

Housing Authority of the City of Charlotte
AGENDA
Regular Meeting of Commissioners

*Charlotte Housing Authority
Central Office
1301 South Boulevard
Charlotte, NC 28203*

March 20, 2007

5:00 p.m. - **Regular Board Meeting Convenes:**

Regular Meeting Agenda:

1. Public Hearing: 2007 MTW Annual Plan
2. Public Forum
3. Additions to the Agenda
4. Consideration to Approve the Minutes for:
 - Regular Board Meeting held *February 20, 2007* (**tab 5**)
5. Resident Advisory Council (RAC) Report (**tab 4**)
6. Monthly Report from the CEO
 - Monthly Scorecard (**tab 1**)
 - MTW Update
7. Committee Reports:
 - Client Relations Committee
 - Finance and Audit Committee
8. **Consent Agenda Action Items:**
 - A. Townhomes at Seigle Point Homeownership (**p. 1**)
 - B. Amend the Hope VI Family Self-Sufficiency (FSS) Action Plan and Non-HOPE VI FSS Programs (**p. 2**)
 - C. Authorize submission of MTW Annual Plan for Fiscal Year 2007 (**p. 4**)
 - D. Approval of the 2007-2008 Annual Operating Budgets (**p. 5**)
 - E. Reallocate Expenses for the Live Oak Seniors Project (**p. 6**)
 - F. Reallocation of expenses in Resident Opportunity & Self-Sufficiency (ROSS) Elderly Project Budget (**p. 6**)
 - G. Close 2002 ROSS Project Budget (**p. 7**)

- H. Closeout of the 2002 and 2003 2nd Increment Capital Funds/Reallocation of Expenses for the 2004 and 2006 Capital Funds **(p. 8)**
- I. 2005 Capital Fund Grant Reallocation of Expenses **(p. 8)**
- J. Recognize Piedmont Courts Project Revenue from the City of Charlotte **(p. 9)**
- K. Reallocation of Expenses for 2005 Hope VI Demolition Grant Fund **(p. 10)**
- L. Recognize Income and Expense for Nia Point and Reallocation of Other Expenses **(p. 10)**
- M. Reallocation of Section 8 Expenses **(p. 11)**
- N. Reallocation of Expenses – Relocation Program **(p. 12)**

9. **Business Agenda Action Items:**

10. **Executive Session:**

- A. First Ward

Consent Agenda:

Consent Agenda items for the March 20, 2007 Regular Board Meeting of the Charlotte Housing Authority Board of Commissioners.

8. A Townhomes at Seigle Point Homeownership

<p>Action: Approve Resolution <u>1464</u> to Authorize Hope VI funding for the Townhomes at Seigle Point Phase in the Amount up to \$674,000 and Authorize Staff to Enter into Related Agreements.</p>

Staff Resource: Michelle Allen and Troy D. White

Strategic Business: Real Estate Development/Operations

Strategic Goal: Develop Collaborative Relationships for Affordable Housing Solutions

Explanation:

The Townhomes at Seigle Point is the on-site homeownership component of the Piedmont Courts Hope VI Revitalization Program (the “Project”) in Charlotte, NC. The Project consists of fifty (50) townhomes to be built as a part of an overall master planned community on the site of the previous Piedmont Courts public housing complex. Twenty (20) of the homes will be ACC replacement units for households at or below 80% AMI (the “Assisted Units”). Of the twenty (20) Assisted Units, ten (10) will be reserved for The Housing Authority of the City of Charlotte (“CHA”) public housing families earning less than 60% of AMI. The remaining thirty (30) units will be unrestricted, market rate homes. The development will be managed under a condominium association that will be given authority to enforce covenants, conditions and restrictions, and manage common amenities of the Townhomes at Seigle Point. Each unit will be constructed as a three story single-family townhome offering either a balcony or a garden terrace patio. The exteriors of the units will be constructed with brick, cementitious siding, asphalt shingles, vinyl windows, and steel doors. Twenty-eight (28) of the homes will have a one-car garage with a rear deck. All of the units will be three bedrooms with two or three baths ranging in size from 1,264 to 1,530 gross square feet. Sales prices will range from \$146,000 - \$214,000. Unit prices will be based upon standard packages and two upgrade packages. Currently, the average development cost per unit is estimated to be approximately \$151,296.

Financing sources for this development will consist of \$400,000 in Hope VI funds for second mortgages. The second mortgage loan will be forgivable over a

twenty-year period at a rate of 5% per annum until extinguished. Also, \$80,000 in lot write downs will be available for additional affordability and marketability (\$4,000 per lot for the Assisted units). In return for this lot write down, CHA will recapture gains from appreciation not to exceed the write down amount of \$4,000.

Hope VI funds will not be used to write down the construction costs of the market rate homes. In addition, up to \$20,000 will be available to families with household incomes less than 110% of AMI provided through the city's House Charlotte Program.

Construction financing for the Project will be provided by a lender selected by Seigle Point Development, LLC, a limited liability company ("Developer") organized under the laws of North Carolina. CHA will provide a loan up to \$274,000 of Hope VI funds to be used for pre-development expenses.

