

# **ACQUISITION, RENOVATION & DEVELOPMENT COMMITTEE**

June 18, 2014

## **AGENDA**

1. Call to Order
2. Approval of Minutes
  - a) May 21, 2014
3. Good Sheppard BRAC
4. Choice Neighborhoods
5. Southside Properties
6. Grants
7. RAD (Construction)
8. SHDP1
9. Eastbrook
10. Project Matrix
11. Resolutions
  - a) Authorizing police services contract with the Wilmington Police Department.
  - b) Authorizing contract for hot water replacement Authority wide.
  - c) Approving a maintenance material contract with Lowe's.
  - d) Approving a maintenance material contract with HD Supply.
  - e) Authorizing roof replacement at Houston Moore.
12. Other Business
13. Adjournment

**ACQUISITION, RENOVATION AND DEVELOPMENT  
COMMITTEE MEETING  
OF THE HOUSING AUTHORITY OF THE CITY  
OF WILMINGTON, NORTH CAROLNIA  
May 21, 2014**

The regular monthly meeting of the Acquisition, Renovation and Development Committee was held on Wednesday, May 21, 2014 at 4:00 p.m. at the Wilmington Housing Authority, 1524 South 16<sup>th</sup> Street, Wilmington, North Carolina.

**Committee Members Present:** Jeffrey G. Hovis, Commissioner  
Greg Neel, Commissioner  
Debra H. Hays, Commissioner  
Betsy Kahn, Commissioner  
Glenn Floyd, Director of HEO  
Michelle Kerwin, Director of Finance

**Committee Members Absent:** Arcelia Wicker, Sr., Commissioner and Chair  
Stuart Franck, Commissioner  
Helayne Levy, Commissioner

**Others Present:** Vernice Hamilton, Interim CEO  
Alfredia McDonald, Commissioner  
Rhonda Mack, Director of HCV  
Karen Schraml, HEO Coordinator  
Sara Davis, Executive Assistant  
Paul D'Angelo, Choice Neighborhoods Program Manager  
Dawn Tucker, Assistant Director of Finance

**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 Board of Commissioners, in the absence of the Chair of the Committee, at 4:00 p.m. on May 21, 2014, pursuant to the Notice sent to the Commissioners and Staff of Wilmington Housing Authority.

**2. Approval of Minutes**

Minutes of the March 19, 2014 ARD Committee meeting were reviewed, Commissioner Hays made the motion to approve and Commissioner Neel seconded. Minutes were unanimously approved

**3. RAD (Construction)**

Mr. Glenn Floyd stated the deed restrictions on both RAD and SHDP1 have been finalized and are awaiting Telesis' signature. Once we receive it back it will be 30 days until the permit is given.

Mr. Floyd stated construction should start in late July and while both projects will be built at the same time but thinks SHDP1 should online first.

Ms. Schraml stated the MOU with Elderhaus is waiting to be signed by Elderhaus.

#### **4. SHDP1**

Mr. Floyd had nothing else to add regarding SHDP1.

#### **5. Eastbrook**

Mr. Floyd reported on the following:

- Sites contractor is putting in the sidewalks with handicap ramps and the tress that needed to be replaced.
- HVAC contractor will be replacing the units that were stolen Tuesday.
- Goal is to get the inspector through the first two buildings in the next two weeks and get the COS in hand before June 18<sup>th</sup>.

Commissioner Hovis asked when we had to be fully occupied and Mr. Floyd stated 30 of 32 by the 30<sup>th</sup> of June.

Commissioner Hovis asked how many are coming from relocation and Ms. Hamilton stated 15 and most have not decided if it will be a permanent move.

#### **6. Project Matrix**

Mr. Floyd reported on the following:

- Annual Epic Report was submitted on April 30<sup>th</sup>.
- Roof replacement at Houston Moore is going out to bid. The bid will include three resident buildings, community center and pump house.

Commissioner Hovis asked how many units were vacant due to the roof issues and Ms. Hamilton stated last week they were relocating one person and will find out if there is more.

Commissioner Hays asked how many units are vacant in Houston Moore and Ms. Hamilton stated there are 15 vacancies.

- Resolutions for HD Supply and Lowes will be going before the Board in June.
- Resolution for hot water replacement Authority wide, vehicle maintenance and tree trimming contract will be going to the June Board Meeting.
- Held first call with the investor for Rankin Terrace regarding the closing of the investor equity.
- Spoke to NCHFA concerning the changing material; the material listed in the scope will change to single roof with vinyl siding to get the contractor numbers down.
- The disposition application has been submitted. Application is for 75% public housing and 25% section 8.

