cost). The accounts receivable losses for the month are summarized below by property. The individual accounts are itemized on the attached worksheet. The Housing Authority of the County of San Bernardino (HACSB) projects and anticipates collection losses in their annual budget process. The monthly losses as detailed below are in line with the budgeted losses.

BACKGROUND INFORMATION

On a monthly basis, HACSB records vacated tenant accounts for the Authority Owned Portfolio for the purpose of being written off to collection losses. The agency's Authority Owned Portfolio units are owned by HACSB and were either acquired or developed through a variety of partnerships with local governments and/or HACSB's non-profit affiliate Housing Partners I, Inc. Despite the agency's reasonable efforts to collect the debts listed in the attached reports, it has been determined that such debts are uncollectible. However, collection efforts will continue with the agency's contracted collection agency. As part of HACSB's standard property management business practices, Board of Governors approval is requested to write off these accounts as accounts receivable losses to the Authority Owned Portfolio. The total write off for the month of June 2019 is \$25,697.54 as delineated in the table below.

SUMMARY BY PROPERTY MANAGEMENT		
PROPERTY	NO. VACATED	TOTAL
402 – Summit Place	3	2,887.00
407 – Sunset Pointe	8	7,380.80
408 – Sunrise Vista	3	277.00
409 – Andalusia	2	3,735.00

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SUMMARY BY PROPERTY MANAGEMENT		
PROPERTY	NO. VACATED	TOTAL
416 – Arrowhead	1	1,320.00
423 – Mesa Gardens	1	-
426 – Sunnyside	3	-
8108 – Arrowhead Commons	1	(6.00)
Concessions Write Off		925.00
TOTAL RENT WRITE OFF	22	16,518.80
Miscellaneous Charges		247.00
Maintenance Charges		10,614.74
Legal Charges		5,020.00
Security Deposits Applied		(6,703.00)
NET TOTAL WRITE OFF		25,697.54

PROCUREMENT

Not applicable.

REVIEW BY OTHERS

This item has been reviewed by Legal Counsel (Julie J. Surber, Principal Assistant County Counsel, 387-5455) on August 12, 2019; Finance (Kathleen Gonzalez, Administrative Analyst, 387-5412) on August 12, 2019 and Finance and Administration (Matthew Erickson, County Chief Financial Officer, 387-4523) on August 12, 2019.


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Record of Action of the Board of Governors
Housing Authority of the County of San Bernardino

APPROVED (CONSENT CALENDAR)

Moved: Josie Gonzales Seconded: Sylvia Miller
Ayes: Josie Gonzales, Curt Hagman, Sylvia Miller, Jessie Muñoz, Dawn Rowe, Janice
Rutherford
Absent: Robert A. Lovingood

Lynna Monell, SECRETARY

BY 
DATED: August 20, 2019



cc: File - JPA/Housing Authority of the County of San Bernardino w/
attachment
jll 08/22/2019