

# Housing Authority of the City of Charlotte

## Regular Meeting of the Board of Commissioners

Central Office  
1301 South Boulevard  
Charlotte, NC 28203

*September 16, 2008*

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**12:00 p.m.** - **Regular Board Meeting Convenes:**

### **Regular Meeting Agenda:**

1. Pledge of Allegiance
2. Public Forum
3. Additions to the Agenda
4. Consideration to Approve the Minutes for:
  - Regular Board Meeting held *August 29, 2008* (**Tab 5**)
5. Resident Advisory Council (RAC) Report
6. Monthly Report from the CEO
  - a) Monthly Scorecard (**Tab 1**)
  - b) Moving to Work Update
7. Committee Reports:
  - Client Relations Committee
  - Development Committee
  - Finance and Audit Committee
8. **Consent Agenda Action Items:**
  - A. Belmont Infill Acquisition (**p.1**)
  - B. Arbor Glen Single Family Ongoing Expenses (**p.2**)
  - C. Community Based Rental Assistance Policy (**p.5**)
  - D. Budget Amendment: MTW Fund (**p.6**)
  - E. Budget Amendment: Asset Management Project Budget (**p.7**)
  - F. Budget Amendment: Piedmont Courts HOPE VI Grant (**p.8**)
  - G. Code of Ethics/Standards of Conduct Policy Revision (**p.9**)
  - H. Investment Policy Revision Approval (**p.11**)
  - I. Petty Cash Policy Revision Approval (**p.12**)
9. **Discussion Items:**
  - A. Directors & Officers (D&O) Insurance
  - B. Quarterly Board Workshops

**Consent Agenda:**

**Consent Agenda items for the September 16, 2008 Regular Board Meeting of the Charlotte Housing Authority Board of Commissioners.**

**8. A Belmont Infill Acquisition**

<b>Action:</b>	<b>Approve Resolution No. <u>1578</u> Authorizing Staff to Acquire Property Located along Seigle Avenue in the Belmont Neighborhood Subject to the Satisfactory Resolution of the Environmental Issue as Determined by the CEO.</b>
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**Staff Resource:** Michelle Allen and Frank Narron

**Key Business :** Real Estate

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

**Explanation:**

In February 2008, the Board authorized staff to option land and proceed with the due diligence process for property located in the Belmont neighborhood. The property is comprised of 3 separate but contiguous parcels that total .92 acre. This property lies between Seigle Point and McAden Park; within a critical development corridor for the neighborhood. At that time, staff indicated that it would come back to the Development Committee/Board for approval to purchase should we decide to acquire the property.

Staff has engaged Grubb Properties (Grubb) to act as CHA's representative in transactions associated with the purchase of the subject parcel. The property will be assigned to CHA once the demolition has been completed. A sales price of \$525,000 was negotiated and Grubb entered into a contract with the owner on March 19, 2008. The option agreement has been extended twice and will expire on September 20, 2008. Survey, appraisal, Phase I and II Environment Site Assessment reports have been completed. The Phase II report revealed a contaminant (benzene) in the soil from an off-site source; likely from the adjacent property which once operated as a gas station. Grubb Properties engaged McGuire Woods, LLP to render a legal opinion on the potential liability for this contamination based on the Phase II report. McGuire Woods determined that Grubb Properties, any third party to whom Grubb assigns its purchases contract or any successors in title, would be covered by the North Carolina Division of Water Quality (DWQ) policy as it relates to potential liability for contamination. In essence, these parties would be released from liability based on the Phase II report. Banks Law Firm (BLS) has reviewed the opinion letter and has concerns

over CHA's reliance on the letter (as a future owner) and has also raised questions regarding DENR's role in the process. Staff is currently seeking a revised opinion letter that would satisfy these concerns.

Staff proposes to use City Acquisition (Grant) Funds to finance costs associated with the purchase and \$1.35M in HOPE VI funds and \$2M in MTW funds for development costs. A conventional loan of approximately \$533K would be needed as well. If staff uses HOPE VI funds it would subject this development to the September 30, 2009 deadline. Staff is presenting this acquisition request at this time in order to expedite the project because of the September 2009 deadline as well as the option deadline.

**Committee Discussion:**

The Committee discussed how the Phase 2 assessment impacts CHA as a prospective owner and its responsibility to DENR in light of the benzene issue. David Jones agreed to review the matter further and consult with an environmental partner with his firm for direction in terms of what CHA's next steps should be.