Commissioner Hays asked if they would be site specific vouchers and Mr. Floyd stated that was correct they would be project based.

Commissioner Hovis asked when the bid process for Rankin is and Mr. Floyd stated there is a contractor on hand but if NCHFA requires us to go with a metal roof it would require a different contractor.

Commissioner Hovis asked if the vehicles would be evaluated before preventative maintenance is given and Mr. Floyd stated they have begun that with the dump truck and the rest of the fleet will be reviewed.

Commissioner Hovis asked Commissioner McDonald if she had heard from the church that was going to donate a van to Creekwood and Commissioner McDonald stated she hadn't but would contact them and let Commissioner Hovis know.

There was a discussion held on the shingle roof versus the metal roof and it was stated that while the metal roof lasts longer it is not something that can be done due to the cost upfront.

Commissioner McDonald stated staff needs to start looking ahead at what can be done with Houston Moore.

- Creekwood South should receive the final money shortly.
- Still waiting to hear from Federal Home Loan bank concerning SHDP.
- CDBG request is pending Council approval.
- Range Queen Safety Elements installation should start beginning of June.
- Byrne Criminal Justice Grant and YouthBuild Grant have been submitted.

Commissioner Hovis asked when we should know about the grants and Paul D'Angelo stated Byrne should be end of August and YouthBuild at the end of June.

- Annual electrical maintenance contract for Solomon Towers had been signed.
- Telesis has requested information on the home owners association at Jervay.

Commissioner Neel asked if the listing price on Winfield Smith was reduced and Commissioner Hovis stated that per the Board's recommendation it was lowered to \$1.2 million.

## **7. Other Business**

Mr. Floyd reported on the REAC inspections which took place Tuesday through Friday of last week and RBC inspected on Thursday as well. He reported on the following:

- Creekwood 60 scored an 85%.
- Rankin, Vest, Woodbridge was a 66%.
- Creekwood South 138, inspected by HUD, scored a 62%.

Mr. Floyd stated there were things that were hit on that staff do not feel were correct and they will be appealing those. The following are the hits that will be appealed.

- Fence between Creekwood South and Creekwood North that is not actually on our property.
- Ponding and erosion. It had rained 2.5 inches the night before so that shouldn't have been a hit.
- Storage sheds had tips of nails that had come through the sheeting. Creekwood 60, Rankin and Vesta that have the same issue were not considered a hit.

Mr. Floyd stated overall the score was 72%. He said there is a 15 day allowance to get any appeals in.

Mr. Floyd stated RBC was very happy with the state of Creekwood.

Ms. Hamilton stated all of the health and safety issues were taken care of in the first 24hrs.

Mr. Floyd stated if they adjust everything that is being appealed he feels the score could get to the 80%.

Commissioner Hovis asked if we are still using the blue tag workers because he is getting calls from the police about the amount of trash on site and Ms. Hamilton stated that the blue tag crew is still in place.

Commissioner Hovis stated that in past meetings it was talked about developing a game plan for the different sites, especially Houston Moore and it was decided to discuss at the July ARD meeting.

## **8. Adjournment**

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

# Projects in Planning Stages

Project Management Action List  
6/16/14

| Item                                  | Est. Completion Date | Project Manager | Site     | Status   |
|---------------------------------------|----------------------|-----------------|----------|--|
| Houston Moore Roof Replacement        | 6/17/14              | Glenn           | HMI      | Replacement of roofs on four buildings and community center. <b>Bid opening 6/17</b>   |
| Multifamily Service Coordinator Grant | 7/10/14              | Karen           | GP       | Per HUD, no need to submit new application at this time. Will apply for grant extension 120 days before 10/14 grant end date.                          |
| Choice Neighborhood/Developer         | TBD                  | Glenn/Karen     | HC       | Assisting with predevelopment of CNI and other issues.   |
| Preventive Maintenance Materials      | 6/23/14              | Glenn           | HW       | Maintenance materials for site; Renewal of HD Supply (3 year/\$100k per year); Contract with Lowes (5 years/\$100k year); Resolution to board 6/23/14. |
| Exterior Lighting                     | 6/30/14              | Glenn           | VV & CWS | In contact with Duke Energy; expect walk-thru week of 6/16.  |

