



ACQUISITION, RENOVATION & DEVELOPMENT COMMITTEE

February 18, 2015

AGENDA

1. Call to Order
2. Roll Call
3. Approval of Minutes
 - a) January 7, 2015
4. RAD
5. SHDP1
6. Rankin Terrace LIHTC
7. Project Matrix
8. Resolutions

Resolution No. 0932 clarifying the CEO's authority to adopt, modify and change procedures as necessary to implement the policies adopted by the Board of Commissioners.
9. Other Business
10. Closed Session

§ 143-318.11. (5) (i) the price and other material terms of a contract or proposed contract for the acquisition of real property by purchase, option, exchange, or lease
11. Adjournment



**ACQUISITION, RENOVATION AND DEVELOPMENT
COMMITTEE MEETING**
OF THE HOUSING AUTHORITY OF THE CITY
OF WILMINGTON, NORTH CAROLINA
January 7, 2015

The regular monthly meeting of the Acquisition, Renovation and Development Committee was held on Wednesday, January 7, 2015 at 4:00 p.m. at the Wilmington Housing Authority, 1524 South 16th Street, Wilmington, North Carolina.

Committee Members Present: Jeffrey G. Hovis, Commissioner
Greg Neel, Commissioner
Stuart Franck, Commissioner

Committee Members Absent: Debra H. Hays, Commissioner

Other Commissioners Present: Betsy Kahn, Commissioner

Others Present: Katrina H. Redmon, CEO
Vernice Hamilton, Director of Operations/HR
Glenn Floyd, Director of HEO
Michelle Kerwin, Director of Finance
Karen Schraml, HEO Coordinator
Sara Davis, Executive Assistant
Dawn Tucker, Assistant Director of Finance
Rhonda Mack, Director of Special Projects/HCV

1. Call to Order

The meeting of the Acquisition, Renovation, and Development Committee, "ARD" was called to order by Jeffrey G. Hovis, Chair of the Committee, at 4:02 p.m. on January 7, 2015, pursuant to the notice sent to the Commissioners and Staff of Wilmington Housing Authority.

Roll call was taken and a quorum was present.

2. Approval of Minutes

Minutes of the November 19, 2014 ARD Committee meeting were reviewed, Commissioner Neel made the motion to approve and Commissioner Franck seconded. Minutes were unanimously approved.

3. RAD (Construction)

Ms. Mack reported after having several conversations with the HUD RAD staff it has been determine that a partial RAD conversion for the Hillcrest site will not be approved by the Public Housing Division of HUD. Ms. Mack stated since Congress has lifted the cap on RAD units staff is considering applying for a RAD conversion for the entire site.

Ms. Redmon stated she will contact Allen Kaufman regarding an extension for the next two due dates on replacement housing factor funds giving us the time needed.

4. SHDP1

Ms. Redmon stated she met with Elderhaus to answer a few questions they had regarding the budget.

Mr. Floyd reported staff is waiting to get the number back from Harold K. Jordan on the pricing for the eight units. He stated the permits have been received and plans are being reviewed by the County.

Ms. Schraml stated that due to the delays in construction the State Employees Credit Union has asked for additional things along with some updates. She stated an example of what they are asking for is another survey in addition to the basic survey already done.

Ms. Schraml reported the meeting with Elderhaus went well and their main concern was having to fund someone 24/7. Ms. Schraml stated NCHFA said they can be there when needed but it was not needed overnight.

Ms. Redmon stated it would be onsite services and an on call service for nights.

5. Rankin Terrace LIHTC

Mr. Floyd stated equity was closed on December 12th and \$577,781 from the first capital draw was received. Mr. Floyd reported that \$510,000 of the construction loan went to pay back the \$450,000 capital fund loan and various closing costs for the construction and permit loans. Mr. Floyd stated the capital contribution paid \$96,000 of the developer fee and paid back HEO for money owed.

Mr. Floyd reported the contractor started on January 5th and interior demolition work is in progress.

Ms. Redmon stated staff is on site several times a day.

Mr. Floyd reported a saving of \$27,450 in tap fees by using the current waterline.

