



**AGENDA**  
**ACQUISITION, RENOVATION & DEVELOPMENT COMMITTEE MEETING**  
**January 20, 2016**  
**4:00 pm**

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1. Call to Order
2. Roll Call
3. Approval of the Agenda
4. Old Business:
  - Approval of the Minutes
    - November 18, 2015
5. New Business:
  - WHA Project Update

**RESOLUTION**

**Resolution No. 0980** - Approval of the change order for Rankin Terrace, LLC Tax Credit

**Action:** Recommend approval of the change order for Rankin Terrace, LLC Tax Credit

6. CEO Remarks
7. Adjournment



## **ACQUISITION, RENOVATION & DEVELOPMENT COMMITTEE MEETING**

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

November 18, 2015

The regular monthly meeting of the Acquisition, Renovation and Development Committee was held on Wednesday, November 18, 2015 at 4:00 p.m. at the Wilmington Housing Authority, 1524 South 16<sup>th</sup> Street, Wilmington, North Carolina.

**Committee Members Present:** Jeff Hovis, Chair  
Betsy Kahn, Commissioner  
Deb Hays, Commissioner  
Helayne Levy, Commissioner

**Committee Members Absent:** Greg Neel, Commissioner  
Stuart Franck, Commissioner

**Others Present:** Katrina H. Redmon, CEO  
Matt Scaparro, Director of Property Management  
Linda D. Philipp, Executive Assistant to the CEO  
Vernice Hamilton, Director of Operations/HR  
Glenn Floyd, Director of HEO  
Michelle Kerwin, Director of Finance  
Karen Schraml, HEO Coordinator  
Dawn Tucker, Assistant Director of Finance  
Paul D'Angelo, Planning Manager  
Chris Gnapinski, Procurement Manager

### **1. Call to Order**

The meeting of the Acquisition, Renovation, and Development Committee, "ARD" was called to order by Jeff Hovis, Chair of the Committee, at 4:00 p.m. on November 18, 2015, pursuant to the notice sent to the Commissioners and Staff of Wilmington Housing Authority.

### **2. Roll Call**

Roll call was taken and a quorum was present.

### **3. Approval of Agenda**

Ms. Redmon requested a change to the agenda adding the following resolution:

- **Resolution 0982** authorizing change order to Hillcrest windows

Agenda of the ARD Committee meeting were reviewed, Commissioner Kahn made the motion to approve the agenda as presented and Commissioner Hays seconded. Agenda were unanimously approved.

### **4. Approval of Minutes**

Minutes of the October 21, 2015 ARD Committee meeting were reviewed, Commissioner Hays made the motion to approve the minutes as presented and Commissioner Kahn seconded. Minutes were unanimously approved.

### **5. WHA Project Update:**

Mr. Floyd presented the following updates:

- Hillcrest New Cluster Mailboxes:
  - Mailboxes are in place
  - Coordinating with postal office
    - Keys
- Vesta Village Community Center
  - Project complete
- Hillcrest Window Panes replacement
  - Still under contract
  - Work began 9/28/2015

Ms. Schraml reported the following update:

- Property Tax Values (Creekwood South)
  - Continuing to work with NHC Tax Department regarding receipt of first property tax bill

Commissioner Hovis asked if there were any questions pertaining to WHA Project update. No other questions at this time and moving on to the next item.

## **6. HEO Project Update:**

Ms. Schraml reported the following update:

- South Side 1 – working with NH County
  
- Rankin Terrace RAD
  - Application submitted to HUD prior to LIHTC closing and disposition of property
  - Received Committed Housing Assistance Payment for 77 units in Asset Management Property 21
  - Received Rad Conversion Commitment and closing details.
  - HUD's deadline by November 9, 2015
  
- Rankin Terrace Low Income Housing Tax Credit
  - Working with legal counsel on State Tax Credit closing to occur concurrent with RAD closing
  
- Pearce House – no change

Commissioner Hovis asked if there were any questions pertaining to HEO Project update. No other questions at this time and moving on to the next item.

## **7. Resolution No. 0982** authorizing change order to Hillcrest windows

- A motion made by Commissioner Hays to recommend Resolution No. 0982 as presented to the Board and seconded by Commissioner Kahn carried unanimously.

## **8. CEO Remarks**

- PH Annual Plan Overview
  - Completed
  - HUD's prescribed
  
- No Smoking Policy
  - HUD's proposal
  - 18 months to implement
  - Mandates all sites, including Central Office

## **9. Adjournment**

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