



Charlotte Housing Authority

CHA Christmas Holiday 2012

BOARD OF COMMISSIONERS

REGULAR BOARD MEETING

January 15, 2013

CHA Main Office
400 East 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: Commissioner Joel Ford Chairman

Commissioner Nancy Crown

Commissioner Pamela Gordon

Commissioner Will Miller

Commissioner Marcia Simpson

Commissioner Geraldine Sumter

Commissioner William Scurry



During the Christmas Holiday, Santa visited with our residents courtesy of Extended Stay Hotels. Above are some photographs from this event.

The Charlotte Housing Authority held the Staff Winter Meeting on December 21, 2012 to hear the CEO's state of the agency address and recognize employees' years of service. Below are a few photographs of this event.





**HOUSING AUTHORITY OF THE CITY OF
CHARLOTTE**

PUBLIC NOTICE

***Regular Board Meeting
BOARD OF COMMISSIONERS***

January 15, 2013

NOTICE is hereby given that a Regular Board meeting of the Board of Commissioners of the Housing Authority of the City of Charlotte will be held on ***January 15, 2013*** as follows:

TIME/DATE: ***5:00 p.m.***
 January 15, 2013

LOCATION: ***Charlotte Housing Authority***
 400 East Boulevard
 Charlotte, NC 28203

A handwritten signature in blue ink, appearing to read 'A. Meachem', is written over a horizontal line.

A. Fulton Meachem, Jr.
President/CEO

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
400 East Boulevard
Charlotte, NC 28203*

January 15, 2013

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 ***December 18, 2012 (p.5)***
5. Resident Advisory Council (RAC) Report **(p.13)**
6. Monthly Reports:
 - CEO Report
 - Operations Dashboard **(p.15)**
7. **Consent Agenda Action Items: (p.19 – 44)**
 - A. Edwin Towers Predevelopment and Award Change Order to Gantt Huberman
 - B. Award Procurement Contract to Walter B. Davis Company
 - C. Tarlton Hills Permanent Utility Easement
 - D. Woodlawn House: Administration Program Budget
 - E. Budget Adoption: 2012 Federal ROSS Family Self Sufficiency Coordinator Grant Budget
 - F. Budget Adoption: 2012 ROSS Service Coordinators Grant Budget
8. **Business Agenda Action Item: (p.46)**
 - A. Election of Officers for the Housing Authority Board of Commissioners
9. **New Business:**

None

***MINUTES FOR
REGULAR
BOARD
MEETING***

**MINUTES OF THE REGULAR BOARD MEETING
OF THE COMMISSIONERS OF THE
HOUSING AUTHORITY OF THE CITY OF CHARLOTTE
HELD ON TUESDAY, DECEMBER 18, 2012**

The Board of Commissioners of the Housing Authority of the City of Charlotte, North Carolina held a regular meeting at: **Charlotte Housing Authority/Southside Homes, 3400 Griffith Street, Charlotte, NC 28203** at 5:00 p.m. Tuesday, December 18, 2012.

Present:

Chairman Joel Ford	Commissioner Nancy Crown
Commissioner Marcia Simpson	Commissioner William Scurry
Commissioner Will Miller	Commissioner Geraldine Sumter

Absent: Commissioner Pam Gordon

Also Present: A. Fulton Meachem, Jr., CEO/President
Mr. Sherrod Banks, Banks Law Firm, General Counsel

Additional Attendees:

Barbara Porter, Executive Assistant (scribe)	Steve Lamphere, Director of Procurement
Heather Franklin, Interim CFO	Zenica Chatman, Corporate Comm. Officer
Shaunté Evans, Interim COO	Alesia Price, Regional Property Manager
Michelle Allen, Interim RED	George Connor, Regional Property Manager
Deborah Clark, Director of Comm. & Research	Cathy Liu, Banks Law Firm
Charlene Wall, Human Resource Director	LaRae Baumann, Project Analyst
John Burns, Client Services Director	Ja'Shaun Brailey, TFP Supervisor
Shawn Williams, Director of HCV	Gwenarda Isley, MTW Coordinator
Alyson Traw, CHA Staff Attorney	Donna Green, RAC Secretary
Marc Gillon, MIS Director	David Jones, former Commissioner
Allison Preston, Resident Safety Manager	Linda Johnson, Legal Aid
Twyla Taylor, Dir. Of Dev/Relocation	Joe Heyward, Asset Manager
Shannon Bodnar, Director of Housing	Janelle Brown, Senior Development Officer
Tomico Evans, Family Support Manager	J. Wesley Daniels, Senior Development Officer

Pledge of Allegiance

Chairman Ford called the meeting to order and led the Pledge of Allegiance.

Chairman Ford acknowledged the conclusion of Commissioner David Jones' term. Commissioner Jones gave parting comments for his term which ended on December 17, 2012. He thanked the Charlotte Housing Authority for nearly 8 years of civil service. Chairman Ford presented him with a plaque.

Public Forum

The public forum was opened. No one came forward to speak. Chairman Ford closed the public forum.

Action:

Motion was made by: Commissioner Scurry
Motion was seconded by: Commissioner Crown
Outcome: Passed unanimously

Chairman Ford introduced Commissioner William Scurry as the newest commissioner.

Review and Approval of the Agenda:

Action:

Motion was made by: Commissioner Simpson
Motion was seconded by: Commissioner Miller
Outcome: Passed unanimously

Consideration to Approve the Minutes for:

- Regular Board Meeting held November 20, 2012

Action:

Motion was made by: Commissioner Crown
Motion was seconded by: Commissioner Simpson
Outcome: Passed unanimously

- Special Board Meeting held November 27, 2012

NOTE: Attorney Sherrod Banks noted he attended via conference call.

Action:

Motion was made to approve with change by: Commissioner Crown
Motion was seconded by: Commissioner Simpson
Outcome: Passed unanimously

Resident Advisory Council (RAC)Report

Ms. Donna Green reported the following:

- There was a successful election in Dillehay Courts. Teresa Hughes is the new president.
- Southside and Tarlton Hills elections were delayed due to low participation.
- Ms. Green stated RAC completed great training in Pigeon Forge.
- RAC expressed thanks to CHA for their support.
- Commissioner Ford inquired what outreach efforts are made in the communities to recruit leadership. Ms. Green responded RAC explained the roles and responsibilities at the community meetings. Commissioner Ford t asked if they went door to door. Ms. Green

answered they put notices on the doors about the meetings and nominations/elections. Commissioner Ford then thanked RAC for their service.

Monthly Reports

CEO Report:

Mr. Meachem noted the Tree Canopy project at Southside Homes to which Deborah Clark spoke in detail regarding the partnership with the City, staff at Southside, Alesia Price, Regional Property Manager and Carl Harris, Director of Construction. There were approximately 150 volunteers present who planted over 200 trees on the property. The City of Charlotte planted another 100 in the right of way. An additional project will occur at Little Rock in February.

Deborah Clark, Director of Communications and Research, introduced Zenica Chatman as the recently hired Corporate Communication Officer.

Mr. Meachem, CEO, spoke about the Board of Commissioners Tour of properties held prior to the December 6th Committee meetings. He also advised he had the opportunity to be the guest speaker at the Homeless Services Network (HSN) Christmas meeting. Mr. Meachem discussed the necessity to streamline operationally at the housing authority and noted there will be potential cuts.

Operations Dashboard

Ms. Shawn Williams, HCV Director, gave the following update:

- There are 4,613 participants with a 94% utilization.
- 107 vouchers to be issued to waitlist applicants; 49 reserved for Project Based Voucher commitments - 10 for Everette House and 39 for Woodlawn House.
- There are currently 123 participants porting in that are searching for housing. There are a total of 1,184 cumulative port-ins.
- The waiting list has 1,547 applicants. Housing Choice Vouchers (HCV) has purged 100. A mass purge will begin next Monday to determine remaining interest.

Commissioner Miller questioned Moore Place and the potential of veterans in units using PBV instead of VASH and for staff to address this issue and correct if necessary.

Chairman Ford asked if Housing Choice Vouchers was anticipating opening up the waiting list. Ms. Williams answered yes when the Yardi application portal is fully operable. HCV Staff will assist in the application process in the community. There is no date scheduled to open the wait list. April or June 2013 are potential opening dates. Commissioner Ford encouraged the CEO to address YARDI software system reports and minimize the impediment. Mr. Meachem indicated the agency is currently looking into YARDI.

Ms. Shannon Bodnar, Director of Housing, gave the following report:

Conventional Public Housing

- There were 19 units turned.
- Occupancy rate above 99%.
- The Tenant Accounts Receivable (TAR) is 98.78%. It dropped slightly, but this is normal at this time of the year. It remained above the target of 96%.
- Vacancy days are at 17 – below the 20 day threshold.

