



**Charlotte Housing Authority**

**BOARD OF COMMISSIONERS**

**BOARD MEETING**

***APRIL 17, 2012***

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***CHARLOTTE HOUSING AUTHORITY  
CENTRAL OFFICE  
1301 SOUTH BOULEVARD  
CHARLOTTE, NC 28203***

*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”*

**Commissioners:**

***Joel Ford - Chairman***

***David Jones - Vice-Chairman***

***Commissioner Pamela Gordon***

***Commissioner Benjamin Hill***

***Commissioner Will Miller***

***Commissioner Marcia Simpson***

***Commissioner Geraldine Sumter***



**HOUSING AUTHORITY OF THE CITY OF  
CHARLOTTE**

***NOTICE***

Board of Commissioners Meeting


*April 17, 2012*

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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 *April 17, 2012* as follows:

**TIME/Date:**     ***5:00 p.m.***  
                          ***April 17, 2012***

**LOCATION:**       ***Charlotte Housing Authority***  
                          ***Central Office***  
                          ***1301 South Boulevard***  
                          ***Charlotte, NC 28212***

  
\_\_\_\_\_  
***Shaunte Evans***  
***Interim Chief Operations Officer***

***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”***

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

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

*April 17, 2012*

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

**Regular Meeting Agenda:**

1. Pledge of Allegiance
2. Public Forum
3. Review and Approval of the Agenda
4. Consideration to Approve the Minutes for:
  - Regular Board meeting held **March 20, 2012 (p. 4)**
  - Finance and Audit Committee meeting held **March 8, 2012 (p. 13)**
5. Resident Advisory Council (RAC) Report **(p. 16)**
6. Monthly Reports:
  - Operations Dashboard **(p. 18)**
7. **Consent Agenda Action Items: (p. 22 – 31)**
  - A. Boulevard Homes HOPE VI-Boulevard Seniors: Project Approval and Investment  
Authorize Transaction-Administrative Action
  - B. Budget Amendment: Field Operations Program Budget
8. **New Business:**  
*None*

***MINUTES FOR  
REGULAR  
BOARD  
MEEETING***

**MINUTES OF THE REGULAR BOARD MEETING  
OF THE COMMISSIONERS OF THE  
HOUSING AUTHORITY OF THE CITY OF CHARLOTTE  
HELD ON TUESDAY, MARCH 20, 2012**

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The Board of Commissioners of the Housing Authority of the City of Charlotte, North Carolina held a regular meeting at **Montgomery Gardens, 5235 Garden Trace Court, Charlotte, NC 28216**, 5:00 p.m. Tuesday, March 20, 2012.

**Present:**        **Chairman Joel Ford**  
                     **Vice-Chairman David Jones**  
                     Commissioner Pam Gordon  
                     Commissioner Ben Hill  
                     Commissioner Will Miller  
                     Commissioner Geraldine Sumter

**Absent:**         **None**

**Also Present:** Sherrod Banks, General Counsel

**Additional Attendees:**

Shaunté Evans, Interim COO	Heather Franklin, Interim CFO
Allison Preston, Resident Safety Manager	Deb Clark, Dir. Communications & Research
Carl Harris, Senior Project Manager	Gwen Isley-Boykin, MTW Coordinator
Cynthia Williamson, Budget Director	Cheryl Campbell, Operations Project Mgr.
Charlene Wall, H/R Director	Lekeista Freeman, Client Services Coord.
Lucy Brown, RAC President	Shawn Williams, Section 8 Director
Alesia Price, Reg. Property Mgr.	Edna Herndon, Edwin Towers Resident
Susan Herman, Accounting Manager	Deborah Williams, R/E Admin.
Shannon Bodnar, Housing Director	Marian Bey, Resident, Autumn Place
Donna Green, RAC Secretary	Mary Milliner, Resident, Edwin Towers
George Connor, Reg. Property Mgr.	Leisha Kilpatrick, Student, UNCC
Tomico Evans, Family Support Mgr.	Ray Holt, R/E Director of Development
Sadie Coleman, Section 8	Marcia Simpson, Parktowne President
Teresa Butler, Resident, Edwin Towers	John Burns, Client Services Director
Sharbara Ellis, Section 3 Coordinator	

*Regular Board Meeting*

*March 20, 2012*

**Pledge of Allegiance:**

Chairman Ford officially welcomed everyone and then thanked the property management at Montgomery Gardens for allowing CHA to have the March 2012 Board meeting at their facility. As is customary the meeting was opened with the pledge of allegiance which was led by Commissioner Gordon.

**Public Forum:**

Chairman Ford asked if there was any one present who would like to address the commissioners. If so, they would be allowed three minutes to speak. Hearing and seeing none, a motion was requested to close the public forum.

**ACTION:**

Motion was made by:	Commissioner Gordon
Motion was seconded by:	Commissioner Sumter
Outcome:	Passed unanimously

**Review and Approval of the Agenda:**

Chairman Ford asked for additions or corrections to the agenda. He stated that he would like to add an Executive Session for the purpose of discussing personnel matters. Mr. Sherrod Banks, General Counsel, added the discussion of real property to the executive session. Hearing no further additions to the agenda, the following motion was made for approval of the agenda with the noted additions.

**ACTION:**

Motion was made by:	Vice-Chairman Jones
Motion was seconded by:	Commissioner Gordon
Outcome:	Passed unanimously

**Consideration to approve the minutes for:**

- Regular Board Meeting held ***February 21, 2012***

**ACTION:**

Motion was made by:	Commissioner Sumter
Motion was seconded by:	Commissioner Hill
Outcome:	Passed unanimously

*Regular Board Meeting*

*March 20, 2012*

- Real Estate Development Committee meeting minutes held **February 9, 2012**

**ACTION:**

Motion was made by:	Vice-Chairman Jones
Motion was seconded by:	Chairman Ford
Outcome:	Passed unanimously

- Finance and Audit Committee meeting minutes held **February 9, 2012**

**ACTION:**

Motion was made by:	Vice-Chairman Jones
Motion was seconded by:	Chairman Ford
Outcome:	Passed unanimously

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

The following report was presented by Ms. Donna Green, RAC Secretary:

The RAC will execute the Memorandum of Understanding (MOU) with CHA on Tuesday, March 13, 2012 at their monthly meeting. The MOU for the Tenant Participation and Activity Funds will be executed with all individual organized communities by Wednesday, March 21, 2012.

A representative from the League of Women's Voters, June White, will assist the communities within RAC with elections and conduct workshops on community by-laws. The Resident Council Liaison will begin to coordinate workshops with Ms. White in early April.

Upcoming elections:

- Gladedale Community (Wednesday, April 18, 2012)

Ongoing Activities:

- Tenant Patrol Training
  - ✓ Hall House (Strawn)
  - ✓ Woodlawn House (Parktowne)
  - ✓ Autumn Place
- Summer Nutrition Program with CMS
  - ✓ Sites will be announced at a later date
- Voter Registration
  - ✓ Meadow Oaks (Monday, March 12, 2012)

## Monthly Report

### Operations Dashboard:

***Ms. Shawn Williams, Section 8 Director, came forward with the following report.***

The overall utilization of the program, including the Family Unification Program (FUP) and the Veterans Affairs Supportive Housing (VASH) program utilization rate is at 96%. The tenant based program is at 99%. There are currently 49 vouchers being shelved to allocate per project based voucher commitments. Additionally, there are 1,034 families which have ported into the CHA jurisdiction and there are still 1,944 applicants on the tenant based waiting list.

*Commissioner Hill* questioned the portables; are they counted in the 4,000. She responded no, that is counted in the port-ins to our jurisdiction. *Commissioner Hill* restated the port-ins are in our 4,000? She responded no, our baseline always stays at that number, 4,000, this is in addition. *Commissioner Hill* commented that we actually have over 5,000. She agreed.