The fifty (50) townhomes will occupy land that is currently ground leased from CHA to Seigle Point, LLC. At the appropriate time, CHA will terminate the existing ground lease for this area and thereafter transfer ownership of the land to Seigle Point Townhomes, LLC, a limited liability company, a limited liability company ("Owning Entity") organized under the laws of North Carolina. The members of the Owning Entity are TCG Charlotte, LLC, Grubb Properties, Inc., and The Charlotte Housing Authority. The demolition of the existing site and the installation of the site infrastructure necessary for the Project improvements are being managed by the Seigle Point, LLC, whose co-managers are TCG Development Services, LLC, and Grubb Properties, Inc. CHA will enter into a homeownership funding agreement with the Developer. The Developer will be responsible for overall development and successful implementation of the homeownership program.

Committee Discussion:

The Client Relations Committee discussed Resolution 1464 on March 7, 2007 and recommended it to the Full Board for adoption.

Attachment: Resolution **1464 (Tab 2)**
Homeownership Term Sheet (**Tab 3**)

8. B Amend the HOPE VI Family Self-Sufficiency Action Plan and Non-HOPE VI FSS Programs

<p>Action: Approve Resolution 1465 to Amend the HOPE VI Family Self-Sufficiency (FSS) Action Plan and Non-HOPE VI FSS Programs.</p>

Staff Resource: Donna Hughes

Strategic Business: Operations

Strategic Goal: Facilitate Client Families' Highest Potential

Explanation:

The program targets those individuals who have demonstrated the capacity and/or potential to earn sufficient incomes to successfully complete the program. Over the next few months, staff will review other FSS-type programs (i.e., the Gateway program) to establish a pre-FSS program. All participants entering FSS under this amendment and the development of a pre-FSS program will be given an extra two years of program eligibility.

The criteria are:

1. must have a GED or High School Diploma at time of application; and
2. currently, all HOPE VI FSS applicants are currently required to have been employed continuously for at least one year (12 months) prior to admission.

Per Section 1.1-D, 3a of the current FSS Action Plan, applicants must have a GED or High School Diploma.

The GED or High School Diploma criteria may be waived under the following circumstances: participants agree to begin GED classes within thirty (30) days of executing their FSS contract and will obtain their GED or High School Diploma within the first twelve (12) months of their participation in the FSS program. Failure to do so will result in termination from the FSS program. If the applicant demonstrates the capacity and/or potential to earn sufficient income to successfully complete the program.

Per Section 1.1-D, 4a of the current FSS Action Plan, applicants to HOPE VI program must have been employed continuously for at least one year (12 months).

In order to provide FSS opportunity to a greater number of current public housing residents, it is recommended that this criterion be changed to require applicants to have been employed continuously for a minimum of six (6) months prior to admission.

The changes in two qualifying criteria will increase program success for residents in mixed income communities.

Committee Discussion:

The Client Relations Committee discussed Resolution 1465 on March 7, 2007 and recommended it to the Full Board for adoption.

Funding: None

Attachment: Resolution 1465 (Tab 2)

8. C 2007 Moving to Work Annual Plan Submission

Action: Approve Resolution No. 1463 to Authorize CHA to Submit the Moving to Work (MTW) Annual Plan for Fiscal Year 2007 to the U.S. Department of Housing and Urban Development.

Staff Resource: Shaunte Evans

Strategic Business: Executive

Strategic Goal: Provide Highest Quality Real Estate Management Services

Explanation:

Moving to Work (MTW) is a demonstration program authorized by Congress and implemented by the U.S. Department of Housing and Urban Development. In establishing MTW, Congress granted broad authority that would permit agencies to design and test new approaches to providing housing assistance that would achieve Congressionally-established goals for the program. The following are the established statutory objectives of the MTW program:

- 1) Reduce cost and achieve greater cost effectiveness in Federal expenditures;
- 2) Give incentives to families with children where the head of household is working, seeking work, or is preparing for work by participating in job training, educational programs, or programs that assist people to obtain employment and become economically self-sufficient; and
- 3) Increase housing choices for low-income families.

Charlotte Housing Authority's 2007 MTW Annual Plan describes its goals and objectives for the coming year, including activities that will be undertaken to implement the three statutory objectives of MTW. The MTW Annual Plan was prepared by following the format provided by HUD. The MTW Annual Plan and all supporting documents were available for public inspection for the 45 day period before the Public Hearing on March 20, 2007.

Committee Discussion:

This item, the submission of the 2007 MTW Annual Plan, was discussed at the Client Relations Committee meeting on March 7, 2007. The committee approved the attached resolution and voted in favor of placing the item on the consent agenda for the Board of Commissioners meeting on March 20, 2007.

Community Input:

The MTW Annual Plan was available for review and comments for 45 days prior to the Public Hearing. Two meetings were held with the Resident Advisory Council (RAC) to receive comments. A Public Hearing will be held on March 20, 2007. A Public Notice was posted in the Charlotte Observer to announce the Public Hearing.

Funding: None

Attachment: Resolution No. 1463

8. D Approval of the 2007-2008 Annual Operating Budgets

Action: Approve Resolution No. 1452 Which Adopts the Central Office Cost Center Budget, the Asset Management Project Budget, the Section 8 Budget and the Carol Hoefener Center Budget for the fiscal year ended March 31, 2008.

Staff Resource: Ralph Staley

Strategic Business: Finance Administration

Strategic Goal: Attain Long Term Financial Viability

Explanation:

The Authority's Board of Commissioners, acting through its delegated officers, has the primary responsibility for ensuring that the PHA is operated in an efficient and economical manner and that its financial integrity is maintained. This responsibility is exercised through the review, approval and control of the PHA Operating Budgets. These resolutions are the formal resolutions related to the Board adopting the FY 2007-2008 Annual Operating Budget to include the budgets for the Central Office Cost Center, the Asset Management Project budgets, the Section 8 budget, and Carol Hoefener Center budget.

