

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

*Charlottetown Terrace  
1000 Baxter Street  
Charlotte, NC 28204*

**May 15, 2007**

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**1:45 p.m. - Regular Board Meeting Convenes:**

Regular Meeting Agenda:

1. Public Forum
2. Additions to the Agenda
3. Consideration to Approve the Minutes for:
  - Regular Board Meeting held *April 17, 2007* **(tab 6)**
4. Special Presentation for Jeanette Foster
5. Government Finance Officers Association (GFOA) Presentation
6. Resident Advisory Council (RAC) Report
7. Monthly Report from the CEO
  - Monthly Scorecard **(tab 1)**
  - MTW Update
  - Preliminary Budget to Actual Report (BAR) March 2007 **(tab 2)**
  - Preliminary Cash Balance and Restriction Report March 2007 **(tab 3)**
  - Administrative Budget Changes **(tab 3)**
8. Committee Reports:
  - Client Relations Committee
  - Development Committee
  - Finance and Audit Committee
9. **Consent Agenda Action Items:**
  - A. Townhomes at Seigle Point Homeownership **(p.1)**
  - B. Approval of Conditional Commitment for Second Ward **(p.3)**
  - C. Public Housing Assessment System (PHAS) Certification **(p.4)**
  - D. Section Eight Management Assessment Program (SEMAP) Certification **(p.5)**
  - E. Collection Loss Report for Quarter Ended 3/31/07 **(p.6)**

10. **Business Agenda Action Items:**

A. Live Oak Apartments TEFRA Hearing (p.1)

11. **Executive Session:**

A. Kroc Center

B. Personnel Issues

**Consent Agenda:**

**Consent Agenda items for the May 15, 2007 Regular Board Meeting of the Charlotte Housing Authority Board of Commissioners.**

**8. A Townhomes at Seigle Point Homeownership**

<p><b>Action:</b>      <b>Approve Resolution <u>1476</u> which Amends Resolution No. 1464 and Authorize HOPE VI funding for the Townhomes at Seigle Point Phase in the Amount up to \$774,000 and Authorize Staff to Enter into Related Agreements.</b></p>
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**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 \$500,000 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 HouseCharlotte 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 and unanimously approved resolution 1476 for inclusion on the consent agenda at its meeting on May 2, 2007.

**Funding:** HOPE VI Funding

**Attachments:** Resolution **1476** (Tab 4)

Copy of memo to Client Services Committee (Tab 5)

**8. B Approval of Conditional Commitment of \$1,250,000 to the Brooklyn Village Apartment Development in Second Ward**

<b>Action:</b> Approve Resolution No. <u>1478</u> authorizing the Authority to commit \$1,250,000 in future Land Sales Proceeds (or other sources that might be identified), and 30 units of Project Based Section 8 housing to the Brooklyn Village Apartment Development in Second
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**Staff Resource:** Frank Narron

**Key Business:** Real Estate Development

**Explanation:** Develop Collaborative Relationships for Affordable Housing Solutions

CHA was approached some time ago by Jim Dulin of Spectrum Properties and Michael Smith of Center City Partners. As part of the land swaps associated with the planning for and proposed development of a baseball stadium in uptown Charlotte, the need for affordable housing was expressed.

They approached us to see if there was an ability / interest on the part of CHA to participate in the introduction of those affordable housing units. Because the public entities (City and County) who own most of the land had not been interested in discounting the cost of the land to provide a subsidy for affordable housing and because there was no requirement in zoning regulations requiring affordable housing, the developer / investor was not willing to bear the responsibility of providing that subsidy.

Since urban renewal provided for the dislocation of the African American residential area once called Brooklyn Village and because the developers intend to resurrect the name for the new developments, the need for affordable housing is heightened. After a great deal of “back and forth”, and because of the importance of bringing affordable housing back to this area, CHA staff proposed that the cost be shared 50/50 with the City. The Developer / Investor has estimated the gap generated by the introduction of 30 affordable units at \$2,500,000. Staff is asking, with Resolution # 1478 for the approval to invest funds to provide for one-half of the gap (up to \$1,250,000). Such commitment would be conditioned on the commitment of a like amount from the City of Charlotte, on HUD’s confirmations that this is an acceptable use of Land Sales Proceeds, and on the availability of adequate funds.