**Community Input:** N/A

**Summary of Bids:** N/A

**MWBD Consideration:** N/A

**Funding:** City Acquisition Funds, HOPE VI, MTW Funds, Conventional Loan

**Attachments:** Resolution No. 1578 (Tab 4)

**8. B Arbor Glen Single Family Ongoing Expenses**

<p><b>Action:</b> Approve Resolution No. <u>1612</u> To Authorize Land Sales Proceeds for Arbor Glen Single Family Homeownership Ongoing Expenses in the Amount up to \$93,500 and Authorize Staff to Enter into Related Agreements.</p>
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**Staff Resource:** Jeff Meadows

**Strategic Business:** Real Estate Development

**Strategic Goal:** Develop Collaborative Relationships for Affordable Housing Solutions

**Explanation:**

Crosland, Inc., the Master Developer of Arbor Glen, has chosen Charlotte Mecklenburg Housing Partnership (CMHP) as the Construction Manager and CMHP in turn selected Saussy Burbank as the Component Developer and Merchant Builder for the development of the single family houses. CMHP has in turn requested from CHA additional resources to continue the obligations associated with the development. The request is made in the context of the current housing and credit market conditions as well as ongoing security concerns associated with undeveloped lots. To date 22 of the 47 lots have been sold. 15 of the 22 lots have been sold to CHA clients (meeting our affordable component obligation) and the remaining 7 lots have been sold to market buyers. The community is intended to be mixed income. Therefore, efforts to continue development are needed.

The Land Sales Proceeds (LSP) requested will be utilized for ongoing expenses. The expenses are requested in several areas including: Marketing, Security, Site Work, Site Oversight, Buyer Incentives and Contingency. (See attached Budget Work Sheet for additional details) The total of the ongoing expenses is estimated at \$178,000. The \$178,000 in expenses to be paid from three sources. \$46,700 will be paid from previously approved HOPE VI funds; \$37,800 will be covered by CMHP; and the remaining \$93,500 will come from the requested LSP.

Arbor Glen Single Family Work Out  
August 25, 2008

<b>Item</b>	<b>Request</b>	<b>Amount</b>	<b>Recommendation</b>
Marketing	3 ads in CL and 3 Post Cards Sign on Clanton	\$19,600 \$ 2,706	Keep the same; and Keep sign.
Security	Fence at Reid Park Security Guard	\$39,000 \$ 6,500	Install given the written promise to neighborhood; Share cost with CMHP 50/50.
Site Work	Road Dedication Street Lighting Street Light Upkeep	\$ 6,350 \$ 6,482 \$ 4,800	Pursue Crosland for the expense of the road dedication and related light upkeep. Install lighting since it has always been a part of the budget.
Site Oversight	Site Maintenance	\$ 9,000	Continue according to LLC agreement. Pursue Crosland for part of the expense (\$900).
Buyer Incentives	Options to Buyers	\$35,000	Provide Incentives at \$3,500 per lot for 10 lots from lot payment/fee.
Contingency		\$48,562	For unforeseen items.
Funding	Remaining Amount	\$46,700	Expend remaining HOPE VI funds on marketing, security, and site work. Use LSP and CMHP Fee Revenue to fund remaining obligations.

**Budget Work Sheet:**

Total Requested Funds -	\$ 178,000	
Site Work and Sign	(\$ 46,700)	= HOPE VI Funds
Subtotal Requested	\$ 131,300	
CHA Land Sales Proceeds	(\$ 44,938*)	= CHA LSP Funds
CMHP Contribution (security)	(\$ 22,750*)	= CMHP Funds
CMHP Share Future Sales	(\$ 15,050**)	= CMHP Funds
Contingency	(\$ 48,562)	= CHA LSP Funds

\*Funds provided from previously received lot/fee revenue.

\*\*Funds to be provided from future lot/fee revenue for buyer incentives proportionally (CHA 57% and CMHP 43%).

**Arbor Glen Single Family  
Sources and Uses**

**SOURCES:**

CHA HOPE VI	\$ 46,700	
CHA Land Sales Proceeds	\$ 93,500*	
CMHP Fee Revenue	<u>\$ 37,800</u>	
Total	\$178,000	

*\*New CHA funding requested from Land Sales Proceeds received from 11 market level lot sales to date in Arbor Glen.*

**USES:**

CHA New Funding

Marketing	\$ 22,306	\$ 2,238
Security	\$ 45,500	
\$22,750		
Site Work	\$ 17,632	\$ 0
Site Oversight	\$ 9,000	\$ 0
Buyer Incentives	\$ 35,000	\$19,950
Contingency	<u>\$ 48,562</u>	<u>\$48,562</u>
Total	\$178,000	\$93,500

**Committee Discussion:** Unanimously approved recommendation to adopt.

**Attachment:**

Resolution No. 1612 (Tab 4)

## **8. C Community Based Rental Assistance Policy**

**Action:** Approve Resolution No. 1616 to Adopt New MTW Community Based Rental Assistance Policy that Implements the 2008-2009 MTW Initiative to Streamline the Project Based Section 8 Process.

