



**Charlotte Housing Authority**

**BOARD OF COMMISSIONERS  
BOARD MEETING**

*January 19, 2010*

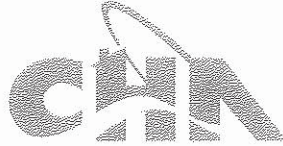
*Charlotte Housing Authority  
1301 South Boulevard  
Charlotte, NC 28202*

*Mission Statement*

*“To lead, develop, and execute community-wide strategies that meet the broad range of housing needs for families who cannot otherwise attain conventional housing”*

*David Jones-Chairman  
Rodney W. Moore-Vice Chairman*

*Dan Page  
Will Miller  
Joel Ford  
Lucille Puckett  
Benjamin Hill  
Geraldine Sumter*



**HOUSING AUTHORITY OF THE CITY OF  
CHARLOTTE**

***NOTICE***

***BOARD MEETING***

BOARD OF COMMISSIONERS' MEETING

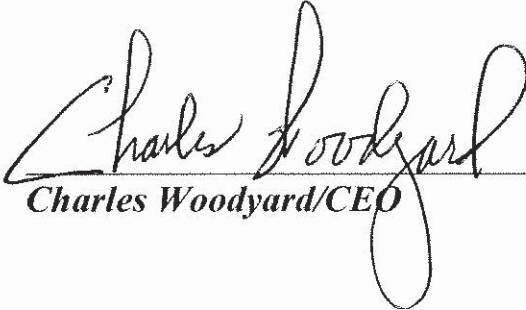
***January 19, 2010***

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***NOTICE*** is hereby given that a Board meeting of the Board of Commissioners' of the Housing Authority of the City of Charlotte will be held on ***January 19, 2010*** as follows:

**TIME/Date:**        ***12:00 P.M.***  
                              ***January 19, 2010***

**LOCATION:**        ***1301 South Boulevard***  
                              ***Charlotte, NC 28203***

  
***Charles Woodyard/CEO***

# Housing Authority of the City of Charlotte

## Regular Meeting of the Board of Commissioners

Central Office  
1301 South Boulevard  
Charlotte, NC 28203

January 19, 2010

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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 *December 15, 2009* (**Tab 3**)
5. Monthly Report from the CEO:
  - Monthly Scorecard (**Tab 1**)
  - Update on Strategic Business Plan
6. **Consent Agenda Action Items:**
  - A. CFFP Application-Strawn Tower and Parktowne Terrace (1779) (**p.1**)
  - B. Strawn Tower and Parktowne Terrace Disposition (1798) (**p.2**)
  - C. Budget Amendment: Dalton Village HOPE VI Grant (Arbor Glen) (1792) (**p.3**)
  - D. Budget Amendment: Earle Village HOPE VI Grant (First Ward) Project (1793) (**p.4**)
  - E. Budget Amendment: Park at Oaklawn (1794) (**p.5**)
  - F. Budget Amendment: MTW Fund (1799) (**p.5**)
  - G. Budget Amendment: Section 8 (1800) (**p.7**)
  - H. Budget Amendment: Asset Management Project Budget (1801) (**p.8**)
  - I. Budget Amendment: Central Office Cost Center Budget (1803) (**p.9**)
  - J. Retirement Plan Amendment-Pension Protection/HEART Act (1802) (**p.9**)
7. **Business Agenda Action Items:**
  - A. Budget Amendment: MTW Funds (1796) (**p.12**)  
McMullen Wood Apartments-CHA Loan Commitments (1795)
  - B. Authorize CHA to be Designated a County Redevelopment Commission (1804)  
Approve Community Based Rental Assistance for the Cottages on Jetton (**p.15**)
  - C. Approve Procurement Contract – BAJ Access – CHA Wide (**p.17**)
  - D. Charlottetown Terrace Demolition and Disposition (1797) (**p.19**)
  - E. Election of Officers for the Housing Authority’s Board of Commissioners (**p.20**)
8. **Executive Session:**  
Legal Matters

**Consent Agenda:**

**Consent Agenda items for the January 19, 2010 Regular Board Meeting of the Charlotte Housing Authority Board of Commissioners.**

**6.A CFFP Application – Strawn Tower and Parktowne Terrace**

**Action:** Approve Resolution No. 1779 to Authorize Staff to Submit a Capital Fund Financing Program (CFFP) Application to HUD for Strawn Tower and Parktowne Terrace.

**Staff Resource:** J. Wesley Daniels

**Strategic Business:** Real Estate

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

**Explanation:**

In June 2009, the Board committed MTW funding to the towers in the following amounts: Strawn (\$5MM) and Charlottetown (\$5MM). The Parktowne commitment of \$4MM followed in August 2009. Due to availability of stimulus funds, Staff pursued dual-financing tracks of Capital Fund Recovery Competition (CFRC) and Capital Fund Financing Program (CFFP). Staff presented both CFFP and CFRC summaries to the Board.

The Board was briefed on the fundamental outline of the proposed CFFP structure which included Strawn, Charlottetown and, later, Parktowne. The Staff presentation included a review of the CFFP program which was first approved by the Board as a financing mechanism on 2007. The program essentially allows CHA to borrow against future capital fund allocations to facilitate efficient rehabilitation of large CHA assets.

CHA will be redeveloping Strawn Tower and Parktowne Terrace utilizing HUD’s Capital Fund Financing Program. Staff is requesting authorization to submit a CFFP Application.

CHA intends to provide for the implementation of a financing transaction involving the issuance of bonds by the North Carolina Housing Finance Agency (“NCHFA”) in the aggregate principal amount of not to exceed \$15,000,000. The proceeds will be used to provide part of the funds with which to rehabilitate approximately a total of 331 units (Strawn-170 units; Parktowne-161 units) to provide housing for low-income persons. The payment for the bonds will be provided from CHA’s future Capital Fund Allocations through a first priority pledge of the Capital Fund Grant. Annual principal and interest

payments on the bonds will not exceed \$1.4MM which represents less than 30% of CHA's annual capital fund allocation.

**Committee Discussion:**

The resolution was unanimously approved by the Committee with little discussion.

**Community Input:**

Resident meetings and design charettes were held several times throughout the year.

**Attachment:**

Resolution No. 1779 (Tab 2)

**6.B Strawn Tower and Parktowne Terrace Disposition**

**Action:** Rescind Resolution No. 1790 and Approve Resolution No. 1798 to Authorize Staff to Submit a Disposition Application to HUD for Strawn Tower and Parktowne Terrace.