The Board in Exhibit A is adopting the operating budget for the Central Office Cost Center. Exhibit B shows for Board review and approval the individual asset management projects (AMP's) per HUD regulations, but the Board is being asked, for ease of administration of North Carolina State law, to adopt the budget in its total for the AMP's as the budgetary compliance level. In Exhibits C & D the Board is adopting the Section 8 and Carol Hoefener Center budgets respectively.

Committee Discussion:

The Finance & Audit Committee discussed and unanimously approved this policy for inclusion on the consent agenda at its meeting on March 7, 2007.

Funding: ACC No. A-4156

Attachments: Resolution No. 1452 (Tab 2)
Exhibits A-D (Tab 3)

8. E Reallocate Expenses for the Live Oak Seniors Project

Action: Approve Resolution 1459 to Amend Resolution No. 1158 which approved the Fairview Homes Hope VI Grant (Park at Oaklawn) Project Budget.

Staff Resource: Ralph Staley

Strategic Business: Finance Administration

Strategic Goal: Attain Long – Term Financial Viability

Explanation:

This budget amendment is necessary to reallocate expenses in the Fairview Homes HOPE VI Grant (Park at Oaklawn) in order to proceed with the Live Oak Seniors project for the offsite replacement housing phase of the grant. The revisions are shown in Exhibit A.

Committee Discussion:

The Finance & Audit Committee discussed and unanimously approved this policy for inclusion on the consent agenda at its meeting on March 7, 2007.

Funding: Fairview Homes HOPE VI Grant (Park at Oaklawn)

Attachment: Resolution No. 1459 (Tab 2)
Exhibit A (Tab 3)

8. F Reallocation of expenses in ROSS Elderly Project Budget

Action: Approve Resolution No. 1453 to Authorize the Amendment of Resolution No. 1391 Which Adopted the Resident Opportunity & Self Sufficiency (ROSS) Elderly Grant Project budget.

Staff Resource: Ralph Staley

Strategic Business: Finance and Administration

Strategic Goal: Attain Long – Term Financial Viability

Explanation:

This budget amendment reallocates expenses in the ROSS Elderly grant project budget to accommodate needed expenditures for the programs planned for the elderly residents. The reallocation of funds is shown in Exhibit A.

Committee Discussion:

The Finance & Audit Committee discussed and unanimously approved this policy for inclusion on the consent agenda at its meeting on March 7, 2007.

Funding: ROSS- Elderly Project Grant

Attachments: Resolution No. 1453 (Tab 2)
Exhibit A (Tab 3)

8. G Closing 2002 Resident Opportunity & Self Sufficiency Project Budget

Action: Approve Resolution No. 1454 to Authorize the Amendment of Resolution No. 1157 Which Adopted the 2002 Resident Opportunity & Self Sufficiency (ROSS) Grant Project budget.

Staff Resource: Ralph Staley

Strategic Business: Finance and Administration

Strategic Goal: Attain Long – Term Financial Viability

Explanation:

This amendment represents the final budget reallocation of funds for the 2002 ROSS grant. The funds for this grant have been expended and the grant will be closed. The reallocation of funds is shown in Exhibit A.

Committee Discussion:

The Finance & Audit Committee discussed and unanimously approved this policy for inclusion on the consent agenda at its meeting on March 7, 2007.

Funding: 2002 ROSS grant

Attachments: Resolution No. 1454 (Tab 2)
Exhibit A (Tab 3)

**8. H Closeout of the 2003 and 2003 2nd Increment Capital Funds
Reallocation of Expenses for 2004 and 2006 Capital Funds**

Action: Approve Resolution No. 1455 To Authorize the Amendment of Resolution Nos. 1155, 1177, 1225 and 1416 which Adopted the 2003, 2003 2nd Increment, 2004 and 2006 Capital Fund Grants respectively.

Staff Resource: Ralph Staley

Strategic Business: Finance and Administration

Strategic Goal: Attain Long – Term Financial Viability

Explanation:

The revisions in this amendment affect the 2003, 2003 2nd increment, 2004 and 2006 Capital Grant Funds. This is a realignment of the budget to fully expend and close out the 2003 Capital Fund Grant and the 2003 2nd increment budgets. Due to fungibility, we have moved some budgets forward to the 2004 and 2006 Capital Fund Grants and offset those totals by moving other jobs back to facilitate the use of the oldest funds first. The realignment of expenses is shown on Exhibits A, B, C, and D.

Committee Discussion:

The Finance & Audit Committee discussed and unanimously approved this policy for inclusion on the consent agenda at its meeting on March 7, 2007.

Funding:

2003 Capital Fund Grant
2003 2nd Increment Capital Fund Grant
2004 Capital Fund Grant
2006 Capital Fund Grant

Attachments: Resolution No. 1455 (Tab 2)
Exhibits A-D (Tab 3)

8. I 2005 Capital Fund Grant Reallocation of Expenses

Action: Approve Resolution No. 1456 to authorize the amendment of Resolution No. 1340 which adopted the 2005 Capital Fund Grant.

Staff Resource: Ralph Staley

Strategic Business: Finance and Administration

Strategic Goal: Attain Long Term Financial Viability

Explanation:

This budget amendment is necessary to reallocate expenses to pay for the repairs at the Boulevard Community Center. The reallocation of expenses is shown in Exhibit A.