**Committee Discussion:**

At the Development Committee meeting on May 3, 2007, the Commissioners discussed the proposal in detail and articulated a number of conditions to be added to the proposed Resolution #1478. Those conditions were drafted and

circulated to the full Board for comment. The attached proposed Resolution reflects those conditions and comments.

**Community Input:**

City Councilperson Anthony Foxx, and a representative from U.S. Congressman Mel Watt’s office and a representative from the Black Political Caucus attended the open session of the Development Committee and spoke in favor of the need for affordable housing in Second Ward.

**Attachment:** Resolution No. 1478 (Tab 4)

**8. C Public Housing Assessment System (PHAS) Certification**

**Action: Approve Resolution No. 1474 To Authorize the Submission of the Public Housing Assessment System (PHAS) Management Operations Certification for the Year Ending March 31, 2007.**

**Staff Resource:** Cheryl Campbell

**Strategic Business:** Operations

**Strategic Goal:** Provide Highest Quality Real Estate Management Services

**Explanation:**

The goal of the Public Housing Assessment System (PHAS) is to enhance public trust by creating a comprehensive management tool that effectively and fairly measures a public housing authority’s (PHA) performance passed on standards that are objective, uniform and verifiable.

There are four indicators under PHAS. They include Physical Condition (30 points), Financial Condition (30 points), Management Operations (30 points), and Resident Service and Satisfaction (10 points). The Board is required to certify submission of indicator #3, Management Operations only. HUD rates and scores the other indicators based on information provided by the CHA. The following describes each category:

**Indicator #1: Physical Condition:** HUD had developed an inspection program to score the physical condition of individual properties. HUD hires a subcontractor to inspect all of our building’s exteriors, common areas, systems, sites and approximately 20% or more of the CHA’s dwelling units utilizing Uniform Physical Condition Standards (UPCS) to establish the CHA’s score.

**Indicator #2: Financial Condition –** Measures the short term financial strength of the organization by reviewing the expendable fund balance, tenant accounts

receivable, occupancy loss, and expense management and utility consumption measures.

**Indicator #3: Management Operations** – Assesses the performance of six sub-indicators. This includes vacancy rate and unit turnaround time, the capital fund, work orders, annual inspections of units and systems, security and economic self-sufficiency.

**Indicator #4: Resident Services and Satisfaction** – This indicator measures the level of resident satisfaction regarding their living conditions through a HUD conducted survey. The CHA must develop a plan documenting its activities to disseminate information about the HUD survey to residents.

The chart below outlines the PHAS scoring/ranking:

High Performer	90% or above
Standard Performer	89% - 60%
Troubled Performer	< 60%

**Committee Discussion:**

This item was discussed and approved by the Finance Committee on May 2, 2007.

**Attachments:** Resolution No. 1474 (Tab 4)

PHAS Certification form HUD-50072 (Tab 5)

**8. D Section Eight Management Assessment Program (SEMAP) Certification**

<b>Action:</b>	<b>Approve Resolution No. <u>1475</u> to Authorize the submission of the Section 8 Management Assessment Program (SEMAP) Certification for the year ending March 31, 2007.</b>
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**Staff Resource:** Bryant Saunders

**Strategic Business:** Operations

**Strategic Goal:** Provide the highest quality real estate management services

**Explanation:**

The Section 8 Management Assessment Program (SEMAP) is designed to assess whether the Section 8 Tenant-Based Assistance Program operates to assist eligible

families afford decent rental units at the correct subsidy cost. SEMAP also establishes an objective system for HUD to measure a Housing Authority's performance in key Section 8 Program areas. The areas of measurement are: (1) Selection from Waiting List, (2) Reasonable Rent, (3) Determination of Adjusted Income, (4) Utility Allowance Schedule, (5) Housing Quality Standards (HQS) Quality Control, (6) HQS Enforcement, (7) Expanding Housing Opportunities, (8) Payment Standards, (9) Timely Annual Reexaminations, (10) Correct Tenant Rent Calculations, (11) Pre-Contract HQS Inspections, (12) Annual HQS Inspections, (13) Lease-up, (14) Family Self-Sufficiency, and (15) Deconcentration. The CHA is required to submit the SEMAP Certification to HUD with Board approval.