**Staff Resource:** J. Wesley Daniels

**Strategic Business:** Real Estate

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

**Explanation:**

Project Status: Predevelopment

In December 2009, the Board approved CHA Resolution No. 1780 for the demolition/disposition application for Strawn Tower and Parktowne Terrace. Staff is requesting rescission of Resolution No. 1780 and approval of Resolution No. 1798 due to HUD's required sequence of events for Demolition/Disposition applications that must precede the Board's approval. The sequence is as follows: 1) general resident meetings, 2) resident board meetings, 3) Resident Advisory Council (RAC) meeting, 4) city support letter and 5) CHA Board approval. As of January 14, 2009, Staff conducted all required resident meetings and received a letter from the city of Charlotte in support of the disposition application.

In June 2009, the Board committed MTW funding in the amount of Strawn (\$5MM) and the Parktowne commitment of \$4MM followed in August 2009. In September 2009, the Board induced the bonds for all three towers in pursuit of the CFFP transaction. Later in September 2009, Charlottetown was awarded a CFRC grant of \$6.2MM and withdrawn from the CFFP transaction. As a result, only Strawn and Parktowne remain for the CFFP transaction.

CHA will be redeveloping Strawn Tower and Parktowne Terrace utilizing HUD's Capital Fund Financing Program. Staff is requesting authorization to submit disposition applications to HUD to dispose of Strawn Tower and Parktowne Terrace to low-income housing tax credit, public private partnerships to substantially rehabilitate these properties. In addition, to facilitate additional affordable housing opportunities, Staff will be subdividing excess land from the Strawn and Parktowne sites.

**Committee Discussion:**

Commissioner Puckett stated that she attended a RAC meeting on January 12<sup>th</sup>. She was approached by the President of Strawn and it was reported that the manager of Strawn presented her with the letter of support to sign with no input being solicited. She further reported to Commissioner Puckett that the CHA manager controlled who could attend the resident meetings with CHA Real Estate. Commissioner Puckett did offer that she had no first hand knowledge of the incidents being reported and that residents seemed to generally be in favor of the redevelopment. Kathleen Foster summarized for the Committee the list of meetings that had been held with residents and had sign-in sheets indicating the attendees of each meeting - but also added that she could not comment on the reported incidents. A motion and a second were offered in favor of the resolution and it was unanimously recommended for approval.

**Community Input:**

Resident meetings and design charettes were held several times throughout the year.

**Attachment:**

Resolution No. 1798 (Tab 2)

**6.C Budget Amendment: Dalton Village HOPE VI Grant (Arbor Glen)**

<p><b>Action:</b>      <b>Approve Resolution <u>1792</u> to Amend Resolution No. 1672 which Amended the Dalton Village HOPE VI Grant (Arbor Glen).</b></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 recognize program income in the amount of \$617,999 which represents developer fees, ground lease fees, Hope VI note repayments, and excess cash distributions through the end of the fiscal year end, March 2010. There is also a reallocation of \$5,193 from the Transfer to Conventional/AMP budget to Administration in order to reflect the correct distribution of program income. This change, as well as the increase in revenue from program income, increase the expenditure

in Administration by \$623,192, which will be used to pay the real estate department's salaries and other expenses, are shown in Exhibit A attached.

**Committee Discussion:**

This item was discussed and unanimously approved at the Finance & Audit Committee meeting on January 13, 2010.

**Funding:**

Dalton Village HOPE VI Grant (Arbor Glen)

**Attachments:**

Resolution No. 1792 (Tab 2)

Exhibit A for Resolution No. 1792 (Tab 2)

**6.D Budget Amendment - Earle Village Hope VI Grant (First Ward) Project**

**Action: Approve Resolution No. 1793 to amend Resolution No. 1605 which Amended the Earle Village Hope VI Grant (First Ward) Project Budget.**

**Staff Resource:** Ralph Staley

**Strategic Business:** Finance Administration

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

**Explanation:**

This budget amendment is necessary to recognize program income in the amount of \$252,783 which represents ground lease fees, second mortgages and First Ward Place interest payments through the end of the fiscal year end, March 2010. This increase in program income will be used for expenditures of \$152,000 to Administration Expense, which will be used to pay the real estate department's salaries, benefits and other expenses, and for \$100,783 to the Transfer to Conventional/AMP budget, which will be used to pay the case managers' salaries and expenses, are shown in Exhibit A attached.

**Committee Discussion:**

This item was discussed and unanimously approved at the Finance & Audit Committee meeting on January 13, 2010.

**Funding:**

Earle Village Hope VI Grant (First Ward)

**Attachments:**

Resolution No. 1793 (Tab 2)

Exhibit A for Resolution No. 1793 (Tab 2)

**6.E Budget Amendment: Park at Oaklawn**

**Action:** Approve Resolution 1794 to Amend Resolution No. 1671 which amended the Fairview Homes Hope VI Grant (Park at Oaklawn) Project Budget.

**Staff Resource:** Ralph Staley

**Strategic Business:** Finance Administration

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

**Explanation:**

This budget amendment is necessary to recognize program income in the amount of \$273,976 which represents developer fees, ground lease fees and note repayments, principle and interest projected through the end of the fiscal year end, March 2010. There is also a reallocation of \$77,701 from Fees and Costs to Dwelling Structures to reflect the last budget revision filed with HUD to finalize the Hope VI budget. This change as well as the increase in revenue in program income and the expenditure in Administration, which will be used for future public housing purposes, are shown in Exhibit A attached.

**Committee Discussion:**

This item was discussed and unanimously approved at the Finance & Audit Committee meeting on January 13, 2010.

**Funding:**

Fairview Homes HOPE VI Grant (Park at Oaklawn)

**Attachment:**

Resolution No. 1794 (Tab 2)

Exhibit A for Resolution No. 1794 (Tab 2)

**6.F Budget Amendment: MTW Fund**

**Action:** Approve Resolution No. 1799 to amend Resolution No. 1796 which Amended the MTW Funds 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:**

Staff in this amendment is revising the subsidy received from HUD for Public Housing subsidy and Section 8 administration fees. Public Housing subsidy for fiscal year ending March 31, 2010 is calculated to be \$11,738,000 based on information received from HUD for subsidy for January 2010 of the fiscal year. Subsidy was budgeted at \$11,006,553. This is a \$732,067 difference in subsidy received.