# Projects Out To Bid

Project Management Action List  
6/16/14

| Item                | Est. Completion Date | Project Manager | Site   | Status  |
|---------------------|----------------------|-----------------|--------|---|
| Rankin Terrace LHTC | 2/28/14              | Glenn           | Rankin | Bids opened 3/14/14; Contacting NCHFA for approval to allow change in materials to lower lowest bid price to make the project feasible. |
| Hot Water Heaters   | 6/23/14              | Glenn           | HW     | Bringing resolution to Board for as-needed hot water heater replacement authority wide.   |
| Tree Trimming       | 6/23/14              | Glenn           | HW     | Receiving bids for tree trimming authority wide   |

# Projects Under Contract/In Process

Project Management Action List  
6/16/14

| Item                           | Est. Completion Date | Project Manager | Site                  | Status   |
|--------------------------------|----------------------|-----------------|-----------------------|--|
| Eastbrook Rehab                | 6/18/14              | Glenn           | EB                    | Work is on schedule and the project is 99% complete; Expecting residents to begin moving in 6/19/14.   |
| Property Tax Values            | On going             | Karen           | CWS                   | Working with NHC to assess CWS LIHTC using Low Income approach. Discussions also regarding other low income properties and tax values (i.e. Taylor, Jervay House, RAD, etc.)   |
| Certified Payrolls             | On going             | Karen           | HW                    | Processing certified payrolls for capital fund and LIHTC projects.   |
| Creekwood South LIHTC          | 6/23/14              | Karen           | CWS                   | Pending RBC's release of last capital contribution.  |
| Supportive Housing I           | 12/30/14             | Glenn/Karen     | Jervay                | Deed restrictions prepared by attorneys as directed by DENR; Telesis requested additional information before signing   |
| FHLB                           | 5/30/14              | Karen           | SHDP                  | Notified by FHLB that the project was not funded this round  |
| Hillcrest RAD 40               | 5/14/14              | Glenn           | Hillcrest / Dawson St | HK Jordan under contract as of 12/16; Received approval of FHEO (HUD Fair Housing); Pending HUD closing for RAD financing and Deed Restrictions signed by Telesis  |
| CDBG                           | 5/30/14              | Karen           | Hillcrest / Dawson St | Awarded \$200,000 CDBG pending City Council approval.  |
| Rankin Terrace LIHTC           | 6/30/14              | Glenn/Karen     | RT                    | RAD application submitted but outside of 60,000 unit cutoff; Pending SHPO approval and HUD Environmental; Preparing disposition for 75% PH/25% PBV with RAD application to be done when available. Subsidy source must be in place prior to closing with equity investor; Will require approximately \$800k mortgage on property to complete sources; Working on Equity and Construction Loan Due Diligence. |
| Safe-T Element                 | 7/8/14               | Glenn           | TS                    | Contract awarded; Safety element for Taylor Senior and Taylor Pointe have been installed; Range Queens have been delivered and awaiting installation for other developments.   |
| Byrne Criminal Justice Grant   | 5/6/14               | Karen           | CNI                   | Application submitted 5/5/14.  |
| YouthBuild Grant               | 4/22/14              | Karen           | HA                    | Application submitted 4/22/14.   |
| Winfield Smith                 | Ongoing              | Glenn/Karen     | WS                    | Searching for options/funding for development of property.   |
| Annual Electrical Maintenance  | 4/28/14              | Glenn           | ST                    | Contractor to be on site 6/16.   |
| Vehicle Preventive Maintenance | 5/31/14              | Glenn           | HW                    | Under contract   |



**RESOLUTION NO. 0908**

**RESOLUTION AUTHORIZING POLICE SERVICES CONTRACT WITH THE  
WILMINGTON POLICE DEPARTMENT**

**WHEREAS,** the Wilmington Housing Authority approved a contract for Police Services with the Wilmington Police Department that expires on June 30, 2014 and,

**WHEREAS,** staff anticipates increased HUD scrutiny of the overall security of WHA developments through comparisons with criminal activity rates in surrounding communities; and,

**WHEREAS,** staff can report that the WPD has been responsive to its requests for service and has assisted with increased patrols, statistical reporting, and analyses of properties to enhance security; and,

**WHEREAS,** staff recommends an extension of the Police Services Contract for to retain a complement of six Police Officers, three of whose employment costs shall be reimbursed to WPD by WHA in an amount not to exceed \$158,000.

**NOW, THEREFORE BE IT RESOLVED** that the Board of Commissioners of the Housing Authority of the City of Wilmington, North Carolina hereby authorizes the Chief Executive Officer to execute twelve months (12) contract amendment with the City of Wilmington in an amount not to exceed \$158,000 for additional Police Protective Services.

