



**Charlotte Housing Authority**

**BOARD OF COMMISSIONERS**

**BOARD MEETING**

***MARCH 20, 2012***

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***MONTGOMERY GARDENS  
5235 GARDEN TRACE COURT  
CHARLOTTE, NC 28216***

*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:**

*Chairman – Joel Ford*

*Vice-Chairman – David Jones*

*Commissioner Benjamin Hill*

*Commissioner Geraldine Sumter*

*Commissioner Will Miller*

*Commissioner Pamela Gordon*



**HOUSING AUTHORITY OF THE CITY OF  
CHARLOTTE**

***NOTICE***

***BOARD MEETING***

Board of Commissioners Meeting

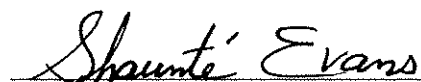
***March 20, 2012***

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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 ***March 20, 2012*** as follows:

**TIME/Date:**        ***5:00 p.m.***  
                              ***March 20, 2012***

**LOCATION:**        ***Montgomery Gardens***  
                              ***5235 Garden Trace Court***  
                              ***Charlotte, NC 28216***

  
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**Shaunté 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**

*Montgomery Gardens  
5235 Garden Trace Court  
Charlotte, NC 28216*

*March 20, 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 *February 21, 2012 (p. 4)*
  - Real Estate Development committee meeting held *February 9, 2012 (p. 14)*
  - Finance and Audit committee meeting held *February 9, 2012 (p. 19)*
5. Resident Advisory Council (RAC) Report **(p. 22)**
6. Monthly Reports:
  - Operations Dashboard **(p.24)**
7. **Consent Agenda Action Items: (p. 28 – 40)**
  - A. Budget Amendment: Field Operations Program Budget for Mold Remediation And Repairs
  - B. Budget Amendment: Field Operations Program Budget for Portable Revenue/Expenditure
  - C. Approve Procurement Contract to Home Depot Renovation Services
8. **Business Agenda Action Item: (p. 41 – 52)**
  - A. Budget Adoption: 2012-2013 Annual Program Budgets
  - B. CHA 414(h) Retirement Plan Restatement
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, FEBRUARY 21, 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 the *Charlotte Housing Authority/Central Office, 1301 South Boulevard, Charlotte, NC 28203* at 5:00 p.m. Tuesday, February 21, 2012.

**Present:**        *Chairman Joel Ford*  
                      *Vice-Chairman David Jones*  
                      Commissioner Ben Hill  
                      Commissioner Geraldine Sumter

**Absent:**         Commissioner Will Miller  
                      Commissioner Pam Gordon

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

**Additional Attendees:**

Carl Harris, Sr. Project Mgr.	Deb Clark, Dir. Communications & Research
Gwen Isley-Boykin, MTW Coordinator	Cynthia Williamson, Budget Director
Charlene Wall, H/R Director	Cheryl Campbell, Operations Project Mgr.
Lucy Brown, President, Sunridge Apts.	Lakeista Freeman, Client Services Coord.
Alesia Price, Reg. Property Mgr.	Shawn Williams, Section 8 Director
Linda Johnson, Attorney Legal Aide	Janelle Brown, Sr. Development Officer
Heather Franklin, Interim CFO	Monica Nathan, Contract Mgr.
Donna Green, RAC Secretary	Tamara Blackett, Accounting
Shannon Bodnar, Housing Director	Baseemah Hasan, Budget Analyst
George Connor, Reg. Property Mgr.	Shaunte Evans, Interim COO
Ray Wilson, Risk Manager	Ray Holt, RED Director of Development
John Burns, Client Services Director	Marc Gillon, IT Dir.
Matt Turner, Coleman & Lew	Lewis Mosley, Bovis/Len Lease
J. Daniels, Sr. Development Offcr.	Tomico Evans, Family Support Mgr.
Kamenah Brooks, Intern	Betty McAlpin, Charlottetown Resident
London Moss, Sec. 8 resident	Edna Herndon, Edwin Towers Resident
Donella Richardson, Former Blvd. Resident	

**Pledge of Allegiance:**

Chairman Ford officially welcomed everyone and then opened the regular board meeting. The pledge of allegiance was carried out.

**Public Hearing on the 2012-2013 Operating Budget:**

Chairman Ford announced that during the 2001 session of the North Carolina Legislature Article 3, Chapter 159 of the General Statutes was amended to add Section 159-42 Annual Budget states that the Housing Authority should operate under an annual budget. It further states that the proposed budget shall be available for public inspection. The Charlotte Housing Authority budget has been available for public inspection since January 13, 2012. The same general statutes state that the governing board shall cause a notice of a public hearing to be published in the newspaper or general circulation in the area once a week for two consecutive weeks prior to the public hearing. That notice was published on February 5, 2012 and February 12, 2012. Additionally it states that before adopting the budget the Housing Authority shall hold a public hearing at which any person who wishes to be heard on the budget may appear. This is that required public hearing. He then asked if there was anyone signed up to speak.

Chairman Ford welcomed the speaker and advised she would have up to 3 minutes to speak. Ms. Betty McAlpin, resident at 1000 Baxter Street (Charlottetown Terrace) requested that the Board help restore bus service at Charlottetown Terrace. The bus line stopped about six or seven years ago due to lack of ridership. Currently the population at Charlottetown has been reclassified as disabled only and not elderly. The closest bus stop is ½ mile away on McDowell and does not run on the weekend. The next closest bus stop is approximately one mile away. A petition has been signed and she would like to know if the Board would assist them in getting the bus service reinstated. She has had one meeting with the Charlotte Area Transit System (CATS) representative Mr. David Feltman and although they have the petition they were denied but they would be considered at the next CATS committee meeting. They were informed that they must have a minimum of 25 riders per day however she could guarantee at least 15.

Commissioner Sumter inquired if they are crossing Kenilworth, are they going downtown. Ms. McAlpin responded, yes, they don't want to go outbound; they want to go in town to catch another bus. Commissioner Sumter noted that she sees this from her office window and it would be good to assist the residents. Vice-Chairman Jones asked Shannon Bodnar, Director of Housing, if CHA has been approached about going to CATS to discuss this matter. Ms. Bodnar stated that RAC Quality Circle did ask staff to look into this and it is actively under review. The Board committed to help. Commissioner Ford then asked if there were any other speakers present for the public hearing on the Operating Budget. There

were none and Vice-Chairman Jones motioned that they close the public hearing on the budget. The motion was seconded by: Commissioner Hill; motion passed unanimously.

**Public Forum:**

Chairman Ford opened the public forum and asked if there was anyone present who would like to speak. He noted for consistency everyone would be allotted three minutes to speak. Ms. London Moss, 5914 Twinbrook Drive (Section 8), expressed positive sentiments for the assistance, counseling and care provided by case managers for the housing authority for those relocated from Boulevard Homes. She stated she thanked God for them and the Charlotte Housing Authority.

Ms. Edna Herndon, Edwin Towers resident, spoke regarding the safety of residents and quality of life at Edwin Towers. She said the building has elderly residents and it has a high rate of drugs and is not being taken care of. She said there are maintenance issues, and asked if the housing authority would check on who it has working for them and working around the residents. She stated there is stuff missing from people's houses and better security is needed. She wants to know who is signing in and out the keys. She said her locks have been changed 8 times, but she is not running, she will stand up. She has a list of people who have stuff missing from their apartment. She added that maintenance needs to have more pride in their work. The housing authority is driving new vehicles, but some of the residents have floors that are different colors. Commissioner Ford notified her that her time was up, however if she had more items he would like for her to speak with a staff person.

Commissioner Hill asked if the missing items are being reported to the proper people. She responded yes, the police have been involved however when you go downtown to get a copy of the police report you find that you have been given a card with a bogus number therefore you cannot pick up your report. Commissioner Sumter inquired if it is reported to the site manager. Ms. Herndon said yes, but stuff still goes on. She noted that a security officer used to reside on the property and she would like that again. Chairman Ford asked Ms. Shaunté Evans, Interim COO, to address Ms. Herndon's concerns.

Ms. Donella Richardson stood and said she thanked God for CHA and Children's Home Society. She credited them with receipt of her Associates Degree from CPCC and currently pursuing a degree at Johnson C. Smith University.

Chairman Ford asked if there were any others present to speak during the public hearing. Hearing none, a motion was made to close the public forum.

**ACTION:**

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

**Review and Approval of the Agenda:**

Chairman Ford added *Item 9*, an Executive Session, for personnel matters. He then asked if there were any additional changes and/or additions. Hearing none, he requested a motion for approval with the submitted request.

