

Housing Authority of the City of Charlotte

Regular Meeting of the Board of Commissioners

Central Office
1301 South Boulevard
Charlotte, NC 28203

April 21, 2009

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 *March 24, 2009 (Tab 4)*
5. Resident Advisory Council (RAC) Report
6. Monthly Report from the CEO
 - a) Monthly Scorecard **(Tab 1)**
7. Committee Reports:
 - Client Relations Committee (*Committee did not meet in April*)
 - Development Committee
 - Finance and Audit Committee
8. **Consent Agenda Action Items:**
 - A. 915 Caldwell Senior Apartments **(p.1)**
 - B. Steel Creek Senior Apartments **(p.4)**
 - C. Strawn Master Planning **(p.6)**
 - Budget Amendments: Strawn AMP and Central Office Cost Center
 - D. Budget Amendment: Piedmont Courts HOPE VI Grant **(p.8)**
9. **Executive Session:**
 - A. Personnel Matters: CEO Performance Review

Consent Agenda:

Consent Agenda items for the April 21, 2009 Regular Board Meeting of the Charlotte Housing Authority Board of Commissioners.

8. A 915 Caldwell Senior Apartments

Action: To approve Resolution No. <u>1685</u> for the commitment of up to \$2,000,000 in CHA MTW funds for the development of 915 Caldwell Senior Apartments.
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Staff Resource: Jeff Meadows

Strategic Business: Real Estate

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

Explanation:

The proposed project involves the new construction of 100 units located at the corner of 12th Street and Caldwell Street. This project is slated to be one our first new construction “direct developments”. The project will include all one bedroom units with 42 Section 9 units and 58 Project Based Section 8 (PBS8) units. All units will be tax credit units and will serve 30% of AMI or less with all residents paying 30% of adjusted gross income in tenant rent. The proposed units will be contained in a four story elevator building within a brick and hardiplank structure. The proposed project amenities include a community gathering room with warming kitchen, exercise room, laundry rooms as well as other indoor and outdoor amenities.

Staff submitted applications to the NC Housing Finance Agency in January to compete for low income housing tax credits and to the City of Charlotte in February for Housing Trust funds.

Rents :

- a. Section 9/ACC: \$278/unit (42 one bedroom units)
- b. PBS8 : \$598/unit (58 one bedroom units)

Market Analysis:

According to the market study provided by VWB Research states that sufficient demographic support and demand for the product is evident in the project market area. The study also indicates that this product in this location will experience a quick absorption period and add significant value to the market for seniors in the low income bracket.

Proposed Permanent Sources and Uses:

<u>Sources</u>		<u>Per Unit</u>	<u>Percent</u>
Housing Trust Fund	800,000	8,000	6%
CHA MTW*	2,000,000	20,000	15%
State Tax Credit Loan	1,443,891	14,444	10%
Investor Equity**	<u>9,616,914</u>	<u>96,169</u>	<u>69%</u>
Total	\$13,860,805	\$138,608	100%

*The MTW investment is \$20,000 per eligible unit due to the increased equity investment.

**The equity investment is “boosted” to 130% yielding additional equity investment due to the projects location and special designation as a qualified census tract.

Uses

Acq. (Pre-paid Lease)	900,000	9,000	6.5%
Construction*	9,816,000	98,160	71%
Professional & Soft**	2,253,800	22,538	16%
Reserves & Escrows***	<u>891,000</u>	<u>8,910</u>	<u>6.5 %</u>
Total	\$13,860,800	\$138,608	100%

**The construction cost is based on conceptual plans and have been set at a 10% increase over the 940 Brevard project and have not been estimated by a contractor. LEED Certification is also contemplated and the associated cost has not been determined. Therefore, the price estimate does not necessarily reflect the current market conditions. The estimated cost are also within the set NCHFA guidelines.*

** *Professional and Soft includes up to \$800,000 in Dev. Fee payable to CHA.*

*** *Reserves & Escrows include relocation, marketing, and reserves.*

It is anticipated that CHA will maintain ownership of the land and lease to the LLC.