Committee Discussion:

The Finance & Audit Committee discussed and unanimously approved this policy for inclusion on the consent agenda at its meeting on March 7, 2007.

Funding: 2005 Capital Fund Grant

Attachment : Resolution No. **1456 (Tab 2)**
Exhibit A (**Tab 3**)

8. J Recognize Piedmont Courts Project Revenue from the City of Charlotte

<p>Action: Approve Resolution No. <u>1457</u> to authorize the amendment of Resolution No. 1217 which adopted the Piedmont Courts Project Budget.</p>
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Staff Resource: Ralph Staley

Strategic Business: Finance And Administration

Strategic Policy: Attain Long-Term Financial Viability

Explanation:

This amendment is to recognize \$438,500 from the City of Charlotte for infrastructure improvements along the Seigle Avenue property boundary of the Piedmont Courts property. The increase in revenue and expense is shown on Exhibit A.

Committee Discussion:

The Finance & Audit Committee discussed and unanimously approved this policy for inclusion on the consent agenda at its meeting on March 7, 2007.

Funding: City of Charlotte Grant

Attachment: Resolution No. 1457 (Tab 2)
Exhibit A (Tab 3)

8. K Reallocation of Expenses for 2003 HOPE VI Demolition Grant

Action: Approve Resolution No. 1458 which amends Resolution No. 1214 which adopted the 2003 HOPE VI Belvedere Demolition Grant Fund

Staff Resource: Ralph Staley

Strategic Business: Finance and Administration

Strategic Goal: Attain Long Term Financial Viability

Explanation:

This budget amendment reallocates any funds not needed for the relocation of Belvedere residents and the demolition of Belvedere Homes to other demolition budgets. The remaining funds, approximately \$495,000, will be utilized in the demolition of the Belvedere Learning Center and used to pay a portion of the costs to demolish Piedmont Courts. This reallocation of expenses can be seen in Exhibit A.

Committee Discussion:

The Finance & Audit Committee discussed and unanimously approved this policy for inclusion on the consent agenda at its meeting on March 7, 2007.

Funding: 2003 HOPE VI Belvedere Demolition Grant Fund

Attachments: Resolution No. 1458 (Tab 2)
Exhibit A (Tab 3)

8. L Recognize Income and Expense for Nia Point and Reallocation of Other Expenses

Action: Approve Resolution No. 1460 to Amend Resolution No. 1361 Which Adopted the Conventional Low Income Public Housing Program for the Fiscal Year Ending March 31, 2007.

Staff Resource: Ralph Staley

Strategic Business: Finance and Administration

Strategic Goal: Attain Long – Term Financial Viability

Explanation:

The following adjustments have been made to the Conventional Low Income Public Housing Program.

1. Income for Nia Point case management is being recognized in the amount of \$5,063 and the associated expense is also being recognized.
2. In Resolution No. 1392, the budget for expected MTW expenses was placed in the Administrative category and they should have been placed in the Resident Services category. Also, the adjustment for decrease in private manager payment was placed in Other General expenses instead of the Other Uses category. Therefore, this amendment transfers the budget to the actual expenditure category.
3. Due to internal adjustments during the year between categories, budget amounts are being transferred between categories.

All of the adjustments listed above are shown in Exhibit A.

Committee Discussion:

The Finance & Audit Committee discussed and unanimously approved this policy for inclusion on the consent agenda at its meeting on March 7, 2007.

Funding: Conventional Low Income Public Housing Budget

Attachments: Resolution No. 1460 (Tab 2)
Exhibit A (Tab 3)

8. M Reallocation of Section 8 Expenses

Action: Approve Resolution No. 1461 to Amend Resolution No. 1361 Which Adopted the Section 8 Budget for the Fiscal Year Ending March 31, 2007.

Staff Resource: Ralph Staley

Strategic Business: Finance and Administration

Strategic Goal: Attain Long – Term Financial Viability

Explanation:

This budget amendment is to reallocate expenses from the Administrative category to the Resident Services category to align the budget with actual cost for the year. This reallocation of expenses is shown in Exhibit A.

Committee Discussion:

The Finance & Audit Committee discussed and unanimously approved this policy for inclusion on the consent agenda at its meeting on March 7, 2007.

Funding: Section 8

Attachments: Resolution No. 1461 (Tab 2)
Exhibit A (Tab 3)

8.N Reallocation of Expenses – Relocation Program

Action: Approve Resolution No. 1462 to Amend Resolution No. 1361 Which Adopted the Relocation Budget for the Fiscal Year Ending March 31, 2007.

Staff Resource: Ralph Staley

Strategic Business: Finance and Administration

Strategic Goal: Attain Long – Term Financial Viability

Explanation:

This budget amendment is to reallocate expenses from the Other General & Administrative Expenses category to the Resident Services category to align the budget with actual cost. This reallocation of expenses is shown in Exhibit A.

Committee Discussion:

The Finance & Audit Committee discussed and unanimously approved this policy for inclusion on the consent agenda at its meeting on March 7, 2007.

Funding: Relocation Budget

Attachments: Resolution No. 1462 (Tab 2)
Exhibit A (Tab 3)

**MINUTES OF THE REGULAR BOARD MEETING
OF THE COMMISSIONERS' OF THE HOUSING
AUTHORITY OF THE CITY OF CHARLOTTE
HELD ON TUESDAY, FEBRUARY 20, 2007**

The Commissioners of the Housing Authority of the City of Charlotte, North Carolina held a regular meeting at *Boulevard Homes, 1620 Brooksvale Street, Charlotte, NC 28208* at 1:45 p.m. on February 20, 2007.