The original budget estimated funding the asset management projects at \$12,372,474 which was 100% of subsidy requested. The amount of the total transfer to the asset management projects will be \$12,971,222 for the fiscal year. The additional funding to be transferred for the remainder of the fiscal year is \$598,748.

Section 8 administration fees are estimated to be \$1,964,937. Administration fees were budgeted at \$2,423,639 which is \$458,702 less than our latest estimate. This variance is attributable to the fact that the budget was based on the new calculation of administrative fees that HUD instituted in 2008. CHA challenged the calculation of its administration fees to receive higher administrative fees, and HUD disallowed the change to the higher admin fee calculation. Also HUD changed methodology and now changes the proration each month in the calculation of administration fees. We have received notification from HUD concerning the amount of the administration fee for January and February and we should receive approximately the same amount for March.

Exhibit A reflects an adjustment in revenues in the amount of \$273,365 (\$732,067-\$458,702); an adjustment in expenditures of (\$325,383) in Implementation of MTW Initiatives and an increase in transfer to Public Housing in the amount of \$598,748. The amount of \$325,383 represents the difference in the additional subsidy received (\$732,067); the (\$598,748) transferred to the asset management projects and the (\$458,702) reduction for Section 8 administrative fees.

**Committee Discussion:**

This item was discussed and unanimously approved at the Finance & Audit Committee meeting on January 13, 2010.

**Funding:**

MTW Funds

**Attachment**

Resolution No. 1799 (Tab 2)

## **6.G Budget Amendment: Section 8**

**Action: Approve Resolution No. 1800 to Amend Resolution No. 1734 which Amended the Section 8 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:**

The Charlotte Housing Authority has received 173 additional Section 8 vouchers for relocation assistance for the families affected by the demolition of Boulevard Homes. Of the 173 voucher 130 have an effective date of January 2010 and 43 have an effective date of March 2010. Total housing assistance payment is \$312,498. HUD has not indicated the administrative fee revenue for these vouchers which will be calculated on a monthly basis. These vouchers are not part of our regular vouchers and as such are shown as an addition to Section 8 funding and not MTW funding. These vouchers may in the future be included in our MTW voucher count.

Exhibit A shows an increase in revenues of \$312,498 which consist of housing assistance payments for the 173 Boulevard Homes vouchers. The expenditures are shown in the Housing Assistance Payments line item in the amount of \$312,498.

**Committee Discussion:**

This item was discussed and unanimously approved at the Finance & Audit Committee meeting on January 13, 2010.

**Funding:**

ACC No. A-4156

**Attachments:**

Resolution No. 1800 (Tab 2)

Exhibit A for Resolution No. 1800 (Tab 2)

## **6. H Budget Amendment: Asset Management Project Budget**

**Action: Approve Resolution No. 1801 to Amend Resolution No. 1760 which amended the Asset Management Project Budget for the fiscal year ending March 31, 2010.**

**Staff Resource:** Ralph Staley

**Strategic Business:** Finance and Administration

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

### **Explanation:**

In this amendment, subsidy in the amount of \$598,748 is being transferred to the asset management projects (amps). In Exhibit A subsidy is shown in the Operating Transfer in MTW in the amount of \$598,748. To properly apply subsidy to each of the amps, budgeted subsidy amounts are being revised to better reflect the amount of subsidy transferred. In some instances the revised subsidy amounts are less than the original amounts budgeted. Therefore, revenue has been increased by \$197,728 to cover any subsidy shortfalls bringing total Revenue and Other Sources to \$796,476. The expenditures related to this revenue will be shown in the Maintenance line item in the amount of \$102,637 to cover site operational maintenance costs and \$693,839 will be transferred out to Mixed Financed Communities.

Also, this amendment is necessary to reallocate capital expenditures to the maintenance category based on capitalization rules. In this amendment \$372,620 of Building Improvements, such as rebuilding interior stairs and attic insulation and \$224,143 Non Dwelling Equipment, such the resurfacing to parking lots should have been placed in the maintenance category and expensed. Funds transferred to maintenance will be monitored and used for purposes originally proposed unless staff has prior Board approval to use funds for other projects. The total decrease in Capitalized items is \$596,763.

Exhibit A reflects an increase in Revenue and Other Sources of \$796,476, a corresponding increase in the Maintenance category of \$699,400 (\$596,763+\$102,637), a decrease in capitalized Items of \$596,763 and finally an increase in Operating Transfer Out-Mixed Financed Communities of \$693,839.

### **Committee Discussion:**

This item was discussed and unanimously approved at the Finance & Audit Committee meeting on January 13, 2010.

### **Funding:**

MTW

### **Attachments:**

Resolution No. 1801 (Tab 2)

Exhibit A for Resolution No. 1801 (Tab 2)

**6.I Budget Amendment: Central Office Cost Center Budget**

**Action: Approve Resolution No. 1803 to Amend Resolution No. 1698 Which Amended the Central Office Cost Center Budget for Fiscal Year Ending March 31, 2010.**

**Staff Resource:** Ralph Staley

**Strategic Business:** Finance and Administration

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

**Explanation:**

The City Relocation Program has received more families this fiscal year than projected. Additional revenue to the program is \$119,268 which is shown in Exhibit A in the Relocation Revenue line item. The associated expenditures of \$119,268 are shown in Rental Payments in the Tenant and Social Services category.

**Committee Discussion:**

This item was discussed and unanimously approved at the Finance & Audit Committee meeting on January 13, 2010.

**Funding:**

Funding from City Of Charlotte

**Attachments:**

Resolution No. 1803 (Tab 2)

Exhibit A for Resolution No. 1803 (Tab 2)

**6.J Retirement Plan Amendment - Pension Protection/HEART Act**

**Action: Approve Resolution No. 1802 to adopt required changes of the Pension Protection Act and of the Heroes Earnings Assistance and Relief Tax Act.**

**Staff Resource:** Ralph Staley

**Strategic Business:** Finance Administration

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

**Explanation:**

This action is to preserve the tax qualified status of our 414 (h) plan by adopting the provisions of the Pension Protection Act of 2006 and making you aware of the HEART Act of 2008. Based on the provisions of our plan document, we were not required to

adopt PPA provisions until the last day of the plan year which began on or after January 1, 2009. We were notified of this requirement by our Plan Administrator on December 16, 2009, which meant we could not get this adoption in for the December Board meeting. To ensure we were in compliance with IRS requirements, Human Resources Director Wall signed an agreement to abide by IRS requirements in late December, pending passage of this resolution by our Board. Our administrators, RSMcGladrey note they did not notify us previously due to the many changes occurring with the PPA and a desire that our plan was up to date based on the last change to this Act.