Affordable Properties

- There were 8 units turned.
- Occupancy rate is above 99%.
- TAR is above 99% and turn days are down to 14 which is excellent.

Private

- There were 22 units turned.
- Occupancy rate at 97.86%, but above targeted threshold.
- TAR is typically low during Nov. and Dec. but still above the target 96%.

Commissioner Ford requested an update for Hampton Creste’s performance. Joe Heyward, Asset Manager, responded Hampton Creste is maintaining budget, is at 94% occupancy, and provided a project overview.

Consent Agenda Action Items:

A. CHA Fiscal Year 2013-2014 Moving Forward Annual Plan

- A. Adopt the Fiscal Year 2013-2014 Moving Forward Annual Plan
- B. Approve submission of the Fiscal Year 2013-2014 Moving Forward Annual Plan to HUD

B. Boulevard Homes HOPE VI: Boulevard Phase II

- A. Approve a resolution to authorize investment up to \$250,000 in Boulevard Homes HOPE VI Funds for the Boulevard Phase II project.
- 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 Phase II

Action:

Motion was made for approval by: Commissioner Sumter
Motion was seconded by: Commissioner Miller
Outcome: Passed unanimously

Business Agenda Action Items:

A. Code of Ethics and Standards of Conduct:

Chairman Ford noted that unless there was discussion he would like a motion to move forward with approval of the Code of Ethics and Standards of Conduct. Commissioner Miller requested the follow up information from the City before moving for approval of the Code of Ethics and Standards of Conduct. Attorney Sherrod Banks presented the document the city distributes to

board appointees. The city expects persons to abide by this code of ethics and Standards of Conduct.

Commissioner Sumter asked if the real question is should there be a separate policy from the city. She did not see a conflict with having both since CHA board is bounded by HUD and those items are not included in the City's policy.

Commissioner Miller pointed out that if there was a conflict the City document should take precedence though he did not see a conflict in the document and relies on the attorneys to identify any. Attorney Banks said that he does advise adherence to both.

Commissioner Miller recommended that the Attorney add language to the CHA policy and clarification on definitions. Attorney Banks responded in the affirmative.

Commissioner Miller suggested moving Article VII, number 3 (*other actions or omissions to act that are determined by a 5/7 vote of the Board of Commissioners to be detrimental to the Authority*) to Article VIII Remedies. Commissioner Sumter disagreed. Commissioner Miller asked for a wording change to, at least 5/7 vote, rather than a 5/7 vote. Attorney Banks indicated there were no concerns with making that change. Commissioner Miller then asked for clarification on sanctions, without limitations, of board members. Commissioner Sumter provided an explanation and example.

The motion was made to amend the policy with notation of the at least 5/7 and a sentence that references the city established conflict of interest code. ***Motion carried unanimously.***

B. Board of Governance Policy:

Commissioner Miller indicated he had the same question about the City of Charlotte's policy. Mr. Meachem responded this was taken directly from the city with the exception of the 4 hour rule versus CHA's 2 hour because City has larger staff. Commissioner Miller then asked can all commissioners attend and vote in all committee meetings. Chairman Ford answered yes, that would be appropriate.

Commissioner Miller asked what if a topic/issue isn't clearly defined for a specific committee. Commissioners continued the discussion that concluded the CEO would have discretion to determine the appropriate committee, which Commissioner Miller accepted.

Commissioner Miller's questioned whether the committee chairperson is required to place item on the agenda. Mr. Meachem responded no. Commissioner Sumter noted that Review and Approval Agenda is a standing activity and an opportunity for a commissioner to add an issue or bring up new business in order to be recognized. Mr. Meachem noted this policy piece prevents tying up staff time.

Chairman Ford Moved for adoption of the policy with revisions: 1) under two hour rule it should be board meeting and/or committee and 2) add that all committee members can attend and vote at all committee meetings.

Action:

Motion was made to approve with noted revisions by: Commissioner Sumter
Motion was seconded by: Commissioner Crown
Outcome: Passed unanimously

C. Charlotte Housing Authority Media Policy:

Attorney Sherrod Banks provided overview of documents and the language added since the document was presented at Committee meeting.

Action:

Motion was made by: Commissioner Sumter
Motion was seconded by: Commissioner Crown

Commissioner Miller asked if the City had a similar policy. He thought this was being researched. Attorney Banks said he did not get that instruction in his notes. A discussion ensued regarding speaking as personal opinion.

Outcome: Passed unanimously

A motion was made to suspend CHA Board meeting to go to the Horizon Development Properties, Inc. Board meeting.

Action:

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

New Business

Commissioner Sumter noted the CHA Winter staff meeting is Friday, December 21, 2012 and encouraged commissioners to attend. Ms Porter will send notice to Commissioner Scurry for the address.

Chairman Ford noted that next board meeting is January 15, 2013. Mr. Meachem advised that the Committee meetings will be held January 8, 2013.

Chairman Ford requested a motion for adjournment of the meeting. Motion was made by: Commissioner Crown; seconded by Commissioner Simpson; passed unanimously.

Minutes respectfully prepared by:

Barbara G. Porter
Executive Assistant to the CEO

**RESIDENT
ADVISORY
COUNCIL
(RAC REPORT)**

Resident Advisory Council Report (RAC)

Tuesday, January 15, 2013

On Wednesday, January 9, 2013, there was a special board meeting held to discuss the vacant president position. Donna Green was nominated and accepted the position for President of the Resident Advisory Council. Ms. Sandra Wilbourn accepted the position as Secretary of the Resident Advisory Council. The RAC will continue to move forward to serve lead and empower residents.

Please join us welcoming our newest member of the RAC, Dillehay Courts. They completed their training with RAC on Monday, January 7, 2013.

Commissioner Simpson coordinated a fair housing training for all Resident Organization Presidents which was held on December 12, 2012. CHA will provide RAC with training on bed bugs, and we will provide educational information to residents.

We have an upcoming election at Savannah Woods. Savannah Woods election is on Tuesday, January 22, 2013.

OPERATIONS DASHBOARD

The Charlotte Housing Authority 2012-2013 Operations Dashboard Measure

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	Overall Program Voucher Total
Target	98.0%	4,918	
April '12	94.07%	4,619	
May '12	93.69%	4,600	
June '12	93.87%	4,609	
July '12	93.41%	4,594	
August '12	93.43%	4,595	
September '12	93.86%	4,616	
October '12	93.57%	4,602	
November '12	93.80%	4,613	
December '12	93.86%	4,616	

Program	Base	VONED	VASH	FUP	BLVD	STRAWN	TOTAL	NOTES
Voucher Units	4060	275	185	200	172	26	4918	
Vouchers Utilized	(3850)	-267	(132)	(194)	(172)	(1)	(4616)	
Vouchers Issued	(25)	-4	(37)	-6	0	0	(72)	Searching
Balance by Program	185	4	16	0	0	25	230	Bal. - All Programs

VOUCHER AVAILABILITY

Program	TOTAL
Balance All Programs	230
Special Programs	(45)
In base	185
Strawn Relocation/Tenant Protection	25
To be issued	135
Balance of Vouchers being held for PBS8 commitment	50

Current Utilization	94.83%	97.09%	71.35%	97.00%	100.00%	3.85%	93.86%
Utilization - if all issued vouchers were to be leased up	95.44%	98.55%	91.35%	100.00%	100.00%	3.85%	95.32%

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	Cumulative Number Portables to Charlotte
February '12					
April '12	13	84	1,944	64	1,050
May '12	8	79	1,828	47	1,073
June '12	44	95	1,828	58	1,101
July '12	48	106	1,648	34	1,113
August '12	67	103	1,648	76	1,130
September '12	66	103	1,646	57	1,142
October '12	58	102	1,647	38	1,162
November '12	51	123	1,547	34	1,184
December '12	25	119	1,547	41	1,205

The Charlotte Housing Authority 2012-2013 Operations Dashboard Measure

All Conventional Public Housing Sites - CHA Managed

Maximize Benefit/Cost: Maximize the long-term financial viability of CHA-owned communities.	Occupancy Rate	Collection Loss (QTR)	Total Tenants Accounts Receivable (all outstanding charges)	Tenant Accounts Receivable (uncollected rent without pending action)	Vacancy Turns Make Ready/Lease/Total
Target	96%	2.00%	96%	96%	20 days
April '12 - 21 units turned	98.88%	-	86.83%	98.76%	13+20 = 33 days
May '12 - 31 units turned	99.07%	-	88.08%	99.00%	12+19 = 31 days
June '12 - 21 units turned	98.79%	2.37%	85.18%	99.27%	13+10 = 23 days
July '12 - 20 units turned	99.02%	-	86.43%	99.35%	9+7 = 16 days
August '12 - 20 units turned	98.51%	-	88.06%	99.22%	8+10 = 18 days
September '12 - 29 units turned	99.54%	2.47%	84.69%	99.40%	9+10 = 19 days
October '12 - 21 units turned	99.25%	-	85.57%	99.56%	7+13 = 20 days
November '12 - 19 units turned	99.42%	-	83.74%	98.78%	9+8 = 17 days
December '12 - 16 units turned	99.59%	-	81.48%	98.36%	9+8 = 17 days

