



ACQUISITION, RENOVATION & DEVELOPMENT COMMITTEE

May 13, 2015

AGENDA

1. Call to Order
2. Roll Call
3. Approval of Minutes
 - a) April 22, 2015
4. RAD/Rankin
5. SHDP1
6. Rankin Terrace LIHTC
7. Project Matrix
8. Resolutions
9. Closed Session

§ 143-318.11. (5) To establish, or to instruct the public body's staff or negotiating agents concerning the position to be taken by or on behalf of the public body in negotiating (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
10. Other Business
11. Adjournment



ACQUISITION, RENOVATION AND DEVELOPMENT COMMITTEE MEETING

OF THE HOUSING AUTHORITY OF THE CITY
OF WILMINGTON, NORTH CAROLINA
April 22, 2015

The regular monthly meeting of the Acquisition, Renovation and Development Committee was held on Wednesday, April 22, 2015 at 4:00 p.m. at the Wilmington Housing Authority, 1524 South 16th Street, Wilmington, North Carolina.

Committee Members Present: Jeffrey G. Hovis, Chair
Stuart Franck, Commissioner
Deb Hays, Commissioner

Committee Members Absent: Greg Neel, Commissioner

Others Present: Katrina H. Redmon, CEO
Vernice Hamilton, Director of Operations/HR
Glenn Floyd, Director of HEO
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
Ella Frink, Assistant Director of Property Management

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 4:00 p.m. on April 22, 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 March 18, 2015 ARD Committee meeting were reviewed, Commissioner Franck made the motion to approve and Commissioner Hays seconded, minutes were unanimously approved.

4. RAD

Ms. Schraml stated, in regards to Rankin Terrace, RAD was awarded and the CHAP was received. She reported the CHAP needs to be amended because it was based on the original application which was for a different AMP and number of units. Ms. Schraml stated the first milestone is in August when the financing plan is due.

5. SHDP1

Mr. Floyd reported the CDBG application was resubmitted and now staff is just waiting to hear from the City. Mr. Floyd stated he is currently working with CFPUA in an attempt to get the tap fees lowered. He said once the tap fees are paid then the permits can be pulled.

Mr. Floyd reported resolutions 12-033 and 0939 are for a change order to the General Contractor's contract for the construction of Supportive Housing I. He stated it is due to a change in the exterior of the building; with brick work and siding. Mr. Floyd reported Resolution 0940 is a thirty year lease between WHA and Supportive Housing I.

6. Rankin Terrace LIHTC

Mr. Floyd reported on the following:

- Concrete slab for the recreation building will be poured in the next week and a half.
- Sheetrock installation is in process in 10 units.
- Block two has HVAC pulled out and electrical and plumbing rough-ins have started.
- Exterior doors will be installed next week.

Ms. Redmon stated construction meetings are held weekly to keep construction on schedule.

Commissioner Hovis asked for benchmark dates and Ms. Redmon stated she is pushing for December 1st but everyone must be housed by December 15th. First phase should be complete by the end of June.

7. Project Matrix

Mr. Floyd reported on the following:

- Obligation for RHF funds for Taylor and Nesbit has been pushed out to October 2017.
- Replacement of 122 ground source heat pumps at Hillcrest is out to bid and due May 5th.
- Community building at Vesta Village is out to bid and due April 30.
- Dawson Lofts CHAP was returned on March 24th.

8. Resolutions

- a) **Resolution No. 12-033** authorizing change order to the General Contractor's contract for the construction of Supportive Housing I.

- d) Resolution No. 0939** authorizing change order to the General Contractor's Contract for the construction of Supportive Housing I
- e) Resolution No. 0940** approving ground lease for 809 Virgie Rhodes Lane to Supportive Housing I, LLC

A motion made by Commissioner Hays and seconded by Commissioner Franck to recommend the resolutions to the Board for approval carried unanimously.

9. Other Business

.No other business came before the Committee.

10. Adjournment

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

Projects in Planning Stages

Project Management Action List
4/15/15

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.

Projects Out to Bid

Project Management Action List
4/15/15

Item	Est. Completion Date	Project Manager	Site	Status
Replacement of 122 Ground Source Heat Pumps with Air to Air Heat Pumps	5/5/15	Glenn	Hillcrest	Six bids received on 5/5.
Community Building Ceiling Replacement	4/30/15	Glenn	Vesta Village	Three bids received on 4/30. Bids were over budgeted amount. Will revisit scope of work and rebid.

Projects Under Contract/In Process

Project Management Action List
5/6/15

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. 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	5/30/14	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. Awaiting word from City on transfer of award.
Rankin Terrace LIHTC	12/31/15	Glenn / Karen	Rankin Terrace	Apartment is complete in Phase I. Roofing is complete in Phase I and Phase II. Sheetrock installation in process in 18 units. MEP rough-in inspections complete in Block 1. *
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.
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.
EPIC Reporting to HUD	4/30/15	Karen / Glenn	Capital Funds/Replacement Housing Funds	Annual reporting to HUD of Capital Funds and Replacement Housing Factor Funds completed and submitted to HUD.
Insurance Renewals	Ongoing	Karen	Taylor Estates/Creekwood South/Rankin Terrace	Annual renewal of insurance for LIHTC properties