**ACTION:**

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

**Consideration to Approve the Minutes for:**

- Regular Board Meeting held *January 17, 2012*

**ACTION:**

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

**Consideration to Approve the Minutes for:**

- Special Board Meeting held *February 3, 2012*

**ACTION:**

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

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

Ms. Melody Heath, RAC Vice President and President of Meadow Oaks, gave the following report on RAC activities:

- Working with Ms. Freeman to solve problems/issues with food truck
- Involving the communities in voter registration
- Coordinating fundraiser for donations, the proceeds to go to CHASF



Commissioner Ford thanked and commended her for the work RAC is doing.

### Monthly Reports

#### Operations Dashboard:

*Ms. Shawn Williams, Section 8 Director*, gave the following report:

As of this report there is 98% utilization in the tenant based program and 95% utilization in the total portfolio which includes the tenant based, Veterans Affairs Supportive Housing (VASH) and the Family Unification Program (FUP). The current waiting list is steady at 1,944 and there are 1,014 participants porting in from other jurisdictions. Ms. Williams noted that all VASH vouchers have been issued to eligible veterans. Commissioner Hill asked does that include the 50 new vouchers. Ms. Williams responded no, because they have not received written notice or an actual formal letter from HUD yet. There were no further questions; therefore her report was concluded.

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

The Tenant Accounts Receivables on the conventional public housing sites dropped a little as expected during this time period, but continue to be monitored. Vacancy days are holding at 20 however they are being watched closely. Referring to the *Affordable/CHA managed sites*, receivables dropped slightly, partially because CHA took over management of McAlpine, Glen Cove and Seneca and in the transition of moving those properties into the portfolio those numbers are now reflected into that group. In actuality they are at 99%. Vacancy days are at 20 days, however a slight increase is anticipated for those days for the affordable properties because at the takeover of management at McAlpine there were some vacancies. On the *Private Management Company* portion, their tenant accounts receivables is at 98%, which is exactly on target. A few of the management companies are working with families at the time of filing evictions. At the time of this report, First Ward and Montgomery Gardens had some outstanding balances which were slightly higher than is liked to be seen. However Montgomery Gardens has collected all their outstanding rent. Vacancy turn days are greater than they like to see at 23 days. Specifically, at Seigle Point, there was some wait list turnover. However, they are actively working on updating that waiting list in an effort to reduce that number.

Chairman Ford asked if they have any specific actions they are employing to get that turned around. Ms. Bodnar responded yes, marketing plans have been developed as well as some referrals. Chairman Ford asked how are things with security? Ms. Bodnar responded that she has not heard any complaints recently however it is a work in progress.

Commissioner Hill questioned has the Salvation Army completed their move ins at Hampton Creste. Ms. Bodnar responded they have four (4) move ins scheduled for this Friday, noting they are getting very close. Commissioner Ford inquired if Hampton Creste still under

performing. Ms Bodnar stated that as of today, it is not. Including the move ins that will take place on Friday with SHIP it is roughly at 90% occupancy and the budgeted occupancy at this point was only 85%. Commissioner Ford continued, is it operating in the red. Ms. Bodnar stated that yes, it may still be operating in the red however ahead of schedule of where expected to be.

Hearing no further questions, Ms. Bodnar concluded her report. Chairman Ford moved to the Financial reports.

Ms. Heather Franklin, Interim CFO, commented that the next several pages listed in the package are the financial reports:

**Budget to Actual Report 12/31/11:**

Pages 20 – 53 reflects the Program Budgets, Capital Budgets, Development and HOPE VI grants. Currently she has not had any questions however she is available for questions. So far we have been doing well through December 31, 2011. We do not see any potential issues and any we may have are being corrected. Hearing no questions she moved forward.

**Report of Deposits and Investments:**

The current cash position for all programs and entities are shown in this report as of December 31, 2011.

**Land Sales Proceeds:**

It details what we still have on hand, what is committed and what is remaining. There is a small remaining balance however it has mostly been spent. For information there will be a significant change in the future.

**Notification of Administrative Budget Changes:**

These changes took place during the last quarter, which will be included into the budget document.

Hearing no questions/comments, Ms. Franklin concluded her report. Chairman Ford thanked her for the report and moved forward to the Consent Agenda items.

**Consent Agenda Action Items:**

Chairman Ford requested a motion for approval of the **Consent Agenda Action Items 7A – 7I:**

**7.A Boulevard Homes HOPE VI – Boulevard Seniors: Project Approval and Investment**

1. Authorize investment up to \$1,250,000 in Boulevard Homes HOPE VI funds and up to \$1,000,000 in City of Charlotte Housing Trust Funds for the Boulevard Seniors Projects.
2. Authorize staff to negotiate and execute terms and documents necessary for the development of a mixed finance project for Boulevard seniors.
3. Approve the amendment of the Boulevard Homes HOPE VI Capital Project Budget.

**7.B Approve Resolution to Grant Easement to the City of Charlotte**

Approve a resolution to authorize CHA authorized signatory to grant a permanent bus shelter/bench easement to the City of Charlotte for installation of a bus stop passenger bench at Prosperity Creek Seniors.

**7.C Edwin Towers – Change Order for McFarland Corbitt Construction, LLC for the Fire Sprinkler Project**

Authorize the CHA authorized signatory to approve a change order for McFarland Corbitt Construction, LLC for Edwin Towers Fire Sprinkler Project, not to exceed \$444,108 (funding is available in the current project budget).

**7.D Robinsdale Apartments – Change Order for Sitetec Construction**

Authorize the CHA authorized signatory to approve a change order for Sitetec Construction for Robinsdale Apartments not to exceed \$36,000 (funding is available in the current project budget).

**7.E Wallace Woods Apartment – Change Order for Wild Building Contractors**

Authorize the CHA authorized signatory to approve a change order for Wild Building Contractors for Wallace Woods Apartments not to exceed \$100,000 (funding is available in the current project budget).

**7.F Wallace Woods – Procurement Contract for Community Center**

Authorize the CHA authorized signatory to approve starting the procurement process for the design and construction of a community center building at Wallace Woods Apartments not to exceed \$400,000 (funding is available in the current project budget).

**7.G Approve Revision of MOU's Between the CHA and RAC, and Resident Organizations Regarding Relations and Resident Activity Funds**

Approve a resolution to:

- 1) Execute the revised Memorandum of Understanding (MOU) concerning relations between the CHA and the Resident Advisory Council (RAC), and various Resident Organizations (RO) representing residents in each development; and
- 2) Execute the MOU between the CHA and RAC, and the various ROs regarding tenant participation and resident activity funds.

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

Approve a resolution to amend the Field Operations Program Budget for subsidy for the fiscal year ending March 31, 2012. (Last amended by Resolution No. 2020)

**7.I CHA Collection Loss Report for the Quarter Ended 12/31/11**

Approve a resolution for the write-off of \$42,078.33 in accounts receivable due to collection losses for tenants vacated through 09/30/11.

**ACTION:**

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

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

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Vice-Chairman Jones motioned that the Horizon Acquisition Properties, Inc. meeting be adjourned and the regular Board of Commissioner's meeting be adjourned to convene the Executive Session to discuss personnel matters. Motion was seconded by: Commissioner Sumter; outcome: passed unanimously.

*Regular Board Meeting  
February 21, 2012*

Minutes prepared by:

Barbara G. Porter  
Executive Assistant to the CEO

***The next meeting will be held on March 20, 2012 at Montgomery Gardens, 5235 Garden Trace Court, Charlotte, NC 28216. The meeting will start promptly at 5:00 p.m.***



**Real Estate Committee Meeting**  
**MINUTES**  
 February 9, 2012

**Present:**

Commissioner Joel Ford, Chair	Deborah Williams, Development Assistant	Carl Harris, Director of Construction
Commissioner David Jones	Gwen Isley-Boykin, MTW Coordinator	Gainor Eisenlohr, Grant Writer
Shaunte Evans, Interim COO	Michelle Allen, Sr. Development Officer	Commissioner Will Miller
Heather Franklin, Interim CFO	Janelle Brown, Sr. Development Officer	Sharbara Ellis, Section 3 Coordinator
Ray Holt, Dir. Of Development	Jeff Meadows, Sr. Development Officer	Barbara Porter, Executive Admin. Asst
Shannon Bodnar, Director of Housing	J. Daniels, Sr. Development Officer	Cynthia Williamson, Budget Director
Shawn Williams, Director of Section 8	Kemena Brooks, Intern	Tomico Evans, TFP Supervisor
Deborah Clark, Dir. Of Communications	Twyla Taylor, Development Officer, Relo. Manager	Baseemah Hasan, Budget Analyst
John Burns, Director of Client Services	Rosalind Hunter, Asst. Development Officer	Susan Herman, Accounting Manager
	Tamara Blackett, Grants Accountant	George Connor, Regional Property Manager
	Joe Heyward, Financial Analyst	Robin Woods, Property Manager

**1. Call to Order**

A meeting of the Real Estate Committee of the Housing Authority of the City of Charlotte was called to order by Commissioner Joel Ford at Autumn Place, 321 N. Davidson Street, Charlotte, North Carolina, at 3:28 pm on February 9, 2012, pursuant to the Notice sent to the Commissioners and Staff for review and discussion of Real Estate Development activities of the Charlotte Housing Authority.