**Staff Resource:** Tylee Kessler

**Strategic Business:** Real Estate Development

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

**Explanation:**

The attached Community Based Rental Assistance (formerly “Project Based Section 8”) Policy is based on the Real Estate Initiative in the 2008-2009 CHA MTW Plan to use our project-based authority more aggressively and to streamline our project-based selection process.

The goal of our Community Based Rental Assistance Program is to place as many Community Based Rental Assistance units as possible in the following areas:

- “Stable” communities, as defined by the City of Charlotte’s Quality of Life Study
- Neighborhoods with an active revitalization plan
- Neighborhoods along Charlotte’s new transportation corridors, including light rail

For families, placing an emphasis on “stable” neighborhoods will lead to better access to amenities and higher performing schools. For the community, this will promote deconcentration of CHA’s rental assistance portfolio.

Two additional objectives of the policy are to:

- Increase the number of “hard units” in our affordable housing portfolio, enabling better communication with landlords and monitoring of rental assistance units
- Partner with the Charlotte community to provide housing units for special needs populations (including homeless and disabled households) where services are being provided to residents

The policy sets forth criteria for developments in order to meet these goals. In addition, the policy clarifies the process by which CHA can award Community Based Rental Assistance to both CHA-owned units and non-owned units.

**Committee Discussion:** Unanimously approved recommendation to adopt.

**Community Input:** Review of MTW Plan

**Summary of Bids:** NA

**Funding:** None

**Attachment:**

Community Based Rental Assistance Policy (**Tab 3**)

Resolution No. **1616** (**Tab 4**)

**8. D Budget Amendment: MTW Fund**

<p><b>Action: Approve Resolution No. <u>1609</u> to Amend Resolution No. 1604 which Amended the MTW Fund Budget for the fiscal year ending March 31, 2009.</b></p>
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**Staff Resource:** Ralph Staley

**Strategic Business:** Finance Administration

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

**Explanation:**

In accordance with the approval from the Development Committee to move forward on the Boulevard Homes project, this budget amendment is being presented in Exhibit A based on the request for \$350,000 from Moving To Work funds for Grant Application Consultants, Architects and legal fees.

Also in this amendment staff would like to change the terminology from Transfer Out-Capital Projects to Capital Projects to show that the funds will be for capital projects, but not necessarily a transfer out to a capital project. This is entirely and accounting terminology issue.

**Committee Discussion:**

This item was discussed and unanimously approved at the Finance & Audit Committee meeting on September 3, 2008.

**Funding:** MTW Funds

**Attachments:**

Exhibit A for Resolution No. 1609 (**Tab 2**)

Resolution No. **1609** (**Tab 4**)

## **8. E Budget Amendment: Asset Management Project Budget**

**Action: Approve Resolution No. 1610 to Amend Resolution No. 1607 which amended the Asset Management Project Budget for the Fiscal Year Ending March 31, 2009.**

**Staff Resource:** Ralph Staley

**Strategic Business:** Finance and Administration

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

### **Explanation:**

The Charlotte Housing Authority sold 4.0211 acres of land at Arbor Glen to Thompson Child and Family Focus on March 19, 2008. However due to a HUD issue, the majority of the funds were received in May (It was held in Escrow until a determination was made). The 5% Real Estate Development Group Fee was not included in the gain/loss on the sale at year end. Therefore, staff needs to include the expense in the asset management project budget for payment this year and to pay the Real Estate Development fee. Funding is from the appropriation of fund balance-land sales proceeds.

The total sale price was \$653,429. So, 5% of the sale price results in a \$27,398 fee income to the Real Estate Group. Of that 91% (\$24,933) will need to come from asset management project and the remaining 9% (\$2,466) will come from Program Income.

In accordance with Resolution No. 1612 presented in the Development Committee, this budget amendment is being presented in Exhibit A based on the request for \$93,500 from Land Sale Proceeds.