(Exclude 13 units turned under renovation project)

(Exclude 52 units turned under renovation project)

**** collection loss report for quarter not ready

^ total does not include private management data

Affordable Properties

Sites include: Grove Place, Oak Valley, Valley View, McAlpine Terrace, Seneca Woods, Glen Cove, Woodlawn	Occupancy Rate	Collection Loss (QTR)	Total Tenants Accounts Receivable (all outstanding charges)	Tenant Accounts Receivable (uncollected rent without pending action)	Vacancy Turns Make Ready/Lease/Total
Target	96%	2.00%	96%	96%	20 days
April '12 - 2 units turned	95.78%	-	78.18%	98.68%	6+32 = 38 days
May '12 - 2 units turned	95.78%	-	77.95%	98.80%	3+4 = 7 days
June '12 - 1 unit turned	96.00%	1.02%	61.79%	98.78%	7+3 = 10 days
July '12 - 7 units turned	96.89%	-	66.79%	99.19%	13+7 = 20 days
August '12 - 7 units turned	96.89%	-	55.73%	99.15%	14+1 = 15 days
September '12 - 10 units turned	97.53%	2.35%	58.78%	98.84%	11+10 = 21 days
October '12 - 6 units turned	98.41%	-	87.49%	98.61%	5+16 = 21 days
November '12 - 8 units turned	99.55%	-	87.14%	99.52%	12+2 = 14 days
December '12 - 8 units turned	99.31%	-	92.68%	98.84%	8+19 = 27 days

**** collection loss report for quarter not ready

The Charlotte Housing Authority 2012-2013 Operations Dashboard Measure

Private Management Companies

Sites include: First Ward, Arbor Glen, Park at Oaklawn, Montgomery Gardens, Nia Point, Rivermere, Stonehaven, Prosperity & McAden	Assisted 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
Target	96%	2.00%	96%	96%	20 days
April '12 - 25 units turned	98.46%	-	93.29%	97.38%	13+5 = 18 days
May '12 - 12 units turned	97.44%	-	92.32%	96.84%	15+8 = 23 days
June '12 - 8 units turned	98.88%	1.02%	93.92%	96.76%	15+7 = 22 days
July '12 - 14 units turned	98.40%	-	94.48%	96.16%	16+5 = 21 days
August '12 - 15 units turned	98.20%	-	92.08%	97.28%	13+17 = 30 days
September '12 - 16 units turned	99.15%	2.35%	92.96%	96.20%	12+12 = 24 days
October '12 - 17 units turned	98.46%	-	93.16%	96.12%	15+14 = 29 days
November '12 - 22 units turned	97.86%	-	92.84%	96.08%	9+8 = 17 days
December '12 - 6 units turned	98.26%	-	87.72%	93.28%	12+20 = 32 days

**** collection loss report for quarter not ready

FY 2012-2013 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%	99%	98%	100%	0	0	0	0
Arbor Glen 50 (25 Section 9 units)	98%	96%	80%	96%	6	20	26	1
Arbor Glen I (60 Section 9 units)	98%	95%	95%	100%	0	0	0	0
Arbor Glen II (40 Section 9 units)	99%	100%	99%	100%	0	0	0	0
Arbor Glen III (12 Section 9 units)	100%	100%	77%	77%	0	0	0	0
	94%	97%	73%	100%	0	0	0	0
Fairmarket Square (16 Section 9 units)	98%	94%	99%	99%	0	0	0	0
First Ward (132 Section 9 units)	97%	100%	91%	91%	0	0	0	0
Hampton Creste (60 section 9 units)	95%	98%	94%	100%	0	0	0	0
McAden Park (30 Section 9 & 30 PBS8 units) - 1 vacant	85%	85%	97%	100%	0	0	0	0
McCreesh Place (63 Section 9 & 27 PBS8 units)	100%	100%	94%	99%	10	21	31	2
**McMullen Woods - (No Assisted Units)	100%	100%	89%	97%	0	0	0	0
Mill Pond (51 PBS8)	93%	100%	84%	99%	0	0	0	0
Montgomery Gardens (20 Section 9 units)	100%	100%	55%	55%	0	0	0	0
Moore Place (34 section 9 and 51 PBS8 units)	99%	99%	87%	87%	16	3	19	1
Nia Point (29 Section 9 units)	100%	100%	98%	100%	0	0	0	0
Park @ Oaklawn (89 Section 9 units)	97%	97%	94%	100%	0	0	0	0
Prosperity Creek (72 Section 9 & 84 PBS8 units)	100%	100%	88%	88%	0	0	0	0
Rivermere (20 Section 9 units)	97%	100%	93%	100%	0	0	0	0
Seigle Point (102 Section 9 & 18 PBS8 units)	94%	97%	84%	97%	0	16	16	1
South Oak (20 Section 9 units)	97%	100%	100%	100%	0	0	0	0
SpringCrott at Ashley Park (18 Section 9 & 18 PBS8 units)	100%	100%	100%	100%	0	0	0	0
Springfield Gardens (22 Section 9 units)	99%	100%	58%	81%	8	73	81	1
Steele Creek (60 section 9 & 60 PBS8 units)	100%	100%	98%	98%	0	0	0	0
Stonehaven East (24 Section 9 units)	95%	100%	68%	68%	0	0	0	0
	97.38%	98.26%	87.72%	93.28%	12	20	32	6

* 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

CONSENT
AGENDA
ACTION
ITEMS

7.A Edwin Towers Predevelopment and Award Change Order to Gantt Huberman

Actions: A. Approve a Resolution for Predevelopment Activities in the Amount of \$625,000 for Edwin Towers Apartments and Utilize Existing Funds in the Edwin Towers Renovation Capital Project for that Purpose.

B. Authorize CHA to Negotiate and Award a Change Order to the Contract to Gantt Huberman for Additional Design Services.



Staff Resource: Carl Harris/Twyla Taylor/Steve Lamphere

Strategic Business: Real Estate Development, Finance and Administration

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

Background/Policy Framework:

Edwin Towers, located in uptown Charlotte, contains 174 units reserved for senior citizens. Built in 1968, Edwin Towers still has many of its original components. In most cases, these original components have exceeded their expected life span. The existing

windows are not insulated and are leaking; the existing HVAC system is based on 1960's technology and interior and exterior lighting is inadequate for the aging population. Modernization of the elevators and installation of a fire sprinkler/fire alarm system are the most recent upgrades at Edwin Towers.

In November 2011, the Board approved a design contract award to Gantt Huberman Architects to prepare a limited scope of improvements that could be done with tenants in place. The scope was limited because it was not feasible to complete a more substantial rehabilitation with tenants in place and a swing space option was not available at the time to relocate the residents. The much-needed limited scope at that time would have placed a hardship on our residents and the work would have had to be performed within the occupied building. This would not have been a good use of manpower, would not have been the most optimal situation for our residents nor would it have allowed us to maximize our funding potential.

Explanation:

In April 2010 the Board authorized the use of Hall House as temporary housing for a three year period to accommodate residents during the renovation of Charlottetown Terrace, Strawn Tower and Parktowne Terrace. The three year period is due to sunset at the end of January 2013 and Hall House will once again be available for occupancy. With the pending vacancy of Hall House, staff devised a plan to prevent the loss of revenue at Hall House while at the same time meeting a need at Edwin Towers. In August 2012, the Board authorized staff to extend the use of Hall House as temporary housing to accommodate Edwin Tower residents during renovation. Moreover, by using Hall House as swing space, staff will have the opportunity to not only complete the approved (limited) scope but also presents an opportunity to expand the scope.