*Commissioner Sumter* questioned the 49 reserved vouchers. Ms. Williams responded if there is a termination or someone volunteers to leave the program then CHA will shelve those vouchers for commitment to the project based voucher list. *Commissioner Sumter* continued, did we use all the vouchers for WISH? She responded no, that is separate. That is under the Community Based Rental Assistance (CBRA) vacancies. It is listed as a separate program from the project based program. *Chairman Ford* questioned with the commitments that we have to our community partners is that being reported or is it something that is internal. Ms. Williams answered that we do not report on what the current utilization is but we can start reporting on how many are currently being utilized. *Chairman Ford* responded that would help because CHA has some unfulfilled commitments to partners and he would like to keep track of what is coming in and what is going out to those community based partners. If it is not a lot of activity monthly then maybe it could be done quarterly. However he is interested in seeing how we are progressing with fulfilling those voucher requests to our partners. Ms. Williams responded, yes, we can start reporting that information. *Commissioner Hill* questioned has CHA had a request from McCreesh for vouchers on their new project. Ms. Williams answered that they have been doing well allocating the commitment to them. Actually all of the commitments, they have been doing a good job of tracking and following through to meet the goals and deadlines for the communities that we have committed the project based vouchers to. *Vice-Chairman Jones* interrupted to state that he is confused by this question. He clarified this is an inquiry on Section 9 vouchers which would fall under the jurisdiction of Ms. Shannon Bodnar. Hearing no further questions Ms. Williams concluded her report.



**Ms. Shannon Bodnar, Director of Housing, came forward with the following report:**

She referred to the **public housing side** of the CHA's managed portfolio, noting it did well last month. The tenants accounts receivable were at 92.54% before the management indicator and after the management indicator it was over 99% which is well above the goal of 96%. Vacancy turn days were at 20 days which reaches our goal however still working on trying to reduce that number. **Affordable properties**, which are communities that are mixed income or don't include public housing that CHA directly manages, tenants accounts receivable is over 99%, according to the management indicator. Vacancy turn days have significantly decreased to 15 days. We have slightly struggled with those days however the marketing has grown and done well. Hearing no questions she moved to the privately managed sites.

Referring to the **Privately Managed Companies**, the tenant accounts receivable dropped slightly to 94.29%, which is still an acceptable level. Vacancy turn days are at 41 days and CHA had several communities that struggled with vacancy turn days this past month due to various issues. The community CHA is specifically working with is Seigle Point and they are beginning to show improvement. She then asked for questions; hearing none she concluded her report.

**Consent Agenda Action Items:**

**7.A Budget Amendment: Field Operations Program Budget**

Approve a resolution to amend the Field Operations Program Budget for mold remediation and repairs for the fiscal year ending March 31, 2012. (Last amended by Resolution No. 2031).

**7.B Budget Amendment: Field Operations Program Budget**

Approve a resolution to amend the Field Operations Program Budget for portable revenue/expenditures for the fiscal year ending March 31, 2012. (Last amended by Resolution No. 2031).

**7.C Approve Procurement Contract to Home Depot Renovation Services**

Authorize the CHA to negotiate and award a contract for Home Depot Renovation Services for the purchase and installation of HVAC systems at Oak Valley, Tall Oaks (Frazier)/Tarlton Hills and Valley View Apartments. Not to exceed \$659,900 (including contingency).

**ACTION:**

Motion was made for approval by:

Vice-Chairman Jones

Motion was seconded by:

Commissioner Sumter

**Business Agenda Action Items:**

**8.A Budget Adoption: 2012-2013 Annual Program Budgets**

Approve a resolution which adopts the Administrative Program Budget, the Field Operations Program Budget and the Real Estate Program Budget for the fiscal year ending March 31, 2013.

Ms. Heather Franklin, Interim CFO, explained that this is the official budget adoption for the Program Budgets for the Administration program, Field Operations program and the Real Estate Program budgets. All have previously been discussed at the Finance and Audit Committee meeting held on March 8, 2012.

**ACTION:**

Motion was made by:	Vice-Chairman Jones
Motion was seconded by:	Commissioner Sumter
Outcome:	Passed unanimously

**8.B CHA 414(h) Retirement Plan Restatement**

To approve a resolution to restate the CHA 414(h) plan and to correctly classify plan as frozen.

Ms. Franklin, stated this was discussed in the CFO update during the Finance and Audit Committee meeting held on March 8, 2012. This is necessary so CHA can properly submit our plan to the IRS to their voluntary correction restatement plan in order to correctly classify our plan as frozen. Unfortunately, the proper place on the application was not checked off when filed previously. Commissioner Sumter stated this omission was done by the consultant. Chairman Ford stated that we have discussed some potential damages associated with this occurrence. Ms. Franklin informed that a \$5,000 fee was attached with this error and CHA will try to get reimbursement for that fee from R.S. McGladrey, the plan administrator. At that point we will wait to see what the IRS ruling will be.

**ACTION:**

Motion was made by:	Commissioner Sumter
Motion was seconded by:	Commissioner Gordon
Outcome:	Passed unanimously

*Regular Board Meeting*

*March 20, 2012*

*Commissioner Sumter advised staff that the Board is expecting, whatever the assessments are, whatever the losses are, CHA will be trying to recoup from the consultant.*

Vice-Chairman Jones motioned that the regular Board of Commissioners meeting be suspended and convene the Horizon Development Properties, Inc. meeting. Motion was seconded by: Commissioner Gordon, Outcome: passed unanimously.

Vice-Chairman Jones motioned that the C.O.R.E. Programs, Inc. meeting be adjourned. Chairman Ford stated as a point of personal privilege, when the regular Board meeting was initially opened he called for the public forum however at that time no one responded. It was then motioned that the public forum be closed, which passed unanimously. At this time he is asking that the Board of Commissioners reopen the public forum. He has been made aware that there are some residents present that would like to speak to the commissioners.

**ACTION:**

Motion was made to reopen the public forum by:	Commissioner Sumter
Motion was seconded by:	Vice-Chairman Jones
Outcome:	Passed unanimously

**Reopen Public Forum:**

**Mary Milliner, Edwin Towers resident came forward:**

She thanked the Charlotte Housing Authority's RAC Liaison and the RAC Board because I have been going through some issues in her building for about a month and a half and she called on them to resolve it. They have partially resolved it and she would like to publically thank them for standing up with her and she greatly appreciates the continued support. Also she is thankful for a liaison that was willing to work with them.

**Teresa Butler, Edwin Towers resident came forward:**

She has been experiencing problems for the past three months. She wants to publically thank Ms. Brown, RAC President, for the job well done. Also the employee that she has been working with in housing, she wants to thank them also. She is very satisfied with what they did.

Chairman Ford asked for any more compliments. Hearing none he requested a motion to close the public forum.

*Regular Board Meeting*

*March 20, 2012*

**ACTION:**

Motion was made to close the public forum by: Commissioner Gordon  
Motion was seconded by: Vice-Chairman Jones  
Outcome: Passed unanimously

Vice-Chairman Jones motioned that we adjourn the regular Board meeting to convene the Executive Session to discuss matters regarding personal and Real Estate. Motion was seconded by: Commissioner Gordon; Outcome: passed unanimously.

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

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***The next meeting is scheduled to be held on April 17, 2012 at the Charlotte Housing Authority/Central Office, 1301 South Boulevard, Charlotte, NC 28203. The meeting will start promptly at 5:00 p.m.***

**Finance and Audit Committee Meeting  
MINUTES**

Held on Thursday, March 8, 2012

**Present:**

Commissioner Geraldine Sumter	Cynthia Williamson, Budget	Charlene Wall, Human Resources
Commissioner Joel Ford	Carl Harris, Modernization	Tamara Blackett, Accounting
Commissioner Pamela Gordon	Shannon Bodnar, Operations	Sharbara Ellis, Section 3
Heather Franklin, Interim CFO	Tim Ames, Real Estate Dev	Sherrod Banks, General Counsel
Shaunte Evans, Interim COO	Deborah Williams, Real Estate Dev	Catherine Lui, Attorney
Vanessa Jones, Finance	Ray Holt, Real Estate Dev	
Deborah Clark, Communications	Barbara Porter, Executive	

**1. Call to Order**

A meeting of the Finance and Audit Committee of the Housing Authority of the City of Charlotte was called to order at 321 North Davidson Street, Charlotte, North Carolina, at 4:40 p.m. pursuant to the notice sent to the Commissioners and Staff to review and discuss the financial matters of the Charlotte Housing Authority.