**Committee Discussion:**

This items was discussed and approved by the Finance Committee on May 2, 2007.

**Community Input:**

None

**Funding:**

None

**Attachments:** Resolution No. 1475 (Tab 4)  
SEMAP Certification (Tab 5)

**8. E Collection Loss Report for the Quarter Ended 3/31/07**

**Action: Approve the write-off of \$48,356.57 in accounts receivable due to collection losses for tenants vacated through 12/31/06.**

**Staff Resource:** Heather Franklin

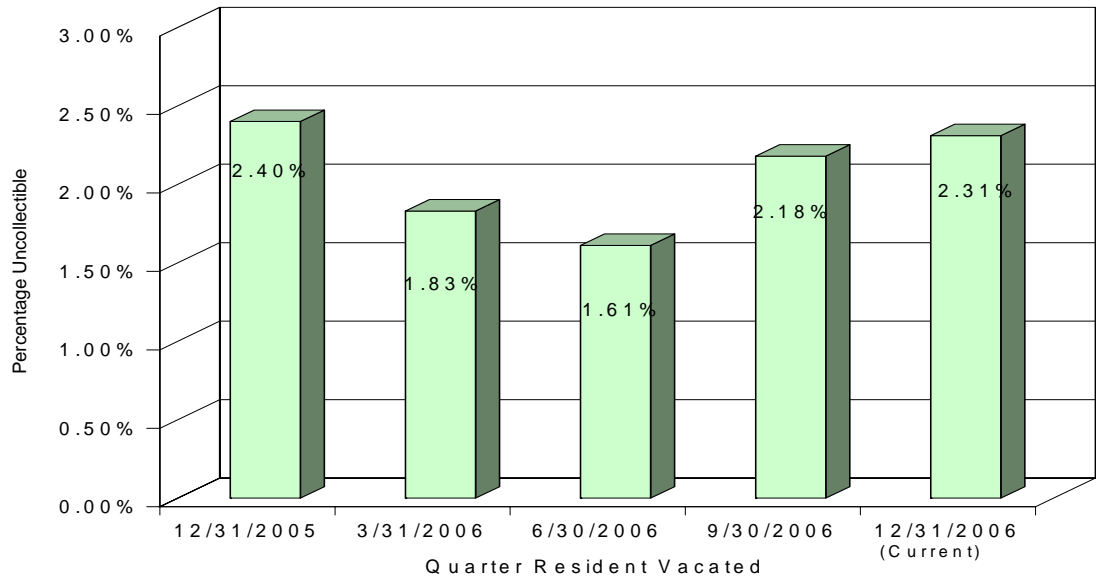
**Strategic Business:** Finance Administration

**Strategic Goal:** Attain Long-Term Financial Viability

**Explanation:**

We are requesting to write-off as per the policy, the receivables outstanding as of March 31, 2007 from tenants who vacated during the quarter ending December 31, 2006. The amount proposed for write-off is \$48,356.57, which represents 2.31% of total charges for the quarter then ended. Included in this quarter's report are several promissory notes that the Authority entered into with previous tenants, and have not been paid. Below is a graphical depiction of the write-offs percentages over the past several quarters. All quarters below compare Total Charges.





**Committee Discussion:**

The Collection Loss Report was discussed at the Finance Committee meeting on May 2, 2007. Explanations were given for the three largest amounts.

**Funding:**

Conventional and Horizon Development

**Attachment:** Collection Loss Report, 12/31/06 (Tab 5)

## **Business Agenda:**

### **Business Agenda items for the May 15, 2007 Regular Board Meeting of the Charlotte Housing Authority Board of Commissioners.**

#### **9. A Live Oak Apartments TEFRA Hearing**

**Action:** Approve Resolution No. 1480 to Authorize the Holding of a TEFRA Hearing Which is a Public Hearing Established by the Tax Equity and Fiscal Responsibility Act (TEFRA) of 1982 to Hear Public Opinion on the Issuance of Bonds.

