



July 15, 2025

**Regular Board Meeting of the Housing Authority of the City of Cayce, SC**

The Board of Commissioners of the Housing Authority of the City of Cayce, SC held its Regular Board Meeting on Tuesday, July 15, 2025 at Cayce City Hall.

Chairman Jack Sightler called the meeting to order at 5:08 pm. A copy of the agenda was posted on the Housing Authority's website.

Roll call was conducted, and attendance was as noted below:

<b>CH Board Members</b>			<b>Columbia Housing Authority Staff Present</b>
<b>Chairman</b>	Jack Sightler	Present	Barry Hall, Interim Chief Executive Officer
<b>Vice-Chairman</b>	Johnetta Riley	Present	Dennis Lohr, Chief Financial Officer
<b>Commissioner</b>	Evony Reed	Present	Lee McRoberts, Chief of Staff
<b>Commissioner</b>	Cheryl Seymour	Present	Lenoria Holloway, Property Manager
<b>Commissioner</b>	Bruce Smith	Absent	Cherilyn McCoy, Assistant Property Manager
			Gloria Warner, Regional Property Manager
			Julia Gibbs, Senior Project Manager
			Damian White, Community Safety Manager

**APPROVAL OF AGENDA**

Chairman Sightler made a motion to approve the Agenda as presented, seconded by Commissioner Seymour it was approved.

**PUBLIC COMMENT**

Mr. Hall stated no one from the public had signed up or was present to address the Board.

**APPROVAL OF MINUTES**

Chairman Sightler called for a motion to approve the minutes of the Regular meeting held March 18, 2025, and Special Called meeting held April 8, 2025. Upon motion of Commissioner Reed, seconded by Vice Chair Riley, the minutes were approved.

<b>Board Member</b>		<b>Aye</b>	<b>Nay</b>	<b>Absent</b>
<b>Chairman</b>	Jack Sightler	X		
<b>Vice-Chairman</b>	Johnetta Riley	X		
<b>Commissioner</b>	Evony Reed	X		
<b>Commissioner</b>	Cheryl Seymour	X		
<b>Commissioner</b>	Bruce Smith			X

**DISCUSSION ITEMS:**

Mr. Hall asked Ms. Warner to introduce Ms. Lenoria Holloway as the new Property Manager for Cayce Housing. Ms. Warner said that Ms. Holloway is replacing Ms. Weston who is now located at the CH property in Eastover. Mr. Hall said that Cayce Housing Summer Youth Participant, Miyah Smith, was unable to attend

the meeting but has been enjoying the program and doing well, Mr. Hall asked Ms. McRoberts to give an update on the Summer Youth Employment Program. Ms. McRoberts said that there are 18 youth participating in the program and they are working several days a week in departments and spending the rest of the week in sessions designed to expose them to financial literacy skills, career opportunities and civic events. The Board was invited to attend the end of program luncheon on Friday, July 25 at the Cecil Tillis Center.

### **CEO REPORT:**

Mr. Hall asked Ms. McCoy to give the Property Management Operations Report. Ms. McCoy reported the following:

	<b>May</b>	<b>June</b>	<b>July</b>
Accounts sent to Magistrate	01	0	0
Account more than 30 days	04	02	04
Work Orders received	06	32	03
Work Orders Completed	04	28	03
Work Orders Remaining	02	04	03
Emergency Work Order	0	05	00

### **\*\*Magistrate Update:**

March - one case sent to the magistrate.

April – zero cases sent to the magistrate.

May - zero cases sent to the magistrate.

Ms. McCoy said that most of the Work Orders were related to HVAC issues. She also reported that the tenant who was sent to the Magistrate in May was evicted during a court hearing earlier today. There was a general discussion regarding the number of HVAC work orders received. Vice Chair Riley asked if the units should be replaced given the amount of work that had to be done to them during the previous reporting period. Mr. Hall said that the units were not replaced during the renovation due to cost and that work is being done to the systems as needed.

Mr. Hall gave an update on tree work to include the vendor completing the work and current status by location. Mr. Hall said that all of the tree work will cost \$95,500 and is being for from Capital Funds. Chairman Sightler said that the trees should be replaced with indigenous species where possible. Vice Chair Riley said that the work that has been completed looks good and that she is glad work has been done to preserve the safety of residents and units. Vice Chair Riley also stated that she has noticed a lot of overgrowth on the property near the Cayce Housing units on Lucas and asked that staff reach out to Cayce staff to have it addressed.