Income and Expenses:

Rental Rev. Potential	\$556,320
Other Income	6,000
Total Potential Rev	\$562,320
Vacancy	(39,362)
Net Rental Income	\$522,958
Total Expenses	\$447,000
Replacement Reserves	\$ 25,000
NOI (after Reserves)	\$ 50,958
Mtg Debt Service	\$ 44,267
Debt Coverage Ratio	1.15

Development Fee and Construction Fees:

Up to \$800,000 in Development Fees payable to CHA (and/or development partner).

CHA resources and net benefit to CHA:

Project financing includes up to \$2,000,000 in CHA MTW funds. CHA will make the interest-bearing MTW loan at a 2% rate anticipating that payments are subject to available cash flow. Any remaining cash flow would be paid 100% to CHA.

Social services fees of \$50,000 annually are budgeted and will be paid to CHA from operations or a capitalized social services reserve.

Schedule:

Apply for LIHTC:	January	2009
Apply for HTF:	February	2009
HTF Results:	May	2009
LIHTC Results:	August	2009
HUD approvals:	February	2010
Closing:	March	2010

Committee Discussion:

The Development Committee unanimously recommended approval. A question concerning MWBD consideration was raised. Staff will make efforts to meet and or exceed the stated goal for MWBD participation when the project is implemented. The construction cost was discussed. The construction cost estimate is based on conceptual plans without specs and has not been vetted by a contractor. Therefore, the estimate is considered to be higher than the current market. Note that the estimated cost is within the NCHFA guidelines. However, staff will work diligently to reduce cost as plans and specs are fully developed and the construction cost is developed with a contractor. The expectation is that the cost will come down.

Community Input: N/A

Summary of Bids: N/A

MWBD Consideration: N/A

Funding: MTW

Attachment: Resolution 1685 (Tab 3)

8. B Steel Creek Senior Apartments

Action: To approve Resolution No. 1686 for the commitment of up to \$3,000,000 in CHA MTW funds for the development of Steel Creek Senior Apartments.

Staff Resource: Jeff Meadows

Strategic Business: Real Estate

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

Explanation:

The proposed project involves the new construction of 120 tax credit units located off of Steele Creek Rd. The project will include one and two bedroom units with 60 serving as Section 9 units and 60 units targeted at 60% AMI or less. The proposed units will be contained in a four story elevator building within a brick and hardiplank structure. The proposed project amenities include a community gathering room with warming kitchen, exercise room, laundry rooms as well as other indoor and outdoor amenities.

Wood Partners (WP) submitted applications to the NC Housing Finance Agency in January to compete for low income housing tax credits and to the City of Charlotte in February for Housing Trust funds.

Rents:

- a. Section 9/ACC: \$278/unit (60 one bedroom units)
- b. 60% AMI : \$662/unit and 796/unit (42 one bedroom units and 18 two bedroom units)

Market Analysis:

According to the market study provided by VWB Research the projects absorption rate at 15 to 20 units per month for the public housing units and four units per month for the 60% AMI units. The study states that sufficient demographic support and demand for the product is evident in the project market area.

Proposed Permanent Sources and Uses:

<u>Sources</u>		<u>Per Unit</u>	<u>Percent</u>
Housing Trust Fund	1,370,434	11,420	11%
CHA MTW*	3,000,000	25,000	24%
State Tax Credit Loan	1,056,590	8,805	8%
Investor Equity**	<u>7,036,186</u>	<u>58,635</u>	<u>56%</u>
Total	\$12,463,213	\$103,860	100%

*The MTW Investment is \$50,000 per eligible unit due to the equity investment.

**The equity investment is a standard equity investment not a “Boosted” equity Investment.

Uses

Land (Pre-paid Lease)	1,003,000	8,358	8%
Construction*	8,880,000	74,000	71%
Professional & Soft**	2,164,213	18,034	17%
Reserves & Escrows***	<u>416,000</u>	<u>3,467</u>	<u>4 %</u>
Total	\$12,463,213	\$103,860	100%

**Construction Cost have been provided based on the existing plans from Prosperity Creek and estimated by the contractor - Wood Partners Construction Co. These numbers appear to reflect current market conditions. Note: The construction completion risk is also carried by Wood Partners. The current pricing does not contemplate LEED Certification.*