Exhibit A shows Other Sources of \$118,433 in Fund Balance Appropriated-Land Sale Proceeds for both the Real Estate Fee and the funding for ongoing cost for the Arbor Glen Single Family Homeownership project. In the expense section are Administrative expenses of \$5,488 for marketing and security personnel; Maintenance expense of \$19,950 for buyer options; General Expenses of \$48,562 for contingency; and Capitalized items of \$19,500 for security fencing for the Arbor Glen Homeownership project. Also in the Administrative line item is the expense of 24,933 for the Real Estate Development fee.

### **Committee Discussion:**

This item was discussed and unanimously approved at the Finance & Audit Committee meeting on September 3, 2008.

### **Attachments:**

Exhibit A to Resolution No. 1610 (**Tab 2**)

Resolution No. 1610 (**Tab 4**)



## **8. F Budget Amendment: Piedmont Courts HOPE VI Grant**

**Action:**        **Approve Resolution No. 1611:**  
1. **Authorize HOPE VI Grant funding of an Endowment Trust for Community and Supportive Services (CSS) programming and**  
2. **Amend Resolution No. 1591 which Amended the Piedmont Courts HOPE VI Grant (Seigle Point).**

**Staff Resource:**        Ralph Staley

**Key Business :**        Finance Administration

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

### **Explanation:**

The Housing Authority of the City of Charlotte (CHA) is submitting a proposal for establishing a HOPE VI Community and Supportive Services (CSS) Endowment Trust for the potential remaining funds from the 2003 Piedmont Courts HOPE VI Grant.

CHA has created to date 132 public housing units; 84 tax credit rent based units; and 48 Project Based Section 8 units via the 2003 Piedmont Courts HOPE VI Grant in the rental communities known as Seigle Point Apartment Homes and McAden Park. Due to the success of these communities CHA would like create an Endowment Trust.

Staff is requesting initial funding of \$100,000 into an Endowment Trust which will ensure that programs supporting public housing residents will continue well into the future.

The Authority intends to utilize remaining HOPE VI funds for the creation of affordable units. However, if CHA cannot expend the remaining Grant funds by September 15, 2009, then the remaining allowable funds will be deposited into the Endowment Trust.

In this amendment, funds are being reallocated from Fees and Costs in the amount \$372,335 to Dwelling Structures in the amount of \$372,335 to realign the budget for the Seigle Point Townhomes phase of the project which has been previously approved by the Board.

Also shown in Exhibit A is a reallocation of funds from Fees and Costs in the amount of \$58,125 and Site Improvements in the amount of \$41,875 to Management Improvements in the amount of \$100,000 for the funding of the CSS Endowment.

**Committee Discussion:** This item was discussed and unanimously approved at the Finance & Audit Committee meeting on September 3, 2008.

**Funding:**

Piedmont Courts HOPE VI Grant (Seigle Point)

**Attachments:**

Exhibit A to Resolution No. **1611 (Tab 2)**

Resolution No. **1611 (Tab 4)**

**8. G Code of Ethics/Standards of Conduct Policy Revision**

<p><b>Action:</b>      <b>Approve Resolution No. <u>1613</u> to adopt a revision to the Housing Authority of the City of Charlotte Code of Ethics Policy.</b></p>
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**Staff Resource:**              Charlene Wall

**Strategic Business:**        Finance and Administration

**Strategic Goal:**              Attain long-term financial viability

**Explanation:**

In an effort to ensure our policies and practices remain current and are easily understandable to readers, we have recently reviewed and updated our Code of Ethics/Standards of Conduct policy. This policy was last updated in 1998 and has now been simplified and brought in line with current business practices. The following changes have been made:

- Policy language has been simplified and redundancies have been eliminated, such that a policy which was a previous 13 pages in length is now ~3; yet the main requirements of the policy remain.
- The requirement that both employees and board members immediately declare ownership or interest in any property included or planned to be included in any housing projects, along with ownership or interest by any member of their immediate family or household, remains. The difference is that rather than declare this to an Ethics Committee (which has never been convened in over ten years) employees now declare this to the Director, Human Resources and the President/CEO for review; and board members now declare this to the President/CEO and other Board Members, with final appeal to HUD in some contested instances.
- Previously, employees signed this policy on hire and approximately every three years, when it was again sent out. Board Members were required to sign a declaration of personal interests upon appointment to the Board and to update this declaration every year. Now, the new policy will be sent out to all

employees and Board Members for review and signature. It will in future be reviewed and a copy given to all new hires and new Board members. This will suffice for the employment/board service of everyone, **unless an employee/Board member who has already signed the declaration has something to declare.**

- The Standards of Conduct section has been incorporated into the Code of Ethics, as the language was redundant and the Standards section was very much a restatement of items already addressed in the body of the Code of Ethics.
- The section on gifts has been more clearly defined to fall in line with state law, to avoid the type confusion and concern recently seen at the County with their policy.
- This policy was revised and reviewed by our General Attorney, with input from the staff.

