ACQUISITION, RENOVATION AND DEVELOPMENT
COMMITTEE MEETING
OF THE HOUSING AUTHORITY OF THE CITY
OF WILMINGTON, NORTH CAROLNIA
October 16, 2013

The regular monthly meeting of the Acquisition, Renovation and Development Committee was held on Wednesday, October 16, 2013 at 4:00 p.m. at the Wilmington Housing Authority, 1524 South 16th Street, Wilmington, North Carolina.

Committee Members Present: Arcelia Wicker, Sr., Commissioner and Chair
Greg Neel, Commissioner
L.S. "Bo" Dean Jr., Commissioner
Debra H. Hays, Commissioner
Jeffrey G. Hovis, Commissioner
Glenn Floyd, Director of HEO
Michelle Kerwin, Director of Finance

Committee Members Absent: Helayne Levy, Commissioner
Stuart Franck, Commissioner

Others Present: Vernice Hamilton, Interim CEO
Rhonda Mack, Director of HCV
Karen Schraml, HEO Coordinator
Rita Blackmon, Excel Property Management

1. Call to Order

The meeting of the Acquisition, Renovation, and Development Committee, "ARD" was called to order by the Chair at 4:00 p.m. on October 16, 2013, pursuant to the Notice sent to the Commissioners and Staff of Wilmington Housing Authority.

2. Approval of Minutes

Minutes of the September 18, 2013 ARD committee meeting were reviewed, Commissioner Dean made the motion to approve and Commissioner Hovis seconded. Minutes were unanimously approved.

3. Excel Management

Ms. Rita Blackmon talked to the committee about Creekwood. She reported the State Agency spoke to Excel Management about the problems at Creekwood regarding the recent inspections and asked if there was anything that Excel Management could do to help.

Ms. Blackmon also told the committee that she spoke to Ms. Hamilton regarding the late certifications. She stated that these are as important to the State Agency as the physical issues. Ms. Blackmon believes the certifications can be brought current by the end of the year and feels Mr. Rivers is working on resolving the issues.

Ms. Blackmon offered training by her staff as well as any other help that is needed to get Creekwood back on track.

Commissioner Dean asked when the physical inspections were done and Ms. Blackmon stated on September 25th. Commissioner Dean asked when the report will be in and Ms. Blackmon stated another 2 to 3 weeks.

Commissioner Wicker stated staff has been working on resolving the issues that have been passed on from the physical inspection.

Commissioner Dean asked if the recertifications are a recent issue and Ms. Blackmon stated they have been ongoing is we have to get them current by years end.

Commissioner Dean asked for more information on the physical inspection and Ms. Hamilton deferred to Glenn Floyd. Mr. Floyd reported on the following:

- Missing and damaged window screens
- Graffiti on some of the buildings
- Broken windows
- Cable wires
- Trash on the development
- Drug paraphilia
- Glass top stove shattered in one of the units
- GFI Issues

Ms. Blackmon pointed out that it is not one big thing but a lot of little things.

Ms. Blackmon advised the committee to increase inspections and hold the residents accountable by leash enforcement.

Commissioner Dean asked what record we have of units being inspected at Creekwood and Ms. Blackmon said that according to Chad Rivers US Inspections Group did pre-inspections a couple months prior.

Commissioner Dean asked if any of this would put the Rankin project at risk and Mr. Floyd stated we are fine with Rankin but it may put future projects at risk.

Ms. Hamilton reported that Mr. Rivers is putting together an action plan that will help fix the issues at Creekwood and part of the plan is to move management and maintenance staff around. She stated that there have been ongoing meetings with Ella Franck and the management and maintenance staff dealing with management, maintenance and recertification problems. Ms. Hamilton said she believes moving management and maintenance staff around along with a performance plan will help with the complacency.

Ms. Hamilton told the committee that as soon as Chad Rivers submitted the action plan she would get it to the Commissioners.

Commissioner Hovis asked if the action plan could come to the next ARD meeting before going to the board in November and the committee decided that would be best.

A discussion was held on performance plans and the best type of plan to put the staff on. It was decided a short-term and precise plan is the best.

4. Choice Neighborhoods

Ms. Mack stated there is not a lot of movement in this area as they are still waiting to hear from Rhae Parkes.

Ms. Mack said the next step is sitting down with Ms. Parkes and getting her opinion on moving forward with Choice Neighborhoods.

Commissioner Dean asked if it would make sense to bring back the previous planning coordinator and Ms. Mack stated for now we should first get Ms. Parkes guidance on moving forward.

Ms. Mack reminded the committee that last month the Board of Commissioners tabled the resolution to bring Ms. Parkes under a contact and since then staff has learned that she can come under contract with Reno Cavanaugh on short term until we decide if we are going forward with Choice.

5. RAD (Construction)

Rhonda Mack stated that before HUD closed they approved requests for extensions but did not approve the request for the financing plan due to time constraints. She said one of the things we are waiting on is an Environmental Review that is done by HUD Greensboro and they cannot conduct that until HUD reopens.

Ms. Mack said due to the shutdown we will not be seen as a high priority with everything else they have to do before the end of the year.

6. Eastbrook

Mr. Floyd reported on the following:

- Building one exterior is being worked on.
- On track for end of January middle of February for completion.
- Architecture will be on site tomorrow to look for any issues.

7. SHDP1

Mr. Floyd reported that everything is on track with the exception of the Subsidy Layering Review, being held up by the government shutdown, and the storm water permit issue with Telesis. Mr. Floyd reported on the progress with Telesis saying that a letter and all information on the building plans and storm water was sent to Telesis.

Ms. Schraml informed the committee that currently December 13th or 16th is being looked at for the Ground Breaking Ceremony.

Ms. Schraml stated there was a meeting with Elderhaus to work out the terms of the agreement and eventually that will be sent to the attorneys who will draw up a partnership agreement.

Commissioner Dean reminded Ms. Schraml that a committee needs to be made to decide on a name for the development.

Ms. Schraml stated NCHFA just announced opening up the round for next year and asked if the committee will want to pursue another SHDP next year. Committee members decided at this point there is not enough funding to make it possible.

8. Project Matrix

Mr. Floyd reported on the following:

- Working on the property signage for the different sites.

Mr. Floyd said of the sites; Solomon Towers, Vesta Village, Eastbrook, and Woodbridge, could be upwards of 60,000 to 70,000 in property signs and wants to make sure money isn't being spent on a sign for a development that might not be there in the next few years.

Commissioner Dean asked if this would go out to bid and Mr. Floyd stated it would. Commissioner Dean asked to be told when it goes out to bid.

The committee decided to table the signs at this time.

- Multiservice coordinator grant has been delayed until November 16th.
- RAD is out to bid and the Pre-bid meeting was held today.
- Hallway improvements at Solomon Towers are almost complete with the new doors installed. Waiting on installation of handicap buttons on a few of the doors.
- PNC Construction Loan has been paid off.
- Fire Prevention Grant is on hold while government is on shutdown.

9. Resolutions

There were no resolutions presented to the committee.

10. Winfield Smith

No update.

11. Other Business

There was no other business for the committee.

12. Adjournment

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