Commissioner Sumter presided and Vanessa Jones, Financial Assistant recorded the proceedings of the meeting.

**2. Review and Approval of Agenda**

Commissioner Gordon moved to approve the agenda as amended. Item 3B was added to to authorize a procurement contract with Home Depot Renovation Services. The motion passed.

**3. Review and Approval of Minutes**

The approval of the minutes of February 9, 2012 meeting was suspended because none of the Commissioners who attended that meeting were present. The minutes will be added to the March 20, 2012 board meeting agenda for approval.

**4. Old Business:**

None

**5. New Business**

**a. Budget Amendments**

**Field Operations Program Budget (Mold Remediation and Repairs)**

Action: Approve a Resolution to amend the Field Operations Program Budget for mold remediation and repairs for the fiscal year ending March 31, 2012. (Last amended by Resolution No. 2031)

Commissioner Gordon moved to recommend that the Board approve a Resolution to amend the Field Operations Budget to do mold remediation and repairs at the Glen Cove Apartments. The motion passed.

**Field Operations Program Budget (Portable Revenue/Expenditures)**

Action: Approve a Resolution to amend the Field Operations Program Budget for portable revenue/expenditures for the fiscal year ending March 31, 2012.  
(Last amended by Resolution 2031)

Commissioner Gordon moved to recommend that the Board approve a Resolution to amend the Field Operations Budget for portable revenue and expenditures. The motion passed.

**b. Procurement Contract – Home Depot Renovation Services**

Action: Authorize the CHA to Negotiate and Award a Contract for Home Depot Renovation Services for the purchase and installation of HVAC systems at Oak Valley, Tall Oaks (Frazier)/Tarlton Hills and Valley View Apartment, not to exceed \$659,900 (including contingency).

Commissioner Ford moved to recommend that the Board authorize the CHA to negotiate and award a contract for Home Depot Renovation Services for the purchase and installation of HVAC systems at Oak Valley, Tall Oaks, Tarlton Hill and Valley View Apartments. The motion passed.

**c. Budget Adoptions**

**2012-2013 Annual Program Budgets**

Action: Approve A Resolution which adopts the Administration Program Budget, the Field Operations Program Budget and the Real Estate Program Budget for the fiscal year ending March 31, 2013.

**C.O.RE. Programs, Inc. Budget**

Action: Adopt the C.O.R.E. Programs, Inc. Budget for the Fiscal Year Ending March 31, 2013.

Annual Program Budgets and the C.O.R.E. Program Budget will be added to the March Board Business Agenda for approval.

**d. CFO Update**

Ms. Franklin reported that the PIH 2012-14 was published regarding compensation for employees. HUD considers this for all employees: CEO, CFO, COO etc. it does not matter what entity they are in as long as they are a component in it. Money that comes from Section 8 and Section 9 fees cannot be used to pay more than \$155,500 of the employee's salary. This means that anything over that amount has to have fees paid from Horizon Development Properties, Inc. to cover any additional amount. CHA must be able to document and prove that anything above the \$155,500 comes from outside sources other than Section 8 and Section 9 fees.

Ms. Franklin said that an action item will be added to the Board Meeting Business Agenda for CHA's old retirement plan. Mr. Banks put the CHA in touch with attorneys at Womble, Carlisle, Sanridge and Rice that specialize in retirement issues. When CHA entered the State Retirement Plan we froze the old retirement plan. CHA had to restate our old retirement plan in 2011 when we found some issues. When that was done there was a box on the form that was not checked by RSM McGladrey and it was not caught by our other retirement consultant. As a result, our plan is not frozen now nor had it ever been frozen. It has been researched and this means that we are going to have to submit another plan restatement to the Voluntary Correction Program of the IRS. We are asking to have the plan frozen back to November 2009 which is right after we went into the state retirement plan. If the IRS does not approve that means we could be liable

to pay for all employer contributions for 2010 and 2011. Ms. Franklin stated that she and Ms. Wall are available to answer any questions concerning this issue.

Ms. Franklin stated that we were notified this week that for the seventh year in a row CHA has won the GFOA Certificate in Excellence and Achievement in Financial Reporting for our Audit reports.

**6. Adjournment:** Commissioner Gordon moved for adjournment. The meeting adjourned at 5:09 p.m.

**Next Meeting: Thursday, April 5, 2012 (Immediately following the Real Estate Committee Meeting)**

Respectfully Submitted,

Vanessa Jones  
Financial Assistant

**RESIDENT  
ADVISORY  
COUNCIL  
(RAC REPORT)**



## Resident Advisory Council Report (RAC)

Tuesday, April 17, 2012

RAC along with CHA has executed the Memorandum of Understanding and the Memorandum of Understanding for the Tenant Participation and Activity Funds has been executed with all individual organized communities.

RAC has partnered with representatives from the League of Women's Voters, M. Sumpter, Ms, Levy, and Ms Heaves, who have assisted us in getting some residents from Gladedale, Meadow Oaks, Savannah Woods, Tall Oaks, Tarleton Hills, and Woodlawn House registered to vote. We are trying to encourage everyone to get registered and come out and vote at the upcoming elections.

Upcoming community elections:

- Gladedale Community (Wednesday, April 18, 2012)
- Charlottetown Terrace (Wednesday, May 2 2012)

Ongoing Activities:

- Summer Nutrition Program with CMS
  - Gladedale
  - Meadow Oaks
  - Tall Oaks
  - Tarleton Hills
  - Savannah Woods

# ***OPERATIONS DASHBOARD***

The Charlotte Housing Authority 2011-2012 Operations Dashboard Measure

**SECTION 8**

**SECTION 8 VOUCHER ANALYSIS**

Generate Income to Underwrite Key Businesses: Utilize 98% of the housing choice vouchers.	Monthly % of Vouchers Utilized	Monthly # of Vouchers Utilized
<b>Target</b>	<b>98.0%</b>	<b>4,842</b>
April '11	95.99%	4,503
May '11	96.29%	4,517
June '11	96.59%	4,531
July '11	94.68%	4,536
August '11	93.76%	4,539
September '11	94.20%	4,560
October '11	94.48%	4,574
November '11	95.02%	4,600
December '11	95.43%	4,620
January '12	95.52%	4,624
February '12	96.01%	4,648
March '12	95.77%	4,637

Overall Program Voucher Total

Program	Base	DHAP	VASH	FUP	BLVD	TOTAL	NOTES
Voucher Units	4332	0	135	200	175	4842	
Vouchers Utilized	(4250)	0	(94)	(118)	(175)	(4637)	
Vouchers Issued	(10)	0	(40)	-16	0	(66)	In lease-up
Balance by Program	72	0	1	66	0	139	Bal. - All Programs

**VOUCHER AVAILABILITY**

Program	TOTAL
Balance All Programs	139
Special Use on Hold	(67)
In base	72
CBRA vacancies	0
To be issued	0
Balance of Vouchers being held for PBS8 commitment	72

Current Utilization	98.11%	0.00%	69.63%	59.00%	100.00%	95.77%
Utilization - if all issued vouchers were to be leased up	98.34%	0.00%	99.26%	67.00%	100.00%	97.13%