The expanded scope will incorporate work outlined in the most recent Physical Needs Assessment for Edwin Towers last updated July 2012. The following chart shows the approved original limited scope and the proposed expanded scope:

Original Limited Scope	Expanded Additional Scope
New windows and building glass throughout	Reconfiguration of the ground floor in order to make better use of the space
New building HVAC systems	Interior painting to include all of the corridors and common areas
Kitchen upgrades to include; cabinets, countertops, light fixtures, new appliances throughout	New exterior and interior lighting
Minor electrical and plumbing upgrades	Asbestos containing materials (ACM) abatement of the vinyl composite tile flooring (VCT) in all corridors and common areas, and mold abatement
Interior painting of all units	New flooring throughout
	Demolition and removal of the antiquated equipment which would include replacement of all the cast iron plumbing lines that are failing

	Bathroom upgrades to include; sinks, tubs, toilets, and flooring
	Upgrade generator and all electrical panels, switches, and receptacles
	New solar reflecting thermoplastic polyolefin roof (TPO)
	Repairs to spaulding and cracked concrete columns, exterior painting of the building
	Exterior improvements-landscaping and paving
	Construction of a dumpster enclosure

Staff is requesting approval to use \$625,000 of its existing funding in the Edwin Towers Capital Renovation Project to fund predevelopment costs for the following activities:

- Additional design work by the architect
- Basic LEED certified
- Bed bug treatment
- Hall House unit preps
- Relocation of residents
- Asbestos Containing Materials (ACM) survey
- Legal notice for project bidding

The benefits of being able to combine the scopes discussed above into a new expanded scope would provide a more pleasant and safer environment for our residents and a better use of funding. A budget amendment is not necessary because these funds currently exist as they were previously approved as part of the November 2011 project budget. Funds utilized for predevelopment will be replaced when the expanded capital project is brought forth in June 2013. A request for budget approval will also be discussed once bids have been received and a construction budget for the expanded scope has been finalized.

Additionally, the approval of this action item will approve a change order of \$86,000 to the architect's contract for design services.

Committee Discussion:

This item was discussed at the Development Committee Meeting on January 8, 2013. It was approved unanimously for the January 15, 2013 regular Board meeting consent agenda.

Funding:

Edwin Towers Renovation Capital Project Budget

Attachment:

Resolution

RESOLUTION

APPROVE A RESOLUTION FOR PREDEVELOPMENT ACTIVITIES IN THE AMOUNT OF \$625,000 FOR EDWIN TOWERS APARTMENTS AND UTILIZE EXISTING FUNDS IN THE EDWIN TOWERS RENOVATION CAPITAL PROJECT FOR THAT PURPOSE AND AUTHORIZE CHA TO NEGOTIATE AND AWARD A CHANGE ORDER TO THE CONTRACT TO GANTT HUBERMAN FOR ADDITIONAL DESIGN SERVICES.

WHEREAS, the Charlotte Housing Authority has requirements for predevelopment activities associated with the Edwin Towers Renovation. These activities will include; additional design work by the architect, bed bug treatment for movement of residents from Edwin Towers to Hall House and back to Edwin Towers, Hall House unit turns, relocation of residents, and an asbestos containing materials survey;

WHEREAS, staff will use existing funding in the Edwin Towers Capital Renovation Project to fund the predevelopment costs;

WHEREAS, all regulatory and statutory requirements have been met;

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

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners does hereby approve this Resolution for predevelopment activities associated with the Edwin Towers Renovation and award change order to Gantt Huberman for additional design services.

THEREFORE, BE IT ALSO RESOLVED that the Chief Executive Officer (CEO) or his/her designee may transfer funds as provided below. All such transfers must be consistent with state or federal laws and local board policies. The CEO or his/her designee must report any such transfers at the regular meeting of the board at which the budget to actual results are discussed and transfers between functions must be entered in the minutes of that meeting.

1. The CEO or his/her designee may transfer between sub-functions and objects of expenditure within a function.
2. The CEO or his/her designee may transfer amounts not to exceed \$100,000 between functions.
3. The CEO or his/her designee may not transfer any amounts between programs or increase the total amount of a program.

RECORDING OFFICER'S CERTIFICATION

I, A. Fulton Meachem, Jr., the duly appointed 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 January 15, 2013.

BY: _____
A. Fulton Meachem, Jr.
Secretary

7.B Meadow Oaks - Award Procurement Contract to Walter B. Davis Company

Action: Authorize CHA to Negotiate and Award a Procurement Contract for Kitchen & Bath Renovations for Meadow Oaks Apartments to Walter B. Davis Company, Not to Exceed \$162,144 (Which Includes Contingency).



Staff Resource: Steve Lamphere/Carl Harris

Strategic Business: Finance and Administration/Capital Assets

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

Background/Policy Framework:

Meadow Oaks is located in east Charlotte, contains 32 units and was built in 1979. On June 15, 2010, the CHA Board of Commissioners approved the final update to the CHA Procurement Policy requiring 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:

Dollar Threshold Procurement Classification

\$100,000	New Construction and Substantial Rehabilitation contracts.
\$50,000	Professional 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.

Explanation:

Board approval is required for Walter B. Davis Company to be awarded the Kitchen & Bath Renovations Project at the Meadow Oaks Apartments. This project exceeds the total dollar threshold for the twelve month period The project includes replacement of the wall and base cabinets, countertops, and sinks in the kitchen. The bath renovation will include replacement of the tile, tub, and shower surrounds, vanity cabinets, counters, and sink. CHA Staff followed procurement regulations in soliciting bids. Eight companies responded. Walter B. Davis Company, an MWBE, is the lowest bidder.

<u>Contract Number</u>	<u>Cost</u>	<u>Vendor</u>	<u>Total Approved To Date</u>
PO Pending	\$162,144	Walter B. Davis Company	\$0

Summary of Bids:

VENDOR	BID AMOUNT
Walter B. Davis Company	\$147,403
Goodwill Industries of the Southern Piedmont	\$156,280
Matt Construction	\$159,875
Five Star Construction	\$174,500
Tile By Design, Inc.	\$175,000
Black Contracting, Inc.	\$206,200
Ceiling & Flooring Restorations, Inc	\$226,000
Herbster Homes, Inc.	\$246,004

Committee Discussion:

This item was discussed at the Development Committee Meeting on January 8, 2013. It was approved unanimously for the January 15, 2013 regular Board meeting consent agenda.

M/WBE & Section 3 Consideration:

This contractor/vendor is: M/WBE M/WBE Joint Venture Neither
M/WBE subcontracting goal: 20% (Bid amount; \$147,403; proposed Section 3 amount; (\$29,100))

This contractor/vendor is: Section 3 Business Section 3 Joint Venture Neither
Section 3 subcontracting goal: 12% (Bid amount; \$147,403; proposed Section 3 amount; \$17,100)

Explanation if less than HUD mandated goals:

Number of new hires anticipated: 1

Number of Section 3 resident new hires: 1

Funding:

MTW

Attachment:
Resolution

RESOLUTION

AUTHORIZE CHA TO NEGOTIATE AND AWARD A PROCUREMENT CONTRACT FOR KITCHEN & BATH RENOVATIONS AT MEADOW OAKS APARTMENTS TO WALTER B. DAVIS COMPANY NOT TO EXCEED \$162,144 (WHICH INCLUDES CONTINGENCY).

WHEREAS, the CHA has a requirement for the kitchen and bath renovations;

WHEREAS, the CHA has conducted the solicitation process in accordance with our Procurement Policy;

WHEREAS, the CHA now desires to move forward with the award of a contract and purchase order to Walter B. Davis Company for the Kitchen & Bath Renovations Project at Meadow Oaks Apartments;

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners does hereby approve this resolution to authorize the CEO to award Walter B. Davis Company, a Contract and a Purchase Order for the Kitchen & Bath Renovations Project at Meadow Oaks Apartments.

RECORDING OFFICER'S CERTIFICATION

I, A. Fulton Meachem, Jr., the duly appointed 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 January 15,2013.

BY: _____

A. Fulton Meachem, Jr.
Secretary

(SEAL)

7.C Tarlton Hills Permanent Utility Easement

Action: Authorize CHA to Grant a Temporary Construction Easement and Permanent Utility Easement to the City of Charlotte for the West 5th Street Streetscape Project.



Figure 1 Proposed easement area



Figure 2 Proposed light fixture

Staff Resources: Carl Harris/Twyla Taylor

Strategic Business: Real Estate Development

Strategic Goal: Ensure Long-Term Financial Viability.

Background/Policy Framework:

Tarlton Hills is a 50 unit apartment community located off Interstate 77 between Frazier Avenue and West 5th Street.

CHA is in the process of determining the likelihood of Tarlton Hills qualifying for a Choice Neighborhood Implementation (CNI) Grant. If qualified, the proposed easement should not have a bearing on the site due to the size (54 sq. ft.) and location of the easement as indicated in Figure 1. In fact, the project itself may qualify as part of the leveraging needed to win a Grant.

Explanation:

The City of Charlotte is requesting a temporary construction easement and permanent utility easement on the Tarlton Hills property. The easement is needed for a planned streetscape project where the City is in the process of finalizing the design that will make critical improvements to the Beatties Ford Road Corridor. In addition, the project will

provide connectivity between the Johnson C. Smith University area and Downtown Charlotte and improve pedestrian and bike passage along the Corridor. The overall purpose is to provide identified infrastructure improvements to a distressed business corridor.