The Pension Protection Act impacts the following areas:

- **Vesting:** Currently our vesting schedule is 20% per year of service in the plan (five year vesting). This meets the requirements of the Act, which offers alternatives of a six year or three year vesting period. Our plan vesting will remain unchanged.
- **Non-spouse beneficiaries** may now rollover distributions into an IRA, for any distributions made after 12/31/06. This is currently so in our plan.
- **Beneficiary hardship:** should we ever elect to allow hardship distributions within our plan, a hardship distribution would be allowed to assist the death beneficiary listed on the employee's plan should the hardship include certain medical expenses, educational expenses or funeral expenses. We currently do not allow hardship distributions in our plan as loans are allowed; but are in the process of assessing whether this would be beneficial to our workforce.
- If a participant is on **active duty for at least 180 days** or for an indefinite period, that participant is allowed to request a distribution from his or her pre-tax salary deferral account, if any, effective as of September 1, 2001. We have only a few employees with pre-tax salary deferral (voluntary account) funds who currently would be eligible, should they join the military; but this might be a benefit for future employees who are in the military. Should the employee qualify for the distribution, the 10% penalty for distributions to those under age 59 1/2 will not apply.
- The PPA also provided an option to permit in-service distributions at age 62 or older of all or a portion of your account balance attributable to money purchase plan contributions, target benefit plans or any defined contribution plan which has received a transfer of assets from a pension plan, while you are still working for the employer. This option was not adopted for our plan, as our plan is geared toward long term accrual.

The **HEART Act** allows for retirement plans to provide continued benefit accruals for participants who die or become disabled while on active military duty. The time spent on active duty would be considered service for the purposes of our retirement plan. This was not adopted as a requirement under IRS regulations, thus this has not been elected for our plan at this time. As we look at our current remaining plan and our best options for it, this will be given full consideration.

**Committee Discussion:**

This item was discussed and unanimously approved at the Finance & Audit Committee meeting on January 13, 2010.

**Funding:**

None required.

**Attachment:**

Resolution No. 1802 (Tab 2)

**Business Agenda:**

**Business Agenda items for the January 19, 2010 Regular Board Meeting of the Charlotte Housing Authority Board of Commissioners.**

**7.A Budget Amendment: MTW Funds**

**McMullen Wood Apartments – CHA Loan Commitments**

**Action: 1. To Approve Resolution No. 1795 for the Commitment of up to \$1,278,732 in CHA MTW Funds for the Acquisition and Rehabilitation of McMullen Wood Apartments and to Make a Loan to Horizon Development Properties, Inc. for that Purpose.**

**Action: 2. To Approve Resolution No. 1796 to Amend Resolution No. 1784 Which Amended the Moving To Work Project Budget for the Fiscal Year Ending March 31, 2010**

**Staff Resource:** Jeff Meadows and Ralph Staley

**Strategic Business:** Real Estate and Finance Administration

**Strategic Goal:** Maximize Economic, Physical, and Social value of our Real Estate Portfolio; Attain Long-Term Financial Viability.

**Explanation:**

Project Status: Final Budget Approval

Staff was authorized by the Board in September 2009 to engage in “Due Diligence” activities for consideration in acquiring McMullen Wood Apartments. The due diligence included an environmental phase I, an alta survey, a property needs assessment and review of the past utilities expenses, maintenance logs and past capital expenditures. The conclusion resulting from the sum of the documentation provided and collected indicates that the property is in good condition with minor rehabilitation needs. The reports indicated: the structures are in good shape; the Mechanical, Electrical and Plumbing Systems are in good shape; and water heaters and HVAC systems will need to be addressed on an as needed basis due to the age of the units and noted that about 1/3 of both types of units have already been replaced. Therefore, the property is a prime

candidate for acquisition. Staff recommends moving forward with acquiring the property and request budget approval.

Crosland is the current owner of the property. The subject is an expiring tax credit project. The property has an appraised value of \$2,910,000. Staff has negotiated a purchase price of \$2,810,000 with a total development cost of \$3,354,074. The real estate commission, if any, is to be paid by the seller. The \$50,000 earnest money deposit would be returned if the project does not move forward to purchase due to the City/NCHFA not approving the proposed loan terms or “go hard” if CHA chose not to buy the property. We will have 30 days to close from the earlier of the end of the diligence period or the approval of the City and NCHFA loan extensions. Earnest money would be credited to the purchase price. Closing is anticipated to occur in February 2010 with the 5<sup>th</sup>/3<sup>rd</sup> Line of Credit to be followed in the summer with the final HUD closing.

The project consists of 55 units: 26 two-bedroom units; 26 three-bedroom units; and 3 four bedroom units in five buildings in a three story walk up style. The units range from about 835 sq. ft. up to around 1,280 sq. ft with an average 974 sq. ft. for all units. There is ample parking with 82 spaces. The property is 4.01+/- acres and is located in Southeast Charlotte just west of Walsh Boulevard at the end of Little Ave approximately ¼ mile east of Johnston Road. The property is zoned O-1, which allows for multifamily residential. The property has historically experienced high occupancy. The SE sub market has experienced the lowest overall vacancy rate at 10% compared to the overall Charlotte market.

All of the units are marketed to families. The units will be structured to serve 21 units (38% of the units) at 30% AMI or less [All Section 9, (S9)], 15 units (28% of the units) at 40% AMI or less and 19 units (34% of the units) at 50% AMI or less.

**Rents :**

Type	#	Rent
S9 2BR/1BA	11	\$418*
S9 3BR/2BA	10	\$418*
40% 2BR/1BA	6	\$435
40% 3BR/2BA	6	\$476
40% 4BR/2BA	3	\$533
50% 2BR/1BA	9	\$538
50% 3BR/2BA	10	\$616

\*The rent assumptions for the S9 units include the PEL at \$362, UEL at \$50 and \$6 “add on” allocation per S9 unit that will be passed on to the project. This yields the \$418 rent.



<b>Sources</b>		<b><u>Per Unit</u></b>
NCHFA (20 yrs at 0%)	239,342	4,352
City (20 yrs at 1/2% Int. Only)	1,836,000	33,381
CHA – MTW (20 yrs at 1% Int. Only)	<u>1,278,732*</u>	<u>23,250</u>
Total	\$3,354,074	\$60,983

\*Note: Prorata amount limit for S9 units is equal to 21 X \$60,983=\$1,280,643. MTW request is under the limit.