**BE IT FURTHER RESOLVED** that this resolution becomes effective 23<sup>th</sup> day of June, 2014.

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Jeffrey G. Hovis  
Board of Commissioners

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G. Vernice Hamilton.  
Interim CEO and Secretary

(SEAL)



**RESOLUTION NO. 0909  
RESOLUTION APPROVING A CONTRACT FOR  
HOT WATER HEATER REPLACEMENT AUTHORITY WIDE**

WHEREAS, a contractor is in need for hot water heater replacement Authority wide on an as needed basis; and

WHEREAS, a contract was bid in accordance with the WHA Procurement Policy to secure a contractor for hot water heater replacement Authority wide on an as needed basis; and

WHEREAS, the Housing Authority received the following for bids for hot water heater replacement Authority wide on an as needed basis:

**A. INTER-STATE CONTRACTING;**

- |                                   |            |
|-----------------------------------|------------|
| 1. Hillcrest, Sr., Annex – 75 gal | \$ 825.00  |
| 2. Houston Moore - 60 gal         | \$1,240.00 |

**B. EAST COAST DRIAN**

- |  |           |
|--|-----------|
| 1. Hillcrest, Woodbridge, Creekwood – 50 gal | \$ 785.00 |
| 2. Hillcrest – 40 gal                        | \$ 785.00 |
| 3. Hillcrest Annex – 75 gal                  | \$ 995.00 |
| 4. Central Office – 40 gal                   | \$ 785.00 |

**C. WATSON ELECTRIC**

- |   |           |
|---|-----------|
| 1. Rankin Terrace, Vesta Village – 50 gal | \$ 978.00 |
|---|-----------|

NOW, THEREFORE BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the City of Wilmington, North Carolina hereby awards a contract for hot water heater replacement Authority wide on an as needed basis to **Inter-State Contracting, East Coast Drain and Watson Electric** in the amount of **20,000** a year for three years. Developments will use the lowest bid for services. The funds shall come from Site Operating funds.

BE IT FURTHER RESOLVED that this Resolution becomes effective June 23, 2014.

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Jeffery G. Hovis  
Chairman, Board of Commissioners

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Vernice Hamilton  
Interim Chief Executive Officer and Secretary

SEAL



**RESOLUTION NO. 0910**

**RESOLUTION APPROVING A MAINTENANCE MATERIAL CONTRACT  
WITH LOWE'S**

- WHEREAS, the Wilmington Housing Authority's Procurement Policy requires a competitive bidding and selection process to provide a variety of goods, services and products; and
- WHEREAS, a Master Agreement with U.S. Communities allows for the purchasing of supplies through intergovernmental agencies; and
- WHEREAS, the Wilmington Housing Authority, through this contract, purchases supplies to make repairs and furnish appliances to its PHA units from Lowe's; and
- WHEREAS, the Wilmington Housing Authority desires to enter in to a contract in the amount of \$100,000 a year for 3 years.

NOW, THEREFORE BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the City of Wilmington, North Carolina hereby extends the contract for **Lowe's** in the amount of **\$100,000** a year for three years. The funds shall come from Site Operating funds.

BE IT FURTHER RESOLVED that this Resolution becomes effective June 23, 2014.

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Jeffery G. Hovis  
Chairman, Board of Commissioners

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Vernice Hamilton  
Interim Chief Executive Officer and Secretary

SEAL



**RESOLUTION NO. 0911**

**RESOLUTION APPROVING A MAINTENANCE MATERIAL CONTRACT  
WITH HD SUPPLY**

- WHEREAS, the Wilmington Housing Authority's Procurement Policy requires a competitive bidding and selection process to provide a variety of goods, services and products; and
- WHEREAS, a Master Agreement with U.S. Communities allows for the purchasing of supplies through intergovernmental agencies; and
- WHEREAS, the Wilmington Housing Authority, through this contract, purchases supplies to make repairs and furnish appliances to its PHA units from HD Supply; and
- WHEREAS, the contract requires extension in the amount of \$100,000 a year for 3 years.

NOW, THEREFORE BE IT RESOLVED that the Board of Commissioners of the Housing Authority of the City of Wilmington, North Carolina hereby extends the contract for **HD Supply** in the amount of **\$100,000** a year for three years. The funds shall come from Site Operating funds.

BE IT FURTHER RESOLVED that this Resolution becomes effective June 23, 2014.

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Jeffery G. Hovis  
Chairman, Board of Commissioners

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Vernice Hamilton  
Interim Chief Executive Officer and Secretary

SEAL