Present: **Commissioner Dan Page, Chairman**
Commissioner Chris Moffat
Commissioner David Jones
Commissioner Rodney Moore
Commissioner Will Miller

Absent: Commissioner Sandra Peters, Vice-Chairperson
Commissioner Montega Everett

Also Present: Charles Woodyard, CEO
Sherrod Banks, General Counsel

Chairman Page called the regular meeting of the Charlotte Housing Authority Board of Commissioners to order. The first item on the agenda is the Public Hearing for the 2007-2008 operating budget.

Public Hearing:

Chairman Page read the following statement: During the 2001 session of the North Carolina legislature, Article 3 of Chapter 159 of the general statutes was amended to add section 159-42. It states that Housing Authorities shall operate under an annual budget. Further it states that the proposed budget shall be available for public inspection. The Charlotte Housing Authority Budget has been available for public inspection since January 10, 2007. The same general statutes that the governing board shall cause a notice of a public hearing to be published in a newspaper of general circulation in the area, once a week for two consecutive weeks prior to the public hearing. The notice was published on February 11, 2007 and February 18, 2007. Additionally it states that before adopting the budget the housing authority shall hold the public hearing at which time any persons who wish to be heard on the budget may appear. It was then requested if there was anyone to speak to do so at this time. Ms. Marie Macon with the Million More Movement, came forward to give brief comments on the budget. Her organization has been doing a sweep in Boulevard Homes with residents concerning their needs/concerns in their community. She is hoping that there is money proposed in the budget that would facilitate the needs of the residents. A list has been created and it was given to the Operations Department for their review. Additionally, Ms. Eddie Young, a resident of Edwin Towers, came forward to discuss her budget concerns/request relating to resident

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safety and inspections. Mr. Woodyard, CEO, stated that resident safety for our seniors in our towers is an increasingly concerning issue. On March 28, 2007 designated CHA staff will spend some time talking about that issue. As well as devoting considerable resources to upgrading security at the senior towers. Further suggestion was to go before the Resident Advisory Council (RAC) executive staff with her concerns about residents housekeeping. A motion was then made to close the public hearing by Commissioner Moffat and then seconded by Commissioner Jones, the motion carried.

Public Forum:

Initially, Mr. Dwayne Collins was scheduled to speak concerning Second Ward/Brooklyn Village however was unable to attend. Bishop McElroy spoke on his behalf stating that the hope is that we develop the second ward project with affordable housing. Chairman Page responded that we (CHA) have been talking to the group that is planning that development as well as council members and city staff. Those discussions are still ongoing. As a follow-up, Mr. Woodyard stated that Affordable Housing in Second Ward, minority business participation and some of the other issues before the County Commissioners, city council are community wide issues. If we want affordable housing to work in second ward, the Housing Authority is looking for the other stakeholders in the community to come forward to assist with this issue. Mr. Woodyard challenges city council and county commission is if affordable housing is important to you to please join us in attempting to make this happen. Donna Jenkins Dawson, community activist, came forward with her thoughts on affordable housing.

Chairman Page introduced the newest Board member, Mr. William Miller. In keeping with tradition Mr. Miller was asked to give a brief biography. Mr. Miller stated that he has been involved in real estate brokerage/development for over twenty years. He is very interested in the housing issues that involve Charlotte. Through working with a non-profit he created, named Social Venture Partners, they are very interested in the affordable housing issues in Charlotte. Therefore, he realized this is a good place to be in order to impact the affordable housing issue. Chairman Page welcomed him.

It was requested that Commissioner Moore share information regarding his recent PHADA Commissioners Conference which took place in Phoenix Arizona. He explained that the conference was beneficial in discussing the responsibilities/duties of a housing authority commissioner. Chairman Page asked that Commissioner Moore forward the information received to his fellow commissioners.

Additions to the Agenda:

Chairman Page then asked for any additions to the agenda. Mr. Woodyard, CEO, stated that there were several. Adding to the Business Agenda: Project Based Voucher Waiting List, amend the Administrative Plan for Section 8. The following items were passed out at the meeting. Also under the Business Agenda is the selection of the Real Estate Consultant. Additionally that same item needs to be added to the Horizon Agenda.

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Lastly the Budget Amendment item for Horizon, exhibit A was omitted, which has been passed out at the meeting. The exhibit is McAlpine/Glen Cove.

Consideration to Approve the Minutes:

- Regular Board meeting held on *January 16, 2007*

The motion was made to approve the January 16, 2007 minutes with the following correction: Commissioner Moore stated that under the Business Agenda Action Items, 8.A it is listed as Commissioner Rodney Jones and it should be Commissioner Rodney Moore.

ACTION:

Motion was made to approve with the following correction:	Commissioner Moore
Motion was seconded by:	Commissioner Jones
Outcome of the vote:	Passed unanimously

Special Presentation for Johnnie Kearns (Retirement):

Mr. Woodyard, CEO, along with Charlene Wall, Human Resources Director, Troy White, COO and Cheryl Campbell, Deputy COO made a presentation to Ms. Johnnie Kearns for her 20 years of dedicated, unwavering service to the Charlotte Housing Authority. Ms. Kearns was presented with a service plaque, along with a standing ovation.