The permanent utility easement will allow for utility, electric and telephone lines (together with associated poles, wires, anchors, cables, conduits, transformers and other necessary apparatus and appliances). Due to the limited space needed an appraisal was not conducted however the City is offering \$100.00 as the gross proceeds for the sale. This amount was based on the tax value of the property as noted in the Mecklenburg County tax records. Moreover, any approval by CHA of the temporary construction easement will be predicated on the City restoring the land to a like condition including all landscaping and plantings at no cost to CHA.

Committee Discussion:

This item was discussed at the Development Committee Meeting on January 8, 2013. It was approved unanimously for the January 15, 2013 regular Board Meeting Consent Agenda.

Community Input:

N/A

Summary of Bids:

N/A

Section 3/MWBE Consideration:

N/A

Funding:

None; the City of Charlotte is responsible for all construction and restoration costs.

Attachments:

Resolution

Survey

Map of Area

RESOLUTION

APPROVE A RESOLUTION TO AUTHORIZE CHA TO GRANT A TEMPORARY CONSTRUCTION EASEMENT AND PERMANENT UTILITY EASEMENT TO THE CITY OF CHARLOTTE FOR THE WEST 5th STREET STREETScape PROJECT.

WHEREAS, Tarlton Hills is a 50 unit apartment community located off Interstate 77 between Frazier Avenue and West 5th Street;

WHEREAS, CHA is in the process of determining the likelihood of Tarlton Hills qualifying for a Choice Neighborhood Implementation Grant;

WHEREAS, the City of Charlotte is requesting a temporary construction easement and permanent utility easement (54 sq. ft.) on the Tarlton Hills property for a planned streetscape project;

WHEREAS, the proposed easement should not impact the Choice Neighborhood Implementation Grant due to the size and location of the easement;

WHEREAS, the City is in the process of finalizing the design that will make critical improvements to the Beatties Ford Road Corridor;

WHEREAS, this project will provide connectivity between the Johnson C. Smith University area and Downtown Charlotte and improve pedestrian and bike passage along the Corridor;

WHEREAS, the permanent utility easement will allow for utility, electric and telephone lines (together with associated poles, wires, anchors, cables, conduits, transformers and other necessary apparatus and appliances);

WHEREAS, due to the limited space needed an appraisal was not conducted however the City is offering \$100.00 as the gross proceeds for the sale. This amount was based on the tax value of the property as noted in the Mecklenburg County tax records;

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners of the Housing Authority of the City of Charlotte, North Carolina on the 15th day of January 2013, does hereby approve this Resolution to grant a temporary construction easement and permanent utility easement to the City of Charlotte at a cost of \$100.00.

RECORDING OFFICER'S CERTIFICATION

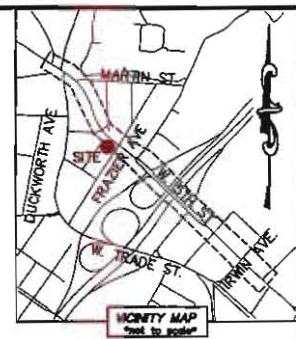
I, A. Fulton Meachem, Jr., the duly appointed Secretary of the Housing Authority of the City of Charlotte, North Carolina, do hereby certify that this Resolution was properly adopted at a regular meeting held January 15, 2013.

(SEAL)

BY: _____
A. Fulton Meachem, Jr.
Secretary

I, DAVID H. SNIDER, CERTIFY THAT THIS PLAT WAS PREPARED UNDER MY SUPERVISION AND THAT THE PLAT WAS PREPARED FOR THE PURPOSE OF ACQUISITION AND EASEMENTS ONLY, AND IS NOT INTENDED TO BE A BOUNDARY SURVEY OF PROPERTY SHOWN.

David H. Snider 10/22/12
 DAVID H. SNIDER, NC P.L.S. L-2942 DATE



- NOTE:
- 1) BEARINGS AND DISTANCE SHOWN IN PARENTHESIS ARE BASED ON RECORDED INFORMATION.
 - 2) COMPUTED PROJECT DISTANCE - *
 - 3) TOTAL AREA 59,778 SQ.FT.
 - 4) TEMP. CONSTRUCTION EASEMENT 98 SQ.FT.
 - 5) UTILITY EASEMENT 54 SQ.FT.
 - 6) TOTAL AREA REMAINING 59,778 SQ.FT.

STATE OF NORTH CAROLINA
 COUNTY OF MECKLENBURG

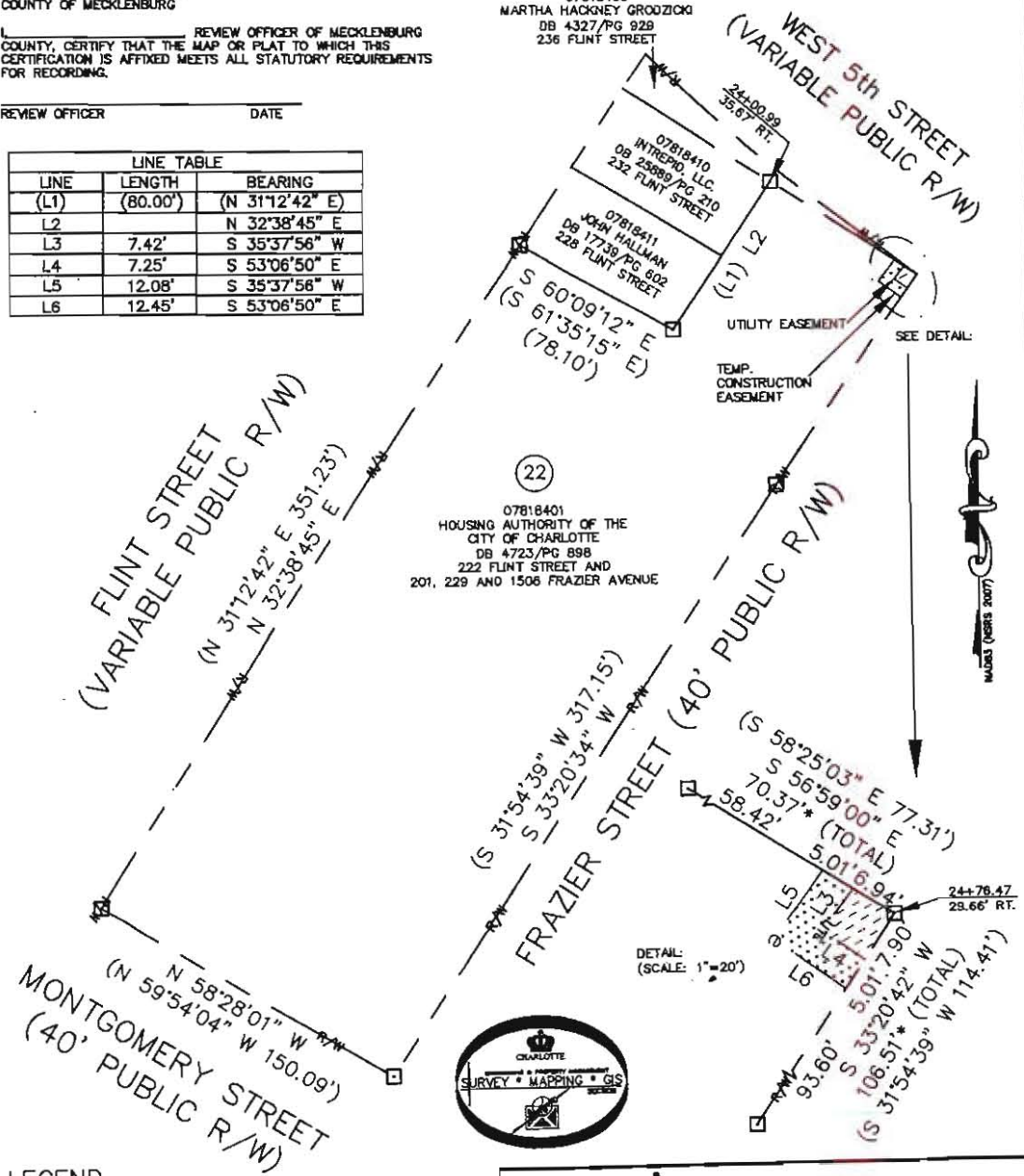
REVIEW OFFICER OF MECKLENBURG COUNTY, CERTIFY THAT THE MAP OR PLAT TO WHICH THIS CERTIFICATION IS AFFIXED MEETS ALL STATUTORY REQUIREMENTS FOR RECORDING.

