

DC Housing Providers Association
2014 Theme: “Taking Ownership of our Business”

2014 DCHPA OFFICERS

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Website: For Housing Choice Program Information: dchousing.org.

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If you are experiencing problems with the website contact Steve Hadley.

DCHPA Meeting Minutes for May 21, 2014
HCVP Successful New Lease Ups

Objectives and Purpose of DCHPA: To advise DCHA management on recommended improvements and collaborative measures.

- I. **Meeting was called to order** by Vice Chairman Mike Kornegay at 6:00 PM. The meeting location was Room 100.
- II. **Review of Presentation**

Ms. Fatima Koroma presented 5 main steps of the Lease Up process:

- 1) Intent to Vacate submitted by Tenant for current unit
 - This form is no longer required to be signed by current Landlord
- 2) Once Tenant locates new unit available for them to lease, the Tenant and new Landlord submit Lease Up Packet to DCHA
 - Landlord’s lease is not required to be signed at this time
 - Landlords are now required to submit their Photo ID as part of the packet
 - i. If Tenant turns in packet, Landlord can blank out address and date of birth for security. If Landlord does not want Tenant to see their Photo ID, then Landlord can submit the packet themselves.
- 3) Once Lease Up Packet is received, DCHA schedules Inspection of new unit
 - If failed, then a re-inspection is conducted
- 4) Once Inspection is passed, DCHA processes the Lease Up Packet and then HAP contract is emailed to Landlord. Landlord and Tenant must sign and return within 10 days.
- 5) Once HAP Contract is signed and submitted, then Tenant is able to move into new unit

III. Presentation Discussion

Many members had suggestions for DCHA Management to review in order to improve the Lease Up process. A few suggestions are as follows:

- 1) Tenants to be required to have Intent to Vacate signed by current Landlord
- 2) DCHA to verify Tenant has fully moved out of previous unit, before they are allowed to move into a new unit.
- 3) DCHA to require a move out inspection

Ms. Diane Oliver, Customer Relations Manager, announced to submit all suggestions to improve the Lease Up Process to the Vice Chairman, Mr. Kornegay. Mr. Kornegay will compile a list to send to Ms. Oliver who in return submits suggestions during the DCHA Management meeting, with the Director Mr. McCoy in attendance.

IV. Open floor for questions and discussion

- A few members suggested having some of our members to speak at the DCHA Management meeting, in order for our suggestions to come directly from us
- Many members suggested for Mr. McCoy to be in attendance at HPA meetings
- A suggestion was presented for Landlords to have online access to have up to date information about our Tenants, such as: if an Intent to Vacate was submitted, missing recertification meetings, etc.

V. Announcements

1. DCHA host's on-site Landlord Briefings on the last Saturday of every quarter at 10am. Location address: 1133 North Capitol Street, Northeast Washington, DC 20002. Seats fill quickly; register at <http://www.dchousing.org/services/landlords/schedule.aspx>. For more information contact Ms. Diane Oliver, Customer Relations Manager, at doliver@dchousing.org.
2. You can find more information on all the Housing Choice Programs on the website at dchousing.org. Steve Hadley can be reached by email at shadley@dchousing.org if you are having problems with the website. All landlords are encouraged to register on the site and take advantage of the services that are being provided to you.
3. Please check the Department of Housing and Community Development website, www.dhcd.dc.gov for **Housing Regulation Administration (HRA)** ongoing Education Series for dates, times and locations of upcoming workshops and seminars. They are located at 1800 Martin Luther King, Jr. Ave., SE, Washington, DC 20020. The telephone number is 202-442-7200.
4. **Next meeting will be held on Wednesday, June 18, 2014 at 6pm.** Please arrive between 5pm-6pm if you need to meet with Housing staff in regards to personal tenant related questions and concerns. The Calendar of Events for Topics of Discussion are listed as follows:

- ❖ **January 15th** Election of Committee Members
- ❖ **February 19th** 2014 Calendar Monthly Meeting Survey / Open Forum
- ❖ **March 19th** Tips and Tricks on Managing Your Property
- ❖ **April 16th** Landlord and Tenant Law (Attorney Presentation)
- ❖ **May 21st** Housing Choice Voucher Program (HCVP) Successful New Lease Ups (HCVP Staff Presentation)
- ❖ **June 18th** Government Agencies: Important News, Information and Updates via Department of Housing and Community Development (DHCD), Department of Consumer and Regulatory Affairs (DCRA) and Office of Tenant Advocate (OTA)
**Learn of current regulations, business/rental licensing and more
- ❖ **July 16th** Tax & Accounting Tips and Tricks for Real Estate Investors / Financial Planning
- ❖ **August 20th** Other Housing Programs: Community Partnership/Housing Counseling Services **Learn about other housing supportive agencies and programs available
- ❖ **September 17th** HCVP housing Quality Inspections (HQS) Passing the HCVP Inspection **Presentation by HCVP Inspections Staff
- ❖ **October 15th** Tips and Tricks to Finance Your Investment
- ❖ **November 19th** Open for City Council Member
- ❖ **December 17th** Holiday Celebration

VI. Meeting Adjourned at 7:25 PM

Respectfully submitted by,

Roshonda Josephs
DCHPA Secretary