*** Professional and Soft includes up to \$800,000 in Dev. Fee.*

*** *Reserves & Escrows include relocation, marketing, and reserves.*

Income and Expenses:

Rental Rev. Potential	\$705,744
Other Income	10,786
Total Potential Rev	\$616,215
Vacancy	(50,157)
Net Rental Income	\$666,373
Total Expenses	\$535,571
Replacement Reserves	\$ 30,000
NOI (after Reserves)	\$ 100,802
Mtg Debt Service	\$ 87,409
Debt Coverage Ratio	1.15

Development Fee and Construction Fees:

There are up to \$800,000 in Development Fees payable to the developer. CHA will receive a portion of the fee equal to a twenty (CHA) /eighty (WP) split or, if CHA is not in the ownership structure, a corresponding amount in consulting fees and/or origination fees.

CHA resources and net benefit to CHA:

Project financing includes up to \$3,000,000 in CHA MTW funds. CHA will make the interest-bearing MTW loan at a 2% interest only rate anticipating that payments are to be must pay with a “Right of First Refusal”.

Social services fees of \$60,000 annually are budgeted and will be paid to CHA from operations.

Schedule:

Apply for LIHTC:	January	2009
Apply for HTF:	February	2009
HTF Results:	May	2009
LIHTC Results:	August	2009
HUD approvals:	February	2010
Closing:	March	2010

Committee Discussion:

The Development Committee unanimously recommended approval. The construction cost for the project was discussed. The estimates for the project were provided by a contractor based on plans and specs from a project completed recently. The construction numbers appear to reflect the current market cost. Wood Partners is also providing the construction cost completion guaranty.

Community Input: N/A

Summary of Bids: N/A

MWBD Consideration: N/A

Funding: MTW

Attachment: Resolution 1686 (Tab 3)

**8. C Strawn Master Planning Project
Budget Amendment: Strawn AMP and Central Office Cost Center**

- | |
|---|
| <p>Action:</p> <ol style="list-style-type: none">1. Approve Resolution No. 1684 to Authorize the Charlotte Housing Authority (“CHA”) to utilize up to \$200,000 in total funds (\$167,600 Strawn AMP and \$32,400 COCC) to fund third party costs for planning, zoning and consultants as needed to develop and entitle the overall Strawn Site for Redevelopment.2. Approve Resolution No. 1693 Which Amends Resolution 1659 Exhibit C which Approved the Asset Management Projects Budget for the fiscal year ending March 31, 2010.3. Approve Resolution No. 1694 Which Amends Resolution 1659 Exhibit B which Approved the Central Office Cost Center Budget for the fiscal year ending March 31, 2010. |
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Staff Resource: Jeff Meadows, Ralph Staley

Strategic Business: Real Estate Development, Finance and Administration

Strategic Goals: Maximize Economic, Physical, and Social Value of our Real Estate Portfolio; Attain Long-Term Financial Viability

Explanation:

In June 2008, CHA engaged the Urban Land Institute (ULI) to assess and evaluate the Strawn Site for redevelopment. The panel provided several recommendations. One of the recommendations was to engage a development advisor to provide services and consultation through the redevelopment process. An RFQ for Architectural, Design and Development Services was issued by staff and several firms responded. Axiom Architecture (Axiom) has partnered with The Housing Studio (THS) and offered the requisite services needed to develop a master plan for the Strawn Site and carry the project through the entitlement process. Staff is recommending that the Board authorize a budget of up to \$200,000 in order to fund the costs necessary for Axiom/THS to create the Master Plan and rezone appropriately. The Master Planning process will honor the remaining ULI recommendations and the appropriate stakeholders will be engaged through the process as well. The negotiated contract with Axiom/THS will contain performance benchmarks and achievement milestones to establish different levels of compensation.

Attached is Exhibit A which amends the budget for the master planning expenditures for the Strawn Asset Management Project in the amount of \$167,600. Also attached is Exhibit A for the Central Office Cost Center in the amount of \$32,400. Fund Balance is being appropriated for each of these amounts and the expenditures are shown in Administration.