**Uses:**

Acquisition	2,810,000	
Transaction/ Carry	42,500	
Rehabilitation	115,000	
Soft Costs (a)	258,074	
Reserves	<u>128,500</u>	
Total	\$3,354,074	\$60,983

(a) Includes Developer Fee of \$151,074 to Horizon / CHA.

**Income and Expenses:**

Income:	\$5,857- PUPY	\$322,140	- Total Annual
Vacancy:	\$ 410- PUPY	\$ 22,560	- Total Annual
Expenses*:	\$ 4,408- PUPY	\$242,440	- Total Annual
NOI:	\$ 1,039- PUPY	\$ 57,282	- Total Annual
Debt Svc:	\$ 399- PUPY	\$ 21,967	- Total Annual
Cash Flow:	\$ 640- PUPY	\$ 35,316	- Total Annual

\*Includes replacement reserves, \$21,000 annually in tenant services and \$2,500 in asset management expenses.

Exhibit A shows a reduction in Capital Projects – Real Estate in the amount of \$1,287,732 and a corresponding increase in Loans to Other for the acquisition and rehabilitation of McMullen Wood Apartments.

**Committee Discussion:**

The Development Committee discussed this item at their January 13, 2010 meeting. The per Section 9 unit investment was recognized as a reasonable investment of limited resources and the scope of work for the parking lot improvements was considered and

raised the issue of ensuring that the pavement standard used be able to withstand “truck” traffic. The item was recommended to the Board for adoption. The Finance & Audit Committee discussed and unanimously approved this item at their meeting on January 13, 2010.

**Funding:**

MTW

**Attachments:**

Resolution No. 1795 (Tab 2)

Resolution No. 1796 (Tab 2)

Exhibit A for Resolution No. 1796 (Tab 2)

**7.B Authorize CHA to be Designated a County Redevelopment Commission  
Approve Community Based Rental Assistance for the Cottages on  
Jetton**

- Action:** 1. Approve Resolution No. 1804 to Authorize CHA to be Designated as a County Redevelopment Commission by the County of Mecklenburg, North Carolina.
2. Approve Community Based Rental Assistance for four (4) Units within the Cottages on Jetton, a Supportive Housing Development for Adults with Disabilities in the Town of Davidson, Mecklenburg County, North Carolina

**Staff Resource:** Ben Collins

**Strategic Business:** Real Estate

**Strategic Goal:** Maximize Economic, Social, and Physical Value of Real Estate  
Attain Long Term Financial Viability

**Explanation:**

Project Status: Pre-Development

The Davidson Housing Coalition (DHC) will be acting as developer for the Cottages on Jetton, a four (4) unit supportive housing development for adults with disabilities located in the Town of Davidson, Mecklenburg County, NC. The property is located at 400 Jetton Street, Davidson, NC.

Currently CHA only has jurisdictional authority to provide Community Based Rental Assistance (CBRA) within the City of Charlotte and within the extra territorial jurisdiction of Charlotte within Mecklenburg County. In order to provide CBRA for the Cottages on Jetton it is required that CHA be designated a Redevelopment Commission, which requires both a resolution from Mecklenburg County and from the town within which CHA would seek to work. The Town of Davidson has already passed a resolution authorizing CHA to provide CBRA to this project and CHA is in the process of seeking a resolution from Mecklenburg County.

DHC is proposing to structure this transaction with NCHFA Housing 400 and HOME funds, both of which it has already received commitments for.

This development meets all Board-specified criteria in the Special Needs and Community Based Rental Assistance Policies.

**Committee Discussion:**

The item was discussed during the Development Committee meeting to be held on January 13, 2010. One item of discussion was whether it was the appropriate use of staff resources to work on a four unit project. A Commissioner also requested additional information about what goals existed around the formation of the redevelopment commission and what it means for CHA. It was determined that the item will be put on the business agenda of the Board meeting and that further discussion can take place at that time.

**Community Input:**

This project was presented in a public forum during a Town of Davidson Board meeting.

**Section 3/ MWBE Consideration:**

Staff will ensure that CHA's Section 3/MWBE policy goals are prominently incorporated in all agreements and will make strong, affirmative efforts to encourage all contractors and service providers to meet and exceed those goals.

**Funding:**

This project will not be receiving capital funding from CHA.

**Attachment:**

Resolution No. 1804 (Tab 2)

## **7.C Approve Procurement Contract – BAJ Access – CHA Wide**

<b>Action:</b> Approve Contract for the Procurement of Surveillance Camera Services for work CHA-WIDE from BAJ ACCESS for \$628,340.50.
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**Staff Resource:** Ralph Staley/Steve Lamphere/Cheryl Campbell

**Strategic Business:** Finance and Administration/Capital Assets

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

### **Explanation:**

On November 17, 2009 the CHA Board of Commissioners approved a change to the CHA Procurement Policy that requires a review and approval by the Board for Procurement actions that exceed the dollar threshold set for that individual classification of material or service as set below:

<b><u>Dollar Threshold</u></b>	<b><u>Procurement Classification</u></b>
\$100,000	Construction, Maintenance or Repair contracts.
\$50,000	Purchase of apparatus, supplies, materials and equipment. Also including service contracts, consultants, architects and engineers.

Additionally, any procurement that will cause a single vendor to exceed the above amounts during a rolling twelve (12) month period will require prior approval from the CHA Board of Commissioners before additional contracts are awarded to the vendor.

The contract with BAJ Access for surveillance cameras and installation services for \$628,340.50 (bid of \$613,015.50 plus 2.5% or \$15,325.00 contingency, to be used at Owner's direction for possible unexpected field conditions) requires Board approval in order to proceed with the improvements.

In May, staff approached CMPD about our desire to install surveillance cameras at CHA properties as a proactive crime prevention measure and a tool to assist in meeting the 5% crime reduction goal in our Moving Forward plan reducing crime. One of our requirements for this work is to provide CMPD a way to seamlessly have access to the recordings at CHA properties. CMPD has expressed a desire to gain access to our system and give the patrol officers and their command center this additional tool. BAJ Access Security installed the camera system currently being utilized by CMPD.

They are well known and held in high regard by CMPD. Therefore, staff visited each property with representatives from BAJ to identify camera locations that would maximize visual coverage.

Utilizing the same technology as CMPD uses for our camera systems will allow import of CHA data directly into CMPD's system with no modification or cost to the CMPD system. Therefore, CHA selected BAJ Access Security to access our sites for coverage and submit pricing.