Serve a growing proportion of the Charlotte population: Reduce the waiting list by placing voucher holders in housing.	Vouchers on the Street	Portable Vouchers on the Street	Waiting List	New Landlord Packages	# Portables to Charlotte
April '11	137		1,919	41	802
May '11	178		1,920	44	815
June '11	245		1,922	48	846
July '11	216		1,921	41	872
August '11	162		1,940	47	930
September '11	120		1,941	35	955
October '11	112		1,941	62	973
November '11	56	67	1,944	37	978
December '11	63	37	1,944	19	1004
January '12	12	53	1944	33	1014
February '12	9	43	1944	15	1034
March '12	10	116	1944	43	1033

## The Charlotte Housing Authority 2011-2012 Operations Dashboard Measure

### All Conventional Public Housing Sites - CHA Managed

<i>Maximize Benefit/Cost:</i> Maximize the long-term financial viability of CHA-owned communities.	<u>Occupancy Rate</u>	<u>Collection Loss (QTR)</u>	Total Tenant Accounts Receivables <small>(all outstanding charges)</small>	Tenant Accounts Receivable <small>(uncollected rent without pending action)</small>	Vacancy Turns <u>Make Ready/Lease/Total</u>
<i>Target</i>	<b>96%</b>	<b>2.00%</b>	<b>96%</b>	<b>96%</b>	<b>20 days</b>
April '11 - 24 units turned	99%	-	90%	99%	11+2 = 13 days
May '11 - 21 units turned	99%	-	91%	99%	9+11 = 20 days
June '11 - 15 units turned	100%	2.45%	93%	99%	11+3 = 14 days
July '11 - 17 units turned	99.57%	-	92.04%	98.83%	12+4 = 16 days
August '11 - 13 units turned	99.68%	-	90.63%	97.89%	11+19 = 30 days
September '11 - 18 units turned	99.00%	1.97%	86.41%	98.13%	13+7 = 20 days
October '11 - 13 units turned	99.51%	-	89.68%	98.15%	12+8=20 days
November '11 - 7 units turned	99.57%	-	91.15%	98.52%	10+14 = 24 days
December '11 - 18 units turned	99.40%	2.50%	89.41%	98.66%	10+5 = 15 days
January '12 - 10 units turned	98.78%	-	87.84%	97.78%	10+10 = 20 days
February '12 - 11 units turned	98.77%	-	92.46%	98.74%	19+8 = 27 days
March '12 - 26 units turned	98.37%	-	92.80%	99.20%	11+18 = 29 days

(Exclude 71 units turned under renovation project)  
 (Exclude 57 units turned under renovation project)  
 (Exclude 17 units turned under renovation project)  
 (Exclude 10 units turned under renovation project)  
 (Exclude 12 units turned under renovation project)  
 (Exclude 6 units turned under renovation project)  
 (Exclude 11 units turned under renovation project)

\*\*\*\* The average collection loss for the entire CHA portfolio is 3.23%

^ total does not include private management data

### Affordable Properties

<i>Sites include:</i> Grove Place, Oak Valley, Valley View, McAlpine Terrace, Seneca Woods, Glen Cove, Woodlawn	<u>Occupancy Rate</u>	<u>Collection Loss (QTR)</u>	Total Tenant Accounts Receivables <small>(all outstanding charges)</small>	Tenant Accounts Receivable <small>(uncollected rent without pending action)</small>	Vacancy Turns <u>Make Ready/Lease/Total</u>
<i>Target</i>	<b>96%</b>	<b>2.00%</b>	<b>96%</b>	<b>96%</b>	<b>20 days</b>
April '11 - 4 units turned	100%	-	94%	99%	5+3 = 8 days
May '11 - 1 unit turned	100%	-	93%	99%	17+2 = 19 days
June '11 - 4 units turned	100%	1.56%	90%	98%	15+1 = 16 days
July '11 - 4 units turned	96.00%	-	95.72%	99.12%	13+12 = 25 days
August '11 - 3 units turned	99.00%	-	96.71%	99.14%	11+2 = 13 days
September '11 - 4 units turned	97.00%	0.35%	98.49%	99.52%	24+11 = 35 days
October '11 - 4 units turned	99.00%	-	96.50%	99.12%	19+8 = 27 days
November '11 - 5 units turned	98.00%	-	99.03%	99.46%	24+14 = 38 days
December '11 - 4 units turned	99.00%	4.87%	99.25%	99.60%	19+0 = 19 days
January '12 - 4 units turned	93.06%	-	86.56%	99.70%	9+11 = 20 days
February '12 - 2 units turned	95.56%	-	74.33%	98.64%	13+2 = 15 days
March '12 - 6 units turned	96.67%	-	75.12%	99.15%	7+3 = 10 days

\*\*\*\* The average collection loss for the entire CHA portfolio is 3.23%

## The Charlotte Housing Authority 2011-2012 Operations Dashboard Measure

### Private Management Companies

Sites include: First Ward, Arbor Glen, Park at Oaklawn, Montgomery Gardens, Nia Point, Rivermere, Stonehaven, Prosperity & McAden	Occupancy Rate	Collection Loss (QTR)	Total Tenant Accounts Receivables (all outstanding charges)	Tenant Accounts Receivable (uncollected rent without pending action)	Vacancy Turns Make Ready/Lease/Total
<b>Target</b>	<b>96%</b>	<b>2.00%</b>	<b>96%</b>	<b>96%</b>	<b>20 days</b>
April '11 - 23 units turned	99%	-	92%	97%	9+5 = 14 days
May '11 - 15 units turned	99%	-	92%	98%	10+20 = 30 days
June '11 - 5 units turned	99%	1.56%	90%	96%	11+15 = 26 days
July '11 - 14 units turned	99.00%	-	86.28%	94.26%	27+2 = 29 days
August '11 - 27 units turned	99.00%	-	86.47%	95.61%	12+5 = 17 days
September '11 - 20 units turned	98.00%	0.35%	83.45%	91.88%	12+8 = 20 days
October '11 - 11 units turned	98.00%	-	90.62%	98.09%	9+6 = 15 days
November '11 - 16 units turned	98.00%	-	90.59%	98.48%	7+14 = 21 days
December '11 - 9 units turned	97.87%	4.87%	92.83%	98.09%	11+10 = 21 days
January '12 - 19 units turned	98.83%	-	92.39%	98.00%	12+11 = 23 days
February '12 - 18 units turned	98.50%	-	94.29%	97.92%	12+29 = 41 days
March '12 - 12 units turned	98.50%	-	94.08%	97.42%	9+15 = 24 days

\*\*\*\* The average collection loss for the entire CHA portfolio is 3.23%

Month: March '12 - Private Management Companies								
Property	Overall Community Occupancy Rate	Section 8 & 9 Occupancy Rate	Total Tenant Accounts Receivables (all outstanding charges)	Tenant Accounts Receivable (uncollected rent without pending action)	Vacancy Turn Averages			# of Units
					Make Ready	Lease Up	Vacancy Turn Totals	
940 Brevard (40 Section 9 & 60 PBS8 units)	99%	100%	100%	100%	2	19	21	1
Arbor Glen 50 (25 Section 9 units)	98%	100%	100%	100%	0	0	0	0
Arbor Glen I (60 Section 9 units)	99%	100%	99%	99%	0	0	0	0
Arbor Glen II (40 Section 9 units)	100%	100%	98%	98%	7	16	23	1
Arbor Glen III (12 Section 9 units)	100%	100%	100%	100%	0	0	0	0
Ashley Square (22 Section 9 units & 14 PBS8 units) - 1 vacant	97%	100%	95%	100%	10	4	14	1
*Fairmarket Square (16 Section 9 units); 14 of existing units are currently available for PH occupancy	100%	100%	98%	98%	13	5	18	1
First Ward (132 Section 9 units)	97%	98%	97%	97%	0	0	0	0
***Hampton Creste (60 section 9 units)	92%	92%	95%	99%	0	0	0	0
McAden Park (30 Section 9 & 30 PBS8 units) - 1 vacant	97%	97%	100%	100%	0	0	0	0
*McCreech Place (63 Section 9 & 27 PBS8 units); 61 of existing units are currently available for PH occupancy	94%	98%	97%	97%	0	0	0	0
**McMullen Woods - (No Assisted Units)	100%	100%	100%	100%	0	0	0	0
Mill Pond (51 PBS8)	93%	100%	86%	98%	0	0	0	0
Montgomery Gardens (20 Section 9 units)	96%	100%	91%	93%	0	0	0	0
Nia Point (29 Section 9 units)	95%	100%	65%	100%	0	0	0	0
Park @ Oaklawn (89 Section 9 units)	98%	100%	83%	98%	14	2	16	2
Prosperity Creek (72 Section 9 & 84 PBS8 units) - 3 vacant	100%	99%	86%	86%	0	0	0	0
Rivermere (20 Section 9 units)	95%	95%	100%	100%	0	0	0	0
Seigle Point (102 Section 9 & 18 PBS8 units)	98%	98%	93%	100%	9	35	44	4
South Oak (20 Section 9 units)	98%	100%	100%	100%	0	0	0	0
SpringCroft at Ashley Park (18 Section 9 & 18 PBS8 units)	100%	100%	100%	100%	0	0	0	0
Springfield Gardens (22 Section 9 units)	97%	91%	86%	86%	0	0	0	0
Steele Creek (60 section 9 & 60 PBS8 units)	100%	100%	100%	100%	0	0	0	0
Stonehaven East (24 Section 9 units)	96%	96%	89%	89%	12	0	12	2
<b>Grand Average</b>	<b>97.44%</b>	<b>98.50%</b>	<b>94.08%</b>	<b>97.42%</b>	<b>9</b>	<b>15</b>	<b>24</b>	<b>12</b>