REVIEW OFFICER _____ DATE _____

LINE	LENGTH	BEARING
(L1)	(80.00')	(N 31°12'42" E)
L2		N 32°38'45" E
L3	7.42'	S 35°37'56" W
L4	7.25'	S 53°06'50" E
L5	12.08'	S 35°37'56" W
L6	12.45'	S 53°06'50" E

07818409
 MARTHA HACKNEY GRODZICKI
 DB 4327/PG 929
 236 FLINT STREET

07818401
 HOUSING AUTHORITY OF THE CITY OF CHARLOTTE
 DB 4723/PG 898
 222 FLINT STREET AND
 201, 229 AND 1506 FRAZIER AVENUE



LEGEND

COMPUTED POINT □

PROPERTY LINES ———

EXISTING RIGHT-OF-WAY ——— R/W

UTILITY EASEMENT ——— UTE

TEMP. CONSTRUCTION EASEMENT ——— e

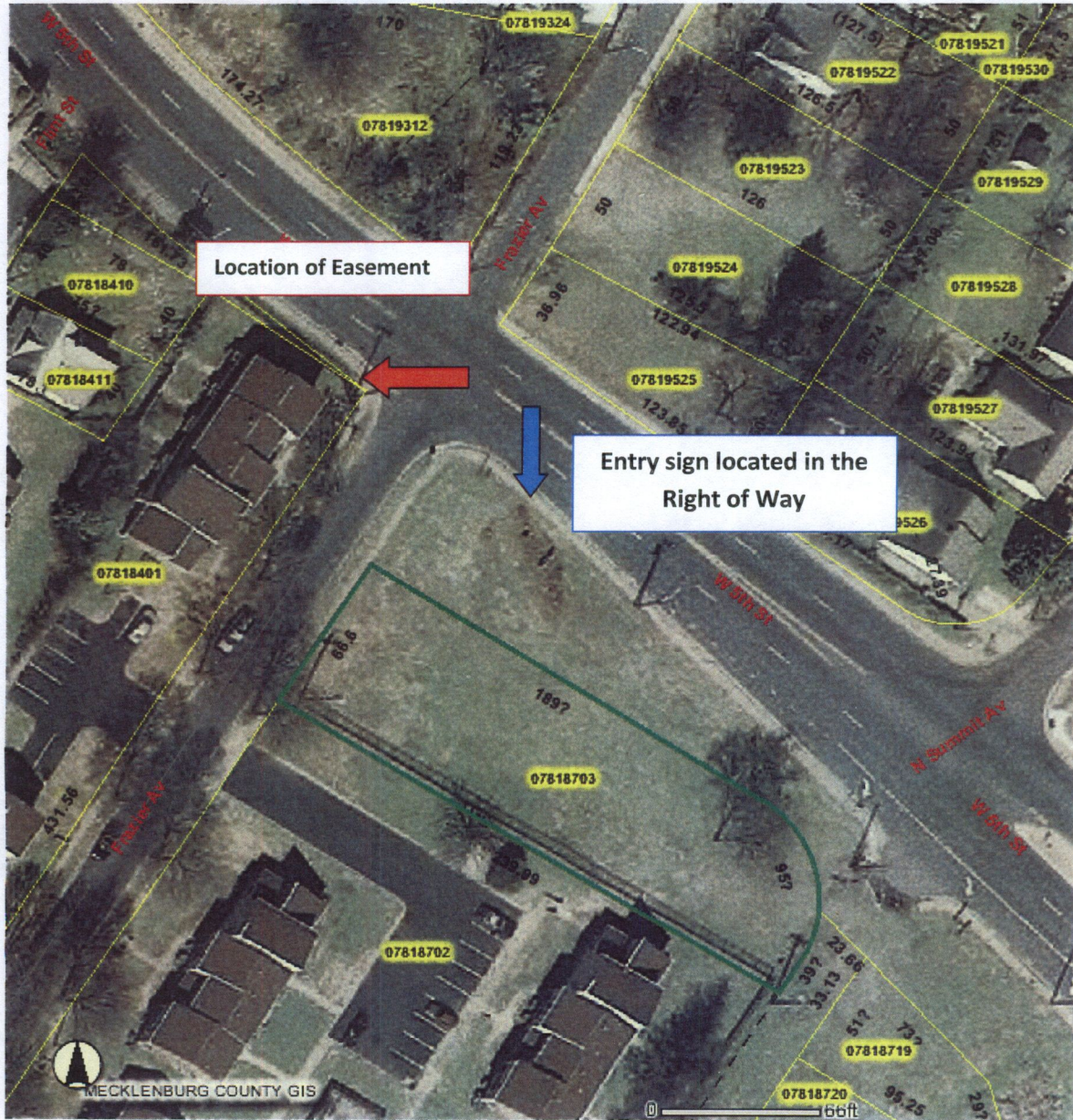
TEMP. CONSTRUCTION EASEMENT [Hatched Box]

UTILITY EASEMENT [Dotted Box]

PREPARED BY:
 CITY OF CHARLOTTE
 ENGINEERING & PROPERTY MANAGEMENT
 600 EAST FOURTH STREET
 CHARLOTTE, NC 28202
 704-336-2291

REVISIONS		JOB NO.
WEST 5TH STREET STREETSCAPE		512-10-023
PROPERTY ACQUISITION OWNER: HOUSING AUTHORITY OF THE CITY OF CHARLOTTE CHARLOTTE, MECKLENBURG CO., NC		FILE NO. 078-184-01
DRAWN BY LG	CHECKED BY DHS	SHEET 1
DATE	SURVEY SLIP NO.	OF 1
K:\AUTOCAD\EN_SU-LD4\210023\DWG\5THSTREET\PLATSC3D12.DWG		

Tarleton Hills Easement



**7.D Woodlawn House
Budget Amendment: Administration Program Budget**

Action: Approve a Resolution Which Amends the Administration Program Budget for \$208,000 for HVAC Piping Insulation And Unit Preparation at Woodlawn House Apartments for the Fiscal Year Ending March 31, 2013. (Last Amended by Resolution No. 2075)



Staff Resource: Heather Franklin

Strategic Business: Finance and Administration

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

Background/Policy Framework:

Woodlawn House Apartments was acquired by CHA in 2009. Since that time the project has undergone extensive renovations totaling \$8,365,756 which was funded by the City of Charlotte, Neighborhood Stabilization Program and Moving to Work funds. Improvements to the building included new flooring throughout the units and common areas, kitchen retrofit including appliances, new windows and doors, replacement of selective and damaged drywall, installation of a new high energy efficient chiller. Work also included modernization of two (2) existing elevators, laundry room upfits on each floor and six (6) units converted to handicap accessible units.

With a total of 104 apartments, the initial unit mix included 52 Section 9 apartments and 52 units reserved for the Project Based Section 8 program. Renovations were completed in January 2011. At that time CHA requested and subsequently received authorization from HUD to delay placing the Project Based Vouchers on the units

for one (1) year in order to utilize the apartments as temporary housing for the Strawn Tower and Parktowne Terrace renovations.

Explanation:

During the summer due to the high energy efficient chiller staff observed damp drywall near the mechanical closets within some of the units. An inspection revealed that the existing mechanical lines had insufficient insulation and the output of the chiller caused the lines to condensate. The work required to correct this deficiency must be completed while the units are vacant due to asbestos containing materials (ACM) in the drywall. In late August, staff decided an opportune time to complete this work would be when the temporary relocatees return to their original sites. We anticipate the relocation to take place in January 2013 whereby approximately 50% of the units will be vacant.

To correct the pipe insulation deficiency, mold abatement and remediation must be conducted in and around the mechanical closets of each apartment. Each closet will be contained by utilizing an air filtration device (AFD) to capture any mold spores that may have become airborne. The mechanical units will also be hand wiped with a fungicide to eliminate mold spores and asbestos dust. Finally, testing will be conducted to ensure the results are within acceptable State /Federal guidelines. All exposed chill water pipes will be sufficiently insulated to prevent further condensation. All closets will be returned to the existing finish and the units will be prepped for occupancy upon completion of the work.

To maintain the scope of the warranty from the recent renovations it is our intent to sole source the mechanical improvements to the original HVAC contractor and the ACM testing and remediation to the contractor that performed the previous work. For work outside of their expertise we will use a contractor from our approved list of vendors in accordance with our Procurement Policy.

The project will be financed with MTW funds. In Exhibit A, Fund Balance Appropriated - MTW Funds is increased by \$208,000 and Operating Transfers Out – Capital Projects is increased by \$208,000.

Committee Discussion:

This item was discussed at the Committee Meeting on January 8, 2013. It was approved unanimously for the January 15, 2013 regular Board meeting consent agenda.

