



ACQUISITION, RENOVATION & DEVELOPMENT COMMITTEE

June 17, 2015

AGENDA

1. Call to Order
2. Roll Call
3. Approval of Minutes
 - a) April 22, 2015
 - a) May 13, 2015
4. RAD/Rankin Terrace LIHTC
5. SHDP1
6. Project Matrix
7. Resolutions
 - a) **Resolution No. 0948** approving ground source heat pump replacement at Hillcrest.
8. CEO Remarks
9. Adjournment



**ACQUISITION, RENOVATION AND DEVELOPMENT
COMMITTEE MEETING**
OF THE HOUSING AUTHORITY OF THE CITY
OF WILMINGTON, NORTH CAROLINA
May 13, 2015

The regular monthly meeting of the Acquisition, Renovation and Development Committee was held on Wednesday, May 13, 2015 at 4:00 p.m. at the Wilmington Housing Authority, 1524 South 16th Street, Wilmington, North Carolina.

Committee Members Present: Greg Neel, Commissioner
Stuart Franck, Commissioner

Committee Members Absent: Jeffrey G. Hovis, Chair
Deb Hays, Commissioner

Other Commissioners Present: Betsy Kahn, Commissioner

Others Present: Katrina H. Redmon, CEO
Sara Davis, 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
Rhonda Mack, Director of Special Projects/HCV
Paul D'Angelo, Choice Neighborhoods Planning Manager
Matt Scaparro, Director of Property Management

1. Call to Order

The meeting of the Acquisition, Renovation, and Development Committee, "ARD" was called to order by Greg Neel, in the absence of the Chair of the Committee, at 4:00 p.m. on May 13, 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 not present.

3. Approval of Minutes

Minutes of the April 22, 2015 ARD Committee meeting were not approved due to lack of quorum.

4. RAD Rankin

Mr. Floyd stated in phase one the abatement and roofing is complete. He stated there is sheetrock installed in 18 of the units and windows and siding have begun to be installed.

Ms. Schraml stated everything has been submitted into the inventory removal system for the first milestone. She reported the next milestone is due in August.

5. SHDP1

Mr. Floyd reported the CDBG application was resubmitted to transfer the award for the Dawson Lofts over to Supportive Housing.

Mr. Floyd stated they have been working with Cape Fear Public Utilities on the tap fees getting them reduced from \$36,905 to \$11,410. He said permits will be pulled once the \$11,410 is paid.

Ms. Redmon reported the City stated it will be another nine week process for the CDBG application because the City's Community Services Department sees it as a significant amendment and it will need to go back out for public comment. She stated she will talk to the City Manager and see if there is anything can be done.

6. Project Matrix

Mr. Floyd reported on the following:

- Bids are in for the ground source heat pumps.
- Ceiling for the community center needs to go back out to bid because the bid came in higher than what is budgeted.

Ms. Redmon stated the ground source heat pumps at Hillcrest are a must due to all of the heat emergencies this year.

7. Resolutions

There were no resolutions before the committee.

8. Closed Session

.A motion made by Commissioner Franck and seconded by Neel.

9. Adjournment

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

Projects in Planning Stages

Project Management Action List
6/9/15

Item	Est. Completion Date	Project Manager	Site	Status
RHF Funds	8/15/15	Glenn / Karen / Paul	City Wide	Obligation date for all funds extended to October 2017 except year one of Nesbitt first increment. Looking to purchase single family home.
Replacement of Hillcrest Window Panes	7/20/15	Glenn	Hillcrest	Scope of work completed for replacement of fogged window panes at Hillcrest
New Cluster Mailboxes at Hillcrest	7/20/15	Glenn	Hillcrest	Scope of work completed for installation of new cluster mailboxes at Hillcrest.