Commissioner Joel Ford presided, Deborah Williams, Development Assistant, Real Estate Development, recorded the proceedings of the meeting.

**2. Review and Approval of Agenda**

The agenda was reviewed and approved. Motion to approve the agenda was made by Commissioner Jones.

**3. Review and Approval of Minutes**

Minutes of the January 12, 2012 Real Estate Committee meeting were reviewed and approved. Motion to approve the minutes was made by Commissioner Jones.

**4. Old Business:** None

**5. New Business:**

a) **Robinsdale Apartments – Change Order for Sitetec Construction**

Mr. Harris stated that this is a request to renovate of an existing ADA unit for reasonable accommodation client. At this time the community is under a comprehensive renovation and due to good bid results and prices there are remaining project funds to complete the requested work for \$36,000.

**Action:** Authorize the CHA Authorized Signatory to Approve a Change Order for Sitetec Construction for Robinsdale Apartments Not to Exceed \$36,000 (Funding is Available in the Current Project Budget). Commissioner Jones made the motion to recommend this item to the Board on the consent agenda for approval.

b) **Wallace Woods Apartments – Change Order for Wild Builders Constructors**

Mr. Harris stated that the Wallace Woods Apartments has always been a multi-phased project. Due to funding the project approach has always been phase A-interior renovation; phase B-exterior renovation; phase C-community center; and phase D-site work grading. Due to good bid results and prices staff is now able to complete the porch and façade changes to help delete flooding and possible decay on the first floor. The building in question will be the final interior construction phase for the current change order.

Commissioner Jones stated that this was characterized as a change order but it's really just moving to the new phase.

**Action:** Authorize to CHA Authorized Signatory to Approve a Change Order for Wild Building Contractors for Wallace Woods Apartments Not to Exceed \$100,000 (Funding is Available in the Current Project Budget). Commissioner Jones made the motion to recommend this item to the Board on the consent agenda for approval.

Commissioner Ford agreed with Commissioner Jones that the understanding when they see change order and the way this is being explained are not the change orders that he understands in his definition. When the packets are set up he would like Mr. Harris to get a different classification or characterization of what the work is because when he thinks about a change order and the way these items have been explained does not follow with that definition. Ms. Franklin explained that part of that is because of the funding. The way this original project was contracted with this vendor to do phase A of this job, the other phases were going to be in different funding cycles. Because staff was able to recognize some savings with the construction industry they requested a change order with the vendor to add the additional work. Commissioner Jones stated that this is technically a change order because of the change to the contract. Ms. Franklin also stated that staff did not do a good job of letting the Commissioners know that this was a technical change order and staff will do a better job of explaining this.

**c) Wallace Woods – Procurement Contract for Construction of a Community Center**

Mr. Harris stated that this is a request to move forward with the design and construction documents for a new community center. As stated before, Wallace Woods is a multi-phased project and the community center is a part of phase C. Due to the good bid results, the current project budget can be used to build the new community center. Commissioner Jones stated that the \$400,000 is the estimate for construction cost and the design work.

**Action:** Authorize the HA Authorized Signatory to Approve Starting the Procurement Process for the Design and Construction of a Community Center at Wallace Woods Apartments Not to Exceed \$400,000 (Funding is Available in the Current Project Budget). Commissioner Jones made the motion to recommend this item to the Board on the consent agenda for approval.

**d) Edwin Towers – Change Order for McFarland Corbitt Construction, LLC for the Fire Sprinkler Project**

Mr. Harris stated in 2007 a resident died due to fire in a unit and at that time CHA approached the City and was approved for the Housing Trust Funds (HTF) for a new fire system. The original design was to build the new fire protection system using the existing building fire system which CHA would be grandfathered to the existing modified system. Due to an unsatisfactory water flow and pressure testing by the City, the City and Mecklenburg County required CHA to bring the existing high rise fire system to the current 2009 fire code. This change order will bring the project within budget and to CHA estimate. At this point staff is requesting a change order to the current contractor to bring the build up to code. Due to CMUD's insufficient water flow which is being corrected at this time by installing 16" water main in the third ward area, staff can move forward but it will require bringing the whole building up to code. Once the building is brought up to code it will be one of the only buildings in Mecklenburg County of that age with the up to date fire protection system. Commissioner Jones wanted to know if anyone has asked if there will be a positive impact on CHA's insurance as a result of this. He instructed Ms. Franklin to ask the insurance carrier to see if there is not some offsetting cost benefit as a result of having the sprinkler and if there is not we need to know why not. Mr. Harris stated that if CHA does not do this it will lose the HTF funds from the City because they required CHA to make the improvement so they are funding half the project.

**Action:** Authorize the CHA Authorized Signatory to Approve a Change Order for McFarland Corbitt Construction, LLC for Edwin Towers Fire Sprinkler Project Not to Exceed \$444,108 (Funding is Available in the Current Project Budget). Commissioner Jones made a motion to recommend this item to the Board on the consent agenda for approval.

**e) Prosperity Creek Seniors – Permanent Bus Shelter/Bench Easement**

Mr. Holt stated that a bus bench is needed for the bus stop and staff is asking for approval to authorize the signatory to for the permanent easement. The reason for the bench instead of a shelter is because you have to have a minimum of 25 passengers a day for a shelter and there are only 8. Commissioner Jones asked how expensive would it be put a shelter over the bench. Commissioner Ford instructed the Real Estate staff to research what the additional cost would be to place a shelter at that bus stop as well.

**Action:** Approve a Resolution to Authorize the CHA Authorized Signatory to Grant a Permanent Bus Shelter/Bench Easement to the City of Charlotte for Installation of a Bus Stop Passenger Bench at Prosperity Creek Seniors. Commissioner Jones made the motion to recommend this item to the Board on the consent agenda for approval.

**f) Boulevard Seniors Project Approval and Investment**

Ms. Brown stated that there are three items tied to this agenda item. The first is to authorize the investment up to \$1.25M in HOPE VI funds and \$1M in City Housing Trust Funds to the Boulevard Seniors HOPE VI project. The amounts requested have already been approved and are included in the overall HOPE VI capital budget. Staff is now asking the Board to allocate the amounts mentioned above to the senior's project which was awarded tax credits in June 2010. RBC will be the investor for the project and staff is currently in the process of preparing to submit the mixed finance proposal and also preparing to close the transaction within the next few. Authorization will allow staff to execute necessary documents and also negotiate terms in addition to amending the HOPE VI capital project budget, removing the HOPE VI funds and the Housing Trust Fund dollars from the overall project budget to the Boulevard Seniors project.

Commissioner Jones asked Mr. Brown what would be the anticipated opening date for this facility. Mr. Brown stated that staff is looking at May 2013 due to 12 month construction schedule and the lease-up period. Commissioner Ford asked how many months was the project off schedule. Mr. Brown stated that construction was expected to start in March 2012 with completion in March 2013 with lease-up through May 2013, the schedule is approximately 30-60 days off its original schedule. Commissioner Ford asked if staff can negotiate with the developer since the delivery of this phase is after the original date. Ms. Brown stated that she believes this can be done, that the agreement with RBC includes a financial incentive if units are completed ahead of schedule that would benefit the project.

**Action:** Authorize Investment up to \$1,250,000 in Boulevard Homes HOPE VI Funds and up to \$1,000,000 in the City of Charlotte Housing Trust Funds; Authorize Staff to Negotiate and Execute Terms and Documents Related to the Mixed Finance Project for Boulevard Seniors and Amend the Boulevard Homes HOPE VI Capital Project Budget. Commissioner Jones made to motion to recommend this item to the Board on the consent agenda for approval.

**6. Horizon Acquisition Corporation**

**a) Boulevard Seniors Project Approval and Investment**

Ms. Brown stated that since Horizon Acquisition will be a part of the ownership structure for the new tax credit entity, approval is needed to execute and negotiate documents tied to the closing.

**Action:** Authorize Investment up to \$1,250,000 in Boulevard Homes HOPE VI Funds and up to \$1,000,000 in the City of Charlotte Housing Trust Funds; Authorize Staff to Negotiate and Execute Terms and Documents Related to the Mixed Finance Project for Boulevard Seniors and Amend the Boulevard Homes HOPE VI Capital Project Budget. Commissioner Jones made to motion to recommend this item to the Board on the consent agenda for approval.

