ACQUISITION, RENOVATION AND DEVELOPMENT
COMMITTEE MEETING
OF THE HOUSING AUTHORITY OF THE CITY
OF WILMINGTON, NORTH CAROLNIA
December 18, 2013

The regular monthly meeting of the Acquisition, Renovation and Development Committee was held on Wednesday, December 18, 2013 at 4:00 p.m. at the Wilmington Housing Authority, 1524 South 16th Street, Wilmington, North Carolina.

Committee Members Present: Jeffrey G. Hovis, Commissioner
Stuart Franck, Commissioner
Greg Neel, Commissioner
L.S. "Bo" Dean Jr., Commissioner
Debra H. Hays, Commissioner
Helayne Levy, Commissioner
Glenn Floyd, Director of HEO
Michelle Kerwin, Director of Finance

Committee Members Absent: Arcelia Wicker, Sr., Commissioner and Chair

Others Present: Alfredia McDonald, Commissioner
Vernice Hamilton, Interim CEO
Rhonda Mack, Director of HCV
Karen Schraml, HEO Coordinator
Sara Davis, Executive Assistant
T.M. O'Donnell, Wilmington Police Department
J. Doyle, New Hanover Sheriff's Department
S.D. Keaton, Wilmington Police Department
Dolores Williams

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 Board of Commissioners, in the absence of the Chair of the Committee, at 4:00 p.m. on December 18, 2013, pursuant to the Notice sent to the Commissioners and Staff of Wilmington Housing Authority.

2. Approval of Minutes

Minutes of the November 20, 2013 ARD committee meeting were reviewed, Commissioner Dean made the motion to approve and Commissioner Hays seconded. Minutes were unanimously approved.

3. Choice Neighborhoods

Ms. Rhonda Mack reported the December 5th Choice Neighborhoods meeting was well received and feedback is people are on board and want to talk further about partnering. She said the Greenfield scape park is one that is interested.

Commissioner Dean said that Joy from Wilmington Health Access for Teens wants to partner.

Ms. Mack stated the meeting on December 5th was more to reach the City and County for partnerships and she does plan on meeting with the community partners.

Ms. Mack talked to the Committee about things they need from the city; funding, police substation in the neighborhood, etc. She said the list was given to the city staff in July.

Commissioner Dean suggested that City Council be given anything that we give to staff.

Commissioner Franck asked if any list has been submitted to the County and Ms. Mack stated that a list for the County has not been developed yet.

Commissioner McDonald stated she would like to have a Public Meeting at City Hall regarding CNI.

Ms. Mack presented the Committee with a list of talking points for when they talk to City, County and Community Partners. She stated it is time to get others on board to spearhead each entity.

Commissioner Hovis said in talking to people after the meeting the concern was for density and the ability to do market rate in the area. He said there are two reasons most aren't committing; one, they feel that it may not work due to the density issues and two, there is no clear picture of what is exactly needed. He said it is time to decide if we are going to do it and if so we need to engage the community.

Ms. Mack said if we are going to hire someone in-house to head Choice we do not need to go out for bid but if we hire a consultant we would need to go out for bid. She stated staff has located possible funding sources to hire someone.

Ms. Kerwin stated one source is the 508 sales proceeds that has the restriction of "Affordable Housing Purposes."

Ms. Mack stated it is important that whoever is hired has to be familiar with the area, the partners, the political scene, along with a passion for the project and ability to make the day to day decisions.

The Committee discussed what needs to be provided to the different groups so they can meet with their Boards and make a decision on what degree they want to be involved. One entity discussed was Education and Commissioner Hays mentioned School Board member Lisa Estep having information for an all girls' school.

Ms. Mack pointed out that is a good example of staff needing community partners to take the lead and getting grants for their area of expertise.

Commissioner McDonald stated that what is being talked about is a Steering Committee and we had one for Taylor and Jervay. Commissioner McDonald ssaid Catrecia Bowman is currently on staff and knows how to do what is needed and feels Ms. Bowman needs to be at the table through this.

Commissioner Hovis stated Commissioners need to decide which steering committee they want to be a part of and understand that if they volunteer it will be time consuming.

Ms. Mack reported WODA signed their terms and agreed that WHA would take over management in 5 years.

Commissioner Hovis reported that it is a strong possibility WHA's prior CEO will be working at WODA.

Ms. Mack stated that knowing that was a possibility and HUD's conflict of interest requirements she made sure the lawyers included the exact verbiage from HUD in the MOU and he will not be working directly or indirectly on our projects.

There was a consensus to take the term sheet to the full Board on Friday.

4. RAD (Construction)

Ms. Mack reported the financial plan was submitted to HUD and staff has not heard anything yet.

Ms. Mack reported the RAD application for Rankin did not make the cut off on the 60,000 units available. She stated that HUD is still encouraging submittals as they are hoping to be allowed to raise the cap allowing a future possibility. Her recommendation is to not hold up the tax credit application waiting on RAD.

Ms. Mack stated the biggest issue is under RAD the plan was to demolish 3 units and put in a Community Center.

Glenn Floyd stated we will have to decide how the subsidy will be done; either start a subsidy layering review for 25% of the units or go full op-subsidy and make it totally public housing by January 1st.

