



**ACQUISITION, RENOVATION & DEVELOPMENT COMMITTEE**  
March 18, 2015

**AGENDA**

1. Call to Order
2. Roll Call
3. Approval of Minutes
  - a) February 18, 2015
4. RAD
5. SHDP1
6. Rankin Terrace LIHTC
7. Project Matrix
8. Resolutions

**Resolution No. 0936** Authorizing the Withdrawal of the Commitment to Enter Into Housing Assistance Payments Contract for Hillcrest
9. Other Business
10. Adjournment



**ACQUISITION, RENOVATION AND DEVELOPMENT  
COMMITTEE MEETING**  
OF THE HOUSING AUTHORITY OF THE CITY  
OF WILMINGTON, NORTH CAROLINA  
February 18, 2015

The regular monthly meeting of the Acquisition, Renovation and Development Committee was held on Wednesday, February 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:** Jeffrey G. Hovis, Chair  
Greg Neel, Commissioner  
Deb Hays, Commissioner  
Helayne Levy, Commissioner

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

**Other Commissioners Present:** Betsy Kahn, Commissioner

**Others Present:** Katrina H. Redmon, CEO  
Vernice Hamilton, Director of Operations/HR  
Glenn Floyd, Director of HEO  
Matt Scaparro, Director of Property Management  
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 4:05 p.m. on February 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 Minutes**

Minutes of the January 7, 2015 ARD Committee meeting were reviewed, Commissioner Neel made the motion to approve and Commissioner Hays seconded, minutes were unanimously approved.

### **4. RAD**

Ms. Redmon reported talking with Greg Byrne from DC and it was decided she would make a 30-day effort to see if there is a way to resolve the issue with the 40 unit RAD. She said if it doesn't work there will be a resolution in March asking to rescind the CHAP. Ms. Redmon stated the over housing problem is one of the issues because waivers would need to be obtained from the residents agreeing that they would accept a voucher, which would require amending the Admin Plan. She stated the problem with that is there are not a lot of one bedrooms available in the county.

### **5. SHDP1**

Mr. Floyd reported receiving updated numbers from the contractor due to the time it has taken to get the project off the ground. He stated they are working with the contractor in an effort to get the numbers down.

Mr. Floyd stated a letter was sent to the City returning the CBDG for the Dawson Loft RAD project. An application will be submitted in an attempted to transfer the money to SHDP.

Mr. Floyd reported the following:

- Permit review is complete.
- An Alta survey may be a requirement from the title company.
- Updating items for the State Employment Credit Union is still being done.

### **6. Rankin Terrace LIHTC**

Mr. Floyd reported on the following:

- Contractor is on site and abatement is complete in ten units.
- Sewer lines are being installed.
- Structure repairs and changes in framing regarding door sizes.
- Roofing has begun and hopes to be complete in approximately four weeks.

Mr. Floyd presented the committee with pictures of progress at Rankin along with a drawing of the development when complete.

Ms. Redmon stated all units have to be fully occupied by the end of December 2015 and the contractors have been given a deadline to have the units turned over is December 10, 2015.

Commissioner Hovis asked if it is the same contractor that did Creekwood and Ms. Redmon stated one of the two contractors is the same.

## **7. Project Matrix**

Mr. Floyd reported the lights in Vesta Village were installed and re-directioned in the last week.

## **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.

Ms. Redmon stated in the existing by-laws the CEO has the authority to change processes to meet the policies approved by the board. She said in some of the policies passed in previous years procedures were listed and the attorneys are requesting the Board clarify that the CEO has the authority to change procedures not change policies. She stated procedures cannot be changed that would nullify or frustrate the policy itself.

A motion made by Commissioner Hays and seconded by Commissioner Levy to take Resolution No. 0932 to the full Board for approval carried unanimously.

## **9. Other Business**

Ms. Redmon introduced Matt Scaparro as the new Director of Property Management.

Ms. Redmon reported Mr. Winfield Smith has stated his desire to donate the parcel of land in front of Creekwood. Ms. Redmon stated in order to give Mr. Smith the desired tax write-off it would have to go through HEO. She stated her recommendation is to accept the land.

Mr. D'Angelo stated it is 3.5 acres and zoned community or business.

Commissioner Neel asked if staff would check with NCDENR for any environmental records before the Board meeting and Mr. Floyd stated he would.

Ms. Redmon stated the resolution would state;

WHEREAS, Housing and Economic Opportunity, Inc., is a 501(c)(3), a non-profit organization that allows for federal tax exempt status under the US Internal Revenue Code, and is eligible to receive gifts in its by-laws; and

WHEREAS, a representative of the property owner, Ann Powers Smith Family Partnership, and the property identified as 3000 Princess Place Drive, Wilmington, NC, 28405, has approached Housing and Economic Opportunity, Inc., regarding the contribution of this undeveloped land to Housing and Economic Opportunity, Inc.; and

WHEREAS, the property, consisting of approximately 3.43 acres, sits at the entrance to the Creekwood Apartment Community; and

WHEREAS, the property would be a beneficial asset to Housing and Economic Opportunity, Inc.; and

NOW, THEREFORE, BE IT RESOLVED, THAT THE Board of Directors hereby accepts on behalf of the Housing and Economic Opportunity, Inc., the gift of property located at 3000 Princess Place Drive, Wilmington, North Carolina, 28405

A motion was made by Commissioner Hays to recommend the resolution to the full Board and seconded by Commissioner Neel carried unanimously.