**7. Real Estate Development Report**

**a) CDO Update**

- 1. Charlottetown Terrace** – Mr. Holt stated that Mr. Daniels is investigating options to maximize Charlottetown and it consistent with what he presented in July 2010. He has met with Parks and Recreations, the City and CDOT looking to see what options are available for CHA.
- 2. Hall House** – Mr. Holt stated that two groups have expressed an interest in purchasing Hall House. Staff would like to order an appraisal to establish a threshold price. The appraisal will probably cost



\$10,000 and in addition to that staff would like prepare a cost analysis for repairs as well on offsetting fees so that staff can present the benefits and cost of hold and improve versus sale.

3. **Choice Neighborhoods** – Mr. Holt stated that this is a very large undertaking and it will cost about \$150,000 to get a planning grant which includes \$50,000 for a consultant plus the capital investment to be considered for the grant. Staff's recommendation is to delay application and perform investigation using primarily internal resources and then present the findings to the Board. The further recommendation is to pursue an implementation, not a planning grant. Commissioner Jones asked Mr. Holt if he spoke to the person from McCormack and Baron. Mr. Holt answered yes. Commissioner Jones explained that there is a group headquartered in St. Louis, McCormack BARON SALZARM, which is a noted urban redeveloper. When the City was doing the RFP along the South Blvd. corridor it pursued that and he met a person name Stan Mulvihill who worked for them at the time. He called about a month ago wanting to know what the Authority was doing relative to the Choice Neighborhoods and Commissioner Jones put him in touch with Chris Squier and Ray Holt and they have been involved with several successful choice grants. He looked at where CHA was relative to the next award of grants and while it is not impossible, is highly unlikely CHA will be awarded the grant during this round. His friendly, free advice to CHA was on the lines of what Mr. Holt is suggesting. Mr. Holt gave a little background on them and stated that there were five grants awarded last year and they submitted three and were awarded two.
4. **Arbor Glen Grocery** – Mr. Holt thanked Commissioner Ford for involving the Mayor's Office on this project. There is an executable agreement with DHD Ventures, the developer for Food Lion. Staff had a meeting with the City, Food Lion and Castle and Mayfield on February 7, 2012 and the topics included site enhancements, structural changes, etc. that planning wanted to do. The Mayor's Aide made it clear that he was a firm opponent of this and Councilwoman Mayfield pointed out the need for a quality food store. Food Lion has said that roof tops to support the structure is a concern so the City is gathering information and CHA staff is gathering information to present to them next week.
5. **Woodlawn House** – Mr. Holt stated that commitments were made to name to name either Woodlawn House or some portion of Woodlawn House in memory of Frank Narron who died while in service to CHA. It was brought up at the Monday Morning Business Meeting and discussed. Staff's recommendation is that CHA name the community room in his honor. Commissioner Ford asked Mr. Franklin if an action item was needed to move forward with the naming of the community room. Ms. Franklin stated that an action item was not needed. Commissioner Jones asked what the time frame was for this to take place. Ms. Taylor stated that staff is looking to have the grand opening ceremony in April and Mr. Narron's family will be invited. He asked Ms. Taylor to make sure the Commissioners are invited.

Commissioner Ford reintegrated to staff about ensuring the proper evaluation of any future land sales opportunities or deals but to also explore the options of properly marketing those parcels and not doing it in-house but opening up the opportunities nationally and he is a firm believer that the cream will rise to the top whether it's a local firm or it's a firm out of California. He feels it's important to note for the Authority in terms of us being able to maximize our return on investment for any future land sales that we open up that opportunity to any eligible buyer for our future land sale proceeds. He strongly recommends, since CHA does not have a policy, that a policy be developed that would guide future land sales within the Authorities portfolio.

Mr. Holt stated on Strawn and Parktowne staff talked about following the Board's direction to sell the Property but in order to do that we need to understand any constraints that might make someone tie our Property up for a year and we not receive any value or worse yet tie it up at a value and the market might change. We are going through the property from top to bottom understanding utility concerns, understanding what needs to be done with regards to city, sanitary, storm and roads to make sure we understand everything involved. A lot of ground work is being done before marketing is done.

Commissioner Ford stated that he understands and he thinks CHA will be expending a lot of staff and some resources to do this for somebody else. If CHA is going to develop it then it makes sense to him. If CHA is going to be the developer partner that makes sense to him but it would seem to be in his view that any wise business person would do that due diligence on their own. He thinks staff could do it for their own edification but in times past when he has heard staff's presentations we get into trying to decide what somebody else is going to do with that property based upon those constraints. He asked that staff be careful with that fact gathering information when

looking to sell this to somebody else. Commissioner Jones stated that from his experience in representing sellers and buyers of commercial real estate is if you're going to take this to a market in the typical broadcast way information package needs to be placed in the hands of a national brokerage firm and basic questions about utility capacity and subdivision lines and things need to be in the package and need to be clearly defined. You need to make sure you have the necessary due diligence materials in the bid package

**b) Master Project List**

1. **The Lofts at Seigle Point** – Mr. Holt stated that this project has been resubmitted using the revised market data and staff should have the total package to HUD within the next ten days. They will return it with comments so there will be another thirty days and then staff will respond to that. The reason this is important is that there is a construction permit that expires in June and staff needs to be mindful of that. Commissioner Ford stated that CHA awarded a contract to a construction firm and it has now been two years and nothing has happened. He wants staff to re-look at that agreement to see what impact this will have and to manage the relationship if there is still one and also manage whatever the pricings are and move forward with the project.
2. **Seigle Point Townhomes** – Mr. Holt stated that staff has met with Clay Grubb to examine the options. Ms. Allen has a list of questions that she forwarded to the Banks Law Firm to follow-up and make sure staff has everything prepared to do what needs to be done.
3. **YWCA** – Mr. Holt stated that they are re-engaging determining if they want to do Section 9. Ms. Brown is following up with them.
4. **Hampton Creste** – Mr. Holt stated that CHA has a \$4.4M note that is due in 2014. Ms. Brown is trying to clearly identify what needs to be done out there with an eye toward finance. In addition she is looking for options for the community center. Commissioner Ford asked if CHA was going to finance this and not pay for it with cash. Commissioner Jones stated that the intent was always to finance the purchase money note.

**8. Adjournment**

A motion was made by Commissioner Jones to adjourn the Regular Real Estate Committee Meeting at 3:58 pm.

Minutes Respectfully Submitted by Deborah Williams, Development Assistant, Real Estate Development Group.



**Finance and Audit Committee Meeting**  
**MINUTES**

Held on Thursday, February 9, 2012

**Present:**

Commissioner David Jones	Cynthia Williamson, Budget	Barbara Porter, Executive
Commissioner Joel Ford	John Burns, Client Services	Susan Herman, Accounting
Heather Franklin, Interim CFO	Shannon Bodnar, Operations	Tamara Blackett, Accounting
Shaunte Evans, Interim COO	Baseemah Hasan, Budget	Gwen Isley, MTW
Vanessa Jones, Finance	Deborah Williams, Real Estate Dev	Shawn Williams, Section 8
Deborah Clark, Communications	Ray Holt, Real Estate Dev	Jeff Meadows, Real Estate Dev

**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 4:01 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 Ford presided and Vanessa Jones, Financial Assistant recorded the proceedings of the meeting.

**2. Review and Approval of Agenda**

Commissioner Jones moved to approve the agenda as submitted. The motion passed.

**3. Review and Approval of Minutes**

Commissioner Jones moved to approve the minutes. The motion passed.

**4. Old Business:**

None

**5. New Business**

**a. Budget Amendments**

**Field Operations Program Budget**

Action: Approve a Resolution to amend the Field Operations Program Budget to for subsidy adjustments for the fiscal year ending March 31, 2012. (Last amended by Resolution 2020)

Commissioner Jones moved to recommend that the Board approve a Resolution to amend the Field Operations Program Budget for subsidy adjustments for Steele Creek and Hampton Creste for the fiscal year ending March 31, 2012. The motion passed.

**b. CHA Collection Loss Report for the Quarter Ended 12/31/2011**

Action: Approve a Resolution for the write-off of \$42,078.33 in accounts receivable due to collection losses for tenants vacated through 09/30/11.

Commissioner Jones moved to recommend that the Board approve a Resolution for the write-off of \$42,078.33 for the quarter ended 12/31/2011. The motion passed.

**c. Horizon Development Properties, Inc. Collection Loss for the Quarter Ended 12/31/11.**

Action: Approve the write-off of \$36,721.42 in accounts receivable due to collection losses for tenants vacated through 09/30/11.

Commissioner Jones moved to recommend that the Horizon Development Properties, Inc. board approve the write-off of \$36,721.42 for the quarter ended 12/31/2011.

**d. CFO Report 12/31/11 Cash Balance and Restriction Report**

Ms. Franklin briefly went over this report and requested that the committee members review the report and contact her if there are any questions.

**e. CFO Report 12/31/11 Land Sales Proceeds Report**

Ms. Franklin briefly went over this report and requested that the committee members review the report and contact her if there are any questions.

**f. CFO Report 12/31/11 Notification of Administrative Budget Changes**

Ms. Franklin briefly went over this report and requested that the committee members review the report and contact her if there are any questions.