**Noncompetitive Procurement:**

This Procurement utilizing noncompetitive proposal method is authorized and may be used when the award of a contract is infeasible under small purchase procedures, sealed bids or competitive proposals and is authorized under the following circumstances, 24 CFR 85.36(d)(4)(i)(A) and (C).

The Surveillance Network Contract will include all items and services to be purchased to include the design, install and set-up the CHA wide network of surveillance equipment in accordance with the current network requirements of the Charlotte, Mecklenburg Police Department. This coordination and network set-up of surveillance cameras, recorders and other network systems will guarantee that the CHA surveillance system, when completed, will work seamlessly with CMPD's existing surveillance systems installed at various locations throughout the city.

CMPD patrol officers and their command center will now have the ability to immediately view CHA surveillance data at any time. By being on the same system it will give CMPD more resources to assist with addressing the crime issues and investigation in solving crimes.

CHA staff has met with nine of the family sites to discuss the project and obtain survey data specifically related to their perceptions about crime in their community. Response to this planned project from residents has been extremely positive. All family properties with the exception of Savanna Woods and Tall Oaks are included. These two properties were excluded due to planned re-positioning.

Direct factory purchased equipment is approximately 73% of the costs of this project. Of the remaining 27% labor expense, 18% (of the 27%) is being provided by an MWBE electrical subcontractor.

<u>Contract Number</u>	<u>Cost</u>	<u>Vendor</u>	<u>Total Paid To Date</u>
TBD/Pending	\$628,340.50	BAJ Access	\$0.00

**Committee Discussion:**

Subject Procurement was discussed in detail at the Board Special Meeting, on January 13, 2010. Board requested additional information concerning crime statistics at the projected Sites getting the surveillance cameras.

**Funding:**

ARRA Grant

**Attachment:**

BAJ Quote

**7.D Charlottetown Terrace Demolition and Disposition**

**Action:** Rescind Resolution No. 1790 and Approve Resolution No. 1797 to Authorize Staff to Submit a Demolition and Disposition Application to HUD for Charlottetown Terrace.

**Staff Resource:** J. Wesley Daniels

**Strategic Business:** Real Estate

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

**Explanation:**

Project Status: Pre-development

In December 2009, the Board approved CHA Resolution No. 1790 for the demolition/disposition application for Charlottetown Terrace. Staff is requesting rescission of Resolution No. 1790 and approval of Resolution 1797 due to HUD’s required sequence of events for Demolition/Disposition applications that must precede the Board’s approval. The sequence is as follows: 1) general resident meetings, 2) resident board meetings, 3) Resident Advisory Council (RAC) meeting, 4) city support letter and 5) CHA Board approval. As of January 14, 2009, Staff conducted all required resident meetings and received a letter from the city of Charlotte in support of the demolition/disposition application.

In September 2009, Charlottetown Terrace was awarded \$6.2MM in CFRC grant funds. As part the redevelopment of Charlottetown, the first and eleventh floor, a total of nineteen (19) units, will be converted to amenity and supportive service space. Staff is requesting authorization to submit a demolition/disposition application to HUD to partially demolish the common and dwellings areas on the first and eleventh floor to accommodate the additional amenity and supportive service space.

At the November 2009 Board meeting, the Board approved this action as related to the building only.

In preparation of filing the required financing protocols, legal counsel advised staff to include the excess land disposition with the partial demolition request to HUD. In an effort to facilitate additional affordable housing opportunities, Staff is requesting authorization to subdivide excess land from the Charlottetown site in the disposition application.

**Committee Discussion:**

This item was removed from the agenda to allow time to address additional resident questions. It was recommended that the item be on the Board agenda as a business item if the resident issues can be resolved prior to the Board meeting date.

**Community Input:**

Resident meetings and design charrettes were held several times throughout the year.

**Section 3/MWBE Consideration:**

Staff will ensure that CHA's Section 3/MWBE policy goals are prominently incorporated in all agreements and will make strong, affirmative efforts to encourage all contractors and service providers to meet and exceed those goals.

**Attachment:**

Resolution No. 1797 (Tab 2)

**7.E Election of Officers for the Housing Authority's Board of Commission**

<b>Action:</b>	<b>Elect a Chairperson and Vice-Chairperson for the Charlotte Housing Authority Board of Commissioners for Calendar Year 2010 According to Authority By-Laws.</b>
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**Staff Resource:** NA

**Strategic Business:** N/A

**Policy:** Authority By-Laws for Elections of Officers

**Explanation:**

The Authority elects a Chairperson and Vice-Chairperson for each calendar year among its members. Nominations are open to the membership and can be made effective immediately.

**Community Discussion:**

None

**Attachment:**

None



**MINUTES OF THE REGULAR BOARD MEETING  
OF THE COMMISSIONERS' OF THE  
HOUSING AUTHORITY OF THE CITY OF CHARLOTTE  
HELD ON TUESDAY, DECEMBER 15, 2009**

The Board of Commissioners of the Housing Authority of the City of Charlotte, North Carolina held a regular meeting at the *Carole A. Hoefener Community Services Center, 610 E. 7<sup>th</sup> Street, Charlotte, 28202* at 12 noon on Tuesday, December 15, 2009.

***Present:***                    ***Chairman, David Jones***  
                                     ***Vice-Chairman, Rodney Moore***  
                                     Commissioner Joel Ford  
                                     Commissioner Lucille Puckett  
                                     Commissioner Will Miller  
                                     Commissioner Benjamin Hill  
                                     Commissioner Dan Page

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

***Pledge of Allegiance:***

Chairman Jones opened the meeting at approximately 12 noon. As customary Vice-Chairman Moore was asked to lead the group in the pledge of allegiance. Once completed the public forum was opened.

***Public Forum:***

Chairman Jones asked if there was anyone present to speak at the Public Forum about any matters of concern. Hearing/seeing no one, the public forum was closed.

***Additions/Changes to the Agenda:***

Chairman Jones noted that we will add to the Business Agenda **Item 9.B** which is to approve some procurement items that fall under our new policy.

Commissioner Ford then asked that **Item 8.I (Selection of Independent Auditor for Annual Audit Services )** be pulled from the Consent Agenda and put on the Business Agenda as **Item 9.C** for a small discussion.

**ACTION:**

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

**Consideration to approve the minutes for:**

- Minutes for the Regular Board Meeting *November 17, 2009*

**ACTION:**

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

**RAC Report:**

Chairman Jones asked for the report however no report was given at this meeting.