**Staff Resource:** Jeff Meadows

**Strategic Business:** Real Estate

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

**Explanation:**

The Authority has agreed to serve as the conduit issuer of tax-exempt multifamily housing revenue bonds in an amount up to \$21,000,000 (the “Bonds”). Bond proceeds will be loaned to Live Oak Apartments, LLC, a North Carolina limited liability company (the “Borrower”). The Bonds will finance a portion of the cost of the construction of a multifamily residential rental project known as Ashley Park Apartments (formerly known as “Live Oak Apartments”). The bonds will be privately placed with Bank of America.

South Oak will consist of 176 units consisting of thirty six (36) [ACC and Section 8 units] affordable to persons earning at or below 30% AMI and one hundred forty (140) market rate units. The site is located at 6701 Okengate Lane, near the intersection of Sharon and Fairview Roads within the City of Charlotte, Mecklenburg County, North Carolina (the “Development”). The development will be located within easy walking distance to the South Park Mall and surrounding commercial entities.

On December 19, 2006 the Board adopted an inducement Resolution in connection with the Bonds. The current action required by the Board is approval to hold a TEFRA hearing, which is a public hearing established by the Tax Equity and Fiscal Responsibility Act (TEFRA) of 1982. Federal tax law imposes a requirement that a public hearing be held in the issuer's jurisdiction to allow the public to ask questions about the pending project and express their views for or against the issuance of Bonds.

**Committee Discussion:**

This item was reported to the Development Committee at its meeting on May 2, 2007 in the Real Estate Vice President's Report.

**Community Input:**

The TEFRA hearing for public comment is scheduled for May 15, 2007 at Charlottetown Terrace, 1000 Baxter Street, Charlotte, NC.

**Funding:**

Tax Exempt Bonds                      Up to \$21,000,000

**Attachment:** Resolution No. 1480 (Tab 4)

**MINUTES OF THE REGULAR BOARD MEETING  
OF THE COMMISSIONERS' OF THE HOUSING  
AUTHORITY OF THE CITY OF CHARLOTTE  
HELD ON TUESDAY, APRIL 17, 2007**

The Commissioners of the Housing Authority of the City of Charlotte, North Carolina held a regular meeting at the *Charlotte Housing Authority, Central Office, 1301 South Boulevard, Charlotte, NC 28203* at 5:00 p.m. on April 17, 2007.

**Present:** Commissioner Dan Page, Chairman  
Commissioner Sandra Peters, Vice-Chairperson  
Commissioner Will Miller  
Commissioner Montega Everett  
Commissioner David Jones  
Commissioner Rodney Moore  
Commissioner Chris Moffat

**Also Present:** Charles Woodyard, CEO  
Eric Pristell, General Counsel

**Public Forum:**

There were no speakers present; therefore, the public forum was closed.

**Additions to the Agenda:**

Chairman Page then called the regular meeting of the Charlotte Housing Authority Board of Commissioners' to order. Chairman Page asked if there were any additions/changes to the agenda. Charles Woodyard, CEO, stated that Troy White, COO, note a correction listed under the Business Action Item, to be found behind tab 3. There were some numbers that were erroneously put into the performance standards. Behind tab 3, referring to the page that starts with Exhibit A - Performance Work Statement Springfield Gardens. Listed as Level I, Level II, Level III. Note: Under Level I (Projected 60% of Caseload) as well as Level II and III (everything in parenthesis) will be deleted until we do an assessment of the families at the site. Therefore, we cannot project those numbers at this time. Under Outcomes: Instead of 110 of 110 Springfield Garden Resident Households it should be: 22 of 22. Under the next paragraph, currently listed is: 88 of 110 Springfield Gardens Resident Households, with the correction it should be: 18 of 22. The final change is that there will not be an executive session at today's meeting.

**Consideration to Approve the Minutes for:**

- Regular Board meeting held *March 20, 2007*

**ACTION:**

Motion to approve:	Commissioner Moffat
Motion was seconded:	Commissioner Moore
Outcome of the vote:	Passed unanimously

April 17, 2007  
Regular Board Meeting

**Resident Advisory Council (RAC) Report:**

The update was given by: Ms. Janice Belk, secretary.