**g. Budget to Actual Report 12/31/11**

Ms. Franklin briefly went over this report and requested that the committee members review the report and contact her if there are any questions.

**h. CFO Update**

Ms. Franklin introduced to the Committee Ms. Susan Herman the new Accounting Manager. Ms. Franklin stated that the contract with Coleman, Lew & Associates is almost complete. The contract has been signed and mailed to us. The contract will be executed as soon as it is received. The Public Hearing for the budget is schedule for the board meeting on February 21. No one is scheduled speak as of today. Ms. Franklin reiterated that she and Ms. Williamson are available to answer any questions the board members may have regarding the budget. Ms. Franklin noted that the HUD funding proration for January was 81.7%. This amount was anticipated. For February and March it will be 84.27%. Ms. Franklin update the Committee on a PIH notice published yesterday concerning the Housing Choice Voucher Program. Ms. Franklin stated that she was initially worried because these offsets to us would truly affect our MTW program. She was pleased to note that CHA's only offset will be the non-MTW vouchers. These are the VASH and Family Unification vouchers. She believes that we will be able to keep the funding originally processed through our MTW plan. She noted that because of the changes to the cash management rules for Section 8, CHA will be funded on actual expenditures. Staff will be putting together a schedule to insure that the Authority expends all of the money by the end of December and not leave any funds on the table.

**6. Adjournment:** Commissioner Jones moved for adjournment. The meeting adjourned at 4:12 p.m.

**Next Meeting: Thursday, March 8, 2012 (Immediately following Real Estate Committee**

Respectfully Submitted,

Vanessa Jones  
Financial Assistant

**RESIDENT  
ADVISORY  
COUNCIL  
(RAC REPORT)**

## Resident Advisory Council Report (RAC)

Tuesday, March 20, 2012

The RAC will execute the Memorandum of Understanding with CHA on Tuesday, March 13, 2012 at our monthly meeting. The Memorandum of Understanding 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)

# ***OPERATIONS DASHBOARD***



The Charlotte Housing Authority 2011-2012 Operations Dashboard Measure

**SECTION 8**

SECTION 8 VOUCHER ANALYSIS

<i>Generate Income to Underwrite Key Businesses: Utilize 98% of the housing choice vouchers.</i>	<u>Monthly % of Vouchers Utilized</u>	<u>Monthly # of Vouchers Utilized</u>
<b>Target</b>	<b>98.0%</b>	<b>4,841</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

Overall Program Voucher Total

<u>Program</u>	<u>Base</u>	<u>DHAP</u>	<u>VASH</u>	<u>FUP</u>	<u>BLVD</u>	<u>TOTAL</u>	<u>NOTES</u>
Voucher Units	4330	0	135	200	176	4841	
Vouchers Utilized	(4272)	0	(87)	(113)	(176)	(4648)	
Vouchers Issued	(9)	0	(47)	-20	0	(76)	In lease-up
Balance by Program	49	0	1	67	0	117	Bal. - All Programs

VOUCHER AVAILABILITY

<u>Program</u>	<u>TOTAL</u>
Balance All Programs	117
Special Use on Hold	(68)
In base	49
CBRA vacancies	0
To be issued	0
Balance of Vouchers being held for PBS8 commitment	49

Current Utilization	98.66%	0.00%	64.44%	56.50%	100.00%	96.01%
Utilization - if all issued vouchers were to be leased up	98.87%	0.00%	99.26%	66.50%	100.00%	97.58%

<i>Serve a growing proportion of the Charlotte population: Reduce the waiting list by placing voucher holders in housing.</i>	<u>Vouchers on the Street</u>	<u>Portable Vouchers on the Street</u>	<u>Waiting List</u>	<u>New Landlord Packages</u>	<u># Portables to Charlotte</u>
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	20	1944	15	1034

## 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.			Total Tenant Accounts	Tenant Accounts	Vacancy Turns
	<u>Occupancy Rate</u>	<u>Collection Loss (QTR)</u>	Receivables (all outstanding charges)	Receivable (uncollected rent without pending action)	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 - 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%	-	92.54%	99.10%	11+9 = 20 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)

\*\*\*\* 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			Total Tenant Accounts	Tenant Accounts	Vacancy Turns
	<u>Occupancy Rate</u>	<u>Collection Loss (QTR)</u>	Receivables (all outstanding charges)	Receivable (uncollected rent without pending action)	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 - 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%	-	75.07%	99.01%	13+2 = 15 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			Total Tenant Accounts Receivables (all outstanding charges)	Tenant Accounts Receivable (uncollected rent without pending action)	Vacancy Turns Make Ready/Lease/Total
	Occupancy Rate	Collection Loss (QTR)			
<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

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

Month: February '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%	10	7	17	1	
Arbor Glen 50 (25 Section 9 units)	98%	100%	100%	100%	7	21	28	2	
Arbor Glen I (60 Section 9 units)	100%	100%	98%	98%	0	0	0	0	
Arbor Glen II (40 Section 9 units)	98%	100%	94%	100%	7	2	9	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%	100%	100%	0	0	0	0	
*Fairmarket Square (16 Section 9 units); 14 of existing units are currently available for PH occupancy	97%	93%	64%	85%	0	0	0	0	
First Ward (132 Section 9 units)	95%	98%	94%	94%	15	30	45	1	
***Hampton Crete (60 section 9 units)	97%	91%	96%	99%	0	0	0	0	
McAden Park (30 Section 9 & 30 PBS8 units) - 1 vacant	95%	97%	100%	105%	0	0	0	0	
*McCreech Place (63 Section 9 & 27 PBS8 units); 61 of existing units are currently available for PH occupancy	97%	98%	97%	97%	19	10	29	4	
**McMullen Woods - (No Assisted Units)	98%	100%	100%	100%	0	0	0	0	
Mill Pond (51 PBS8)	91%	100%	93%	100%	0	0	0	0	
Montgomery Gardens (20 Section 9 units)	96%	100%	95%	95%	0	0	0	0	
Nia Point (29 Section 9 units)	96%	100%	57%	99%	10	67	77	1	
Park @ Oaklawn (89 Section 9 units)	98%	100%	92%	92%	6	21	27	1	
Prosperity Creek (72 Section 9 & 84 PBS8 units) - 3 vacant	99%	99%	98%	98%	0	0	0	0	
Rivermere (20 Section 9 units)	95%	95%	100%	100%	6	15	21	1	
Seigle Point (102 Section 9 & 18 PBS8 units)	98%	98%	97%	100%	11	91	102	3	
South Oak (20 Section 9 units)	98%	100%	100%	100%	9	40	49	1	
SpringCroft at Ashley Park (18 Section 9 & 18 PBS8 units)	98%	100%	100%	100%	0	0	0	0	
Springfield Gardens (22 Section 9 units)	99%	100%	91%	91%	0	0	0	0	
Steele Creek (60 section 9 & 60 PBS8 units)	99%	99%	99%	99%	0	0	0	0	
Stonehaven East (24 Section 9 units)	95%	96%	98%	98%	12	0	12	2	
<b>Grand Average</b>	<b>97.18%</b>	<b>98.50%</b>	<b>94.29%</b>	<b>97.92%</b>	<b>12</b>	<b>29</b>	<b>41</b>	<b>18</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 Budget Amendment: Field Operations Program Budget**

**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)

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

**Strategic Business:** Finance and Administration

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

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

Glen Cove Apartments is a 50-unit mixed income community built in 1990 consisting of five 2-story wood framed buildings. Over the years several plumbing leaks have resulted in damage to the subfloor in two units. Water from the plumbing leaks and entry through damaged crawl space doors has resulted in some ponding of water in the crawl space of two of the buildings. This ponding has created a wet environment under the buildings contributing to mold growth. These items along with some original construction framing and plumbing deficiencies were noted during an April 2011 City of Charlotte inspection.

### **Explanation:**

Staff hired SM&E to inspect the two buildings referenced in the City inspection and prepare a mold remediation plan. After receipt of this plan staff decided to expand the scope to include the three remaining buildings, as construction type is similar. This was received in July 2011, and in August staff requested three bids for both the remediation and structural repairs. Environmental contractors did not bid and indicated the remediation scope was excessive. This was discussed with SM&E and in late September 2011 the revised remediation plan was received. Staff subsequently decided to have the scope for the structural repairs detailed by an engineer which was received in December. In January 2012, the pre-bid meeting was held and bids received February 16<sup>th</sup>.

In addition to the above repairs, the entry wooden walkway/bridges leading into the buildings are showing signs of deterioration and require replacement. Three bids were received for this work. The crawl space doors will be replaced by site staff.

This project is to be 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.

Should the budget amendment not be approved the structural issues will continue to worsen creating potential life and safety concerns and a greater environmental issue with the continued mold growth.