Committee Discussion:

The Development Committee unanimously approved, for inclusion on the consent agenda, the authorization of up to \$200,000 of third party cost for the Strawn Master Plan. The budget amendment to the Asset Management Project and the Central Office Cost Center were referred to the Finance & Audit Committee where each was discussed and unanimously approved for inclusion on the consent agenda. Both meetings were held on April 8, 2009.

Funding:

Fund Balance Appropriated- Strawn Asset Management Project
Fund Balance Appropriated – Central Office Cost Center

Attachments:

Exhibit A for Resolution No. 1693 (**Tab 2**)
Exhibit A for Resolution No. 1694 (**Tab 2**)
Resolution No. **1684** (**Tab 3**)
Resolution No. **1693** (**Tab 3**)
Resolution No. **1694** (**Tab 3**)

8. D Budget Amendment: Piedmont Courts HOPE VI Grant

<p>Action: Approve Resolution No. 1691 to Amend Resolution No. 1668 which Amended the Piedmont Courts HOPE VI Grant (Seigle Point).</p>
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Staff Resource: Ralph Staley

Strategic Business: Finance Administration

Strategic Goal: Attain Long - Term Financial Viability

Explanation:

This budget amendment is necessary to budget Program Income from the construction loan repayment in the amount of \$2,000,000 which was previously loaned from the Piedmont Courts HOPE VI Grant (Seigle Point). These funds are then appropriated as an expense and shown in Dwelling Structures. It is intended that the program income funds will be loaned for further construction of the Seigle Point Townhomes. These revisions are shown in Exhibit A which is attached.

Committee Discussion:

The Finance & Audit Committee discussed and unanimously approved this item for inclusion on the consent agenda at its meeting on April 8, 2009.

Funding:

Piedmont Courts HOPEVI Grant (Seigle Point)

Attachments:

Exhibit A for Resolution 1691 (**Tab 2**)

Resolution No. **1691** (**Tab 3**)

**MINUTES OF THE REGULAR BOARD MEETING
OF THE COMMISSIONERS OF THE HOUSING
AUTHORITY OF THE CITY OF CHARLOTTE
HELD ON TUESDAY, MARCH 24, 2009**

The Board of 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 12 noon on Tuesday, March 24, 2009.

Present: Chairman David Jones
Vice-Chairman Rodney Moore
Commissioner Joel Ford
Commissioner Dan Page
Commissioner Chris Moffat
Commissioner Lucille Puckett
Commissioner Will Miller

Absent: Charles Woodyard, CEO

Also Present: Sherrod Banks, General Counsel

Pledge of Allegiance:

Chairman Jones opened the meeting at approximately 12 noon. He then asked Vice-Chairman Moore to lead us in the pledge of allegiance.

Public Hearing:

Prior to the regular meeting being convened it was announced that we need to hold a public hearing on the 2009-2010 Operating Budgets. Under North Carolina law Housing Authorities are to operate under annual budgets prior to the adoption of a proposed budget it is to be made available for public inspection. This budget has been available for public inspection since January 7, 2009. According to North Carolina law this Board has caused a notice of public hearing to be published in a general circulation newspaper once a week for two consecutive weeks prior to the hearing. Those public publication dates were March 8, 2009 and March 15, 2009. Additionally before adopting a budget we are required to hold a public hearing at which time any persons who wish to be heard on the budget may be heard and this is the required hearing.

Chairman Jones asked if there was anyone present who desires to speak at the public hearing on the budget; hearing none, a motion was made to close the public hearing.

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ACTION:

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

Public Forum:

Chairman Jones asked if there was anyone present who has something specifically that they would like the Board to hear; hearing none the public forum was closed. Once completed the regular meeting was convened.

Additions to the Agenda:

Chairman Jones stated that he would like to move both items under Executive Session to the Business Agenda. Relating to the General Counsel contract all necessary is that a committee be appointed to review the RFP's; the second item, CEO Business Plan, to be moved to the Business Agenda to discuss when it can be rescheduled in the absence of Mr. Woodyard, CEO.