\* Represents occupancy percentage based on ACC units available for subsidy. Units will occupy upon turnover

\*\* Property is 100% Tax Credit; no section 8/9 units

\*\*\* Property is in lease-up; 58 units are rented which have been deemed to be within capacity for SHIP as of 2/29/12

\*\*\*\* Additional SHIP units will be rented as units come online and SHIP certify capacity to deliver services

***CONSENT  
AGENDA  
ACTION  
ITEMS***

**7.A Boulevard Homes HOPE VI – Boulevard Seniors: Project Approval and Investment Authorize Transaction – Administrative Action**

**Action: A. Approve a Resolution to Authorize Investment up to \$1,250,000 in Boulevard Homes HOPE VI Funds for the Boulevard Seniors Project and Rescind Resolution #2026.**  
**B. Approve a Resolution to Authorize Staff to Negotiate and Execute Terms and Documents Necessary for the Development of a Mixed Finance Project for Boulevard Seniors and Rescind Resolution #2026.**

**Staff Resource:** Janelle Brown

**Strategic Business:** Real Estate

**Strategic Goals:** Maximize Economic, Physical, and Social Value of CHA Real Estate Portfolio; Ensure the Authority’s Long - Term Financial Viability

**Background/Policy Framework:**

CHA applied for and received FY 2009 HOPE VI grant funding to revitalize the Boulevard Homes public housing development. The purpose of the grant is to assist CHA in:

1. Improving the living environment for public housing residents at Boulevard Homes through the demolition, rehabilitation, reconfiguration and replacement of obsolete public housing;
2. Revitalizing the site to contribute to the vitality of the surrounding neighborhood;
3. Providing housing that will decrease the concentration of very low-income families; and
4. Building sustainable communities.

The site will be redeveloped into an educational village with new senior and family housing, a child development center, a state-of-the-art community center and a new k-8 school.

This action item was previously approved in February 2012. A more detailed resolution of the deals structure was requested for closing.

**Explanation:**

As part of the Boulevard Homes HOPE VI revitalization plan, CHA is partnering with Laurel Street Residential (LSR) for the development of Boulevard Seniors. The project will provide 110 units of affordable elderly rental housing. All units are under the Low Income Housing Tax Credit (LIHTC) program including 70 public housing and 20 community based rental assistance (CBRA) units.

<b>Name</b>	<b>Affiliation</b>
New Boulevard, LLC	Ownership entity
LSR New Boulevard, LLC	Managing member of the Owner
Horizon Acquisition Corp.	Special managing member of the Owner
RBC Tax Credit Equity, LLC	Investor member of the Owner
RBC Tax Credit Manager, II, Inc.	Special investor member of the Owner

The following chart shows the ownership structure of the transaction: Staff is requesting up to \$1,250,000 in HOPE VI funds be provided as a loan to the project. In addition, the Project will also receive tax credit investment estimated at \$11,243,876 from the Investor Member based on a reservation of federal low income housing tax credits to the Project by the North Carolina Housing Finance Agency (“NCHFA”), a loan from the City of Charlotte in the amount of \$1,000,000, and a state tax credit loan from NCHFA in the amount of \$427,747, and a construction loan from Bank of America in the amount of up to \$6,378,589 (the “Construction Loan”).

In addition, staff is requesting authorization to submit all mixed-finance proposal and evidentiary materials to HUD for the transaction and authorization to take any and all actions, execute any and all documents and instruments, make any and all filings and reasonable expenditures and take any and all reasonable steps it deems to be necessary, desirable or appropriate in order to carry out the purpose and intent of the project on behalf of the Authority.

**Committee Discussion:**

This item was unanimously approved for consent agenda at the Real Estate Development Committee Meeting held on April 5, 2012.

**Community Input:**

NA

**Section 3/MWBE Consideration:**

Staff will ensure that CHA’s Section 3/MWBE policy goals are prominently incorporated in all agreements with the developer. As a component of the selection criteria, the developer committed to meet and exceed these goals.

**Funding:**

- Housing Trust Fund (HTF) Loan
- HOPE VI Loan
- Tax Credit Equity
- State Tax Credit Loan
- Construction Loan

**Attachment:**

Resolution



## RESOLUTION

AUTHORIZE INVESTMENT UP TO \$1,250,000 IN BOULEVARD HOMES HOPE VI FUNDS AND AUTHORIZE STAFF TO NEGOTIATE AND EXECUTE TERMS AND DOCUMENTS NECESSARY FOR THE DEVELOPMENT OF A MIXED FINANCE PROJECT FOR THE BOULEVARD SENIORS PROJECT AND RESCIND RESOLUTION # 2026.

**WHEREAS**, the Housing Authority of the City of Charlotte, N.C. (the “Authority”) and Horizon Acquisition Corp. (“HAC”) seek to encourage the provision of housing for low income persons; and in connection therewith intends to assist in the development of the Boulevard Seniors project (the “Project”), which is one of the phases of the Authority’s Boulevard Homes HOPE VI revitalization project; and

**WHEREAS**, the Project includes the development of one hundred and ten (110) low-income housing tax credit units, of which seventy (70) will be designated as public housing units and twenty (20) will be designated as Section 8 project-based units; and

**WHEREAS**, New Boulevard, LLC (the “Owner”) will be the ownership entity for the transaction. LSR New Boulevard, LLC (the “Managing-Member”) will be the managing member of the Owner. Horizon Acquisition Corp. (“HAC”) will be the special managing member of the Owner. RBC Tax Credit Equity, LLC (the “Investor Member”) will be the investor member of the Owner, and RBC Tax Credit Manager, II, Inc. will be the special investor member (the “Special Investor Member”) of the Owner; and

**WHEREAS**, the Authority proposes to loan HOPE VI funds in the amount of up to \$1,250,000 to the Owner; and

**WHEREAS**, in addition to the financing described above, the Project will also receive tax credit investment estimated at \$11,243,876 from the Investor Member based on a reservation of federal low income housing tax credits to the Project by the North Carolina Housing Finance Agency (“NCHFA”), a loan from the City of Charlotte in the amount of \$1,000,000, and a state tax credit loan from NCHFA in the amount of \$427,747, and a construction loan from Bank of America in the amount of up to \$6,378,589 (the “Construction Loan”); and

**WHEREAS**, the Authority proposes to ground lease the land on which is the Project will be located to the Owner; and

**WHEREAS**, in connection with providing Section 8 project-based assistance to the Project, the Authority will enter into a Agreement to Enter into a Housing Assistance Payments Contract (“AHAP”) and Housing Assistance Payments Contract (“HAP”) with the Owner;

**WHEREAS**, the Authority will submit a mixed-finance proposal and evidentiaries to HUD for the transaction; and

**WHEREAS**, the HOPE VI loan documents, ownership documents, ground lease and all other documents to be executed in connection with the Owner, the financing, development and operations of the Project, the provision of Section 8 project-based assistance to the Project, the Investor Member's requirements, the Construction Loan and all documents related to the mixed-finance submission are referred to collectively herein as the "Transaction Documents".