Funding:

MTW funding

Attachments:

Resolution
Exhibit A to Resolution

RESOLUTION

TO AMEND THE ADMINISTRATION PROGRAM BUDGET FOR \$208,000 FOR HVAC PIPING INSULATION AND UNIT PREPARATION AT WOODLAWN HOUSE APARTMENTS FOR THE FISCAL YEAR ENDING MARCH 31, 2013. (LAST AMENDED BY RESOLUTION NO. 2075)

WHEREAS in Exhibit A, Fund Balance Appropriated - MTW Funds is increased by \$208,000 and Operating Transfers Out – Capital Projects is increased by \$208,000 for the rehabilitation at Woodlawn House Apartments;

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, 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.

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

THEREFORE, BE IT ALSO RESOLVED that the CEO or his/her designee may transfer funds as provided below. All such transfers must be consistent with state or federal laws and local board policies. The CEO or his/her designee must report any such transfers at the regular

meeting of the board at which the budget to actual results are discussed and transfers between functions must be entered in the minutes of that meeting.

1. The CEO or his/her designee may transfer between sub-functions and objects of expenditure within a function.
2. The CEO or his/her designee may transfer amounts not to exceed \$100,000 between functions.
3. The CEO or his/her designee may not transfer any amounts between programs or increase the total amount of a program.

RECORDING OFFICER'S CERTIFICATION

I, A. Fulton Meachem, the duly appointed 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 January 15, 2013.

BY: _____
A Fulton Meachem
Secretary

Exhibit A

REVENUE:	April 2012 - March 2013 ADMINISTRATION	REVISION	April 2012 - March 2013 ADMINISTRATION
Section 8 Fees	1,360,476		1,360,476
MTW Funds	5,602,615		5,602,615
Other Revenue	2,176,545		2,176,545
Public Housing Fees	788,095		788,095
Maintenance Operations	484,527		484,527
Capital Fund Fees	367,380		367,380
Horizon Fees	481,027		481,027
First Ward Income	396,050		396,050
Social Services Fees	741,550		741,550
TOTAL REVENUE	12,398,265		12,398,265
Other Sources			
Fund Balance Appropriated-MTW Funds	21,410,734	208,000	21,618,734
Fund Balance Appropriated-COCC	303,365		303,365
Fund Balance Appropriated-Land Sale Proceeds	356,474		356,474
TOTAL OTHER SOURCES	22,070,573	208,000	22,278,573
TOTAL REVENUE AND OTHER SOURCES:	34,468,838	208,000	34,676,838
EXPENDITURES:			
Salaries/Benefits	4,634,277		4,634,277
Operating Costs	7,377,362		7,377,362
Utilities	174,707		174,707
Capital Outlay	25,000		25,000
TOTAL EXPENDITURES:	12,211,346	-	12,211,346
Other Uses:			
Operating Transfers Out -Capital Projects	13,547,460	208,000	13,755,460
Operating Transfers Out -AMPS	743,757		743,757
Operating Transfers Out -MTW	2,488,826		2,488,826
Loans To Others	5,477,449		5,477,449
TOTAL OTHER USES:	22,257,492	208,000	22,465,492
TOTAL EXPENDITURES AND OTHER USES:	34,468,838	208,000	34,676,838

7.E Budget Adoption: 2012 Federal Resident Opportunities and Self-Sufficiency (ROSS) Family Self Sufficiency Coordinator Grant Budget

Action: Approve a Resolution to adopt the 2012 Federal ROSS Family Self Sufficiency Coordinator (FSSR) Grant budget.

Staff Resource: Heather Franklin

Strategic Business: Finance and Administration

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

Background/Policy Framework:

Each year CHA applies for the Resident Opportunities and Self-Sufficiency Family Self Sufficiency Coordinator Grant. The purpose of the grant is to coordinate supportive services and other activities designed to help elderly/disabled residents to increase their quality of life, while allowing them to age-in-place independently.

Explanation:

The Board, acting through its delegated officers, has the primary responsibility for ensuring that the organization is operated in an efficient and economical manner and that its financial integrity is maintained. This responsibility is exercised through the review, approval and control of the Grant Budget. This Board Agenda Item is the formal resolution related to the Board adopting the 2012 Federal ROSS FSSR Grant budget as shown in Exhibit A.

Committee Discussion:

This item was discussed at the January 8, 2013 Finance and Audit Committee Meeting and approved unanimously for the January 15, 2013 regular Board of Commissioners meeting consent agenda.

Summary of Bids:

None

Section 3/MWBE Consideration:

None

Funding:

2012 Federal ROSS- FSSR Grant Budget

Attachments:

Resolution

Exhibit A for Resolution

RESOLUTION
TO ADOPT THE 2012 FEDERAL RESIDENT OPPORTUNITIES SELF-SUFFICIENCY (ROSS) FAMILY SELF-SUFFICIENCY COORDINATOR (FSSR) GRANT BUDGET

WHEREAS, in Exhibit A the Interim Chief Financial Officer has submitted the 2012 Federal Resident Opportunities Self-Sufficiency (ROSS) Family Self-Sufficiency (FSSR) Coordinator Grant Budget

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

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

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners does hereby approve this resolution for the 2012 Federal ROSS FSSR Grant Budget attached hereto as Exhibit A.

THEREFORE, BE IT ALSO RESOLVED that the Chief Executive Officer (CEO) or his/her designee may transfer funds as provided below. All such transfers must be consistent with state or federal laws and local board policies. The Authorized Signatories must report any such transfers at the regular meeting of the board at which the budget to actual results are discussed and transfers between functions must be entered in the minutes of that meeting.

1. The CEO may transfer between sub-functions and objects of expenditure within a function.
2. The CEO may transfer amounts not to exceed \$50,000 between functions.
3. The CEO may not transfer any amounts between funds or increase the total amount of a fund.

RECORDING OFFICER'S CERTIFICATION

I, A. Fulton Meachem, Jr., the duly appointed 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 January 15, 2013.

BY: _____
A. Fulton Meachem, Jr.
Interim Secretary

2012 Resident Opportunity & Self Sufficiency (ROSS) Family Self Sufficiency Coordinator (FSSR) Grant

Resolution No.

Exhibit A

Grant # NC003RFS017A012		
		2012
		ROSS
		FSSR GRANT
	REVENUE from HUD	65,000
	PROGRAM COORDINATOR	65,000

	TOTAL OF GRANT	65,000

7.F Budget Adoption: 2012 Resident Opportunities and Self-Sufficiency (ROSS) Service Coordinators Grant Budget

Action: Approve a Resolution to adopt the 2012 ROSS Service Coordinators Grant Budget.
--

Staff Resource: Heather Franklin

Strategic Business: Finance and Administration

Strategic Goal: Ensure the Authority’s long-term financial viability.

Background/Policy Framework:

CHA applied for and received the ROSS Service Coordinators grant which will fund service coordination activities for three of the senior/disabled communities: Strawn Apartments, Parktowne Terrace and Edwin Tower. The purpose of the grant is to coordinate supportive services and other activities designed to improve the living conditions of our participants, while allowing them to maintain independent living and avoid placement in a full-care facility.

Explanation:

The Board of the Charlotte Housing Authority, acting through its delegated officers, has the primary responsibility for ensuring that the organization is operated in an efficient and economical manner and that its financial integrity is maintained. This responsibility is exercised through the review, approval and control of the Grant Budget. This board agenda item is the formal resolution related to the board adopting the 2012 ROSS Service Coordinators Grant budget as shown in Exhibit A.

This 2012 ROSS grant has been awarded through the next three years, expiring August 25, 2016. It will cover the salaries and related expenses of three service coordinators for each of these three years.

Committee Discussion:

This item was discussed at the January 8, 2013 Finance and Audit Committee Meeting and approved unanimously for the January 15, 2013 regular Board of Commissioners meeting consent agenda.

Community Input:

None

Section 3/MWBE Consideration:

None

Funding:

2012 ROSS Service Coordinators Grant Budget

Attachments:

Resolution
Exhibit A for Resolution

**RESOLUTION
TO ADOPT THE 2012 RESIDENT OPPORTUNITIES AND SELF-
SUFFICIENCY (ROSS) SERVICE COORDINATORS GRANT BUDGET.**

WHEREAS, in Exhibit A the Interim Chief Financial Officer has submitted the 2012 Resident Opportunities Self-Sufficiency (ROSS) Service Coordinators Grant Budget

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

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

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners does hereby approve this resolution for the 2012 ROSS Service Coordinators Grant Budget attached hereto as Exhibit A.