**Monthly Report from the CEO**

**Special Recognition: Dan Page**

Charles Woodyard, CEO, informed the commissioners that we do not have a Balanced Scorecard report at today's meeting as we will give special recognition to Commissioner Dan Page. This meeting will mark the end of Commissioner Page's term with the Charlotte Housing Authority's Board of Commissioners. He has served from January 2004 – December 2009. Mr. Woodyard, CEO, had the following comments: He stated that Commissioner Page's initial service on this Board was quintessentially baptism by fire. He explained that shortly after he was chosen to serve on the Board he became the Chairman of the Board. Even though he was a newcomer he did not hesitate to accept the challenge. There was a very difficult issue at the time however he handled that burden and responsibility with grace and integrity. Mr. Woodyard informed everyone that he has always been very grateful for that. To start the flurry of comments, he asked Kathleen Foster, VP of Real Estate Development, to come forward for her presentation. Ms. Foster briefly stated that it has been a pleasure to have Commissioner Page on the Board, as well as the Chairman of the Development Committee at one point. Although we may not have always agreed, it was appreciated that we knew Commissioner Page always read the material, always consistent in the questions he asked and he supported us when he thought we were right and he told us what he thought when he thought we were wrong. Ms. Foster gave a humorous story of a meeting which took place, and then presented Commissioner Page with a memento gag gift plaque of appreciation. Mr. Woodyard, CEO, then presented Commissioner Page with a traditional gift of a wall plaque which had a gavel to symbolize his term as the Chairman and an engraved desk clock representing grateful appreciation of his unrelenting service on the CHA Board. Chairman Jones followed with a personal thank you to Commissioner Page. In closing,

Mr. Sherrod Banks, General Counsel, additionally gave words of appreciation. Commissioner Page then voiced some heartfelt comments and stated that he has enjoyed the challenge.

**Business Plan Update:**

Mr. Woodyard then entered into the second part of his report. It has been decided to give a monthly report on the organizations Business Plan to the Board. The focus this month is on a few areas. First he advised that you refer to the packet at your seat. He then explained that this packet fulfils a few roles. One of the roles is the corporate information and explanation for the collaborative partnership which has been discussed and our first collaborative partnership meeting took place on December 10<sup>th</sup>. There was a question posed to Mr. Woodyard prior to the meeting as to who served on this panel. They are: Roderick Banks, Community Development Officer with Wachovia; Brian Collier, Sr. VP of the Foundation for the Carolinas; Bobby Drakeford, Independent Business Professional; Michael Elder, President /CEO of Goodwill Industries; Carol Hardison with Crisis Assistance; Bret Loftis, Director of the Council for Children's Rights; Jane McIntyre, Executive Director of United Way; Catherine Miller, Communications Manager with Nucor; Pat Mumford with the City of Charlotte; Barb Pellin with CMS; and Mary Wilson, Director of the Department of Social Services.

During the collaborative partnership meeting a power point presentation was given by Mr. Woodyard which involved some of the key initiatives that the Authority is embarking on. The purpose of the collaboration was explained to the panel members. Also, they received a very informative presentation by UNC-Charlotte on the affordable housing study. However what we did not do is show a video which will be revealed at today's meeting. This information will be used as tools to go out into the community and lead the dialogue about affordable housing and the Authority's role (i.e. Rotary Club). Once the video was completed the meeting continued. Mr. Woodyard explained that the video is intended to change the community perception about the Authority and especially the clients that it serves. The collaborative partnership was further described as a group that will meet only a few times annually and that will consist of individuals like the Mayor, County Commission Head, and CMS Board. This group will start off with this video, which will lead into an agenda as well. Additionally, another part of the Business Plan update has to do with a chapter in the plan which discusses some internal improvements and personnel moves. With the assistance of a consultant we have commissioned a study to review the Client Service Department. We have received a report on this which is a right sizing initiative. This review will look at the way the department is organized, the goals of moving forward and make a recommendation to the Senior Team about how we may move forward. Mr. Woodyard, CEO, recommended that the Board discuss this further in an Executive Session. However due to a full agenda on today's executive session, that discussion will take place at a later date. Mr. Woodyard asked for questions.

Commissioner Miller asked for the name of the consulting firm. Mr. Woodyard responded it is Sextant, Inc. Commissioner Miller questioned further what was the end result that CHA was

seeking to accomplish with this collaboration? Commissioner Miller continued that he was still somewhat unclear as to what we hope to accomplish. Mr. Woodyard explained that we hoped the end result would be 1) other stakeholders support 2) community support surrounding expanding the mission, vision and direction of the Housing Authority. There are items in the business plan that require cooperation from other stakeholders and the local legislative bodies in Charlotte, Mecklenburg. These groups have been created to help us problem solve around those issues and eventually be ambassadors/voices for the change in the community. Additionally, for example, if the Board does approve us exploring Hall House as a future supportive housing initiative, this is something he would like the group to look at and give some feedback on different perspectives among the community and the community of housing stakeholders. The following dialogue took place:

Commissioner Miller responded that the community is saturated with collaborations, partnerships and meetings however he is trying to find the matrix. Is the matrix to try to get everyone together so we can produce more housing opportunities in Charlotte? Is that how we will measure our success? Or graduate more people out of public housing? What is the matrix we are to use to determine whether all this was worth it? Mr. Woodyard's response was: the matrix is both graduating more people out of assisted housing, producing more units and while producing more units, specifically getting the authority deeper involved in supportive housing and transitional housing. Commissioner Miller followed up asking are those the two items that we would like to measure our success. Mr. Woodyard responded those are two of the keys for measurement. There are some facets of our population that we believe a worthy goal would be seeing movement closer to self reliance as well as an increase in education and an increase in employment. There are several matrixes in the Moving Forward program. Commissioner Miller stated that he wants to make sure we keep our eye on the ball and we all recognize what the ball is. He then ended his comments.

Chairman Jones asked for additional questions for Mr. Woodyard, hearing none we were instructed to move on to the Committee Reports.

### **Committee Reports**

#### **Client Relations Committee:**

Vice-Chairman Moore gave the following report:

- The meeting took place on December 2, 2009.
- There was discussion surrounding the 2010 Complete Count Committee. Commissioner Puckett, Chairperson for this committee, is presently negotiating with some of our partners and they will be full force the first of the year.
- Recommendation of Resolution No. **1776** which will authorize CHA to submit the Moving Forward Plan for 2010 – 2011.