It is my recommendation that the new Code of Ethics/Standards of Conduct be adopted as our official policy.

**Committee Discussion:**

This item was unanimously approved at the Finance Committee Meeting on September 3, 2008.

**Community Input:**

None.

**Funding:**

None.

**Attachment:**

Code of Ethics/Standard of Conduct 0808 **(Tab 3)**  
Resolution No. **1613** **(Tab 4)**

## **8. H. Investment Policy Revision Approval**

<b>Action:</b> Approve Resolution No. <u>1614</u> to adopt a revision to the Housing Authority of the City of Charlotte Investment Policy.
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**Staff Resource:** Ralph Staley

**Strategic Business:** Finance and Administration

**Strategic Goal:** Attain long-term financial viability

**Explanation:**

The Housing Authority of the City of Charlotte (CHA) has not made any revisions to its investment policy since April 19, 1994. This is due to the policy being written to comply with HUD investment rules and regulations that have not changed during that time period. On July 8, 2008 HUD approved the use of North Carolina State investment guidelines for the investment of CHA investable funds as a part of the CHA MTW program. With this resolution the Board is asked to adopt the revised policy as prepared by CHA Staff.

**Committee Discussion:**

This item was unanimously approved at the Finance Committee Meeting on September 3, 2008.

**Community Input:**

None.

**Funding:**

None.

**Attachment:**

Investment Policy 9/16/2008 **(Tab 3)**

Resolution No. **1614** **(Tab 4)**

## **8. I Petty Cash Policy Revision Approval**

**Action:** Approve Resolution No. 1615 to adopt a revision to the Housing Authority of the City of Charlotte Petty Cash Policy.

**Staff Resource:** Ralph Staley

**Strategic Business:** Finance and Administration

**Strategic Goal:** Attain long-term financial viability

**Explanation:**

The Housing Authority of the City of Charlotte (CHA) has not made any revisions to its petty cash policy since April 19, 1994. The policy has been reviewed to determine its current practicality and is now being updated to reflect the current financial environment. With this resolution the Board is asked to adopt the revised policy as prepared by CHA Staff.

**Committee Discussion:**

This item was unanimously approved at the Finance Committee Meeting on September 3, 2008.

**Community Input:**

None.

**Funding:**

None.

**Attachment:**

Petty Cash Policy 9/16/2008 (Tab 3)

Resolution No. 1615 (Tab 4)

**MINUTES OF THE REGULAR BOARD MEETING  
OF THE COMMISSIONERS' OF THE HOUSING  
AUTHORITY OF THE CITY OF CHARLOTTE  
HELD ON FRIDAY, AUGUST 29, 2008**

The Board of Commissioners of the Housing Authority of the City of Charlotte, North Carolina held a regular meeting at the *Charlotte Housing Authority, 1301 South Boulevard, Charlotte, NC 28236* at 9:00 a.m. on August 29, 2008

**Present:**        *Chairman David Jones*  
                     *Vice-Chairman Rodney Moore*  
                     Commissioner Will Miller  
                     Commissioner Chris Moffat  
                     Commissioner Montega Everett  
                     Commissioner Dan Page (present via conference call)

Also Present: Charles Woodyard, CEO  
                     Eric Pristel, General Counsel

**Pledge of Allegiance:**

Chairman Jones asked that we stand and recite the pledge. The pledge was led by Vice-Chairman Moore. Once completed, the public forum was opened.

**Public Forum:**

Chairman Jones asked if there were any speakers present; hearing none, the public forum was closed.

**Additions to the Agenda:**

The changes to the agenda were to delete the Client Relations and Development Committee reports. A motion was called for by Chairman Jones regarding the following changes.

**ACTION:**

Motion was made to approve by:	Commissioner Everett
Motion was seconded by:	Vice-Chairman Moore
Outcome of the vote:	Passed unanimously

**Consideration to Approve the Minutes for:**

- Regular Board Meeting held *June 17, 2008*

**ACTION:**

Motion was made to approve by:	Vice-Chairman Moore
Motion was seconded by:	Commissioner Miller
Outcome of the vote:	Passed unanimously

Regular Board Meeting  
August 29, 2008

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

There were no RAC representatives present; therefore, the report was deferred until the September meeting.