**Committee Discussion:**

This item was unanimously approved for consent agenda at the Finance and Audit Committee meeting held on March 8, 2012.

**Community Input:**

Not applicable

**Summary of Bids:**

**Mold Remediation/Structural Repairs**

<b>Contractor</b>	<b>Bids</b>	<b>Contingency (10%)</b>	<b>Total</b>
<del>The J.W. Construction Group</del>	<del>\$12,111</del>	<del>Withdrew</del>	
<b>JECO Homes</b>	<b>\$31,150</b>	<b>\$3,115</b>	<b>\$34,265</b>
Goodwill Construction Services	\$32,266		
Armen Construction	\$78,888		

**Replace Walkway/Bridges**

<b>Able Exteriors</b>	<b>\$34,110</b>	<b>\$3,410</b>	<b>\$37,520</b>
Radco Construction	\$39,400		
Nations	\$40,950		
<b>Crawl Space Doors (CHA)</b>	<b>\$ 1,620</b>	<b>\$ 160</b>	<b>\$ 1,780</b>
<b>Total Required Funding</b>			<b>\$73,565</b>

**Section 3/MWBE Consideration:**

JECO Homes is a MWBE company.

**Funding:**

Fund Balance Appropriated-Horizon Development

**Attachments:**

Resolution

Exhibit A for Resolution

**RESOLUTION**  
**TO AMEND THE FIELD OPERATIONS PROGRAM BUDGET FOR MOLD  
REMEDICATION AND REPAIRS FOR THE FISCAL YEAR ENDING MARCH 31,  
2012. (LAST AMENDED BY RESOLUTION NO. 2031)**

**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, 2012; 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 \$50,000 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 March 20, 2012.

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



## RESOLUTION NO.

## Exhibit A

REVENUE:	April 2011 - March 2012 FIELD OPERATION	REVISION	April 2011 - March 2012 FIELD OPERATION
MTW Funds	67,386,323		67,386,323
Tenant Rents	10,562,067		10,562,067
Other Income	3,216,843		3,216,843
Public Housing Fees	1,171,023		1,171,023
Section 8 Income	1,510,618		1,510,618
Capital/CFRC Fees	651,936		651,936
Social Services Fees	601,550		601,550
City Relocation Program Income	140,037		140,037
Other Governmental Grants	512,646		512,646
Non Dwelling Rents and Other Revenue (Carol Hoefener)	369,772		369,772
First Ward Revenue	342,456		342,456
Restricted Donation	3,500,000		3,500,000
<b>TOTAL REVENUE:</b>	<b>89,965,271</b>	<b>-</b>	<b>89,965,271</b>
Other Sources			
Fund Balance Appropriated-Horizon Development	500,000	73,565	573,565
Fund Balance Appropriated-Section 8	400,000		400,000
Fund Balance Appropriated-AMP	58,106		58,106
Fund Balance Appropriated-Land Sale Proceeds	285,383		285,383
Operating Transfer In -CORE Programs	24,000		24,000
Operating Transfer In -MTW	4,081,665		4,081,665
<b>Total Other Sources</b>	<b>5,349,154</b>	<b>73,565</b>	<b>5,422,719</b>
<b>TOTAL REVENUE AND OTHER SOURCES</b>	<b>95,314,425</b>	<b>73,565</b>	<b>95,387,990</b>
<b>EXPENDITURES:</b>			
Salaries/Benefits	11,006,827		11,006,827
Operating Costs	72,952,645	73,565	73,026,210
Utilities	4,383,676		4,383,676
Capitalized Items	856,394		856,394
<b>Total Operating Expenditures</b>	<b>89,199,542</b>	<b>73,565</b>	<b>89,273,107</b>
Other Uses:			
Special Items:	3,500,000		3,500,000
Operating Transfer Out- Capital Projects	2,369,000		2,369,000
Loans To Others	245,883		245,883
<b>Total Other Uses</b>	<b>6,114,883</b>	<b>-</b>	<b>6,114,883</b>
<b>TOTAL EXPENDITURES:</b>	<b>95,314,425</b>	<b>73,565</b>	<b>95,387,990</b>

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

**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)**

**Staff Resource:** Heather Franklin

**Strategic Business:** Finance and Administration

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

**Background/Policy Framework:**

The Section 8 Program has experienced an increase in the number of participants that port in to the Charlotte area and to the Authority.

**Explanation:**

This budget amendment is necessary to increase portable revenue and expenditures in the Section 8 program. Persons porting into Charlotte has increased throughout the fiscal year and in January totaled 1,014. Staff made an adjustment to the portable revenue in September and now it is necessary to make a final adjustment. Staff now estimates that portable costs will total \$7,519,097 by year end. Therefore staff would like to increase portable revenue and expenditures to \$7,519,097 which is an increase of \$421,474.

In Exhibit A shows an increase in MTW Funds of \$421,474 and the corresponding expenditure is shown in Operating Costs in the amount of \$421,474 for the Section 8 Program.

**Committee Discussion:**

This item was unanimously approved for consent agenda at the Finance and Audit Committee meeting held on March 8, 2012.

**Funding:**

Portable revenue

**Attachments:**

Resolution

Exhibit A to Resolution

**RESOLUTION**  
**TO AMEND THE FIELD OPERATIONS PROGRAM BUDGET FOR THE**  
**PORTABLE REVENUE/EXPENDITURES FOR THE FISCAL YEAR ENDING**  
**MARCH 31, 2012. (LAST AMENDED BY RESOLUTION NO. 2031)**

**WHEREAS**, Exhibit A shows an increase in MTW Funds of \$421,474 and the corresponding expenditure is shown in Operating Costs in the amount of \$ 421,474 for the Section 8 Program.

**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, 2012; 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 \$50,000 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 March 20, 2012.

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

## RESOLUTION NO.

## Exhibit A

REVENUE:	April 2011 - March 2012 FIELD OPERATION	REVISION	April 2011 - March 2012 FIELD OPERATION
MTW Funds	67,386,323	421,474	67,807,797
Tenant Rents	10,562,067		10,562,067
Other Income	3,216,843		3,216,843
Public Housing Fees	1,171,023		1,171,023
Section 8 Income	1,510,618		1,510,618
Capital/CFRC Fees	651,936		651,936
Social Services Fees	601,550		601,550
City Relocation Program Income	140,037		140,037
Other Governmental Grants	512,646		512,646
Non Dwelling Rents and Other Revenue (Carol Hoefener)	369,772		369,772
First Ward Revenue	342,456		342,456
Restricted Donation	3,500,000		3,500,000
<b>TOTAL REVENUE:</b>	<b>89,965,271</b>	<b>421,474</b>	<b>90,386,745</b>
Other Sources			
Fund Balance Appropriated-Horizon Development	573,565		573,565
Fund Balance Appropriated-Section 8	400,000		400,000
Fund Balance Appropriated-AMP	58,106		58,106
Fund Balance Appropriated-Land Sale Proceeds	285,383		285,383
Operating Transfer In -CORE Programs	24,000		24,000
Operating Transfer In -MTW	4,081,665		4,081,665
<b>Total Other Sources</b>	<b>5,422,719</b>	<b>-</b>	<b>5,422,719</b>
<b>TOTAL REVENUE AND OTHER SOURCES</b>	<b>95,387,990</b>	<b>421,474</b>	<b>95,809,464</b>
<b>EXPENDITURES:</b>			
Salaries/Benefits	11,006,827		11,006,827
Operating Costs	73,026,210	421,474	73,447,684
Utilities	4,383,676		4,383,676
Capitalized Items	856,394		856,394
<b>Total Operating Expenditures</b>	<b>89,273,107</b>	<b>421,474</b>	<b>89,694,581</b>
Other Uses:			
Special Items:	3,500,000		3,500,000
Operating Transfer Out- Capital Projects	2,369,000		2,369,000
Loans To Others	245,883		245,883
<b>Total Other Uses</b>	<b>6,114,883</b>	<b>-</b>	<b>6,114,883</b>
<b>TOTAL EXPENDITURES:</b>	<b>95,387,990</b>	<b>421,474</b>	<b>95,809,464</b>

**7.C Approve Procurement Contract to 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 Apartments, Not to Exceed \$659,900 (including contingency).**

**Staff Resource:** Heather Franklin/Steve Lamphere/Carl Harris

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

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

**Background/Policy Framework:**

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:

<u>Dollar Threshold</u>	<u>Procurement Classification</u>
\$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:**

This project involves the purchase and installation of energy efficient HVAC systems for three (3) communities; Oak Valley, Tall Oaks (Frazier)/Tarlton Hills and Valley View Apartments. Board approval of this contract is required under the procurement threshold guidelines in order to proceed with these improvements. This procurement of \$659,900 will exceed the total dollar threshold during the rolling twelve month period.