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

Consideration to Approve the minutes for:

- Regular Board meeting held *February 12, 2009*

ACTION:

Motion was made to approve as presented:	Commissioner Ford
Motion was seconded by:	Commissioner Puckett
Outcome of the vote:	Passed unanimously

Resident Advisory Council:

The report was given by Ms. Janice Belk:

- ✓ On February 6, 2009 RAC held a fundraiser, which was a success and thanked those that attended/donated.
- ✓ February 10, 2009 the Resident Organization meeting took place. The special guest was Ms. Nazli Egeman from Fifth/Third Bank. She will be meeting with the various communities to set-up a bank account for those who are interested.

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- ✓ RAC held their Quality Circle Meeting on February 24, 2009. Attendees were Mr. Troy White, COO, Ms. Lekeista Freeman, Administrative Assistant, Ms. Donna Hughes, Client Services Director, Ms. Linda Johnson, Attorney, and RAC officers.
- ✓ February 26, 2009 RAC reorganized the Gladedale Community. President, Ms. Donna Green; Vice-President, Ms. Latonya Williams; Secretary, Ms. Tameria Garlins; Treasurer, Ms. Betty Hawkins and Parliamentarian Ms. Ruby Lauderdale.
- ✓ March 10, 2009 RAC held their election for the Board of Directors. President, Ms. Mary Stitt; Vice-President, Ms. Lucy Brown; Secretary, Ms. Jennis Belk; Treasurer, Ms. Diane Lance and Parliamentarian, Ms. Luella Cuthbertson. This action was witnessed and confirmed by Ms. Linda Johnson, RAC Legal Advisor.

Commissioner Moore questioned what was the purpose of the fundraiser that was held on February 6, 2009? Ms. Belk stated that the reason was to pay RAC telephone bills and the purpose was fulfilled.

Chairman Jones on behalf of the Board extended congratulations on the new RAC Board and RAC officers. Well wishes for another year!

Monthly Report from the CEO:

Monthly Scorecard:

Mr. Troy White, COO, gave the following report:

Behind tab 1 of the scorecard, for February we are at 96.3% utilization. It will not be a problem to achieve the annual target of 98%. The waiting list is in a hold pattern. We have been retaining a few of the vouchers in a cycle for the project based and other purposes. We are working on some strategies to move the voucher list as well.

On page 2, currently we are at 99% occupancy for all conventional sites. We are at a twelve day turn. Referring to the affordable properties, we are at 98% utilization and with our adjusted numbers we are at 100% on the TARS (tenant accounts receivables). That is a flagship to staff regarding their efforts in collections at the site.

On page 3, the private property management companies were at 100% for the CHA units. It is at 93% on the TARS and a 19 day turn. Directly below that information is the breakdown however the report for Stonehaven is missing due to some management issues. We are working through an issue with Springfield Gardens. Cheryl Campbell, Deputy COO, had a meeting with Crosland on or about the first of April in an effort to get a better grasp on the TARS and

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occupancy issues that the Board has been made aware of concerning the private sector properties, particularly from Springfield and Montgomery Gardens. Mr. White reminded the Board that any unit which does not meet the 20 day test, that unit will not be subsidized.

It was mentioned for information that Board members should have received a handout Resolution no. **1683**. This resolution is informational purposes for today's meeting and will be reviewed again on April 8, 2009, at the Special Board Meeting to take an action. This is the stimulus money for capital funding that we have been advising the Board. It has been put in a format for review and questions will be welcomed.

Moving-to-Work:

Ms. Shaunte Evans, Chief Administrative Officer, gave an update to the Board members that did not attend the NAHRO Legislative Conference which was held in Washington DC on March 16 – 18th, 2009. At your place there is a letter that was addressed to Dominique Bloom, Luci Blackburn and Ivan Pour of HUD, regarding the MTW use of funds issue. There was a meeting with Dominique Bloom on March 18th, 2009; unfortunately, we did not receive the requested approval. Ms. Bloom explained that it is a policy decision the Secretary of HUD has to make. Therefore we must submit a letter to Ms. Paula Blount, Asst. Secretary, for review, which will then be passed to Secretary Donovan who will make the decision about Charlotte having that flexibility. Out of the 30 MtW agencies only 10 presently have that flexibility. This is not just a Charlotte problem, it is an issue for the 20 other MtW agencies as well. Ms. Evans and Sherrod Banks, General Counsel, will meet following this meeting to discuss the next steps. It was recommended by Ms. Dominique Bloom that we send a letter to Ms. Paula Blount with an outline of the specific use of the funds we would like to put in place. The other approach suggested by Mr. Woodyard, is to get our legislators involved to let them know what is going on. A letter should be sent to Ms. Paula Blount as well as support letters from the congressional offices. It may take some time to get the use of funds approval because there are other authorities trying to get approval as well. The floor was opened for comments, however hearing none the CEO monthly report was closed.

