

MEMORANDUM

TO: Joseph Villarreal, Executive Director

FROM: Elizabeth Campbell, Director of Managed Housing Programs

SUBJECT: Vacated Collection Loss Write-Offs

DATE: December 31, 2011

I have reviewed the request for Vacated Collection Loss Write-Off Accounts submitted by the Housing Managers and recommend that the following amounts be written off/submitted as non-collectible:

PROJECT	RENT	LEGAL	MAINTENANCE	TOTAL	TENANT ACCOUNTS
Alhambra Terr. Martinez CAL 11-1	-0-	-0-	-0-	-0-	0
Bridgemont, Antioch CAL 11-3	-0-	-0-	-0-	-0-	0
Los Nogales, Brentwood CAL 11-4	-0-	-0-	\$523.60	\$523.60	1
El Pueblo, Pittsburg CAL 11-5	\$1496.00	-0-	\$4488.31	\$5984.31	2
Las Deltas, N. Richmond CAL 11-6	\$2014.48	-0-	\$978.12	\$2992.60	2
Los Arboles, Oakley CAL 11-8	-0-	-0-	-0-	-0-	0
Las Deltas, N. Richmond CAL 11-9A	-0-	-0-	\$528.45	\$528.45	2
Las Deltas, N. Richmond CAL 11-9B	-0-	-0-	\$1103.25	\$1103.25	2
Bayo Vista, Rodeo CAL 11-10	\$6562.95	-0-	\$3908.32	\$10471.27	6
Hacienda, Martinez CAL 11-11	-0-	-0-	-0-	-0-	0
Casa de Manana, Oakley CAL 11-12	\$79.58	-0-	\$339.32	\$418.90	1
Casa de Serena Bay Point CAL 11-13	-0-	-0-	\$851.05	\$851.05	1
Elder Winds, Antioch CAL 11-15	-0-	-0-	-0-	-0-	0
Vista del Camino San Pablo 4501	-0-	-0-	-0-	-0-	0
Kidd Manor, San Pablo 4502	\$233.00	-0-	-0-	\$233.00	0
TOTALS:	\$10,386.01	-0-	\$12,720.42	\$23,106.43	17

THE BOARD OF COMMISSIONERS
HOUSING AUTHORITY OF THE COUNTY OF CONTRA COSTA

RESOLUTION NO. 5150

RESOLUTION APPROVING COLLECTION LOSS WRITE-OFF IN THE
AMOUNT OF \$23, 106.43 FOR THE QUARTER ENDING DECEMBER 31,
2011

WHEREAS, certain vacated tenant accounts have been determined to be
uncollectable by management; and

WHEREAS, these tenant accounts may have been, or may be, turned over to a
collection agency for continuing collection efforts;

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners of the
Housing Authority of the County of Contra Costa that the following
amounts be written off for collection loss for the quarter ending
DECEMBER 31, 2011

	Conventional Program
Dwelling Rent	\$10,386.01
Legal Charges	\$ -0-
Maintenance & Other Charges	\$12,720.42
Total	\$23, 106.43

PASSED AND ADOPTED ON _____ by
the following vote of the Commissioners.

AYES:

NOES:

ABSENT:

ABSTAIN:

I HEREBY CERTIFY THAT THIS IS A
TRUE AND CORRECT COPY OF AN
ACTION TAKEN AND ENTERED ON THE
MINUTES OF THE BOARD OF
COMMISSIONERS ON THE DATE SHOWN.

ATTESTED _____
JOSEPH VILLARREAL, SECRETARY
OF THE BOARD OF COMMISSIONERS
AND EXECUTIVE DIRECTOR

BY _____