



ACQUISITION, RENOVATION & DEVELOPMENT COMMITTEE

January 7, 2015

AGENDA

1. Call to Order
2. Approval of Minutes
3. RAD (Construction)
4. SHDP1
5. Rankin Terrace LIHTC
6. Project Matrix
7. Other Business
8. Adjournment



**ACQUISITION, RENOVATION AND DEVELOPMENT
COMMITTEE MEETING**

OF THE HOUSING AUTHORITY OF THE CITY
OF WILMINGTON, NORTH CAROLINA
November 19, 2014

The regular monthly meeting of the Acquisition, Renovation and Development Committee was held on Wednesday, November 19, 2014 at 4:00 p.m. at the Wilmington Housing Authority, 1524 South 16th Street, Wilmington, North Carolina

Committee Members Present: Jeffrey G. Hovis, Commissioner and Chair
Greg Neel, Commissioner
Debra H. Hays, Commissioner

Other Commissioners Present: Betsy Kahn, Commissioner

Committee Members Absent: Stuart Franck, Commissioner

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

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 4:03 p.m. on November 19, 2014, pursuant to the notice sent to the Commissioners and Staff of Wilmington Housing Authority.

Roll call was taken and a quorum was present.

Ms. Redmon requested a column be added to the attendance section titled "Other Commissioners Present." She also stated in the future she would like to formalize the agenda and roll call in both committee and board meetings. Ms. Redmon explained there also needs to be a separate meeting/agenda for the instrumentalities. She explained WHA and HEO would be opened and closed separately during the ARD Committee.

Deb Hays entered the meeting at this time.

2. Approval of Minutes

Minutes of the October 21, 2014 ARD Committee meeting were reviewed, Commissioner Hays made the motion to approve and Commissioner Neel seconded. Minutes were unanimously approved

3. RAD (Construction)

Mr. Floyd reported the storm water permit was received along with the erosion control permit. He stated the contractor is working on the 16 unit number for the RAD construction. Mr. Floyd stated staff is working on the RAD closing.

Commissioner Neel asked where we stood with the HUD approval talked about at last month's committee meeting and Ms. Redmon stated staff is working with HUD on the over housing issue.

4. SHDP1

Mr. Floyd stated the same contractor that is doing RAD is also the contractor for SHDP1. He stated if the contractor can't do both projects at once it would run our costs up.

Commissioner Hovis asked if staff had updated Elderhaus and Karen Schraml said not recently. Ms. Redmon stated she would set an appointment with them.

5. Rankin Terrace LIHTC

Mr. Floyd reported staff is working on closing and next Tuesday they will be signing the documents. He stated the contractor is on board and a meeting with zoning is scheduled for December 2nd. Permits for the rehab and recreation building have been received.

Ms. Redmon reported the slowdown has been with HUD DC and Greensboro.

Ms. Redmon stated the update regarding the subsidy layering and competitive procurement waiver will be in the report for the board.

6. Project Matrix

Mr. Floyd reported on the following:

- Lighting is done at Eastbrook, Vesta and Creekwood is complete.
- Staff is currently working on the 5-Year Agency Plan.
- Staff is working with operations on vacancies to streamline the scope of work and the time it takes getting contractors into the unit.
- Sunset South ponds have been inspected and minor issues will be fixed. The homeowners association will take possession of the permit.

7. Resolutions

Ms. Redmon stated that due to the length of time that has passed HUD has requested the following resolutions be approved again by the board.

- a) Resolution No. 0924 authorizing the rehabilitation of Rankin Terrace
- b) Resolution No. 12-029 authorizing HEO the manager – member of HEO Partners IV, LLC the manager-member of Rankin Place Terrace, LLC

Ms. Schraml reported No. 12-029 authorizes HEO to be the managing member for the LLC and No. 0924 allows WHA to have a ground lease and acquisition loan.

Commissioner Neel stated he would recuse himself from the formal vote at the board meeting.

The committee recommended the resolutions go before the board for approval.

8. Other Business

Commissioner Hovis asked what the status is of the 5 bedroom handicap unit at Vesta and Mr. Floyd stated numerous attempts to make contact have been made but nothing has been heard in return.

Commissioner Hovis reported there is 10 to 15 unit property for development on the North end and will get that information to Ms. Redmon.

The committee discussed the need for one bedroom units to help fix the over housing issue along with the need for independent senior living. The discussion included different options within the city.

9. Adjournment

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

Projects in Planning Stages

Project Management Action List
12/18/14

Item	Est. Completion Date	Project Manager	Site	Status
Exterior Lighting	1/15/15	Glenn	Eastbrook	Two additional lights at Vesta are being scheduled by Duke Energy for install.
Annual Plan/5 Year Plan	1/12/15	Glenn	Central Office	Drafted documents for demo/dispo statement, annual capital fund reports, and 5 year capital fund plan.
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
12/18/14

Item	Est. Completion Date	Project Manager	Site	Status
Sunset South	2/3/15	Glenn/Karen	SS	Receiving bids to complete NCDENR checklist.

Projects Under Contract/In Process

Project Management Action List
12/18/14

Item	Est. Completion Date	Project Manager	Site	Status
Property Tax Values	On going	Karen	CWS	New Hanover County Tax Dept. working on Creekwood and issues with New Brooklyn Homes billing.
Certified Payrolls	On going	Karen	HW	Processing certified payrolls for capital fund and LHITC projects.
Supportive Housing I	12/1/15	Glenn/Karen	Jerway	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	HK Jordan under contract. Received approval of FHEO (HUD Fair Housing); Pending HUD closing for RAD financing. Storm water permit has been approved and received from NCDENR, erosion and sedimentation plan has been approved. Seeking approval to revise unit mix from 3 buildings totaling 40 units to one building of 16 units.
CDBG	5/30/14	Karen	Hillcrest / Dawson St	Awarded \$200,000 CDBG; approved by City Council
Rankin Terrace LHITC	12/31/15	Glenn/Karen	RT	Closed with RBC and First Citizens on 12/12/14 and first capital contribution has been disbursed. Permits for rehab and new construction have been approved by New Hanover County. Redesigned water and sewer system using in place utilities for community center saving \$27,465.00 in tap fees. Disposition, Mixed Finance and Subsidy Layering Review are complete and approved by HUD.
Winfield Smith	Ongoing	Glenn/Karen	WS	Searching for options/funding for development of property.
Sunset South	2/3/15	Glenn/Karen	SS	NCDENR inspected retention ponds per settlement agreement. As-built survey sent to City for review for street dedication.