Resident Advisory Council (RAC) Report:

The update was given by Janice Belk, RAC Secretary:

- A Leadership workshop was the newly elected officers of Strawn & Tall Oaks was held on February 6, 2007.
- RAC Board of Directors held its monthly meeting February 7, 2007.
 - RAC provided transportation for the following communities to Wal-Mart: Autumn Place, Strawn Apt, Tarlton Hills, Charlottetown Terrace & Parktowne Terrace.
- On February 8th and February 12th RAC held a sworn ceremony and signing of the Bylaws for Strawn and Tall Oaks.
- The Tenant Patrol held its monthly meeting at Strawn & Tarlton Hills on February 10th.
- February 13, 2007 RAC held its monthly meeting and proudly announced that we have fourteen (14) presidents.
- For the month of February, Ms. Stitt, RAC president will visit the following communities: Southside, Meadow Oaks, Charlottetowne Terrace, Boulevard Homes and Parktowne Terrace.
- Quality Circle meeting will take place on February 27th at 2:00 p.m. at the Strawn Activity Center.

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RAC Coming Events:

- March 2, 2007 RAC will sponsor a “Breakfast Buffet” from 7:30 a.m. – 10:30 a.m. at the Strawn Community Center.
- Tarlton Hills will hold its election on March 12, 2007 at 4:00 p.m.
- On March 13th the American Red Cross and Ms. Shaunte Evans, Chief Administrative Officer, will be RAC’s guest at 4:30 p.m.

Monthly Report from the CEO

Monthly Scorecard:

Mr. Woodyard wanted to give notice that the Charlotte Housing Authority will be returning to the Government Channel in the form of a regular monthly half-hour program. It is called CHA Today and will premier on March 1st at 6:30 p.m. Your feedback will be welcomed relating to future topic. Jennifer Gallman, Corporate Communication Director, is the hostess and Charles Woodyard is the first guest.

Mr. Woodyard then called on Troy White, COO, to give the update on the Balanced Scorecard and the MTW Update. Referring to Tab 1 of the scorecard, we are currently at 98.9% utilization. As committed to the Board, we will move forward in the process of opening the Section 8 waiting list and will inform the Client Relations Committee concerning that process. We are in the process of preparing to open the Section 8 project based waiting list. On page two: in January we were at 99% and 12 days turn around time for our conventional sites. Concerning Boulevard Homes, Dillehay Courts and Southside Homes the unit turn are all under 20 days. On page 3 relating to the conventional sites, excluding Boulevard Homes & Southside Homes, were at 15 days. The affordable sites are at 23 days. On the last page, which are the privately managed sites, there was a unit at McAlpine Terrace that had a number of vacant days and we are working with the management company to resolve.

Moving-to-Work (MTW) Update:

Troy White, COO, gave a brief update. He stated that the MTW annual plan is available for public review. There is a 45 day review period and then there will be a public hearing on March 20, 2007. The document is available for public review at the CHA central office, Youngblood Street (Operations), Scaleybark Road (Section 8), the main library and city hall.

Budget to Actual Report (BAR) December 2006:

Ralph Staley, CFO, gave the following report. All budgets are in good financial condition. Chairman Page questioned under the Carole Hoefener Center under income, fund balance appropriated, and is that money specifically for Carole Hoefener fund or coming out of a general fund? Mr. Staley replied that the Carole Hoefener Center has their own

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fund. Also the decrease in our cash balances is basically due to the acquisition of the McAlpine/Glen Cove properties.

Public Housing Assessment System (PHAS) and SEMAP Update:

Mr. Woodyard announced that for 2006 the Charlotte Housing Authority is a High Performer on the PHAS & SEMAP. This is a momentous accomplishment for the Authority. Originally we started with a score in the sixties however presently it is a **93**. This accomplishment required a great deal of work by our staff. Cheryl Campbell, Deputy COO, gave power point presentation relating to our success. She stated that PHAS is a scoring system designed by HUD to rate the public housing side of a Housing Authority. PHAS has been developing since 2001. On the other side, SEMAP is the scoring system designed by HUD to rate the Section 8 side of a Housing Authority.

Committee Reports

Client Relations Committee:

The following update was given by Commissioner Moore:

- Commissioner Moore has been appointed the new chairman of this committee. This committee has been charged with the Moving-to-Work initiative. He stated that the committee will be moving in a new direction and would like to solicit the input of every commissioner and staff.
- Ms. Stitt spoke out at the meeting concerning young people loitering at Tarlton Hills.
- Presently a Memorandum-of-Understanding (MOU) is being crafted with a program known as Right Choice Youth.

Development Committee:

The following update was given by Commissioner Jones:

- The meeting took place on February 7, 2007.
- A report was received/presentation was given concerning the development team on the 6th & Davidson site. A lively discussion followed. There will be more information at the March Development Committee meeting on some environment issues and overall business issues as well.
- Tylee Keesler, Sr. Development Officer gave presentation on a program which goes by the acronyms SHARE. It would be working with some faith based groups, as well as some homeless services organizations. This is an ongoing study/operation/feasibility program to create some SHARE affordable housing.
- We have three items on the consent agenda, involving the selection of the Hall House Broker and funding on the work needed at McAlpine/Glen Cove that come with a unanimous recommendation from the committee.
- Update on First Ward, which will be discussed in detail in Executive Session.

February 20, 2007
Regular Board Meeting

Finance and Audit Committee:

In the absence of Vice-Chairperson Peters, Ralph Staley gave the brief report:

- The items discussed are on the consent agenda and were approved for recommendation by the committee.