**NOW THEREFORE, BE IT RESOLVED AS FOLLOWS:**

The financing to be provided by the Authority ("Authority Financing"), the ground lease, the AHAP and HAP are in all respects authorized and approved, and that all reasonable actions, in good faith, by the Authority to consummate the Authority Financing, the ground lease, the AHAP and HAP are hereby confirmed and approved as being in the best interest of the Authority;

The Authority is hereby authorized, empowered, and directed to submit all mixed-finance proposal and evidentiary materials to HUD for the transaction;

The Interim Chief Financial Officer and Interim Chief Operations Officer of the Authority (the "Authorized Signatories") are authorized to execute and deliver any Transaction Documents and other documents or instruments as may reasonably be required on behalf of the Authority;

The Authorized Signatories are hereby authorized to take any and all actions, execute any and all documents and instruments, make any and all filings and reasonable expenditures and take any and all reasonable steps it deems to be necessary, desirable or appropriate in order to carry out the purpose and intent of the foregoing resolutions in the name of and on behalf of the Authority;

The Authorized Signatories are hereby authorized to execute and deliver all documents or instruments as may reasonably be required to facilitate the financing, development and operations of the Project;

All actions taken to effectuate the foregoing resolutions by the Authorized Signatories on behalf of the Authority shall be valid and binding obligations of the Authority;

All actions taken by the Authority and the Authorized Signatories on behalf of the Authority, in connection with the development and operation of the Project prior to the date hereof, are ratified and confirmed.

**RECORDING OFFICER'S CERTIFICATION**

I, Shaunté Evans, the duly appointed Interim Secretary of the Housing Authority of the City of Charlotte, N.C., do hereby certify that this Resolution was properly adopted at a regular meeting held April 17, 2012.

(SEAL)

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

Shaunté Evans  
Interim Secretary

## **7.B Budget Amendment: Field Operations Program Budget**

**Action:** Approve a Resolution to amend the Field Operations Program Budget for the re-appropriation of funds for the fiscal year ending March 31, 2013. (Last amended by Resolution No. 2035)

**Staff Resource:** Heather Franklin/Maureen Bates

**Strategic Business:** Finance and Administration

**Strategic Goal:** Ensure the Authority's Long-Term Financial Viability

### **Background/Policy Framework:**

At the beginning of each year, staff re-appropriates funding for projects that are not completed by the end of each year. This amendment is the beginning of the re-appropriations. The Board approved the Glen Cove Apartments project in March. Project approval was needed to allow work to begin rather than have the project not begin until May due to an April Board approval. Due to the nature of this project staff wanted work to begin as soon as possible.

### **Explanation:**

Staff is requesting the re-appropriation of funding for mold remediation and repairs at Glen Cove Apartments. This project is being funded from replacement reserves. Exhibit A shows an appropriation of fund balance in the amount of \$73,565 with a corresponding increase in Operating Cost in the amount of \$73,565.

### **Committee Discussion:**

This item was unanimously approved for the consent agenda at the Finance & Audit Committee meeting held on April 5, 2012.

### **Funding:**

Fund Balance Appropriated-Horizon Development

### **Attachments:**

Resolution  
Exhibit A for Resolution

**RESOLUTION**  
**TO AMEND THE FIELD OPERATIONS PROGRAM BUDGET FOR THE RE-  
APPROPRIATION OF FUNDS FOR THE FISCAL YEAR ENDING MARCH 31,  
2013. (LAST AMENDED BY RESOLUTION NO. 2035)**

**WHEREAS**, shows an appropriation of fund balance in the amount of \$73,565 with a corresponding increase in Operating Cost in the amount of \$73,565;

**WHEREAS**, all regulatory and statutory requirements have been met;

**WHEREAS**, the Authority has sufficient operating reserves to meet the working capital needs of its development (as defined by HUD);

**WHEREAS**, the Board has determined that the proposed expenditures are necessary in the efficient and economical operation of the program for serving low-income families;

**WHEREAS**, the Budget indicates a source of funds adequate to cover all proposed expenditures;

**WHEREAS**, the calculation of eligibility for federal funding is in accordance with the provisions of the regulations;

**WHEREAS**, all proposed rental charges and expenditures will be consistent with provisions of law;

**WHEREAS**, the Authority will comply with the wage rate requirements under 24 CFR 968.110(e) and (f);

**WHEREAS**, the Authority will comply with the requirements for access to records and audits under 24 CFR 968.110(i);

**WHEREAS**, the Authority will comply with the requirements for the reexamination of family income and composition under 24 CFR 960.209, 990.115 and 905.315;

**WHEREAS**, pursuant to 24 CFR 24.630, the Authority has notified all employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance on CHA property is prohibited; established an Employee Assistance Plan for employees who request assistance or rehabilitation; and implemented personnel policies regarding violations and the reporting of violations of these rules and regulations, including the termination of employees convicted of violations of laws regarding the possession, use and distribution of controlled substances;

**WHEREAS**, no person in the Authority holds more than one position, and

no position is allocated more than 100% of the salary as listed on the Schedule of Salaries and Positions.

**WHEREAS**, pursuant to Section 307, Part II, of the Consolidated Annual Contributions Contract, the Authority hereby certifies that all administrative salaries are comparable to local public practice, based on a comparability study dated May 1998, which is on file for HUD review.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Commissioners does hereby approve this Resolution to amend Field Operation Program budget for fiscal year ending March 31, 2013; attached hereto as Exhibit A.

**THEREFORE, BE IT ALSO RESOLVED** that a CHA Authorized Signer may transfer funds as provided below. All such transfers must be consistent with state or federal laws and local board policies. The CHA Authorized Signer 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 CHA Authorized Signer may transfer between sub-functions and objects of expenditure within a function.
2. The CHA Authorized Signer may transfer amounts not to exceed \$100,000 between functions.
3. The CHA Authorized Signer may not transfer any amounts between programs or increase the total amount of a program.

#### **RECORDING OFFICER'S CERTIFICATION**

I, Shaunté Evans, the duly appointed Interim Secretary of the Housing Authority of the City of Charlotte, North Carolina, do hereby certify that this resolution was properly adopted at a regular meeting held April 17, 2012.