<u>Contract Number</u>	<u>Cost</u>	<u>Vendor</u>	<u>Total Approved To Date</u>
PO Pending	\$659,900	Home Depot	\$0.00

On August 25, 2011, this project was competitively bid following CHA’s Procurement process. All of the four (4) bidders exceeded the budget CHA set for this project. The apparent low bid for each site is shown below:

<b>Site</b>	<b>Public Bid</b>	<b>Home Depot Bid</b>
Oak Valley	\$287,000	\$190,910
Valley View	\$290,371	\$190,910
Tall Oaks (Frazier)/ Tarlton Hills	\$163,077/ \$118,091	\$111,360/ \$80,640
<b>Totals</b>	<b>\$858,539</b>	<b>\$573,820</b>

Once the bids were received and it was determined that all bids were over budget, the CHA formulated a plan to go at the project from a different position. The CHA then sought to re-evaluate this project from a value engineering perspective to try and optimize the current availability of funds and the possibility of completing part of the project, if not all of the project. One function was to conduct a comprehensive review of several North Carolina State, as well as other, Purchasing Cooperatives that are available to the CHA. After evaluating other pricing estimates and some additional discounts provided by the vendor, CHA was able to negotiate an agreement for the full completion of the entire project, pending Board approval. Home Depot, a vendor of US Communities' Government Purchasing Alliance will provide the material, equipment and installation services to complete the full project at all four (4) sites.

**Committee Discussion:**

This item was unanimously approved for consent agenda at the Finance and Audit Committee meeting held on March 8, 2012.

**Section 3/MWBE Consideration:**

The Home Depot is providing job training/job fair at The Home Depot Training Center and store locations.

**Funding:**

MTW

**Attachment:**

Resolution

**RESOLUTION**

**AUTHORIZE THE CHA AUTHORIZED SIGNATORY TO AWARD PROCUREMENT CONTRACT TO 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 (WHICH INCLUDES CONTINGENCY).**

**WHEREAS**, the CHA has a requirement for the purchase and installation of HVAC systems at Oak Valley, Tall Oaks (Frazier)/Tarlton Hills, and Valley View Apartments;

**WHEREAS**, the CHA has conducted the solicitation process with Home Depot Renovation Home Depot Renovation through US Communities' Government Purchasing Alliance which is in accordance with Procurement Policy;

**WHEREAS**, the CHA now desires to move forward with the award of a contract and purchase order to Home Depot Renovation Services and Board approval is required to do so;

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Commissioners does hereby approve this resolution to authorize the CHA authorized signatory to award a contract with Home Depot Renovation Services a Purchase Order for the HVAC Systems Project.

**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 March 20, 2012.

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

Shaunté Evans,  
Interim Secretary

(SEAL)



***BUSINESS  
AGENDA  
ACTION  
ITEMS***

## **8.A Budget Adoption: 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.**

**Staff Resource:** Heather Franklin

**Strategic Business:** Finance Administration

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

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

The Authority's Board of Commissioners, acting through its delegated officers, has the primary responsibility for ensuring that the Public Housing Authority (PHA) 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 PHA Operating Budgets. Each year before March 31, staff brings the annual operating budgets for the Charlotte Housing Authority to the Board for approval.

### **Explanation:**

These resolutions are the formal resolutions related to the Board adopting the FY2012-2013 Annual Program Budget to include the budgets for Administration, Field Operations and Real Estate.

The Board in Exhibit A is adopting the program budget for Administration. The Board in Exhibit B is adopting the program budget for Field Operations. The board in Exhibit C is adopting the program budget for Real Estate. The Board was given the opportunity to review the individual asset management projects (AMP's) per HUD regulations, but the Board is being asked, for ease of administration of North Carolina State law, to adopt the budget in its total for the AMP's as the budgetary compliance level as a part of the Field Operations budget.

### **Committee Discussion:**

This item was unanimously approved for consent agenda at the Finance and Audit Committee meeting held on March 8, 2012.

### **Funding:**

ACC No. A-4156

**Attachments:**

Resolution

Exhibit A for Resolution

Exhibit B for Resolution

Exhibit C for Resolution

**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**

**WHEREAS**, in Exhibits A, B and C the Interim Chief Financial Officer has submitted the Administration Program Budget, the Field Operations Program Budget and the Real Estate Program Budget for fiscal year ending March 31, 2013;

**WHEREAS**, the Board of Commissioners is reviewing and approving the components of the Asset Management Project Budget as a part of the Field Operations Program Budget;

**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 adopt the Administration Program Budget, the Field Operations Program Budget and the Real Estate Program Budget for fiscal year ending March 31, 2013; attached hereto as Exhibits A, B and C.

**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 funds or increase the total amount of a fund.

#### **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 March 20, 2012.

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

**Exhibit A**

<b>REVENUE:</b>	<b>April 2012 - March 2013 ADMINISTRATION</b>
Section 8 Fees	1,360,476
MTW Funds	5,072,331
Other Revenue	2,176,545
Public Housing Fees	788,095
Maintenance Operations	484,527
Capital Fund Fees	406,468
Horizon Fees	481,027
First Ward Income	396,050
Social Services Fees	741,550
<b>TOTAL REVENUE:</b>	<b>11,907,069</b>
<b>EXPENDITURES:</b>	
Salaries/Benefits	4,619,785
Operating Costs	7,087,577
Utilities	174,707
Capital Outlay	25,000
<b>TOTAL EXPENDITURES:</b>	<b>11,907,069</b>

**Exhibit B**

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

**Exhibit C**

<b>REVENUE:</b>	<b>April 2012 - March 2013 REAL ESTATE</b>
MTW Funds	7,808,485
Developer Fee Earned	2,035,902
Other Revenue	735,435
<b>TOTAL REVENUE:</b>	<b>10,579,822</b>
<b>EXPENDITURES:</b>	
Salaries/Benefits	1,800,477
Operating Costs	970,860
<b>Total Operating Expenditures</b>	<b>2,771,337</b>
Other Uses	
Operating Transfers Out - Capital Projects	7,808,485
<b>Total Other Uses</b>	<b>7,808,485</b>
<b>TOTAL EXPENDITURES and OTHER USES</b>	<b>10,579,822</b>



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

**Action: To Approve a Resolution to restate the CHA 414(h) plan and to correctly classify plan as frozen.**

**Staff Resource:** Heather Franklin/Charlene Wall

**Strategic Business:** Finance Administration

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

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

Effective October 1, 2009, the Charlotte Housing Authority became a member of the state pension system (the Local Governmental Employees' Retirement System or 'LGERS'). At that time, we intended that our 414(h) plan be frozen and notified employees that CHA contributions would now be made to the state. No further contributions would be made to our old retirement plan unless they were voluntary contributions by the employee. The plan would continue to make gains or have losses based on the market, employees could continue to direct where their monies were invested within the plan and employees would continue to receive quarterly plan statements; until we could determine the best placement for the monies within this plan.

### **Explanation**

Subsequently we have determined the best move would be to locate all retirement monies under state guidance, thus we entered into discussion with Prudential Administration (who handles the state 401(k) program). Our plan has been to transition our 414(h) funds to an account administered by the Prudential Bank and Trust, which will result in all retirement funds being managed by one administrator (we recently opened a 457 plan administered by Prudential). It is during these discussions, which started in 2011, that it has been discovered that our plan was not listed as frozen when it was restated in 2010 (adopted by the Board in January, 2011) with the IRS. Literally, a box which needed to be checked on the form was not. As such, we must now re-file with the IRS to make this correction. Failure to make this correction could result in CHA having liability for 414h plan contributions during the years we thought the plan was frozen. Because of the gravity of this issue, an attorney who specializes in retirement law was obtained to assist us, with the help of the Banks Law Firm.

### **Committee Discussion:**

This item was mentioned during the CFO review at the Finance and Audit Committee and members were informed if the attorneys who have been hired to help us with the refilling could answer some last questions, we would place the item on the Board Agenda as a walk-on.

**Funding:**

The cost for re-filing the plan will be \$5,000 and we are pursuing return of this cost from our current plan administrators, Verisight (formerly known as RSMcGladrey).