Committee Reports

Client Relations Committee:

The report was given by Vice-Chairman Moore:

- The meeting took place on March 4, 2009.
- There was a presentation given by Mr. Darrell Cunningham, of the Department of Social Services.

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- Ms. Evans gave an update concerning the legislative conference.
- Ms. Jennis Belk, RAC Secretary, discussed fifth/third bank and how they propose to do some programming in the community.
- Ms. Donna Hughes, Client Service Director, gave an update on a money smart class being implemented.
- Presentation from Jerry Hagler, of the Parent University, discussed the program.
- Ms. Cheryl Campbell, Deputy COO, gave an update on our Capital Projects.
- Discussion of A&O Administrative plan with Mr. White.

Development Committee:

The report was given by Commissioner Moffat:

- The meeting took place on Wednesday, March 4, 2009.
- The first five items on the consent agenda, Items A – E, specifically the Boulevard Homes Demolition, Savanna Woods, Fair Market Square, the underwriting standards for the acquisition of existing properties and the MtW design standards were all put on our consent agenda out of the meeting.
- The policy on partnerships was reviewed and discussed however deferred until the Board reviews the CEO's business report.
- As part of the Vice-Presidents report, Kathleen Foster reminded the committee about the Capital Fund Finance Program and an overview was provided. A Capital Fund Finance program proposal encompassing renovations of Strawn Apartments, Charlottetown, and Parktowne facilities will be presented at the April 8, 2009 committee meeting.
- On March 18, 2009 CHA staff was informed that we received a \$2.1 million dollar grant from the Neighborhood Stabilization Program and these funds are specifically for the acquisition and rehab of multi-family in specific areas.

Finance & Audit Committee:

The report was given by Chairman Jones on behalf of Commissioner Ford:

- ✓ The meeting took place on Wednesday, March 4, 2009.
- ✓ The remaining consent agenda items are budget amendments or adoptions and the retirement plane, these changes as relates to the IRS rules. All items were discussed and explained by Mr. Ralph Staley, CFO, at the meeting .
- ✓ Additionally Mr. Staley reviewed the work plans of the year for the Finance & Audit Committee, which was adopted by the committee. Mr. Staley reported on the \$7.5 million dollar stimulus plan under the American Recovery and Reinvestment Act.

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- ✓ Also discussed was the trip to the NAHRO Legislative Conference that was taken by Mr. Woodyard, Ms. Evans and three commissioners.

Vice-Chairman Moore recognized Ms. Cheryl Campbell, Deputy COO, for her determined collaboration with the Hall House project.

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 **Items 9.A – 9.U**

ACTION:

Motion was made for approval:	Vice-Chairman Moore
Motion was seconded by:	Commissioner Ford
Outcome:	Passed unanimously

Business Agenda Action Items:

10.A Business Adoption: 2009-2010 Annual Operating Budgets

Approve resolution no. **1659** which adopts the MtW Budget, Central Office Cost Center Budget, the Asset Management Project Budget, the Section 8 Budget, and the Carol Hoefener Center Budget for the fiscal year ending March 31, 2010.

ACTION:

Motion was made for approval:	Commissioner Moffat
Motion was seconded by:	Commissioner Ford
Outcome of the vote:	Passed unanimously

10.B General Counsel Contract

Chairman Jones stated that we are required to advertise our engagement of general counsel which is term limited. We have reached the time period to advertise via an RFP. The staff will handle this process however it is necessary to have a committee composed of senior staff and Board members to review the RFP, and then make a recommendation to the full Board relating to counsel. Chairman Jones recommendation is: Charles Woodyard, CEO, Kathleen Foster, VP of Real Estate Development, Commissioner Ford and Chairman Jones to be the RFP review adhoc committee.