**Monthly Report from the CEO**

**Monthly Scorecard:**

Mr. Woodyard, CEO, recognized Ms. Cheryl Campbell, Deputy COO, to give the report: Ms. Campbell referred to the monthly scorecard behind tab 1. It was noted that this report reflects changes in the reporting format that were requested by the Board. On the Section 8 portion, we are on target at 100% utilized on our voucher count. Funding utilized is at 72% which has been constant for the past three months. CHA will be looking at the next few weeks holding some vouchers for units that will be coming on line in late September 2008 (i.e. 940 Brevard). Chairman Jones questioned that if we are utilizing 99.5 % of our vouchers then how do we start setting some aside for the project based Section 8? Ms. Campbell responded that it is connected to turnover. We receive a spreadsheet which shows the projected lease-up schedule for all the sites that will have project based Section 8 units; and it is updated on a monthly basis. Commissioner Miller questioned that the 20 or 30 that we get back each month, why do we get them back? Ms. Campbell responded that some people leave the program, they can be terminated and some may reach a level of income that they do not need the assistance. It was then asked do we keep data on why participants leave the program. Ms. Campbell stated that she did not think this was being captured in the residents screening, however it is part of our MTW initiative to dig deeper into why people leave the Section 8 program. This will definitely be looked at in our tracking in the future. Commissioner Miller stated that the Board would like to know this data to help understand better why those customers are leaving.

On the second page, which is the public housing report, Ms. Campbell spoke specifically for a few minutes about the TARS (Tenants Accounts Receivable) columns and what CHA has done to meet the Commissioners' needs. The occupancy rate is staying steady, which is expected due to our waiting list.

Referring to the affordable properties there calculations remain the same. Relating to their TARS and occupancy they are stable and on target.

On page three, listed are the privately managed properties, which are doing well. However they did have a couple of units that put us over our twenty days on the private managed sites and those units were in the First Ward Development. Those units had commitments from residents which later changed their mind and because this is a FSS site we had to start over with another potential resident. It was mentioned that First Ward has had some management turnover; therefore, they are trying to bring the new manager up to speed. Additionally, the private management companies are doing well.

Regular Board Meeting  
August 29, 2008

**Preliminary Budget to Actual Reports (BAR) June 30, 2008:**

Mr. Ralph Staley, CFO gave the report:

This item was given to the Finance Committee and at this point there are no questions. Everything is looking good through the first quarter. Should there be any questions, please call Ralph Staley.

**Cash and Balance Restriction Report June 30, 2008:**

This report was also presented at the Finance Committee and at this point there are no questions. He asked for any additional questions, hearing none Mr. Staley continued to the next item.

**Land Sales Proceeds Report June 30, 2008:**

Mr. Staley continued: This is a report to the Board to illustrate what land sales have occurred and how those funds are restricted for use. It is basically a report that was requested by the Board, he asked for questions, hearing none he continued to the next item.

**Administrative Budget Changes:**

Mr. Staley stated that this item is for the record that there were administrative budget changes made by staff that are to be reported on a quarterly basis to the Board and this is that report. This was also given to the Finance Committee. This concluded all items relating to Finance.

**Moving to Work Update:**

Mr. Woodyard, CEO, gave the following update:

On the local MTW update the Board is aware that CHA has hired Carolina PR to do some strategic communication work. The Board has had a session with them and they are continuing sessions with stakeholders including clients and community stakeholders; as well as elected officials. Some time in October they will be completing the first phase and giving recommendations to us. CHA has also conducted some internal brainstorming over a period of the last thirty or so days.

On the National front, MTW is a part of the SEVRA Bill which is a Section 8 reform bill. Mr. Woodyard stated that he would be traveling to Washington DC on September 11<sup>th</sup> and 12<sup>th</sup> to talk to our Senators and Congressional representatives to push for SEVRA's passage. Additionally to push for a change in MTW. We believe, at our housing authority, that one of the things we need to do is use MTW funds for an affordable housing production use that is outside of the Section 8 and Section 9 housing programs. The current MTW contract that was signed by us does not allow us to do that; therefore, we will meet with the folks in Washington to push for that and push for their support on the Boulevard Homes HOPE VI application.