<b><u>LOCATION</u></b>	<b><u>AMOUNT</u></b>	<b><u>VENDOR</u></b>	<b><u>STATUS</u></b>
<b><u>Spencer Place</u></b>	<b><u>\$23,550</u></b>	<b><u>Bear Tree Service, Lexington, SC</u></b>	Work to start by 7/28 and be complete by 8/2.
<b><u>Riverside Lane</u></b>	<b><u>\$3,200</u></b>	<b><u>Bear Tree Service, Lexington, SC</u></b>	Work to start by 7/28 and be complete by 8/2.
<b><u>Lee and Lucas</u></b>	<b><u>\$22,750</u></b>	<b><u>All Good Lawn and Tree Service, Irmo, SC</u></b>	Work on Lucas is done, work on Lee is 97% complete.

<b><u>Byron and Toole</u></b>	<b><u>\$23,000</u></b>	<b><u>Affordable Carolina Tree Service, Swansea, SC</u></b>	<b>Scheduling with Dominion to drop lines.</b>
<b><u>Poplar and Wilkinson</u></b>	<b><u>\$23,000</u></b>	<b><u>Affordable Carolina Tree Service, Swansea, SC</u></b>	<b>Complete</b>
<b>TOTAL</b>	<b><u>\$95,500</u></b>		

Mr. Hall asked Mr. Lohr to give the financial report. Mr. Lohr presented the following:

<b>Public Housing</b>	<b>Period to Date Revenue and Expense</b>	<b>Period to Date Budget</b>	<b>Variance</b>
<b><u>Operating Income</u></b>			
Tenant Revenue	131,387	105,000	26,387
HUD Operating Grant Revenue	179,512	151,000	28,512
CFP Operating Revenue	276,564	140,000	136,564
Other Revenue	3,172	2,000	1,172
<b>Total Operating Income</b>	<b>590,635</b>	<b>398,000</b>	<b>192,635</b>
<b><u>Operating Expenses</u></b>			
Administrative Expenses	71,047	104,850	33,803
Tenant Services	3,767	6,100	2,333
Utilities	6,979	10,000	3,021
Maintenance (Detailed Below)	148,289	118,988	(29,301)
Protective Services	9,210	11,800	2,590
Insurance Expense	13,914	10,100	(3,814)
Real Estate Taxes-PILOT	11,500	11,500	-
Other General Expenses, Collection Losses	1,044	3,000	1,956
Extraordinary Maintenance - Tree Removal	15,610	-	(15,610)
Equipment Replacements	-	-	-
<b>Total Routine Operating Expenses</b>	<b>281,360</b>	<b>276,338</b>	<b>(5,022)</b>
<b>Cash Flow (Deficit) from Operations</b>	<b>309,275</b>	<b>121,662</b>	<b>187,613</b>

<b>Maintenance</b>	<b>Period to Date Actuals</b>	<b>Period to Date Budget</b>	<b>Variance</b>
Salaries & Benefits	25,422	47,588	22,166
Materials	6,793	1,000	(5,793)
Garbage & Trash	0	2,800	2,800
Carpentry & General Repairs	7,075	0	(7,075)
Electrical Repairs	454	0	(454)
Plumbing	6,180	600	(5,580)
Mowing & Landscape	70,177	37,000	(33,177)
Pest Control	11,625	11,000	(625)
Other Contracts	20,563	19,000	(1,563)
<b>Total Maintenance Expense</b>	<b>148,289</b>	<b>118,988</b>	<b>29,301</b>

Vice Chair Riley asked if the cash on hand could be used towards HVAC units in need of replacement. Mr. Hall said that he is not aware of any units in that condition but if that were to change the funds could be used for that purpose. Mr. Hall suggested that staff conduct a review of the units in use and analyze whether or not they need to be replaced and schedule replacements as needed. Vice Chair Riley asked why the garbage line item was 0. Mr. Hall said that the City picks up roll carts at Byron and Toole and Lee and Lucas and that dumpsters are at the remaining sites which are picked up by an outside vendor several times a week. Chairman Sightler said that there should be charges if the dumpsters are being picked up, Mr. Lohr will research and correct if needed.

Mr. Sightler said that the fences at Poplar and Wilkinson need to be cleaned up now that the trees are gone as they look bad. Ms. Seymour said that the fences at Spencer Place also need to be fixed. Mr. Hall said that staff could look at painting or powder coating them and will research the task further.

Ms. Seymour said that the fire extinguishers at Spencer Place are still out of date and work orders have been placed. Mr. Hall said that he will have Mr. Brown get them replaced and the task added to the preventive maintenance schedule.

Chairman Sightler asked about the status of the RAD conversion letter from the City. Mr. Hall said that Attorney Campbell is working with the City's new attorney and hopes to have an update soon.

### **ADJOURNMENT**

There being no further business and upon motion of Chairman Sightler, seconded by Commissioner Seymour it was unanimously approved to end the meeting at 5:48 pm.

Prepared by:

Barry Hall  
Interim Secretary/Chief Executive Officer