BY: \_\_\_\_\_  
Shaunté Evans  
Interim Secretary

Exhibit A

<b>REVENUE:</b>	<b>April 2012 - March 2013 FIELD OPERATION</b>	<b>REVISION</b>	<b>April 2012 - March 2013 FIELD OPERATION</b>
MTW Funds	56,892,311		56,892,311
Tenant Rents	9,779,457		9,779,457
Other Income	3,797,382		3,797,382
Public Housing Fees	859,938		859,938
Section 8 Income	3,047,434		3,047,434
Capital Fund Fees	406,470		406,470
Other Governmental Grants	238,406		238,406
Non Dwelling Rents and Other Revenue (Carol Hoefener)	416,650		416,650
<b>Total Revenue</b>	<b>75,438,048</b>	<b>-</b>	<b>75,438,048</b>
Other Sources			
Fund Balance Appropriated-Horizon Development		73,565	73,565
<b>Total Other Sources</b>		<b>73,565</b>	<b>73,565</b>
<b>TOTAL REVENUE AND OTHER SOURCES:</b>	<b>75,438,048</b>	<b>73,565</b>	<b>75,511,613</b>
<b>EXPENDITURES:</b>			
Salaries/Benefits	8,830,818		8,830,818
Operating Costs	62,066,462	73,565	62,140,027
Utilities	4,068,268		4,068,268
Capitalized Items	472,500		472,500
<b>TOTAL EXPENDITURES:</b>	<b>75,438,048</b>	<b>73,565</b>	<b>75,511,613</b>

***HORIZON  
DEVELOPMENT  
PROPERTIES,  
INC.***



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

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

***April 17, 2012***

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***Directly After CHA Board Meeting – Meeting Convenes:***

Regular Meeting Agenda:

1. Review and Approval of the Agenda
2. Consideration to Approve the Minutes for:
  - Regular Meeting held on ***March 20, 2012 (p.34)***
3. **Consent Agenda Item: (p. 36)**
  - A. Budget Amendment: Horizon Development Properties, Inc. Field Operations Program Budget

**MINUTES OF HORIZON DEVELOPMENT PROPERTIES, INC.  
BOARD OF DIRECTORS MEETING HELD ON  
TUESDAY, MARCH 20, 2012**

**Regular Meeting:**

**Additions to the Meeting:**

Chairman Ford asked if there were any additions to the agenda. Hearing none, the motion was made for approval.

**ACTION:**

Motion was made for approval of agenda by:	Commissioner Sumter
Motion was seconded by:	Vice-Chairman Jones
Outcome:	Passed unanimously

**Consideration to approve the minutes for:**

- Regular HDP, Inc. Board of Directors meeting held on ***February 21, 2012***

**ACTION:**

Motion was made for approval as submitted:	Vice-Chairman Jones
Motion was seconded by:	Commissioner Sumter
Outcome:	Passed unanimously

**Consent Agenda Action Items:**

**3.A Budget Amendment: Horizon Development Properties, Inc. Field Operations Program Budget for Mold Remediation and Repairs FY – 03/31/2012**

Approve an amendment to the Field Operations Program Budget for mold remediation and repairs for the fiscal year ending March 31, 2012. (Last amended by Resolution No. 2031).

**3.B Budget Amendment: Horizon Development Properties, Inc. Field Operations Program Budget**

Approve an amendment to the Field Operations Program Budget for portable revenue/expenditures for the fiscal year ending March 31, 2012. (Last amended by Resolution No. 2031)

**ACTION:**

Motion was made to approve consent agenda by: Vice-Chairman Jones  
Motion was seconded by: Commissioner Hill  
Outcome: Passed unanimously

**Business Action Item:**

**4.A Budget Adoption: Horizon Development Properties, Inc. 2012-2013 Annual Program Budgets**

Approve the adoption of the Administration Program Budget, the Field Operations Program Budget and the Real Estate Program Budget for the fiscal year ending March 31, 2013.

Heather Franklin, Interim CFO, explained that this is the companion item that was listed on the CHA budget. Since the program budget encompass program funds from both organizations then both organizations need to officially approve and adopt.

**ACTION:**

Motion was made for the approval of budget adoption: Vice-Chairman Jones  
Motion was seconded by: Commissioner Gordon  
Outcome: Passed unanimously

\*\*\*\*\*

Vice-Chairman Jones motioned that the HDP, Inc. Board of Directors meeting be adjourned and convene the C.O.R.E. Programs, Inc. meeting. Motion was seconded by: Commissioner Sumter; Outcome: passed unanimously.

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

<p><b>Action:</b>      <b>Approve an amendment the Field Operations Program Budget for the re-appropriation of funds for the fiscal year ending March 31, 2013. (Last amended by Resolution No. 2035)</b></p>
---

**Staff Resource:**      Heather Franklin/Maureen Bates

**Strategic Business:**      Finance and Administration

**Strategic Goal:**      Ensure the Authority’s Long-Term Financial Viability

**Background/Policy Framework:**

At the beginning of each year, staff re-appropriates funding for projects that are not completed by the end of each year. This amendment is the beginning of the re-appropriations. The Board approved the Glen Cove Apartments project in March. Project approval was needed to allow work to begin rather than have the project not begin until May due to an April Board approval. Due to the nature of this project staff wanted work to begin as soon as possible.

**Explanation:**

Staff is requesting the re-appropriation of funding for mold remediation and repairs at Glen Cove Apartments. This project is being funded from replacement reserves. Exhibit A shows an appropriation of fund balance in the amount of \$73,565 with a corresponding increase in Operating Cost in the amount of \$73,565.

Also, as a part of this amendment, the CHA authorized signer may transfer funds as provided below. All such transfers must be consistent with state or federal laws and local board policies. The CHA Authorized signer must report any such transfers at the regular 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 CHA authorized signer may transfer between sub-functions and objects of expenditure within a function.
2. The CHA authorized signer may transfer amounts not to exceed \$50,000 between functions.
3. The CHA authorized signer may not transfer amounts between programs or increase the total amount of a program.

**Committee Discussion:**

This item was unanimously approved for the consent agenda at the Finance & Audit Committee meeting held on April 5, 2012.

**Funding:**

Fund Balance Appropriated-Horizon Development

**Attachment:**

Exhibit A

**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 17, 2012.

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

Exhibit A

REVENUE:	April 2012 - March 2013 FIELD OPERATION	REVISION	April 2012 - March 2013 FIELD OPERATION
MTW Funds	56,892,311		56,892,311
Tenant Rents	9,779,457		9,779,457
Other Income	3,797,382		3,797,382
Public Housing Fees	859,938		859,938
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<b>Total Revenue</b>	<b>75,438,048</b>	<b>-</b>	<b>75,438,048</b>
Other Sources			
Fund Balance Appropriated-Horizon Development		73,565	73,565
<b>Total Other Sources</b>		<b>73,565</b>	<b>73,565</b>
<b>TOTAL REVENUE AND OTHER SOURCES:</b>	<b>75,438,048</b>	<b>73,565</b>	<b>75,511,613</b>
<b>EXPENDITURES:</b>			
Salaries/Benefits	8,830,818		8,830,818
Operating Costs	62,066,462	73,565	62,140,027
Utilities	4,068,268		4,068,268
Capitalized Items	472,500		472,500
<b>TOTAL EXPENDITURES:</b>	<b>75,438,048</b>	<b>73,565</b>	<b>75,511,613</b>

***HORIZON  
ACQUISITION  
CORPORATION***

**Horizon Acquisition Corporation  
Board of Directors  
AGENDA**

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

***April 17, 2012***

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***Directly After Horizon Development Properties, Inc. Meeting – Meeting Convenes:***

Regular Meeting Agenda:

1. Review and Approval of the Agenda
2. Consideration to Approve the minutes for:
  - Meeting held on ***February 21, 2012 (p. 41)***
3. **Consent Agenda Item: (p. 42)**
  - A. Boulevard Homes HOPE VI: Boulevard Seniors-Horizon Acquisition Corporation Authorize Transaction-Administrative Action



**MINUTES OF HORIZON ACQUISITION BOARD OF DIRECTORS  
MEETING HELD ON TUESDAY, FEBRUARY 21, 2012**

**Regular Meeting:**

**Additions to the Agenda:**

*None*

**ACTION:**

Motion to adopt the agenda as submitted:	Vice-Chairman Jones
Motion was seconded by:	Commissioner Hill
Outcome:	Passed unanimously

**Consideration to approve the minutes for:**

- Regular meeting held on *January 17, 2012*

**ACTION:**

Motion to approve as submitted:	Commissioner Sumter
Motion was seconded by:	Vice-Chairman Jones
Outcome:	Passed unanimously

**Consent Agenda Item:**

**3.A Boulevard Homes HOPE VI: Boulevard Seniors-Horizon Acquisition Corporation**

Authorize Horizon Acquisition Corporation to negotiate and execute terms and documents necessary for the development of a mixed finance project for Boulevard seniors.