**Housing Legislative Update:**

Finally, Mr. Woodyard, spoke on the mortgage bill that the President signed a few weeks ago. It contains some items that were beyond Fannie Mae and Freddie Mac. It makes it easier for



Tenant Based Section 8 vouchers to be a part of tax credit and to use home funding as well as CBCG funding. It also established a National Housing Trust Fund in the amount of \$300,000,000 annually which is supposed to be funded by a percentage of the profits from Fannie Mae and Freddie Mac. There is also the creation of a Capital Magnet Fund which is also some funds that would be set aside from Fannie Mae and Freddie Mac that would be used as another gap financing tool even in the HOPE VI realm. The Bill also increases the low income tax credits for states that use a per capita formula and North Carolina is one of those states. That allocation will increase by .20 in the formula. Mr. Woodyard suggested that it would be a good idea to send out an electronic legislative updates as needed. Hearing no questions, Mr. Woodyard concluded his report.

### **Committee Report**

#### **Finance and Audit Committee:**

Mr. Ralph Staley, CFO, gave the following update:

The Finance and Audit Committee met in a lengthy meeting which culminated with items **8.B – 8.K** on the consent agenda. All items were approved unanimously in committee. Hearing no questions, that concluded the report.

#### **Consent Agenda Action Items:**

Chairman Jones 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 the items as they are shown under consent through **Item 8.A – 8.K**. **NOTE:** Chairman Jones stated that the Client Relations Committee has recommended approval of item 8.A.

#### **ACTION:**

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

#### **Business Agenda:**

##### **9.A CHA Scholarship Fund Board Appointment**

Vice-Chairman Moore explained that when the bylaws were restated there would be a representative on that advisory committee. It is suggested that CHA needs direct representation. The decision rest with Chairman Jones for an appointment. This Board meets on a quarterly basis. After further discussion Chairman Jones stated that his recommendation will be the Chairperson of the Client Relations Committee. Vice-Chairman Moore accepted the appointment with the caveat that in the future that if someone would like the opportunity to serve other than the Chair of the Client Relations Committee, then they should have the opportunity.

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**The Atlantic's "American Murder Mystery"**

Chairman Jones previously circulated the article: "American Murder" to fellow Commissioners and staff for further discussion. It is a detailed article concerning rising crime in the city of Memphis and its possible connection to Section 8 voucher holders. Even though the Memphis situation is a long way from Charlotte, there are some similarities. Chairman Jones facilitated an in depth discussion surrounding this article.

Chairman Jones requested a motion to adjourn this meeting and open the Horizon Development Properties, Inc. meeting. Motion was made by: Vice-Chairman Moore; Motion was seconded by: Commissioner Moffat; outcome of the vote: Passed unanimously.

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***The next meeting will be held on September 16, 2008 at the Charlotte Housing Authority, 1301 South Boulevard, Charlotte, NC 28203 starting promptly at 12 noon. Lunch will be provided at 11:30 a.m.***

Minutes respectfully prepared by:

Barbara G. Porter  
Executive Assistant to the CEO

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

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

*September 16, 2008*

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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 August 29, 2008*
3. **Business Agenda Item:**  
A. Budget Amendment: Horizon Development Properties, Inc.

## **Business Agenda:**

### **Business Agenda items for the September 16, 2008 Meeting of the Horizon Development Properties Board of Directors**

#### **3. A Budget Amendment: Horizon Development Properties, Inc.**

**Action: Approve the Amendment of the Horizon Development Properties, Inc. Budget for the Fiscal Year Ending March 31, 2009.**

**Staff Resource:** Ralph Staley

**Strategic Business:** Finance Administration

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

**Explanation:**

Charlotte Housing Authority sold 4.0211 acres of land at Arbor Glen to Thompson Child and Family Focus on March 19, 2008. However due to a HUD issue, the majority of the funds were received in May (It was held in Escrow until a determination was made). The 5% Real Estate Group fee was not included in the gain/loss on the sale at year end. This year, the revenue and associated expense is being recognized in the Real Estate Group. The total sale price was \$653,429. So, 5% of the sale price results in a \$27,398 fee income to the Real Estate Group.

Exhibit A shows revenue of \$27,398 for developer fees in the Other Revenue line item and the expense in the Administrative line item for pursuit cost.

Finally, as a part of this amendment 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 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 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:**

This item was discussed and unanimously approved at the Finance & Audit Committee meeting on September 3, 2008.

**Funding:**

Developer Fees

**Attachment:**

Exhibit A for the Amended Horizon Budget

**RECORDING OFFICER'S CERTIFICATION**

I, Barbara Porter, 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 September 16, 2008.