Consent Agenda Action Items:

Chairman Page explained that these are the Consent Agenda Action Items which previously have been brought before their individual working committees. At this time you can select any item for discussion if you need further information or you can leave all these items as they are shown under consent through **Item 9.A – Item 9-F.**

ACTION:

Motion was made by:	Commissioner Moore
Motion was seconded by:	Commissioner Miller
Outcome of the vote:	Passed unanimously

Business Agenda Action Item:

10.A Project-Based Voucher Waiting List

Approve resolution no. 1450 to authorize the CEO to establish a project-based Voucher waiting list and to amend the Section 8 Housing Choice Voucher Administrative Plan Appropriately.

ACTION:

Motion was made by:	Commissioner Moffat
Motion was seconded by:	Commissioner Moore
Outcome of the vote:	Passed unanimously

10.B RFP Selection of Development Consultants

Approve RFP selection of Development Consultants for contract not to exceed \$300K for various development projects.

ACTION:

Motion was made by:	Commissioner Jones
Motion was seconded by:	Commissioner Miller
Outcome of the vote:	Passed unanimously

Chairman Page announced that regular session is being suspended to go into executive session. Commissioner Jones made a motion to adjourn the regular meeting and seconded by Commissioner Moore. Motion carried.

February 20, 2007
Regular Board Meeting

Minutes respectfully prepared by:

Barbara G. Porter
Administrative Assistant to the CEO

The next meeting will be held on Tuesday, March 20, 2007, 5:00 p.m., at the Charlotte Housing Authority Central Office, 1301 South Boulevard, Charlotte, NC 28203.

Horizon Development Properties, Inc.
Meeting of Directors
AGENDA

Charlotte Housing Authority
Central Office
1301 South Boulevard
Charlotte, NC 28203

March 20, 2007

Directly After CHA Board Meeting – Meeting Convenes:

Regular Meeting Agenda:

1. Additions to the Agenda
2. Consideration to Approve the Minutes for:
 - Meeting held on *February 20, 2007*
3. **Business Agenda Item:**
 - A. Approval of the 2007-2008 Horizon Budget
 - B. Reallocation of Expenses

Business Agenda:

Business Agenda items for the March 20, 2007 Meeting of the Horizon Development Properties Board of Directors

3. A Approval of the 2007-2008 Horizon Budget

Action: Adopt the Horizon Development Properties, Inc. Budget for the Fiscal Year Ending March 31, 2008.
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Staff Resource: Ralph Staley

Strategic Business: Finance and Administration

Strategic Goal: Attain Long Term Financial Viability

Explanation:

The Board of Horizon Development Properties, Inc., acting through its delegated officers, has the primary responsibility for ensuring that the organization is operated in an efficient and economical manner and that its financial integrity is maintained. This responsibility is exercised through the review, approval and control of the Operating Budgets. This Board Agenda Item is the formal resolution related to the Board adopting the FY2007-2008 Horizon budget as shown in Exhibit A.

Also as a part of this budget adoption the Chief Executive Officer (CEO) or his/her designee may transfer funds as provided below. All such transfers must be consistent with state or federal laws and local board policies. The CEO or his/her designee must report any such transfers at the regular meeting of the board at which the budget to actual results is discussed and transfers between functions must be entered in the minutes of that meeting.

1. The CEO may transfer between sub-functions and objects of expenditure within a function.
2. The CEO may transfer amounts not to exceed \$50,000 between functions.
3. The CEO may not transfer any amounts between funds or increase the total amount of a fund.

Committee Discussion:

The Finance & Audit Committee will discuss at its meeting on March 7, 2007.

Attachment: 2007-2008 Horizon Development, Inc. Budget

RECORDING OFFICER'S CERTIFICATION

I, Charles Woodyard, the duly appointed secretary of the Horizon Development Properties, Inc., do hereby certify the above item was properly adopted at a regular meeting held March 20, 2007.

(SEAL)

BY: _____
Charles Woodyard, Secretary
CEO

3. B Reallocation of Expenses – Horizon Development Properties

Action: Approve an Amendment to the Horizon Development Budget for the fiscal year ending March 31, 2007.

Staff Resource: Ralph Staley

Strategic Business: Finance and Administration

Strategic Goal: Attain Long-Term Financial Viability

Explanation:

This amendment is necessary to reallocate \$37,800 of expense from the Property Management category to the Other General & Administrative expense category to align the budget with actual cost. This reallocation of expense is shown in Exhibit A.

Also as a part of this amendment the Chief Executive Officer (CEO) or his/her designee is authorized to transfer funds as provided below. All such transfers must be consistent with state or federal laws and local board policies. The CEO or his/her designee must report any such transfers at the regular meeting of the board at which the budget to actual results are discussed and transfers between functions must be entered in the minutes of that meeting.

1. The CEO may transfer between sub-functions and objects of expenditure within a function.
2. The CEO may transfer amounts not to exceed \$50,000 between functions.
3. The CEO may not transfer any amounts between funds or increase the total amount of a fund.

Committee Discussion:

The Finance & Audit Committee discussed and unanimously approved this policy for inclusion on the consent agenda at its meeting on March 7, 2007.

Funding: Horizon Development Budget

Attachment:

Exhibit A

RECORDING OFFICER'S CERTIFICATION

I, Charles Woodyard, the duly appointed Secretary of the Horizon Development Properties, Inc., do hereby certify that the above item was properly adopted at a regular meeting held March 20, 2007.