*Regular Board Meeting  
December 15, 2009*

- There was a presentation by Ms. Cheryl Campbell, Deputy COO, concerning social service vendors (i.e. Goodwill, CPCC, Child Care Resources, Health partnership) .
- Discussion of the rental subsidy update.
- Vice-Chairman Moore thanked Commissioner Ford for facilitating the remainder of the meeting because he had to leave early.

**Development Committee:**

Commissioner Ford gave the following update:

- ✓ The meeting also took place on December 2, 2009 from 12 noon – 1:30 p.m.
- ✓ Listed on the Consent Agenda there is Item 8.B Community Based Rental Assistance (CBRA) Target Goals. We removed the targets for the community based rental assistance.
- ✓ It was also noted that the following are consent agenda items: Items 8.C and 8.D which are Woodlawn House, Strawn, Parktowne Terrace, as well as Charlottetown Disposition approval. Additionally, Steele Creek was also discussed in the Development Committee meeting and the Jones settlement.
- ✓ Lastly, the business item for today which will be Mill Creek which is scheduled for a final budget approval and we will have a presentation.

**Finance and Audit Committee:**

Chairman Jones gave the following update:

- This meeting also took place on December 2, 2009
- A number of the items that are reflected on the consent agenda were considered and recommended for Board approval. Many were reviewed and recommended by the Development Committee.
- A detailed funds flow chart report was provided by Mr. Ralph Staley, CFO. Mr. Staley also disseminated a detailed analysis of what has been done with both MTW money and land sales proceeds.  
It is expected to be a thorough discussion at the January meeting.
- A recommendation was made to approve/authorize staff to negotiate a contract with new auditor's . This was on the consent agenda however will be discussed briefly on the business agenda.
- Budget presentations for the next budget year were discussed. It is understood by the full Board and the committee that the current budget format is one that we must work with for a variety of regulatory and legal reasons. However there was a consensus at the committee meeting that on top of that budget we would also like the staff to present the budget in a programmatic format which will be useful as we go out into the community. Staff is working on preparing this information.
- Lastly, brief discussion of how procurement approvals will be handled under the newly instated policy.

**Consent Agenda Action Items:**

Chairman Jones explained that these are the Consent Agenda **Items 8.A – 8.H** which previously have been brought before their individual working committees. Board members were advised that they could select any item for discussion if further information is needed or they could leave all the items as they are shown under consent. Chairman Jones asked for a motion of approval.

**ACTION:**

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

**Business Agenda Action Items:**

**9.A Mill Pond-Authorize CHA Loan to Horizon Development Properties, Inc. (1777).  
Budget Amendment: Asset Management Projects (1778).**

Ben Collins, Sr. Development Officer gave a very thorough presentation to the Board on this item.

**ACTION:**

Motion was made by: Commissioner Ford  
Motion was seconded by: Vice-Chairman Moore  
Before a final vote Commissioner Puckett questioned how were we going to fill the Section 9 slots/units? Would potential clients on the wait list be able to apply? Mr. Woodyard responded that the potential clients would be notified of this available opportunity.  
Outcome: Passed unanimously

**9.B Procurement Items for approval under the new policy:**

Mr. Ralph Staley, CFO, brought before the full Board the following items for approval. These items are coming before you because when entered into the system these vendors exceeded the \$50,000 which requires Board approval per our policy. They are:

- 1) Approve contract amount for the procurement of a property inspector for work at McMullen Wood Apartments from ECS Carolinas, LLP (ECS) for up to \$3,000 for them to perform property inspections.
- 2) Approve contract for the purchase of services for plumbing work at Southside Homes from LCM Constructors for \$310.00.
- 3) Approve contract for the procurement of mold removal services at the Carole Hoefener Center for ECS Carolinas LLP for \$500.00.
- 4) Approve contract for the procurement of A&E Services for work at McAlpine Terrace from Perkins Eastman Architects for \$1,200.00.

- 5) Approve contract amount for the procurement of a surveyor for work at Strawn Tower, Parktowne Terrace, and Charlottetown Terrace from RB Pharr & Associates for up to \$6,000.00.

Chairman Jones stated that for simplicity that we ask for questions and then ask for approval of these procurements. Chairman Jones then asked for any questions concerning the McMullen Wood contract? Commissioner Ford questioned Mr. Staley: are these procurements represented as budgetary numbers or actual numbers. Mr. Staley responded that they are estimates representing McMullen Wood and Strawn Tower, Parktowne Terrace, and Charlottetown Terrace; however the remaining items were actual quotes for the work.

Commissioner Ford stated that potentially if this is not an actual quote and on the items that are estimates, this could potentially be brought back to the full Board if it exceeds what we are currently approving today. Mr. Staley responded that if it were to be over the \$6,000 and \$3,000 it would be brought back. However this is not anticipated. Commissioner Ford stated he would like to get actual procurement dollars that will be spent. Once completed, he asked for a motion to approve the procurement for McMullen Woods.

**ACTION:**

Motion was made to approve: Commissioner Page

Motion was seconded by: Vice-Chairman Moore

**Note:** Before the final outcome, Commissioner Miller stated that in an effort to expedite this process could all items be done in one motion. Chairman Jones agreed and asked if anyone had any questions about any of the remaining items. Hearing none, Commissioner Miller made a motion for approval of the remaining items, then Vice-Chairman Moore seconded the approval.

Outcome: Passed unanimously

**9.C. Selection of Independent Auditor for Annual Audit Services (1785) for the Fiscal Year ended March 31, 2010:**

To approve Resolution No. **1785** to approve the selection of the Reznick Group, PC to perform the annual audit services for the fiscal year ended March 31, 2010 with options to renew for 4 additional one year periods.

**ACTION:**

Motion was made for approval: Commissioner Ford

Motion was seconded by: Commissioner Miller

Outcome: Passed unanimously

*Regular Board Meeting  
December 15, 2009*

Chairman Jones stated that at this time he would entertain a motion to suspend the Charlotte Housing Authority regular meeting to go into a meeting for Horizon Development and then Horizon Acquisition.

**ACTION:**

Motion was made for approval:

Commissioner Ford

Motion was seconded by:

Vice-Chairman Moore

Outcome:

Passed unanimously

Chairman Jones announced adjournment from the Horizon Development and Horizon Acquisition meeting to return to the regular Board meeting; then asked for a motion to close the regular Board meeting to convene the Executive Session to discuss personnel matters and receive counsel. Motion carried and passed unanimously.

\*\*\*\*\*

Minutes respectfully prepared by:

Barbara G. Porter

Executive Assistant to the CEO