- March 19, 2007 RAC held a grievance role play workshop at Edwin Towers.
- Ms. Stitt, RAC president, attended the resident meeting at Parktowne Terrace on March 20, 2007. Also, there is a new president at this community.
- March 22, 2007 the Board at Tarlton Hills' Resident Associate attended the police forum at Friendship Missionary Baptist Church. There is an article that was printed in last Sunday's Charlotte Observer, neighborhood section, concerning the youth and teenagers by Ms. Stitt.
- The monthly Quality Circle was held on March 27, 2007. Thanks to CHA staff and Ms. Linda Johnson for attending.
- The month of April 2007 provided transportation for the following communities: Autumn Place, Charlottetown Terrace, Parktowne Terrace, Strawn Apts. and Tarlton Hills to Wal-Mart.
- Most of the presidents held a disaster workshop from the Red Cross.
- On April 4<sup>th</sup> the Board Directors held their monthly meeting. The following issues were discussed: MTW, Section 8, relocation of Hall House residents and the commission from the vending machines.
- On April 10<sup>th</sup> RAC held their monthly meeting.
- RAC Quality Circle meeting will take place on April 24<sup>th</sup> at Strawn Activity Center at 2:00 p.m.

**Monthly Report from the CEO:**

Charles Woodyard, CEO, introduced Troy White, COO, to give the update on the Balanced Scorecard:

Located behind tab 1 is the first document of the Scorecard. Mr. White requested that all the commissioners pay close attention to the utilization of the Section 8 program on page one. Presently, we are at zero on the waiting list and we did successfully open the list. We received over 9,400 applications; however, when the dust settles we anticipate our final count at over 10,000 applications. From that amount we will pull 4,500 to create our Section 8 waiting list. Presently, we are moving forward with the process. Some units are being held aside for the utilization of the project based Section 8. Therefore, as we are leasing-up we will have available Housing Choice Vouchers. On page two, we continue to do well. We had a 21 day vacancy turnaround at Dillehay Courts. Overall we are doing quite well with all the vacancy turnarounds at our large site and overall portfolio. Page three reflects our conventional public housing sites and we are continuing our trend. On page four, Mr. White noted the following. The sites at First Ward, Arbor Glen, Park at Oaklawn, Montgomery Garden, and Nia Point are all very marketable sites. Our occupancy rate at those locations has been very stable for quite awhile. Regarding McAlpine/Glen Cove, the marketing plan has been received and will be reviewed with Charles Woodyard, CEO. The report will be made at the Client Relations Committee May meeting. The Board will be made fully aware of what we are

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doing in our marketing efforts. Nia Point and Montgomery Gardens have been added and they are at 100% occupancy rate.

**Moving-to-Work (MTW) Update:**

Mr. Woodyard, CEO, gave the following update:

It was stated that we have signed our interim agreement which addressed the Section 8 program. In concept we have agreed to a full blown MTW agreement with HUD. In the next 45 – 60 days we will probably have an executed agreement. Additionally we have successfully negotiated a funding level that is advantageous to the Charlotte Housing Authority. The funding was approved and Mr. Woodyard spoke with the Deputy Assistant Director of HUD and she confirmed. Next month we will share with the Board members what we think this decision means to us from a funding standpoint.

Chairman Page stated that at the last month meeting we had some visitors to speak to us from the domestic violence group. Additionally they e-mailed a report to all commissioners stating their concerns that funding to their agencies would not be in the MTW agreement. Chairman Page wanted to know when we would be getting back to them. Mr. Woodyard stated that his best answer is that we (CHA) would have the next 8 months to design the MTW program. We will have several opportunities for stakeholders to get their input. Ultimately, the Board will vote on the MTW program and HUD will approve or not approve. The bottom line is that they have not missed the opportunity for that to be addressed. Mr. Woodyard also stated that we would get back to those agencies with updated information concerning a timetable/schedule before the MTW document is submitted to HUD.