Regular Board Meeting
March 24, 2009

Because of Mr. Woodyard's absence, Chairman Jones stated that the matter relating to the CEO's Business plan be postponed to a time which he can be present. It was decided that there will be an Executive Session at 10:30 a.m. April 8, 2009 in lieu of the Client Services Committee. Once completed, we will have the public hearing. The other option presented is to wait until the April 21, 2009 Board meeting. Chairman's Jones preference is that if there is nothing urgent on the Client Services Committee meeting to take place on the April 8, 2009 is replaced with an Executive Session, then the public hearing. This change was approved by the full Board.

Chairman Jones asked for a motion to suspend the regular Board meeting to go into Horizon Development Properties, Inc., Horizon Acquisition, and C.O.R.E. Programs, Inc. then reconvened to the regular Board meeting to call for official adjournment.

ACTION:

Motion was made by:	Vice-Chairman Moore
Motion was seconded by:	Commissioner Moffat
Outcome:	Motion passed

Minutes respectfully prepared by:	Barbara G. Porter Executive Assistant to the CEO
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The next meeting will be held on Tuesday, April 21, 2009 at the Charlotte Housing Authority Central Office, 1301 South Boulevard, Charlotte NC 28203 starting promptly at 12 noon. Lunch will be served @ 11:30 a.m. If any questions/comments, please contact the Executive Office @ 704.336.5221.

Horizon Development Properties, Inc
Meeting of Directors
AGENDA

Central Office
1301 South Boulevard
Charlotte, NC 28203

April 21, 2009

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 24, 2009*
3. **Business Agenda Item:**
A. Budget Amendment: Horizon Development Properties, Inc.

Business Agenda:

Business Agenda items for the April 21, 2009 Meeting of the Horizon Development Properties Board of Directors

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

Action: Approve an Amendment of the Horizon Development Properties, Inc. Budget for the Fiscal Year Ending March 31, 2010.

Staff Resource: Ralph Staley

Strategic Business: Finance Administration

Strategic Goal: Attain Long-Term Financial Viability

Explanation:

During a routine inspection at Oak Valley, sub floor damage was noted in several units due to soft spots in the floor. When the sub floor was removed for repair in one unit, significant termite damage was noted in the sub floor and at the joists. Evidence of termites including tracks, damage and visual confirmation (of live termites) has been made in 2 additional units. Structural deficiencies may be present in all 3 units as the full extent of the damage is not known at this time. To pay for damages staff is requesting to appropriate fund balance in the amount of \$50,000.

Exhibit A shows Other Sources of \$50,000 as Fund Balance Appropriated and expenditures of \$50,000 in Construction in Progress.

Also, 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 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 the consent agenda at its meeting on April 8, 2009.

Funding:

Appropriated Fund Balance

Attachment

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 April 21, 2009.

(SEAL)

BY: _____
Barbara Porter, Secretary

**MINUTES OF HORIZON DEVELOPMENT PROPERTIES, INC.
BOARD MEETING HELD ON TUESDAY, MARCH 24, 2009**

Regular Meeting:

Additions to the Agenda:

None

ACTION:

Motion was made to approve:	Commissioner Ford
Motion was seconded by:	Vice-Chairman Moore
Outcome:	Passed unanimously

Consideration to approve the minutes for:

- Meeting held on *February 12, 2009*

ACTION:

Motion was made to approve:	Commissioner Ford
Motion was seconded by:	Vice-Chairman Moore
Outcome:	Passed unanimously

3. Business Agenda Item:

- A. Budget Adoption: 2009 -2010 Horizon Development Properties, Inc. Budget
- B. Budget Amendment: Horizon Development Properties, Inc.
- C. Budget Amendment: Horizon Development Properties, Inc. (Hall House)
- D. Restructured Financing for the Fairmarket Square Apartments Capital Project;
Budget Amendment: Fairmarket Square Apartments

ACTION:

Motion was made to approve:	Commissioner Moffat
Motion was seconded by:	Commissioner Puckett
Outcome:	Passed unanimously

Motion was made to adjourn the Horizon Development Properties, Inc.

Motion was made by:	Commissioner Ford
Outcome:	Passed unanimously