

HOME Investment Partnerships Program  
December 13, 2023, Meeting @ 2:00 PM

Present: Jillian Phinnesse, representing Pennrose Properties, Eileen Wirth, representing MEND, Sidni Robillard, representing MEND, Springside School Senior Residence, Alex Cordaro, representing Walters Group, Bill Harris, representing City of Burlington, Antonio Walker, representing Zurbrugg Mansion, Terri Constantine, representing MEND/Duffy School, Joanne Hennessey, Jennifer Hiros, Monica Rego, Division of Community Development and Housing

1. Call to order – Open Public Meetings Act  
The meeting was called to order at 2:01 PM by Monica Rego. Monica Rego stated the meeting follows the Open Public Meetings Act. The meeting was opened for public comment. No members of the public were present, and hearing no comment, Monica Rego closed the public comment portion.
2. Roll Call
3. Approval of November 8, 2023 minutes.  
The November 8, 2023, minutes were moved to approve by Eileen Wirth, seconded by Joanne Hennessey. **Motion approved.**
4. Reports:
  - a) HOME  
Monica Rego stated 2023 Annual Monitoring is due to the Division of Community Development and Housing on March 31, 2024.  
Monica Rego stated (2) Monitoring packages have been sent out:
    1. Annual HOME Monitoring
    2. 6-year Recertification MonitoringThe Burlington County Housing Inspector will contact Property Managers to schedule an inspection of properties. Monica Rego will coordinate with the Housing Inspector to attend some inspections and meet property managers.  
Requirements and submissions for 2023 monitoring is as follows:  
Annual HOME Monitoring submissions:
    - copy of HOME Program Lease Addendum
    - copy of current Insurance Certificate
    - VAWA Lease Addendum signed by tenants
    - Form A
    - Form CShould tenants move in and move out during the year, the move-out date should be listed on Form A and Form B should be submitted detailing new tenant's information.  
6-year Recertification Monitoring submissions:
    - copy of HOME Program Lease Addendum

- copy of current Insurance Certificate
- VAWA Lease Addendum signed by tenants
- Form A
- Form C
- Form B for all tenants or Tenant Income Certification (TIC).

5. Action Items

6. Closed Session – A closed session was not held.

7. Discussion

Antonio Walker questioned if HUD has released a 2023 rent increase approval or do property managers ask for a rental increase. Jennifer Hiros stated property managers may request a rent increase up to 3%. Units that are not HOME-based should consult leasing and financing information to find information on rental increases.

There was no further discussion.

The meeting adjourned at 2:10 P.M.

Respectfully submitted,

*Patricia Lake*

MR/PL/JLH