**Committee Meetings**

**Client Relations Committee:**

Commissioner Moore gave the following report:

- ✓ There was a detailed discussion concerning the Springfield Gardens Family Self-Sufficiency Agreement, which we entered into with Melange Health Solutions, LLC. They will be contracted to perform case management services for us for a period of one year.
- ✓ Also working with Arbor ENT, LLC to provide additional social services at the Southside Homes community. Additionally they will be allowed access to the Carole Hoefener Center to provide computer training for the youth.
- ✓ Discussed the Friendship Community Development Corporation Summer Youth Employment Program. It was decided that it would be a good thing for the “Authority” to explore.
- ✓ The Quality Circle meeting will be held on April 24, 2007 at Strawn Activity Center at 2:00 p.m. It was requested if one commissioner would volunteer to attend the meeting. Commissioner Everett graciously accepted.

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April 17, 2007

**Development Committee:**

Commissioner Jones gave the following report:

- ✓ The meeting took place on April 10, 2007. There is one item on the agenda dealing with the disposal of the some single family homes in the Pine Valley area. This approval is a formality.
- ✓ The primary focus of the meeting was a presentation by Ms. Shaunte Evans, CAO, regarding the policy and decision process that the staff is going to use in the evaluation of our portfolio as to weather we reposition a particular property, dispose of a particular property, invest more money, maintain it or a variety of things. All which were discussed at some length at the Board retreat this past winter.
- ✓ Discussion regarding Boulevard Homes request for proposal which is out to various design firms about ideas on reconfiguration of that community. There will be a charet in late May as part of that competition and review. Received an update on the disposition of the Cherry property. The committee responsible for review of the RFP's has two responses under consideration.
- ✓ Also received an update on our Payment in Lieu of Taxes (PILOT) situation with Mecklenburg County. This is still being reviewed and negotiated by our staff, county staff and city staff.
- ✓ We have received development updates on both Live Oak projects (Multi-Family and Seniors).
- ✓ Commissioner Jones recommended that the Board be given an Affordable Housing Finance 101 training session in the very near future. In this training the staff would explain to the Board in an informal setting some of the economics that underlie the business we are involved in. Staff is looking at presenting this the hour preceding the May and June Board meetings. The presentation would be give by Kathleen Foster.

Mr. Woodyard, CEO, wanted to make a comment before continuing to the next committee report. He stated that we are coming upon a critical juncture in our negotiations with the city council concerning the Brooklyn Village project. This means that the city will be making a decision soon, therefore CHA will also have to make a decision. CHA is presently at a point of sharing the public portion of the 2 ½ million dollars, 50/50. In order to do that we have to come to you and say we have a source of funds identified for the 1.25 million dollars. Mr. Woodyard wants the staff to earmark potential funds and get the Boards reaction. He recommends that we do that before the May Development or Finance Committee meetings.

**Finance and Audit Committee:**

Commissioner Peters gave the following update:

- ✓ The committee met on April 11, 2007. Most items discussed at the meeting are on the Consent Agenda; however, there are a few which are not.

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April 17, 2007

- ✓ It was recommended that the Board approve the resolution to authorize banking depository agreements with certain banks, even though we may not have accounts with them.
- ✓ Make a change to the retirement program so that employees can contribute to the retirement fund, pre-tax.
- ✓ Discussion on the MTW update with HUD.
- ✓ Commissioner Page, Moore and I met with the auditor representative to do the fraud meeting in an effort to discuss if we knew of any fraud or saw opportunities for people to commit fraud. We are glad to say that we have not seen any evidence of it or not seen things that would leave the Authority vulnerable to fraud. The auditors will return to do the preliminary field work at the end of April 2007. It will start the first week of June and finish by June 22<sup>nd</sup> and the fully audited financials will be available at the July 2007 Board meeting.

**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 7.A – Item 7G .**

**ACTION:**

Motion was made by:	Commissioner Moore
Motion was seconded by:	Commissioner Vice-chairperson Peters
Outcome of the vote:	Passed unanimously

**Business Agenda Action Item:**

**8.A Springfield Gardens Family Self-Sufficiency (FSS) Agreement**

Approve resolution **1473** to authorize execution of the Springfield Gardens Family Self-Sufficiency (FSS) Supportive Services Agreement.