THEREFORE, BE IT ASO RESOLVED that the Chief Executive Officer (CEO) or his/her designee may transfer funds as provided below. All such transfers must be consistent with state or federal laws and local board policies. The Authorized Signatories must report any such transfers at the regular meeting of the board at which the budget to actual results are discussed and transfers between functions must be entered in the minutes of that meeting.

1. The CEO may transfer between sub-functions and objects of expenditure within a function.
2. The CEO may transfer amounts not to exceed \$50,000 between functions.
3. The CEO may not transfer any amounts between funds or increase the total amount of a fund.

RECORDING OFFICER'S CERTIFICATION

I, A. Fulton Meachem, Jr., the duly appointed Secretary of the Housing Authority of the City of Charlotte, North Carolina, do hereby certify this resolution was properly adopted at a regular meeting held January 15, 2013.

BY: _____
A. Fulton Meachem, Jr.
Secretary

**2012 Resident Opportunity & Self Sufficiency
Service Coordinators GRANT**

Exhibit A

Grant # NC003RPS040A012		
		2012 ROSS FUND GRANT
	REVENUE from HUD	729,000
	PROGRAM COORDINATOR	621,000
	TRAINING COSTS	18,000
	ADMINISTRATIVE COSTS	90,000

	TOTAL OF GRANT	729,000

***BUSINESS
AGENDA
ACTION
ITEMS***

8.A Election of Officers for the Housing Authority Board of Commissioners

Action: Elect a Chairperson and Vice-Chairperson for the Charlotte Housing Authority Board of Commissioners for Calendar Year 2013 According to Authority By-Laws.

Staff Resource: NA

Strategic Business: NA

Strategic Goal: NA

Background/Policy Framework:

According to Section 8-*Election or Appointment* of the By-Laws of the Housing Authority of the City of Charlotte, the Chairman and Vice-Chairman shall be elected at the annual meeting of the Authority from among the Commissioners of the Authority, and shall hold office while Commissioners of the Authority for one year or until their successors are elected and qualified.

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

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

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

*Charlotte Housing Authority
400 East Boulevard
Charlotte, NC 28203*

January 15, 2013

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 HDP, Inc. Board meeting held on ***December 18, 2012 (p.49)***
3. **Consent Agenda Action Item: (p.50)**
 - A. Horizon Development Properties, Inc. – Woodlawn House Remediation Budget Amendment: Woodlawn House Apartments Capital Project

**MINUTES OF THE HORIZON DEVELOPMENT PROPERTIES, INC
BOARD OF DIRECTORS MEETING HELD ON
TUESDAY, DECEMBER 18, 2012**

Regular Meeting:

Review and Approval of the Agenda:

Chairman Ford requested for any changes/additions to the agenda.

ACTION:

Motion was made to approve the agenda as submitted by: Commissioner Crown
Motion was seconded by: Commissioner Sumter
Outcome: Passed unanimously

Consideration to Approve the Minutes for:
Regular HDP, Inc board meeting held on **November 20, 2012**

ACTION:

Motion was made to approve as submitted by: Commissioner Sumter
Motion was seconded by: Commissioner Simpson
Abstain: Commissioner Scurry
Outcome: Passed

Consent Agenda Action Item:

3.A Mill Pond Charlotte, LLC

Approve the adoption of the Mill Pond Charlotte, LLC operating budget for the calendar year ending December 31, 2013.

ACTION:

Motion was made to approve by: Commissioner Sumter
Motion was seconded by: Commissioner Simpson
Outcome: Passed unanimously

Motion was made to adjourn the HDP, Inc. to convene the Horizon Acquisition by: Commissioner Sumter; seconded by: Commissioner Simpson; outcome: passed unanimously.

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

**3.A Horizon Development Properties - Woodlawn House Remediation
Budget Amendment: Woodlawn House Apartments Capital Project**

**Actions: A. Authorize CHA to Spend \$208,000 for HVAC Piping
Insulation and Unit Preparation.**

**B. Approve an Amendment to the Woodlawn House
Apartments
Capital Project Budget.**



Staff Resources: Carl Harris/Twyla Taylor/Heather Franklin

Strategic Business: Real Estate Development, Finance & Administration

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

Background/Policy Framework:

Woodlawn House Apartments was acquired by CHA in 2009. Since that time the project has undergone extensive renovations totaling \$8,365,756 which was funded by the City of Charlotte, Neighborhood Stabilization Program and Moving to Work funds. Improvements to the building included new flooring throughout the units and common areas, kitchen retrofit including appliances, new windows and doors, replacement of selective and damaged drywall, installation of a new high energy efficient chiller. Work also included modernization of two (2) existing elevators, laundry room upfits on each floor and six (6) units converted to handicap accessible units.

Woodlawn contains a total of 104 apartments, the initial unit mix included 52 Section 9 apartments and 52 units reserved for the Project Based Section 8 program. Renovations to all 104 units were completed in January 2011. At that time CHA requested and subsequently received authorization from HUD to delay placing the Project Based

Vouchers on the units for one (1) year in order to utilize the apartments as temporary housing for the Strawn Tower and Parktowne Terrace renovations as there were no other relocation options at that time other than placing residents in hotels.

Explanation:

During this past summer season, staff observed damp drywall near the mechanical closets within some of the units. An inspection revealed that the existing mechanical lines had insufficient insulation and the output of the high energy efficient chiller which was installed as part of the renovation caused the lines to condensate. The work required to correct this deficiency must be completed while the units are vacant due to asbestos containing materials (ACM) in the drywall. In late August, staff decided an opportune time to complete this work would be when the temporary relocatees return to their original sites and thereby anticipated the relocation to take place in January 2013 when approximately 50% of the units will be vacant.

To correct the pipe insulation deficiency, mold abatement and remediation must be conducted in and around the mechanical closets of each apartment. Each closet will be contained by utilizing an air filtration device (AFD) to capture any mold spores that may have become airborne. The mechanical units will also be hand wiped with a fungicide to eliminate mold spores and asbestos dust. Finally, testing will be conducted to ensure the results are within acceptable State /Federal guidelines. All exposed chill water pipes will be sufficiently insulated to prevent further condensation. All closets will be returned to the existing finish and the units will be prepped for occupancy upon completion of the work.

To maintain the scope of the warranty from the recent renovations it is our intent to sole source the mechanical improvements to the original HVAC contractor (Superior Mechanical Systems) and the ACM testing and remediation to the contractor that performed the previous work (Piedmont Quality Air). For work outside of their expertise we will use a contractor from our approved list of vendors in accordance with our Procurement Policy.

At the completion of the initial Woodlawn renovation project, there was approximately \$31,000 remaining in project funds. Staff intends to use those remaining funds along with the requested \$208,000 to offset the remediation costs, unit preparation cost and hotel expenses required in order to complete the entire building. The requested funds will be financed with MTW funds. Exhibit A shows MTW funds in the amount of \$208,000 and the corresponding expenditure is shown in Capitalized Items in the amount of \$208,000.

Also, as a part of this amendment, the CEO or his/her designee may transfer funds as provided below. All such transfers must be consistent with state or federal laws and local board policies. The 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 CEO or his/her designee may transfer between sub-functions and objects of expenditure within a function.
2. The CEO or his/her designee may transfer amounts not to exceed \$100,000 between functions.
3. The CEO or his/her designee may not transfer amounts between programs or increase the total amount of a program.

Committee Discussion:

This item will be discussed at the Development Committee meeting on January 8, 2013 and was unanimously approved for the Horizon Development Properties, Inc. Board of Commissioners meeting consent agenda to be held on January 15, 2013.

Funding:

MTW Funds

Attachment:

Woodlawn House Apartments Capital Project Budget

RECORDING OFFICER'S CERTIFICATION

I, Barbara Porter, the duly appointed Secretary of Horizon Development Properties, Inc., do hereby certify that the above item was properly adopted at a regular meeting held January 15, 2013.

BY: _____
Barbara Porter, Secretary

			Revised
EXHIBIT A January Horizon Item	Woodlawn		Woodlawn
Woodlawn House Apartments Capital Project	House		House
	Apartments	REVISION	Apartments
REVENUES			
City of Charlotte - NSP Loan	1,500,000		1,500,000
CHA NSP Grant	2,000,000		2,000,000
CHA MTW Loan	4,865,756		4,865,756
CHA MTW Funds		208,000	208,000
Total Development Project Sources	8,365,756	208,000	8,573,756
Other Sources			
Proceeds from Loans, Bonds, Notes	3,525,000		3,525,000
Total Other Sources	3,525,000		3,525,000
TOTAL REVENUES	11,890,756	208,000	12,098,756
OPERATING EXPENDITURES			
General and Administrative	3,525,000		3,525,000
Capitalized Items	8,365,756	208,000	8,573,756
TOTAL OPERATING EXPENDITURES	11,890,756	208,000	12,098,756