



**REGULAR MEETING OF THE BOARD OF COMMISSIONERS**  
OF THE HOUSING AUTHORITY OF THE CITY OF WILMINGTON, NORTH CAROLINA  
December 7, 2021

The regular meeting of the Wilmington Housing Authority (WHA) Board of Commissioners was held at Hampton Inn, 2320 S 17th Street, Wilmington, NC.

**Commissioners Present:**

- A.R. Sharp, Chair
- Lee Backston, Vice Chair
- Hollis Briggs, Commissioner
- Theresa Everett, Commissioner
- Stuart Franck, Commissioner
- Jeff Hovis, Commissioner
- Joan Johnson, Commissioner

**Others Present:**

- Vernice Hamilton, Interim Executive Director
- Kim Fitzwater, VP, Finance and Administration
- Julia Shaw, Exec. Asst./Communications Coord.
- Zorya Elkins, Director of Housing Choice Voucher
- Randy Reeves, Wells Insurance
- Sonya Muldrow, Creekwood Resident
- Ben Schachtman, WHQR
- Heather Kelejian

**1. Call to Order**

The meeting was called to order by Chair Sharp at 4:06 p.m. pursuant to the Public Notice.

**2. Roll Call**

Roll call was taken and a quorum was present.

**3. Approval of Agenda**

The Agenda of the December 7, 2021 Board of Commissioners Meeting was reviewed, the motion to approve the agenda with the noted change was made by Commissioner Everett, seconded by Commissioner Hovis and unanimously approved.

**4. Old Business**

- Approval of November 2, 2021 Minutes

A motion by Commissioner Johnson to approve the November 2, 2021 minutes was seconded by Commissioner Briggs and passed unanimously.

**5. New Business**

- Presentation by Wells Insurance

Randy Reeves of Wells Insurance provided a presentation on insurance renewal for tax credit sites.

WHA Board of Commissioners

A hand-out was provided that showed costs and the change from last year. Mr. Reeves said that catastrophic events and supply chain issues have driven up prices.

- **Current Contracts**  
Ms. Shaw reviewed the updated construction contracts report. Not much change from November.
- **Review of Creekwood South, LLC Operating Budget for Year Ending December 31, 2022**  
Mr. Fitzwater said that the budget is similar to last year. There is an increase in wind and hail insurance and tenant revenue is down.

## 6. Resolutions

### FINANCE RESOLUTION

**Resolution No. 1456** – Resolution Approving Creekwood South, LLC Operating Budget for Fiscal Year Ending December 31, 2022

A motion by Commissioner Backston to approve Resolution No. 1456 was seconded by Commissioner Briggs and passed unanimously.

### PROCUREMENT RESOLUTIONS

**Resolution No. 1457** – Resolution Authorizing Renewal of Insurance Coverage with NCHAARP for Public Housing Sites, Glover Plaza, Inc., Pearce House and Jervay House

Mr. Fitzwater said the insurance for public housing sites has increased slightly due to increased labor costs and one event.

A motion by Commissioner Hovis to approve Resolution No. 1457 was seconded by Commissioner Franck and passed unanimously.

**Resolution No. 1458** – Resolution Authorizing Renewal of Insurance Coverage for Creekwood South, LLC with Wells Insurance Company

A motion by Commissioner Franck to approve Resolution No. 1458 was seconded by Commissioner Hovis and passed unanimously.

## 7. Department Updates

- **Housing Choice Voucher**

Ms. Hamilton introduced Zorya Elkins, Director of Housing Choice Voucher. Ms. Elkins has joined us from Indiana and has 14-years with a high-performing Housing Authority. Her focus will be improving processes and procedures and landlord engagement.

- **Property Management**

Ms. Hamilton said there is nothing additional at this time.

- **Community Engagement**

Ms. Hamilton said that there is nothing additional at this time.

**8. Closed Session**

Director Hovis made a motion to go into closed session pursuant to NCGS 143-318.11 (a)(3), to discuss a legal matter, seconded by was made by Director Franck and approved unanimously.

Director Hovis made a motion to come out of closed session, seconded by Director Everett and passed unanimously.

**9. Other Business**

Ms. Hamilton said that we have 5 and 4 should be released next week. We are assured the full 22 units by end of the contract on 12/21.

**10. CEO Remarks**

Ms. Hamilton said that WHA has returned to completing regular work orders starting today.

**11. Adjournment**

A motion to adjourn the meeting of the Board of Commissioners of the Housing Authority of the City of Wilmington, North Carolina was made by Commissioner Everett, seconded by Commissioner Briggs and passed unanimously.



G. Vernice Hamilton  
Acting Executive Director and Secretary  
(SEAL)