**ACTION:**

Motion was made for approval by:	Vice-Chairman Jones
Motion was seconded by:	Commissioner Hill
Outcome:	Passed unanimously

Vice-Chairman Ford motioned that we adjourn the meeting of Horizon Acquisition Board of Directors meeting, and then reconvene the regular Board meeting of the Charlotte Housing Authority. Motion was seconded by: Commissioner Hill, outcome: passed unanimously.

\*\*\*\*\*

Minutes prepared by:	Barbara G. Porter Executive Assistant to the CEO
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**3.A Boulevard Homes HOPE VI: Boulevard Seniors-Horizon Acquisition Corporation Authorize Transaction – Administrative Action**

**Action: Approve a Resolution to Authorize Horizon Acquisition Corporation to Negotiate and Execute Terms and Documents Necessary for the Development of a Mixed Finance Project for Boulevard Seniors and Rescind the Resolution Approved on 02/21/2012.**

**Staff Resource:** Janelle Brown

**Strategic Business:** Real Estate

**Strategic Goals:** Maximize Economic, Physical, and Social Value of CHA Real Estate Portfolio; Ensure the Authority's Long - Term Financial Viability

**Background/Policy Framework:**

CHA applied for and received FY 2009 HOPE VI grant funding to revitalize the Boulevard Homes public housing development. The purpose of the grant is to assist CHA in:

1. Improving the living environment for public housing residents at Boulevard Homes through the demolition, rehabilitation, reconfiguration and replacement of obsolete public housing;
2. Revitalizing the site to contribute to the vitality of the surrounding neighborhood;
3. Providing housing that will decrease the concentration of very low-income families; and
4. Building sustainable communities.

The site will be redeveloped into an educational village with new senior and family housing, a child development center, a state-of-the-art community center and a new k-8 school.

This action item was previously approved in February 2012. A more detailed resolution of the deals structure was requested for closing.

**Explanation:**

As part of the Boulevard Homes HOPE VI revitalization plan, CHA is partnering with Laurel Street Residential (LSR) for the development of Boulevard Seniors. The project will provide 110 units of affordable elderly rental housing. All units are under the Low Income Housing Tax Credit (LIHTC) program including 70 public housing and 20 community based rental assistance (CBRA) units.

The following chart shows the ownership structure of the transaction:

<b>Name</b>	<b>Affiliation</b>
New Boulevard, LLC	Ownership entity
LSR New Boulevard, LLC	Managing member of the Owner
Horizon Acquisition Corp.	Special managing member of the Owner
RBC Tax Credit Equity, LLC	Investor member of the Owner
RBC Tax Credit Manager, II, Inc.	Special investor member of the Owner

Staff is requesting authorization to take any and all actions, execute any and all documents and instruments, make any and all filings and reasonable expenditures and take any and all reasonable steps it deems to be necessary, desirable or appropriate in order to carry out the purpose and intent of the project on behalf of the Horizon Acquisition Corporation.

**Committee Discussion:**

This item was unanimously approved in Real Estate Development Committee meeting held on April 5, 2012 for the Horizon Acquisition Consent Agenda.

**Funding:**

- Housing Trust Fund (HTF) Loan (\$1,000,000)
- HOPE VI Loan (\$1,250,000)
- Tax Credit Equity (\$11,243,876)
- State Tax Credit Loan (\$427,747)
- Construction Loan (\$6,378,589)

**Attachment:**

Resolution

## RESOLUTION

### AUTHORIZE HORIZON ACQUISITION CORPORATION TO NEGOTIATE AND EXECUTE TERMS AND DOCUMENTS NECESSARY FOR THE DEVELOPMENT OF A MIXED FINANCE PROJECT FOR BOULEVARD SENIORS AND RESCIND THE RESOLUTION APPROVED ON 02/21/2012.

**WHEREAS**, the Housing Authority of the City of Charlotte, N.C. (the “Authority”) and Horizon Acquisition Corp. (“HAC”) seek to encourage the provision of housing for low income persons; and in connection therewith intend to assist in the development of the Boulevard Seniors project (the “Project”), which is one of the phases of the Authority’s Boulevard Homes HOPE VI revitalization project; and

**WHEREAS**, the Project includes the development of one hundred and ten (110) low-income housing tax credit units, of which seventy (70) will be designated as public housing units and twenty (20) will be designated as Section 8 project-based units; and

**WHEREAS**, New Boulevard, LLC (the “Owner”) will be the ownership entity for the transaction. LSR New Boulevard, LLC (the “Managing-Member”) will be the managing member of the Owner. Horizon Acquisition Corp. (“HAC”) will be the special managing member of the Owner. RBC Tax Credit Equity, LLC (the “Investor Member”) will be the investor member of the Owner, and RBC Tax Credit Manager, II, Inc. will be the special investor member (the “Special Investor Member”) of the Owner; and

**WHEREAS**, the Authority proposes to loan HOPE VI funds in the amount of up to \$1,250,000 to the Owner; and

**WHEREAS**, in addition to the financing described above, the Project will also receive tax credit investment estimated at \$11,243,876 from the Investor Member based on a reservation of federal low income housing tax credits to the Project by the North Carolina Housing Finance Agency (“NCHFA”), a loan from the City of Charlotte in the amount of \$1,000,000, and a state tax credit loan from NCHFA in the amount of \$427,747, and a construction loan from Bank of America in the amount of up to \$6,378,589 (the “Construction Loan”); and

**WHEREAS**, the Authority proposes to ground lease the land on which is the Project will be located to the Owner; and

**WHEREAS**, in connection with providing Section 8 project-based assistance to the Project, the Authority will enter into a Agreement to Enter into a Housing Assistance Payments Contract (“AHAP”) and Housing Assistance Payments Contract (“HAP”) with the Owner;

**WHEREAS**, the Authority will submit a mixed-finance proposal and evidentiaries to HUD for the transaction; and

**WHEREAS**, the HOPE VI loan documents, ownership documents, including, but not limited to, the Amended and Restated Operating Agreement of the Owner, ground lease and all other documents to be executed in connection with the Owner, the financing, development and operations of the Project, the provision of Section 8 project-based assistance to the Project, the Investor Member's requirements, the Construction Loan and all documents related to the mixed-finance submission are referred to collectively herein as the "Transaction Documents".

**NOW THEREFORE, BE IT RESOLVED AS FOLLOWS:**

HAC it is hereby authorized, empowered, and directed to execute and deliver all other project investment closing documents specified in the Investor Member's closing checklist, as the same may be modified and supplemented by the Investor Member for the Project (the "Checklist") or otherwise requested by the Investor Member in connection with its investment in the Owner;

HAC is hereby authorized, empowered, and directed to furnish to the Investor Member all due diligence materials specified in the Checklist or otherwise requested by the Investor Member in connection with its investment in the Owner;

The Interim Chief Financial Officer and Interim Chief Operations Officer of HAC (the "Authorized Signatories") are each authorized to execute and deliver any Transaction Documents and other documents or instruments as may reasonably be required on behalf of HAC;

The Authorized Signatories are hereby authorized to take any and all actions, execute any and all documents and instruments, make any and all filings and reasonable expenditures and take any and all reasonable steps it deems to be necessary, desirable or appropriate in order to carry out the purpose and intent of the foregoing resolutions in the name of and on behalf of HAC;

The Authorized Signatories are hereby authorized to execute and deliver all documents or instruments as may reasonably be required to facilitate the financing, development and operations of the Project;

All actions taken to effectuate the foregoing resolutions by the Authorized Signatories on behalf of HAC shall be valid and binding obligations of HAC;

All actions taken by HAC and the Authorized Signatories on behalf of HAC, in connection with the development and operation of the Project prior to the date hereof, are ratified and confirmed.

**RECORDING OFFICER'S CERTIFICATION**

I, Barbara Porter, the duly appointed secretary of Horizon Acquisition Corp., do hereby certify that this Resolution was properly adopted at a regular meeting held April 17, 2012.

(SEAL)

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