BY: _____
Charles Woodyard, Secretary
CEO

(SEAL)

**MINUTES OF HORIZON DEVELOPMENT PROPERTIES, INC.
BOARD MEETING HELD ON TUESDAY, FEBRUARY 20, 2007
AT BOULEVARD HOMES**

Regular Meeting Agenda:

Additions to the Agenda:

Chairman Page opened the meeting and stated that an addition Item 3.D Selection of the Real Estate Consultant.

Consideration to approve the minutes for:

- Meeting held *November 21, 2006*
- Meeting held *December 19, 2006*

ACTION:

Motion was made to approve:	Commissioner Jones
Motion was seconded by:	Commissioner Moore
Outcome of the vote:	Passed unanimously

Business Agenda Items:

3.A McAlpine Terrace & Glen Cove Apartments Project Budget:

Amend the Capital Project Budget for McAlpine Terrace & Glen Cove In Horizon Development Properties, Inc. This item was discussed at the Finance And Audit Committee, along with the exhibit, and was approved unanimously.

ACTION:

Motion was made to approve:	Commissioner Moffat
Motion was seconded by:	Commissioner Jones
Outcome of the vote:	Passed unanimously

3.B Glen Cove Housing Trust Fund Submission:

To authorize the President/CEO to execute and submit proposal to the City of Charlotte Housing Trust Fund for Glen Cove renovation.

ACTION:

Motion was made to approve:	Commissioner Moore
Motion was seconded by:	Commissioner Jones
Outcome of the vote:	Passed unanimously

3.C McAlpine Terrace Housing Trust Fund Submission:

To authorize the President/CEO to execute and submit proposal to the City of Charlotte Housing Trust Fund for McAlpine Terrace special needs renovation.

Horizon Development Regular Board Meeting
February 20, 2007

ACTION:

Motion was made to approve:	Commissioner Moore
Motion was seconded by:	Commissioner Jones
Outcome of the vote:	Passed unanimously

3.D RFP Selection of Development Consultants:

Approve RFP selection of development consultants for contracts not to exceed \$300K for various development projects.

ACTION:

Motion was made to approve:	Commissioner Jones
Motion was seconded by:	Commissioner Moffat
Outcome of the vote:	Passed unanimously

Motion was then made by Commissioner Jones to adjourn. Motion carried unanimously.

Minutes respectfully prepared by:	Barbara G. Porter Administrative Assistant to the CEO
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**Horizon Acquisition Corporation
Meeting of Directors
AGENDA**

*Charlotte Housing Authority
Central Office
1301 South Boulevard
Charlotte, NC 28203*

March 20, 2007

Directly After CHA Board Meeting – Meeting Convenes:

Regular Meeting Agenda:

1. Additions to the Agenda
2. Consideration to Approve the Minutes for:
 - Meeting held on *December 19, 2006*
3. **Business Agenda Item:**
 - A. Development of 940 Brevard-Senior Apartments

Business Agenda:

Business Agenda items for the March 20, 2007 Meeting of the Horizon Acquisition Corporation Board of Directors

3. A 940 Brevard – Horizon Acquisition Corporation

Action: Approve Resolution for the Development of 940 Brevard - Senior Apartments.
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Staff Resource: Kathleen Foster and Jeff Meadows

Strategic Business: Real Estate Development

Strategic Goal: Maximize Economic, Social, and Physical Value of Real Estate

Explanation:

The CHA previously approved the project through Resolution #1260 in February 2005. The resolution for the development of the 940 Brevard – Senior Apartments is needed to allow Horizon Acquisition Corporation (Horizon) to carry out its assigned duties associated with the development of the project. Horizon will be the Charlotte Housing Authority (CHA) affiliate admitted to the ownership structure for the project. The admission of Horizon will allow for a more favorable financial structure for the project through a more favorable depreciation schedule that allows the equity investor to provide greater equity to the project.

Committee Discussion:

None

Funding:

Hope VI – Seigle Point/Piedmont Court

Attachment: Resolution

RECORDING OFFICER’S CERTIFICATION

I, Charles Woodyard, the duly appointed Secretary of the Horizon Acquisition Corporation do hereby certify that the above item was properly adopted at a regular meeting held March 20, 2007.

BY: _____
Charles Woodyard, Secretary
CEO

(SEAL)

REVISED

**MINUTES OF HORIZON ACQUISITION CORPORATION
BOARD MEETING HELD ON TUESDAY, DECEMBER 19, 2006
AT THE CHARLOTTE HOUSING AUTHORITY**

Regular Meeting Agenda:

Business Agenda Item:

This item carries over from the Horizon Development Properties, Inc. meeting from December 19, 2006.

3.B Approve a Resolution Authorizing Seneca Woods Housing, Inc. and Park Seneca Housing, Inc. as General Partners of Seneca Woods Limited Partnership (the "Partnership") to merge into Horizon Development Properties, Inc.

As explained by Sherrod Banks, General Counsel, this resolution would be to authorize the general partners, of the partnership, to adopt a plan of merger.

ACTION:

Motion was approved by:	Commissioner Everett
Motion was seconded by:	Commissioner Moore
Outcome of the vote:	Passed unanimously

A motion was then requested to close the Horizon Acquisition Corporation meeting.
A motion was made by: Commissioner Moffat, then seconded by: Commissioner Moore.
The outcome of the vote has passed unanimously.

Minutes respectfully prepared by:	Barbara G. Porter Administrative Assistant to the CEO
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