6. Project Matrix

Mr. Floyd reported on the following:

- Exterior lighting is almost complete with the two lights at Vesta Village going in.

- HEO is assisting with vacancies and scopes of work.
- One project is out for bid regarding the storm retention ponds at Sunset South.
- Staff is still working on property tax values with New Hanover County.

7. Other Business

No other business came before the committee.

8. Adjournment

A motion made by Commissioner Neel and seconded by Commissioner Franck to adjourn the meeting carried unanimously.

Projects in Planning Stages

Project Management Action List
2/18/15

Item	Est. Completion Date	Project Manager	Site	Status
Exterior lighting	1/15/15	Glenn	HW	Two additional lights at Vesta have been installed .
Vacancies	Ongoing	Glenn	Authority Wide	Working with Operations Department concerning scope of work for vacancies and methods to reduce time to turn units.

Projects Out To Bid

Project Management Action List
2/18/15

Item	Est. Completion Date	Project Manager	Site	Status
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Projects Under Contract/In Process

Project Management Action List
2/18/15

Item	Est. Completion Date	Project Manager	Site	Status
Supportive Housing I	12/1/15	Glenn/Karen	Jervay	Erosion and sedimentation permit has been approved and received from NCDENR. Storm water permit has been approved and received from NCDENR. Financial closing with SECU and NCHFA pending. Working with contractor on value engineering.
Dawson Street Lofts (Hillcrest RAD)	12/1/15	Glenn	Hillcrest / Dawson St	Currently under contract with Harold K. Jordan. Currently reviewing proposed construction of 16 units due to increased costs and RAD issues.
CDBG	5/30/14	Karen	Hillcrest / Dawson St	Awarded \$200,000 CDBG; approved by City Council. Requesting monies to be split/moved to Supportive Housing property.
Rankin Terrace LIHTC	12/31/15	Glenn/Karen	RT	Project under way. Abatement in progress. Interior structural repairs and installation of fire walls in process. Installation of new sewer lines in process. Roofing scheduled to begin on February 16th.
Winfield Smith	Ongoing	Glenn/Karen	WS	Searching for options/funding for development of property.
Sunset South	3/2/15	Glenn/Karen	SS	Contractor currently conducting storm water pond remediation.
Property Tax Values	On going	Karen	CWS/NBH	New Hanover County Tax Dept. working on Creekwood and issues with New Brooklyn Homes billing.
Certified Payrolls	On going	Karen	CF/RT	Processing certified payrolls for capital fund and LIHTC projects.
Authority Wide	2/10/15	Karen	HW	Responding to HUD request for copies of Declarations of Trust on all public housing properties.



**HOUSING AUTHORITY OF THE CITY OF WILMINGTON,
NORTH CAROLINA**

**RESOLUTION CLARIFYING THE CEO'S AUTHORITY TO ADOPT, MODIFY
AND CHANGE PROCEDURES AS NECESSARY TO IMPLEMENT THE
POLICIES ADOPTED BY THE BOARD OF COMMISSIONERS**

Resolution No. 0932

WHEREAS, the Board of Commissioners adopts policies for the general direction and governance of the Housing Authority of the City of Wilmington, North Carolina's ("the Authority") consistent with the powers of the Authority as set forth in the Housing Authorities Law of North Carolina;

WHEREAS, the Chief Executive Officer of the Authority is, according to Article III, Section 5 of the Bylaws of the Authority, "charged with managing and directing all functions of the Authority in accordance with all applicable laws, rules and regulations of HUD, as well as resolutions and policies adopted by the Board"

NOW, THEREFORE, BE IT RESOLVED, that the Chief Executive Officer is authorized to adopt, modify and/or change any and all procedures now in effect as necessary, in the discretion of the Chief Executive Officer, to implement the policies of the Board of Commissioners, so long as any such procedures adopted by the Chief Executive Officer do not have the effect of nullifying or frustrating policies duly adopted by the Board of Commissioners.

_____ (SEAL) Date: _____
Katrina Redmon
Chief Executive Officer