Ms. Redmon stated the Replacement Housing Factor Funds, which has been accumulated for building the Lofts under the CHAP for RAD, are coming close to the obligation date. She stated in talking with Allen Kaufman out of DC and the HUD Greensboro Office it was decided to ask for an extension for the furthest date possible which is 2017. She stated the letter went out this week.

Ms. Schraml reported everything is on track for Pearce House with NCHFA and Elderhaus.

Ms. Redmon presented the newest postal stamp for Robert Taylor and deferred to Paul D'Angelo.

Mr. D'Angelo stated the stamp was released and is available in post offices for Black History Month.

#### **10. Closed Session**

Ms. Redmon requested a closed session under NC General Statute § 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

A motion made by Commissioner Neel and seconded by Commissioner Hays to enter in to a closed session carried unanimously.

#### **11. 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  
3/9/15

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  
3/9/15

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

Project Management Action List  
3/9/15

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.
CDBG	5/30/14	Karen	Hillcrest / Dawson St	Awarded \$200,000 CDBG; approved by City Council. Submitted new application to City to move grant from Dawson Lofts to Supportive Housing I.
Rankin Terrace LIHTC	12/31/15	Glenn/Karen	RT	Abatement in progress and complete in 22 units. Installation of fire walls in process and new sewer lines in process. Electrical, mechanical, and plumbing rough-in in progress. Roofers are working on Phase 1 and Phase 2 units.
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. Pending notification from City regarding punch list of repair items prior to <b>dedication of roads.</b>
Property Tax Values	On going	Karen	CWS/NBH	Continuing to work with New Hanover County Tax Dept. regarding receipt of first property tax bill for Creekwood.
Certified Payrolls	On going	Karen	CF/RT	Processing certified payrolls for capital fund and LIHTC projects.





1524 South 16th Street Wilmington, NC 28401 • V 910.341.7700 • F 910.341.7760 • TDD 910.341.7740 • <http://wha.net>

## OFFICE MEMORANDUM

DATE: March 12, 2015

FROM: Karen Schraml, HEO Coordinator

TO: Katrina H. Redmon

**SUBJECT: JUSTIFICATION -- RESOLUTION AUTHORIZING THE WILMINGTON HOUSING AUTHORITY TO RESCIND/WITHDRAW THE HILLCREST RENTAL ASSISTANCE DEMONSTRATION'S APPLICATION**

The intent of the proposed resolution is to request the Board of Directors to authorize and approve the following: (1) authorizing the Wilmington Housing Authority to rescind/withdraw the Rental Assistance Demonstration's Application for Hillcrest, NC001000005.

Respectfully submitted,

*Karen Schraml*

Attachment:

- Proposed Resolution No. 0936



**BOARD RESOLUTION AUTHORIZING THE WILMINGTON HOUSING  
AUTHORITY TO RESCIND/WITHDRAW THE HILLCREST RENTAL ASSISTANCE  
DEMONSTRATION'S APPLICATION**

**Resolution No. 0936**

WHEREAS, The Housing Authority of the City of Wilmington, North Carolina, (WHA) submitted an application to the Department of Housing and Urban Development (HUD) under the Rental Assistance Demonstration (RAD) program to convert thirty-eight (38) units of Public Housing at Hillcrest on October 24, 2012; and

WHEREAS, WHA was awarded a Commitment to enter into a Housing Assistance Payments (CHAP) contract on December 14, 2012, with an effective date of January 1, 2013; and

WHEREAS, The CHAP was amended on November 15, 2013, to convert 40 Public Housing units through the RAD program; and

WHEREAS, HUD approved the construction of 40 new two-bedroom units on WHA owned land located at 820 Dawson Street; and

WHEREAS, Families in the designated 40 public housing units could not be relocated to the new two-bedroom units due to the inability to over-house; and

WHEREAS, No other viable options are available in the city to relocate the families within the time frame necessary;

NOW, THEREFORE, BE IT RESOLVED, THAT THE Wilmington Housing Authority Board of Commissioners hereby authorizes the Wilmington Housing Authority to rescind/withdraw the Rental Assistance Demonstration's Application for Hillcrest, NC001000005.

BE IT FURTHER RESOLVED that this Resolution becomes effective on March 23, 2015.

\_\_\_\_\_ (SEAL)      Date: \_\_\_\_\_

Katrina H. Redmon  
Chief Executive Officer