(SEAL)

BY: \_\_\_\_\_

Barbara Porter  
Secretary

**MINUTES OF HORIZON DEVELOPMENT PROPERTIES, INC.  
BOARD MEETING HELD ON FRIDAY, AUGUST 29, 2008**

**Regular Meeting:**

**Additions to the Agenda:**

*None*

Motion was made to approve the agenda as submitted:	Commissioner Miller
Motion was seconded by:	Commissioner Moffat
Outcome of the vote:	Passed unanimously

**Consideration to approve minutes for:**

- Meeting held on *May 20, 2008*

**ACTION:**

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

**Business Agenda Items:**

**3.A Budget Amendment: Horizon Development Properties, Inc.**

Approve the Amendment of the Horizon Development Properties, Inc. Budget for the Fiscal year Ending March 31, 2009.

**ACTION:**

Motion was made to approve:	Vice-Chairman Moore
Motion was seconded by:	Commissioner Miller
Outcome of the vote:	Passed unanimously

**3.B Budget Amendment: Fairmarket Square Apartments:**

Approve the Amendment of the Capital Project Budget for Fairmarket Square Apartments in Horizon Development.

**ACTION:**

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

**3.C Budget Adoption: Seneca Woods Apartments:**

Approve the Adoption of the Capital Project Budget for Seneca Woods Apartments in Horizon Development Properties, Inc.

Horizon Development Properties Meeting  
August 29, 2008

**ACTION:**

Motion was made to approve:

Commissioner Moffat

Motion was seconded by:

Vice-Chairman Moore

Outcome of the vote:

Passed unanimously

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Motion was made for adjournment of the Horizon Development Properties, Inc. meeting.  
Motion was made by: Vice-Chairman Moore and seconded by: Commissioner Miller  
Outcome of the vote: passed unanimously. The meeting was officially closed.

**CORE Programs, Inc.**  
**AGENDA**  
**Meeting of Directors**

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

*September 16, 2008*

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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 *April 15, 2008*
3. **Business Agenda Action Items:**
  - A. Budget Adoption: CORE Programs, Inc. Budget



**Business Agenda:**

**Business Agenda items for the September 16, 2008 Meeting of the CORE Programs Board of Directors**

**3. A Budget Amendment: CORE Programs, Inc.**

<b>Action:</b> <b>Approve the Amendment of the CORE Programs, Inc. Budget for the Fiscal Year Ending March 31, 2009.</b>
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**Staff Resource:**      Ralph Staley

**Strategic Business:**    Finance and Administration

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

**Explanation:**

In Charlotte Housing Authority Resolution No. 1611 staff requested authorization and a budget for the Community and Supportive Services Endowment Trust as a part of the 2003 Piedmont Courts HOPE VI Grant. This amendment represents the initial funding for the CSS Endowment Trust as a part of CORE Programs, Inc. in the amount of \$100,000. These monies will be used to ensure funding for those programs that support public housing residents. Exhibit A shows revenue of \$100,000 in the Restricted Donation and the expense of \$100,000 is shown in the Tenant and Social Services.

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:**

This item was discussed and unanimously approved at the Finance & Audit Committee meeting on September 3, 2008.

**Funding:**  
Restricted Donation

**Attachment:**  
CORE Programs, Inc. Budget Exhibit A

**RECORDING OFFICER'S CERTIFICATION**

I, Barbara Porter, the duly appointed Secretary of the CORE Programs, Inc., do hereby certify that the above item was properly adopted at a regular meeting held September 16, 2008

(SEAL)

BY: \_\_\_\_\_  
Barbara Porter, Secretary

**MINUTES OF CORE PROGRAMS, INC.  
BOARD MEETING HELD ON APRIL 15, 2008**

**Regular Meeting:**

**Addition to the Agenda:**

*None*

Motion was made to approve the agenda as submitted:	Commissioner Page
Motion was seconded by:	Commissioner Peters
Outcome of the vote:	Passed unanimously

**Consideration to approve the minutes for:**

- Meeting held on *April 17, 2007*

Motion was made to approve:	Commissioner Page
Motion was seconded by:	Commissioner Peters
Outcome of the vote:	Passed unanimously

**Business Agenda Action Item:**

**3.A Budget Adoption: CORE Programs, Inc. Budget**

Adopt the CORE Programs, Inc. budget for the fiscal year ending March 31, 2009.

**ACTION:**

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

Chairman Jones asked for a motion to adjourn the meeting and go back into open of the regular Board meeting.

Motion was made by: Vice-Chairman Moore and seconded by: Commissioner Page  
Outcome of the vote: Passed unanimously.