Projects Out to Bid

Project Management Action List
6/9/15

Item	Est. Completion Date	Project Manager	Site	Status
Replacement of 122 Ground Source Heat Pumps with Air to Air Heat Pumps	6/22/15	Glenn	Hillcrest	Bringing resolution to Board for approval.

Projects Under Contract/In Process

Project Management Action List
6/9/15

Item	Est. Completion Date	Project Manager	Site	Status
Supportive Housing I	12/1/15	Glenn / Karen	Jervay Supportive Housing	Storm water permit has been approved and received from NCDENR. Received 9 month extension of NCHFA commitment. Financial closing with SECU and NCHFA pending. Resolution for updated cost from contractor and ground lease approved by Board. Permits have been approved by the County. Worked with CFPUA to reduce tap fees from \$36,905 to \$11,410. Must pay tap fees to complete permitting process.
CDBG	9/1/15	Karen	Jervay Supportive Housing	Awarded \$200,000 CDBG for Dawson Lofts. Submitted new application to City to move grant from Dawson Lofts to Supportive Housing I. Going before City Council on 6/16/15 for approval of transfer to Supportive Housing.
Rankin Terrace LIHTC	12/31/15	Glenn / Karen	Rankin Terrace	Completed abatement in Phase 1 units. Roofing completed in Phase 1 and Phase 2. Sheetrock installation completed in 28 units. All insulation complete in Block 1. Electrical, mechanical and plumbing rough-in complete in Block 1, Electrical and plumbing rough-in complete in all units Block 2, mechanical in 14 of 17 units in Block 2.
Rankin Terrace RAD	8/15/15	Karen / Paul / Glenn	Rankin Terrace	Application submitted to HUD prior to LIHTC closing and disposition of property; Received CHAP for 77 units in AMP 81; Amended CHAP received for 58 units in AMP 21. Inventory removal of units in PIC completed. Next step is submittal of the Financing Plan due 8/15.
Winfield Smith	Ongoing	Glenn / Karen	Winfield Smith	Searching for options/funding for development of property.
Sunset South	ASAP	Glenn / Karen	Sunset South	Contractor currently conducting storm water pond remediation. Awaiting City Operations Department review for maintenance list regarding dedication of roads. Stormwater Permit Ownership Change Form was returned to the HOA per the terms of the settlement agreement.
Property Tax Values	On going	Karen	Creekwood South	Continuing to work with New Hanover County Tax Dept. regarding receipt of first property tax bill for Creekwood.
Certified Payrolls	On going	Karen	Capital Funds/Rankin Terrace	Processing certified payrolls for capital fund and LIHTC projects.
Insurance Renewals	Ongoing	Karen	Taylor Estates/Creekwood South/Rankin Terrace	Annual renewal of insurance for LIHTC properties. Creekwood South renewal date is 7/1/15. Taylor Senior and Taylor Pointe renewal is 8/1/15.



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

**RESOLUTION APPROVING
GROUND SOURCE HEAT PUMP REPLACEMENT AT HILLCREST**

Resolution No. 0948

WHEREAS, a need exists for the replacement of the remaining 122 ground source heat pumps at Hillcrest due to the continual failure of the units; and

WHEREAS, a bid for ground source heat pump replacement at Hillcrest was completed in accordance with the Housing Authority of the City of Wilmington, North Carolina Procurement Policy to secure a contractor for such replacement; and

WHEREAS, the funds for this contract shall come from Capital Funds; and

WHEREAS, the Authority received the required number of responsive bidders (Attachment A); and

WHEREAS, Moser Mechanical was the lowest responsive bidder; and

NOW, THEREFORE, BE IT RESOLVED that the Chief Executive Officer of the Housing Authority of the City of Wilmington, North Carolina is hereby authorized to enter in to a contract for Ground Source Heat Pump Replacement to Moser Mechanical in the amount of \$370,900.00.

BE IT FURTHER RESOLVED that this Resolution becomes effective June 22, 2015

Katrina H. Redmon
Chief Executive Officer

(SEAL)