



**AGENDA**  
**ACQUISITION, RENOVATION & DEVELOPMENT COMMITTEE MEETING**  
*Wilmington Housing Authority, Central Office, 1524 South 16<sup>th</sup> Street, Executive Conference Room,  
Wilmington, NC 28401*  
**January 18, 2017**  
**4:00 pm**

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1. Call to Order
2. Roll Call
3. Approval of the Agenda
4. Old Business:
  - Approval of the November 16, 2016 Minutes
5. New Business
  - WHA Project Update
6. CEO Remarks
7. Adjournment



## **ACQUISITION, RENOVATION & DEVELOPMENT COMMITTEE MEETING**

OF THE HOUSING AUTHORITY OF THE CITY  
OF WILMINGTON, NORTH CAROLINA  
November 16, 2016

The regular monthly meeting of the Acquisition, Renovation and Development Committee for Wilmington Housing Authority (WHA) was held on Wednesday, November 16, 2016 at 4:00 p.m. at the Wilmington Housing Authority, 1524 South 16<sup>th</sup> Street, Wilmington, North Carolina.

**Committee Members Present:** Kenneth S. Chestnut, Sr., Chair  
Stuart Franck, Commissioner  
Debra Hays, Commissioner  
Jeff Hovis, Commissioner  
Betsy Kahn, Commissioner  
Greg Neel, Commissioner

**Others Present:** Vernice Hamilton, Director of HR/RS  
Dawn Tucker, Assistant Director of Finance  
Matt Scaparro, COO  
Karen Schraml, Development Coordinator  
Jim Conlon, HEO Coordinator  
Shanetta Moye, Director of HCV  
Chris Gnapinski, Procurement Manager  
Julia Shaw, Executive Assistant

### **1. Call to Order**

The meeting of the Acquisition, Renovation, and Development Committee for Wilmington Housing Authority (WHA) was called to order by Chair Chestnut at 4:02 p.m. on November 16, 2016, 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 Agenda**

The Agenda of the November 16, 2016 Acquisition, Renovation and Development WHA Committee Meeting was reviewed, the motion to approve the agenda was made by Commissioner Neel, seconded by Commissioner Hovis and unanimously approved.

#### **4. Approval of Minutes**

A motion to approve the minutes of the October 19, 2016 Acquisition, Renovation, and Development Committee (WHA) was made by Commissioner Hovis, seconded by Commissioner Kahn and unanimously approved.

#### **5. New Business – WHA Project update**

Mr. Scaparro informed the Committee that dumpster pads are in the works.

#### **6. Closed Session**

A movement to go into closed session was made by Commissioner Hovis, seconded by Commissioner Neel and carried unanimously pursuant to NCGS 143-318.11 (a)(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.

A discussion was held regarding a real estate matter.

A motion to move out of the closed session was made by Commissioner Chestnut, seconded by Commissioner Neel and carried unanimously.

#### **7. CEO Remarks**

None at this time.

#### **7. Adjournment**

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

## Projects Under Contract/In Process

Item	Est. Completion Date	Project Manager	Site	Status
Property Acquisition	10/1/17	Karen/Matt/Jim	New	Ongoing property search
Dumpster Pads	4/1/17	Jim	Houston Moore	Integrity Builders awarded contract. Preconstruction meeting 10/14/16. Estimated completion by April, 2017.
Property Compliance Management	12/1/16	Matt	LIHTC Properties - Rankin, Creekwood, New Brooklyn Homes	RFP responses received and reviewing proposals for compliance of LIHTC properties.
715 N 30th Street	3/1/17	Jim	Creekwood	Fire damage restoration - in process
TD Green Streets Grant	11/30/17	Jim/Karen/Matt	Houston Moore	Potential grant opportunity for tree plantings through TD Bank grant.