The Committee asked for Mr. Floyd's preference and Mr. Floyd stated it would be RAD and Commissioner Hovis stated staff needs to make a recommendation to the Commissioners.

The consensus of the Committee was to do op-sub until RAD can be done.

5. Eastbrook

Mr. Floyd reported on the following:

- Two of the four buildings sheetrock is complete.
- Cabinets are being hung in building one.
- Building three has been sheet rocked.
- Buildings three and four will be jip creek.
- Contractor is off until the 6th of January.
- Lease up will begin the first part of March.

Ms. Hamilton asked if the residents in Rankin will be ready to move in March and Mr. Floyd stated the process is beginning to start.

6. SHDP1

Mr. Floyd reported on the following:

- Still waiting to hear from the State on the storm water issue.
- Groundbreaking Ceremony went well.
- Contractor is ready to begin.

Commissioner Dean proposed that at the Friday's Board Meeting a resolution is passed to name the building The Linda Pearce Building. He feels this is important as Ms. Pearce was the founder of Elderhaus and this is collaboration between WHA and Elderhaus.

Commissioner McDonald stated that there are already things in place in the area and adding another's name in the Jervay area is something she doesn't feel comfortable with.

The Committee came to a consensus to take the name suggestion to the full Board.

7. Project Matrix

Mr. Floyd reported on the following;

- Epic reporting is going to annual basis.
- Vesta Village Community Room architect has finished the drawings and they are being reviewed. Rankin bid opening was Monday and the lowest bid was $5.4 million, $72,000 per unit. Staff recommends throwing those bids out and rebidding to come close to $4.9 million.

Commissioner Dean asked who the bidders were and Mr. Floyd reported Central Builders, Quadrant and Concorde. Mr. Floyd stated many were at the walk through but did not put a bid in.

- Contractor for Creekwood South will be in on January 15th to walk through and deal with the issues. Warranty date has been extended and warranty will be honored.
- FEMA allowing safety elements for Taylor Senior and Pointe.
- Vesta Village mail kiosk work has begun.
- State Utility Commission has checked the gas system at Houston Moore and found no issues. But there is work that needs to be done at Hillcrest.

8. Resolutions

a) Resolution No. 12-014A authorizing revision of lender's name and corrections to the Incumbency Certificate for the construction of Supportive Housing 1.

b) Resolution No. 12-017 authorizing submittal of preliminary and full tax credit applications and execution of developer and partnership agreements for 2014 low income housing tax credits for the construction of senior housing units at Hillcrest.

c) Resolution No. 0893 approving contract for mowing and debris removal services at Creekwood.

d) Resolution No. 0894 approving a contract for emergency hotel room accommodations for residents.

Commissioner Dean asked if there is anything different on Resolution 0894 and 0893 and Ms. Hamilton stated in regards to 0894 it is a yearly renewal. Mr. Floyd stated 0893 is for the Winfield Smith property.

Commissioner McDonald asked if the prison program for prisoners could take care of the grounds and a WPD Officer stated it was unlikely any prisoners would be allowed to work in that area.

Commissioner Hovis asked if the consensus of the Committee was to recommend resolutions for approval and all members agreed.

9. Other Business

Ms. Vernice reported the following regarding the Creekwood Inspections and eviction letters:

- 45 eviction letters went out to residents on North 30th and Emory Street
- 43 residents did request a meeting and 39 meetings have been held.
- 38 of those 39 residents received a Continued Occupancy Agreement.
- 1 of the 43 people did not request a hearing and 1 requested a hearing but was already in eviction status.
- 5 residents are being rescheduled.
- 181 work orders generated and 89 of those are completed.
- 3 temporary workers were hired to assist with work orders.
- Pest Control inspections generated 18 work orders.

Commissioner McDonald asked if the person inspecting goes by the 19 items listed what indicates a good, fair or poor housekeeping status if there are maintenance items listed in among the items checked and Ms. Hamilton stated she could not answer regarding percentage but, by the work orders generated, the majority was because the residents did not report work needing to be done.

Commissioner Dean pointed out that of the 45 letters 39 meetings were held and it is obvious there is a dialog between management and residents where residents will now know what is required.

Commissioner McDonald stated the letter they signed to remain in their home carries a 90 day probationary period and feels things are being mixed for the residents since upon leaving the meeting they are still in eviction status until the 90 days is up. She also said the letter says they will get a 24 hour notice before the next inspection and the lease says 48 days.

Ms. Hamilton stated all residents' homes will be inspected 4 times a year and that is why the letter states 90 days. She added that if the letter needs to be rewritten to say 48 hours the letter can be revised.

Commissioner Franck asked staff to track how many work orders were done between our staff and the temporary staff hired.

Commissioner McDonald asked staff to check into the performance of the care group program, Benefit Management, which is to be assisting residents with any problems.

Ms. Hamilton said she would check with the managers and see if they are aware of any residents on the program and find out any information.

Commissioner Dean stated he likes the accountability of the 90 day probationary period in the agreements made.

Ms. Hamilton reported staff is still working out the preoccupancy and housekeeping classes. She stated staff is to submit their proposal to her by the end of January.

Ms. McDonald agreed to provide Ms. Hamilton with the names of the churches willing to help with housekeeping classes.

10. Adjournment

A motion made by Commissioner Dean and seconded by Commissioner Hays to adjourn the meeting carried unanimously.