Commissioner Miller questioned the long term goal of this service and the cost effectiveness. Mr. White, COO, stated that this service will target a small specific population of families with a greater need. There will be a triage of services available which will result in a more marketable individual for employment. This is a new company that was the final selection chosen to provide this service. It was explained by Mr. Woodyard, CEO that once we move into MTW the idea of how much money we spend on supportive services is going to be an issue that the Board will have to make some decisions. We must be thinking about what our benchmark will be relating to industry standard. It was suggested that having the Affordable Housing 101 training session we will also need to educate as a Board about what it takes financially to deliver these of services on an annual basis.



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Commissioner Jones then mentioned that the flat monthly fee of \$1,500 dollars regardless of the number of people served he questioned if that was a good model. He questioned that the fee cap of \$1,500 dollars monthly and are we going to get what we pay for. Commissioner Jones had some level of concern that a pricing model that caps them irrespective of the number of people they are servicing. This does not give them an incentive to devote the attention to everybody who needs it. Mr. White, COO, responded that under normal circumstances yes, however with this being a new company with a desire to get into our market; and being aware of our MTW aspirations which will eventually come full circle to end this need/expense.

**ACTION:**

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

Chairman Page stated that at this time he would ask for a motion for adjournment to go into CORE Programs, Inc. meeting. The motion was made by Commissioner Moffat, and then seconded by Commissioner Moore. The motion passes unanimously.

Minutes respectfully prepared by:	Barbara G. Porter Executive Assistant to the CEO
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***The next meeting will be held on Tuesday, May 15, 2007; 1:45 p.m. at Charlottetown Terrace, 1000 Baxter Street, Charlotte, NC 28204.***

**Horizon Development Properties, Inc.**  
**Meeting of Directors**  
**AGENDA**

*Charlottetown Terrace*  
*1000 Baxter Street*  
*Charlotte, NC 28204*

*May 15, 2007*

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***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 *March 20, 2007*
3. **Business Agenda Item:**
  - A. Funds Request for Emergency Capital Replacements

## **Business Agenda**

### **Business Agenda items for the May 15, 2007 meeting of the Horizon Development Properties Board of Directors**

#### **3. A Funds Request For Emergency Capital Replacements**

**Action: Approve an Amendment to the Horizon Development Budget for the Fiscal Year Ended March 31, 2008**

**Staff Resource:** Cheryl Campbell

**Strategic Business:** Finance Administration

**Strategic Goal:** Attain Long-Term Financial Viability

**Explanation:**

Seneca Woods Apartments has submitted a capital funds request to Horizon Development in the amount of \$25,000 for repairs needed at the project. These repairs will include subfloor repairs and termite treatment. Due to Seneca's restricted rental revenue and requirement for full payment of real estate taxes and market rate insurance premiums, net cash flow has historically been insufficient for adequate contributions to the replacement reserve account.

Staff has worked with Lane Property Management to cut expenses at the site and continues to work towards relief from full tax payments. Additionally, staff anticipates being able to add Seneca to CHA's existing property insurance policy within the next 30 days which could result in savings estimated at \$12,000.

A long term plan is being developed on Seneca Wood's feasibility.

**Committee Discussion:**

The Finance & Audit Committee unanimously approved this amendment for inclusion on the consent agenda.

**Funding:**

Appropriated Fund Balance

**Attachment**

Amended Horizon Budget  
Capital Replacement List

**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 May 15, 2007.

(SEAL)

BY: \_\_\_\_\_  
Charles Woodyard, Secretary

**MINUTES OF HORIZON DEVELOPMENT PROPERTIES, INC.  
BOARD MEETING HELD ON TUESDAY, MARCH 20, 2007**

**Regular Meeting Agenda:**

**Additions to the Agenda:**

*None*

**Consideration to approve the minutes for:**

- Meeting held *February 20, 2007*

**ACTION:**

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

**Business Agenda Items:**

**3.A Approval of the 2007-2008 Horizon Budget**

Adopt the Horizon Development Properties, Inc. budget for the fiscal year ending March 31, 2008.

**3.B Reallocation of Expenses-Horizon Development Properties**

Approve an amendment to the Horizon Development Budget for the fiscal year Ending March 31, 2007.

**ACTION:**

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

Chairman Page requested a motion to adjourn the Horizon Development Properties, Inc. meeting. Motion was made by Commissioner Moore and seconded by Commissioner Everett. The motion passed unanimously.

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