



**REGULAR MEETING OF THE BOARD OF COMMISSIONERS**  
OF THE HOUSING AUTHORITY OF THE CITY OF WILMINGTON, NORTH CAROLINA  
May 3, 2022  
4:00 p.m.

The regular meeting of the Wilmington Housing Authority (WHA) Board of Commissioners was held at Rankin Place Terrace, 415 N 12<sup>th</sup> Street, Wilmington, NC.

**Commissioners Present:**

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

**Others Present:**

- Vernice Hamilton, Interim Executive Director
- Francis Vicere, Controller
- Zorya Elkins, Director of Housing Choice Voucher
- Collese Morris, Director of Property Management
- Chauntrell Burns, Procurement Manager
- Julia Shaw, Exec. Asst./Communications Coord.

**1. Call to Order**

The meeting was called to order by Chair Sharp at 4:03 p.m. pursuant to the Public Notice.

**2. Roll Call**

Roll call was taken and a quorum was present.

**3. Approval of Agenda**

Commissioner Sharp asked that the closed sessions be moved to the top of the agenda. The agenda was reviewed, the motion to approve the agenda with the noted change was made by Commissioner Greene, seconded by Commissioner Briggs and unanimously approved.

**4. Old Business**

Minutes of the April 5, 2022 WHA Board of Commissioners Meeting were reviewed, the motion to approve minutes was made by Commissioner Hovis, seconded by Commissioner Guyton and unanimously approved.

**5. Bonds Presentation**

Redwood Housing presented their plan for redevelopment of Cape Fear Hotel Apartments. Redwood Housing is focused only on affordable housing and has a presence in 15 states. This is their first project in Wilmington. The property will be for seniors and they estimate \$100,000 per unit in rehab costs. There is no need to displace current residents as they will be rotated into completed apartments. Redwood Housing is asking WHA to issue bonds in the amount of \$26 million which will convert to a permanent loan. Timeline is dependent on the tax credit application process.

## 6. Closed Session

Commissioner Hovis made a motion to go into closed session pursuant to NCGS 143-318.11 (a)(6), to discuss a personnel matter, seconded by was made by Commissioner Briggs and approved unanimously.

Commissioner Guyton made a motion to come out of into closed session, seconded by Commissioner Hovis and passed unanimously.

A motion by Commissioner Guyton to give a bonus of \$20,000 to the Interim Executive Director and a bonus of \$40,000 to be distributed at her discretion, was seconded by Commissioner Johnson and passed unanimously. This is in recognition of those stepping up to help support the greatly increased workload over the past year.

A motion by Commissioner Guyton to approve a contract with Tyrone Garrett in the amount of \$180,000 for the position of Executive Director was seconded by Commissioner Sharp and approved 7-2 with Commissioners Everett and Johnson opposing.

## 7. Closed Session

Commissioner 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 Commissioner Briggs and approved unanimously.

Commissioner Guyton made a motion to come out of into closed session, seconded by Commissioner Hovis and passed unanimously.

A motion by Commissioner Guyton to release a payment schedule for displaced residents' destroyed household items was seconded by Commissioner Johnson and passed unanimously.

## 8. New Business

- **Committee Updates**

### **Community Outreach and Resident Services Committee Report**

Ms. Hamilton reported that there was a report on new services from WAVE Transit, a report by the Housing Taskforce noting crime is down on sites by 50%, however, they did advise to keep an eye on uninhabited units as there has been break-ins of empty units. The matter brought to the last committee meeting by a resident regarding their FSS funds has been resolved.

### **Real Estate Development Committee Report**

Commissioner Greene said that the committee met on April 26<sup>th</sup> and included discussion regarding Resolution No. 1486 approving a contract with RBell Construction Group for renovation of Creekwood units. It was noted that there should be written documentation regarding the selection. Mr. Greene said he has met with staff about the mold unit spreadsheet and Ishan Patel, UNCW intern, has created a template that should cover the info wanted by the Board.

### **Policy, Administration and Finance Committee Report**

Commissioner Guyton said that the committee met on April 26<sup>th</sup> and recommend the following resolutions

for approval by the full Board.

## 9. Resolutions

### FINANCIAL RESOLUTIONS

**Resolution No. 1483** – Resolution Authorizing the use of \$1.5 Million in Operating Reserves for Capital Activity

A motion from committee to approve Resolution No. 1483 was unanimously approved.

**Resolution No. 1484** – Resolution Authorizing Signatories to Sign and Countersign Checks

A motion from committee to approve Resolution No. 1484 was unanimously approved.

**Resolution No. 1485** – Resolution Giving Preliminary Approval to Issuance of Multifamily Housing Revenue Bonds for Cape Fear Hotel Apartments

A motion by Commissioner Guyton was seconded by Commissioner Greene and unanimously approved.

**Resolution No. 1486** – Resolution Authorizing the Interim Executive Director to Execute a Contract with RBell Construction Group, LLC for the Renovation of Vacant Units at Creekwood South Apartments in an Amount Not to Exceed \$255,468

Ms. Burns said that 3 bids were received and the committee selected RBell Construction Group, LLC, the second lowest bidder. Justification for this choice is noted in Procurement's files.

A motion by Commissioner Guyton was seconded by Commissioner Greene and unanimously approved.

## 10. Department Updates

- **Housing Choice Voucher**

Ms. Elkins said that clean-up of the waiting list in preparation for adding new applicants was a huge job but is complete. Of those who applied when the list was recently opened, 250 selected the preferences for local and displaced. 96 of those are displaced public housing families.

Ms. Elkins also reported that HCV has created a landlord flyer and survey to distribute.

- **Property Management**

Ms. Morris reported that there are currently 144 displaced families either with family or friends, in corporate-leased apartments, or in hotels. Units are slowly coming back online at Creekwood and Rankin. An inquiry to HUD has confirmed that displaced residents not already on the waiting list for Glover or Rankin may not be moved there. This is because these are not public housing programs, but Multifamily and RAD/Tax Credit. However, if Rankin residents qualify, they may take a voucher and look elsewhere.

- **Community Engagement**

This report was covered during Committee Updates.

**11. Other Business**

Commissioner Sharp reminded the Board that the June 7<sup>th</sup> meeting will include Election of Officers.

The new Executive Director will be introduced to all staff tomorrow, May 4th.

**12. Interim Executive Director Update**

Ms. Hamilton thanked the Board for the vote of confidence and said that the recent period she has served as Interim Executive Director has been especially challenging, but she is grateful to Board and staff who rose to the occasion and assisted however possible.

Ms. Hamilton added that the June meeting includes election of officers and annual signing of conflict of interest.

Mold training for Property Management and Maintenance staff took place on April 26<sup>th</sup>. Phoenix Environmental will provide a letter in support of our emergency grant application.

**13. Adjournment**

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

  
D. Vernice Hamilton  
Executive Director and Secretary

(SEAL)