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***ACQUISITION, RENOVATION & DEVELOPMENT COMMITTEE MEETING***  
***Wilmington Housing Authority, Central Office, 1524 South 16<sup>th</sup> Street, Executive Conference Room,***  
***Wilmington, NC 28401***  
***January 18, 2017***  
***Post ARD-WHA Committee Meeting***

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1. Call to Order
2. Roll Call
3. Approval of the Agenda
4. Old Business
  - Approval of the November 16, 2016 Minutes
5. New Business
6. HEO Project Update
7. CEO Remarks
8. Adjournment



## **ACQUISITION, RENOVATION & DEVELOPMENT COMMITTEE MEETING**

OF THE HOUSING AND ECONOMIC OPPORTUNITIES, INC.

November 16, 2016

The regular monthly meeting of the Acquisition, Renovation and Development Committee for The Housing and Economic Opportunities, Inc. (HEO) was held on Wednesday, November 16, 2016 at the Wilmington Housing Authority, 1524 South 16<sup>th</sup> Street, Wilmington, North Carolina.

**Committee Members Present:** Kenneth S. Chestnut, Sr., Chair  
Stuart Franck, Commissioner  
Debra Hays, Commissioner  
Jeff Hovis, Commissioner  
Betsy Kahn, Commissioner  
Greg Neel, Commissioner

**Others Present:** Vernice Hamilton, Director of HR/RS  
Dawn Tucker, Assistant Director of Finance  
Matt Scaparro, COO  
Karen Schraml, Development Coordinator  
Jim Conlon, HEO Coordinator  
Shanetta Moye, Director of HCV  
Chris Gnapinski, Procurement Manager  
Julia Shaw, Executive Assistant

### **1. Call to Order**

The meeting of the Acquisition, Renovation, and Development Committee (HEO), was called to order by Chair Chestnut at 4:32 p.m. on November 16, 2016, 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 Agenda**

The Agenda of the November 16, 2016 Acquisition, Renovation and Development Committee (HEO) Meeting was reviewed, a motion to approve the agenda was made by Commissioner Franck, seconded by Commissioner Hovis and unanimously approved.

### **4. Approval of Minutes**

A motion to approve the minutes of the October 19th, 2016 Acquisition, Renovation, and Development Committee (HEO) was made by Commissioner Hovis, seconded by Commissioner Franck and unanimously approved.

### **5. New Business**

#### **HEO Project Update**

**Pearce House** - Mr. Conlon reported that the storefront, condenser units, interior trim and counters are complete. Sidewalks are being put in now. The projected completion date is still January 1<sup>st</sup>. Ms. Schraml added that the Elderhaus funds are in, the City's funds are coming in next and the SECU portion will come in last. There will be a construction meeting on November 29<sup>th</sup>. There will be an open house in June for potential Public Housing residents and Housing Choice Voucher participants. Units should be leased by February 1<sup>st</sup>.

**Rankin** – Ms. Schraml reported that the final cost certification has been sent to NCHFA who will review it before the tax credits are issued. The loan will be paid off by January.

Mr. Conlon added that paving of the lots is complete, the next step is striping.

### **7. CEO Remarks**

None at this time

### **8. Adjournment**

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

HEO Project Update  
1/11/17

Item	Est. Completion Date	Project Manager	Site	Status
Pearce House	7/1/17	Jim/Karen	Jervay Supportive Housing	Received Certificate of Occupancy 1/4/17. NCHFA final inspection to be held on 1/12/17. Walkthrough and punchlist done with architect and contractor and working on list. Open house scheduled for 1/20/17 at 2:00. Final draw requests received and working on last construction draws to funders, preparing for final cost certification, and closing with NCHFA for their loan.
Sunset South Pond Maintenance	1/17/17	Jim	Sunset South	Pond maintenance - Coastal Carolina Resource Group - in process.
Rankin Terrace	3/1/16	Matt/Jim/Karen	Rankin Terrace	Construction loan paid off in December with receipt of 4th equity installment and infusion of permanent loan from First Citizens; Working with NCHFA on finalizing IRS 8609's and diligence to receive last equity contribution to close out project. Working with Port City Builders on a mutually acceptable agreement to meet NCHFA requirements on ADA parking work.