



600 Park Avenue
Bremerton WA 98337
(p) 360-616-7241
(f) 360-616-2811
www.bremertonhousing.org

BHA HOUSING COMMITTEE MINUTES

THE HOUSING HYBRID COMMITTEE MEETING OF THE BREMERTON HOUSING AUTHORITY (BHA) HELD 4:00 PM REMOTELY ON APRIL 23, 2026.

1. **CALL TO ORDER:** Meeting was called to order at 4:02 p.m.

2. **ROLL CALL:**

Present:

Subchair Diane West
Commissioner Victoria Hilt

Excused:

Commissioner Joan Hanten

BHA Staff Present:

Jill Stanton	Executive Director
Wendy Westby	HCV Program & Housing Projects Director
Anne Conte	Housing Director
Tim Schanne	Business Solutions Director
Lorna Camacho	Chief of Staff/Minute Taker

3. **SUBCOMMITTEE CHAIR COMMENTS:** None.

4. **HOUSING REPORTING:** Comments by Ms. Conte.

4.1 NSPIRE Inspection

Ms. Conte shared that the Board would receive a full report at the May 18, 2026, meeting on recent inspections, along with an overview of NSPIRE (National Standards for the Physical Inspection of Real Estate) and its impact on agency operations. NSPIRE is a HUD-established standard that replaces two previous inspection systems, one used for Housing Choice Vouchers (HCV) and one for public housing which historically evaluated different criteria, with one focused on health and safety and the other on property condition and value. This created inconsistencies, as properties could meet one standard but not the other. Following a 2018 congressional mandate, HUD finalized NSPIRE in 2022 to standardize inspection criteria across programs. Housing Authorities are required to adopt NSPIRE no later than February 2027, and BHA implemented it in summer 2024.

Ms. Conte explained that voucher inspections, previously based on Housing Quality Standards (HQS), are now conducted using NSPIRE and continue to operate on a pass/fail basis. In contrast, REAC (Real Estate Assessment Center) inspections conducted by HUD for agency-owned properties result in a numerical score based on the type and severity of deficiencies. NSPIRE includes 72 standards with varying levels of deficiencies, ranging from

low-level issues to more serious conditions that may result in failure. While voucher inspections remain binary, REAC inspections involve a more complex scoring system. Recent REAC inspections were completed at Bay Vista South and the Summit, with earlier inspections conducted at Tamarack in February and the Firs last July, representing the agency's first experience with REAC inspections under NSPIRE in some time.

Tamarack served as an important learning opportunity for staff, including the introduction of pre-inspections in advance of REAC visits, which had not been standard practice previously. Early challenges reflected staff's unfamiliarity with certain NSPIRE requirements, such as outlet placement near water sources, kitchen ventilation standards, and maintaining 18 inches of clearance around sprinkler systems, including in less obvious areas like pantry spaces. By the time inspections were conducted at Bay Vista, staff demonstrated improved understanding and performance, with fewer deficiencies identified. Some remaining issues were attributed to lack of unit access when residents did not allow entry.

Ms. Conte reported that knowledge of NSPIRE standards has significantly improved, particularly in unit turns and work order responses, and the agency is working toward conducting annual internal inspections of all units regardless of HUD scheduling. There is also an increased focus on resident education to ensure tenants understand safety requirements and inspection expectations. While residents are given flexibility to coordinate inspection times, refusal to allow access may result in lease enforcement actions.

Customer service enhancements have also been implemented, including leaving door hangers when residents are not home during work order visits, providing details of completed work, and offering quality control cards for resident feedback. These practices have been in place for several months. Additional efforts under consideration include incorporating QR codes to improve communication and feedback providing materials such as magnets for residents and collaborating with the MarCom team on outreach strategies. Ms. Conte expressed confidence that the agency will be fully aligned with NSPIRE standards within the next year and emphasized that inspection deficiencies are being treated as learning opportunities to strengthen processes and outcomes.

Ms. Stanton pointed out that Ms. Conte is an NSPIRE expert and an NSPIRE instructor, supporting staff training and implementation efforts.

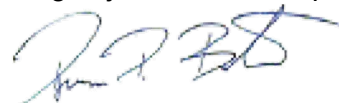
5. FUTURE HOUSING COMMITTEE MEETING:

The next Housing Committee Meeting - Thursday, June 18, 2026.

6. ADJOURNMENT: There being no further business meeting adjourned at 4:36 p.m.

Carlita Alegria, Acting Executive Director

Executive Secretary



Chairperson of the Board

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