



ACQUISITION, RENOVATION & DEVELOPMENT COMMITTEE

November 18, 2015

AGENDA

1. Call to Order
2. Roll Call
3. Approval of the Agenda
4. Approval of the Minutes
 - October 21, 2015
5. WHA Project Update
6. HEO Project Update
7. CEO Remarks
8. Adjournment



ACQUISITION, RENOVATION & DEVELOPMENT COMMITTEE MEETING

OF THE HOUSING AUTHORITY OF THE CITY
OF WILMINGTON, NORTH CAROLINA
October 21, 2015

The regular monthly meeting of the Acquisition, Renovation and Development Committee was held on Wednesday, October 21, 2015 at 4:00 p.m. at the Wilmington Housing Authority, 1524 South 16th Street, Wilmington, North Carolina.

Committee Members Present: Jeff Hovis, Chair
Greg Neel, Commissioner
Deb Hays, Commissioner
Stuart Franck, Commissioner

Others Present: Matt Scaparro, Director of Property Management
Linda D. Philipp, Executive Assistant to the CEO
Vernice Hamilton, Director of Operations/HR
Glenn Floyd, Director of HEO
Michelle Kerwin, Director of Finance
Karen Schraml, HEO Coordinator
Dawn Tucker, Assistant Director of Finance
Paul D'Angelo, Planning Manager
Chris Gnapinski, Procurement Manager

1. Call to Order

The meeting of the Acquisition, Renovation, and Development Committee, "ARD" was called to order by Jeff Hovis, Chair of the Committee, at 4:00 p.m. on October 21, 2015, 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

Agenda of the ARD Committee meeting were reviewed, Commissioner Neel made the motion to approve the agenda as presented and Commissioner Franck seconded. Agenda were unanimously approved.

4. Approval of Minutes

Minutes of the September 23, 2015 ARD Committee meeting were reviewed, Commissioner Franck made the motion to approve the minutes as presented and Commissioner Neel seconded. Minutes were unanimously approved.

5. WHA Project Update:

Mr. Floyd presented the following updates:

- Vesta Village
 - Roof replaced
 - New heating & air system
 - Pressure washed
 - Mulch added
 - Pressure washed building
 - Lights
 - Paint
 - Walls and doors
- Hillcrest mailboxes
 - Installed 260 mailboxes
 - Coordinating with postal office for delivery
- Hillcrest Window Pane
 - 1/3 complete

Commissioner Hovis asked if there were any questions pertaining to WHA Project update. No other questions at this time and moving on to the next item.

6. HEO Project Update:

Mr. Floyd presented the Rankin Terrace Tax Credit Rehabilitation project overview:

Phase 1:

- All units are complete
- Certificate of Occupancy: 39 units

Phase 2:

- Contractors continuing on site and working
- Framing
- Sheet rock
- Framing inspection
- Rough-in electrical and mechanical

Construction of the Community Center – following items have been complete and provided an update:

Exterior:

- Siding
- Brick work
- Landscape in parking lot

Interior:

- Inspection complete and passed
 - Installation installed
 - Ceilings and walls
 - Termite inspection sprayed
 - Sheet rock - complete
 - Laundry area

Ms. Schraml reported the following update on three HEO closings:

- Rankin RAD closing
 - Estimated date is November 2015
 - Waiting on HUD's RCC
- State Tax Credit
 - RAD and State Tax Credit at the same time
- Pearce House

Commissioner Hovis asked if there were any questions pertaining to HEO Project update. No other questions at this time and moving on to the next item.

7. Resolutions

- a.) **Resolution No. 0974** authorizing execution of documents for the conversion of Rankin Terrace under the Rental Assistance Demonstration Program
- b.) **Resolution No. 12-036** authorizing execution of documents for the conversion of Rankin Terrace under the Rental Assistance Demonstration Program
- c.) **Resolution No.12-037 authorizing execution of documents for the State Tax Credit Loan Closing for Rankin Terrace**
- d.) **Resolution No. 12-038 approving negotiation and execution of CDBG/Home Documents for the construction of Pearce House**

Ms. Schraml to discuss Resolutions No. 0974, No. 12-036, No. 12-037, and No. 12-038

A motion made by Commissioner Franck to recommend the Resolutions items a) through item d) as presented to the Board and seconded by Commissioner Hays carried unanimously.

8. CEO Remarks

There were no remarks at this time.

9. Adjournment

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

Projects Out To Bid

Project Management Action List
11/9/15

Item	Est. Completion Date	Project Manager	Site	Status

Other Items

Project Management Action List
11/9/15

Item	Est. Completion Date	Project Manager	Site	Status
Property Tax Values	On going	Karen	Creekwood South, Taylor properties	Continuing to work with New Hanover County Tax Dept. regarding receipt of first property tax bill for Creekwood. Working with Sherrod Banks to get LIHTC properties and 3000 Princess Place Drive exempt from taxes.
Insurance Renewals	Ongoing	Karen	Taylor Estates/Creekwood South/Rankin Terrace	Annual renewal of insurance for LIHTC properties. Creekwood South renewed on 7/1/15. Taylor Senior and Taylor Pointe renewed 8/15. Will transfer responsibility to Property Management department for future renewals.
Rankin Terrace RAD	8/15/15	Karen / Paul / Glenn	Rankin Terrace	Application submitted to HUD prior to LIHTC closing and disposition of property; Received CHAP for 77 units in AMP 81; Amended CHAP received for 58 units in AMP 21. Inventory removal of units in PIC completed. Financing Plan submitted to HUD 8/15/15. Received RCC (Rad Conversion Commitment) and closing details. Working on draft closing package for submittal to HUD.

Projects Under Contract/In Process

Project Management Action List
11/9/15

Item	Est. Completion Date	Project Manager	Site	Status
Supportive Housing I	9/1/16	Glenn / Karen	Jervay Supportive Housing	Storm water permit has been approved and received from NCDENR. Received 9 month extension of NCHFA commitment. Financial closing with SECU and NCHFA pending. Resolution for updated cost from contractor and ground lease approved by Board. Permits have been approved by the County. Worked with CFPUA to reduce tap fees from \$36,905 to \$11,410.
CDBG	9/1/16	Karen	Jervay Supportive Housing	City council approved \$200,000 to be put to Pearce House. Working with City and bank for closing.
Rankin Terrace LIHTC	12/31/15	Glenn / Karen	Rankin Terrace	Received certificates of compliance on 39 units in Phase 1. Contractor working in 38 of 38 units in Phase 2. Community Building plumbing, mechanical and electrical rough-in complete. Insulation installation complete. Sheet rock complete. Block 1 HAP contract executed 8/6/15; Block 2 HAP contract executed 9/23/15. Working with legal counsel on State Tax Credit closing to occur concurrent with RAD closing.
Concrete Repair/Replacment	7/16/17	Glenn	Authority Wide	Under contract.
Vesta Village Community Center	10/16/15	Glenn	Vesta Village	Project complete.
New Cluster Mailboxes at Hillcrest	11/25/15	Glenn	Hillcrest	Under contract. Work began 9/16.
Replacement of Hillcrest Window Panes	11/15/15	Glenn	Hillcrest	Under contract. Work began 9/28.
Sunset South	ASAP	Glenn / Karen	Sunset South	Recived compliance letter for storm water ponds from state dated October 1st, 2015. Awaiting City Operations Department review for maintenance list regarding dedication of roads. Stormwater Permit Ownership Change Form was returned to the HOA per the terms of the settlement agreement.