**Attachment:**

Resolution

## RESOLUTION

### **AUTHORIZE THE HOUSING AUTHORITY OF THE CITY OF CHARLOTTE (CHA) TO APPROVE A RESOLUTION TO RESTATE THE CHA 414(h) PLAN AND TO CORRECTLY CLASSIFY PLAN AS FROZEN.**

The undersigned hereby certifies that the Board of Directors of the HOUSING AUTHORITY OF THE CITY OF CHARLOTTE, NC, a North Carolina a non-profit public real estate holding company (the "CHA"), adopted the following resolutions:

**WHEREAS**, the CHA sponsors the Housing Authority of the City of Charlotte, NC Retirement Plan, which is a Code Section 414(h)(2) pick-up Plan (the "Plan"); and

**WHEREAS**, the CHA considered allowing its employees to participate in the State of North Carolina's Local Government Employee's Retirement System (the "LGERS"), instead of maintaining its own separate plan; and

**WHEREAS**, CHA held a meeting with employees to discuss the option of participating in the LGERS, and employees of CHA voted to join the LGERS; and

**WHEREAS**, CHA approved the change and proceeded with the transition from the Plan to joining the LGERS, including freezing the Plan on November 1, 2009; and

**WHEREAS**, the CHA, in its capacity as Plan Administrator of the Plan, has advised the Board of Directors that the restatement of the Plan that was adopted by the CHA effective January 1, 2011, failed to indicate that it was frozen; and

**WHEREAS**, the fact that the document did not reflect the Plan's terms is a plan document failure; and

**WHEREAS**, the failure to ensure that the Plan document reflect the Plan's terms was the result of a good-faith mistake and was an oversight in the administration of the Plan; and

**WHEREAS**, the Board of Directors wishes to correct the failures through the Voluntary Correction Program (referred to as "VCP") set forth in Revenue Procedure 2008-50.

**NOW, THEREFORE, BE IT RESOLVED**, that the failures described above shall be corrected utilizing VCP in accordance with the procedures and guidelines set forth in Internal Revenue Service Revenue Procedure 2008-50.

**RESOLVED**, that the Board of Directors was advised that in order to utilize VCP, the failures must be corrected.

**RESOLVED**, that on the advice of legal counsel, the CHA hereby adopts a new restatement of the Plan document to replace the January 1, 2011, restatement of the Plan.

**RESOLVED**, that in accordance with Revenue Procedure 2008-50, (i) full correction has been made with respect to all participants and for all taxable years (even if the taxable year is

closed); (ii) correction has been determined taking into account the terms of the Plan at the time of the failure; (iii) the correction method has restored the Plan to the position that it would have been in had the failure not occurred; (iv) the correction method is reasonable and appropriate; and (v) established practices and procedures (formal or informal) are in place that are reasonably designed to promote and facilitate overall compliance with the qualification requirements of the Internal Revenue Code, and these practices and procedures are routinely followed.

**RESOLVED**, that an authorized officer of the CHA is hereby authorized and directed to execute the new Plan document and the IRS submission documents, and to take such other actions as may be necessary to effectuate the foregoing.

**IN WITNESS WHEREOF**, the undersigned hereby certifies that the Board of Directors of the CHA adopted the foregoing actions on \_\_\_\_\_, 2012.

**RECORDING OFFICER'S CERTIFICATION**

I Shaunte 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 March 20, 2012.

By: \_\_\_\_\_  
Shaunte` Evans  
Interim Secretary

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

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

*Montgomery Gardens  
5235 Garden Trace Court  
Charlotte, NC 28216*

*March 20, 2012*

---

***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 ***February 21, 2012 (p. 55)***
3. **Consent Agenda Items: (p. 57 – 63)**
  - A. Budget Amendment: Horizon Development Properties, Inc. Field Operations Program Budget for Mold Remediation and Repairs FY-03/31/2012
  - B. Budget Amendment: Horizon Development Properties, Inc. Field Operations Program Budget for Portable Revenue/Expenditures FY-03/31/201
4. **Business Agenda Action Item: (p. 64 - 69)**
  - A. Budget Adoption: Horizon Development Properties, Inc. 2012 – 2013 Annual Program Budgets and Real Estate Program Budget for the FY-03/31/2013

**MINUTES OF HORIZON DEVELOPMENT PROPERTIES, INC.  
BOARD OF DIRECTORS MEETING HELD ON  
TUESDAY, FEBRUARY 21, 2012**

**Regular Meeting:**

**Additions to the Agenda:**

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

**ACTION:**

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

**Consideration to approve the minutes for:**

- Regular HDP Board of Directors meeting held on *January 17, 2012*

**ACTION:**

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

**Consent Agenda Items:**

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

Approve an amendment to the Field Operations Program Budget for subsidy for the fiscal year ending March 31, 2012.

**3.B Horizon Development Properties, Inc. Collection Loss Report for the Quarter Ended 12/31/11**

Approve the write-off of \$36,721.42 in accounts receivable due to collection losses for tenants vacated through 09/30/11.

**ACTION:**

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

Horizon Development Properties, Inc.  
February 21, 2012

\*\*\*\*\*

Vice-Chairman Jones motioned that the HDP, Inc. Board of Directors meeting be adjourned and convene the Horizon Acquisition Corporation, Inc. official meeting. Motion was seconded by: Commissioner Sumter. Motion passed unanimously.

Minutes respectfully prepared by:

Barbara G. Porter  
Executive Assistant to the CEO



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

<b>Action:</b> <b>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)</b>
---

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

**Strategic Business:**    Finance and Administration

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

**Background/Policy Framework:**

Glen Cove Apartments is a 50-unit mixed income community built in 1990 consisting of five 2-story wood framed buildings. Over the years several plumbing leaks have resulted in damage to the subfloor in two units. Water from the plumbing leaks and entry through damaged crawl space doors has resulted in some ponding of water in the crawl space of two of the buildings. This ponding has created a wet environment under the buildings contributing to mold growth. These items along with some original construction framing and plumbing deficiencies were noted during an April 2011 City of Charlotte inspection.

**Explanation:**

Staff hired SM&E to inspect the two buildings referenced in the City inspection and prepare a mold remediation plan. After receipt of this plan staff decided to expand the scope to include the three remaining buildings, as construction type is similar. This was received in July 2011, and in August staff requested three bids for both the remediation and structural repairs. Environmental contractors did not bid and indicated the remediation scope was excessive. This was discussed with SM&E and in late September 2011 the revised remediation plan was received. Staff subsequently decided to have the scope for the structural repairs detailed by an engineer which was received in December. In January 2012, the pre-bid meeting was held and bids received February 16<sup>th</sup>.

In addition to the above repairs, the entry wooden walkway/bridges leading into the buildings are showing signs of deterioration and require replacement. Three bids were received for this work. The crawl space doors will be replaced by site staff.

This project is to be 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

Should the budget amendment not be approved the structural issues will continue to worsen creating potential life and safety concerns and a greater environmental issue with the continued mold growth.

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 consent agenda at the Finance and Audit Committee meeting held on March 8, 2012.

**Community Input:**

Not applicable

**Summary of Bids:**

**Mold Remediation/Structural Repairs**

<b>Contractor</b>	<b>Bids</b>	<b>Contingency (10%)</b>	<b>Total</b>
The J.W. Construction Group	\$12,111	Withdrew	
<b>JECO Homes</b>	<b>\$31,150</b>	<b>\$3,115</b>	<b>\$34,265</b>
Goodwill Construction Services	\$32,266		
Armen Construction	\$78,888		

**Replace Walkway/Bridges**

<b>Able Exteriors</b>	<b>\$34,110</b>	<b>\$3,410</b>	<b>\$37,520</b>
Radco Construction	\$39,400		
Nations	\$40,950		

<b>Crawl Space Doors (CHA)</b>	<b>\$ 1,620</b>	<b>\$ 160</b>	<b>\$ 1,780</b>
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<b>Total Required Funding</b>			<b>\$73,565</b>
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**Section 3/MWBE Consideration:**  
JECO Homes is a MWBE company.

**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 March 20, 2012.

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

## RESOLUTION NO.

## Exhibit A

REVENUE:	April 2011 - March 2012 FIELD OPERATION	REVISION	April 2011 - March 2012 FIELD OPERATION
MTW Funds	67,386,323		67,386,323
Tenant Rents	10,562,067		10,562,067
Other Income	3,216,843		3,216,843
Public Housing Fees	1,171,023		1,171,023
Section 8 Income	1,510,618		1,510,618
Capital/CFRC Fees	651,936		651,936
Social Services Fees	601,550		601,550
City Relocation Program Income	140,037		140,037
Other Governmental Grants	512,646		512,646
Non Dwelling Rents and Other Revenue (Carol Hoefener)	369,772		369,772
First Ward Revenue	342,456		342,456
Restricted Donation	3,500,000		3,500,000
<b>TOTAL REVENUE:</b>	<b>89,965,271</b>	<b>-</b>	<b>89,965,271</b>
Other Sources			
Fund Balance Appropriated-Horizon Development	500,000	73,565	573,565
Fund Balance Appropriated-Section 8	400,000		400,000
Fund Balance Appropriated-AMP	58,106		58,106
Fund Balance Appropriated-Land Sale Proceeds	285,383		285,383
Operating Transfer In -CORE Programs	24,000		24,000
Operating Transfer In -MTW	4,081,665		4,081,665
<b>Total Other Sources</b>	<b>5,349,154</b>	<b>73,565</b>	<b>5,422,719</b>
<b>TOTAL REVENUE AND OTHER SOURCES</b>	<b>95,314,425</b>	<b>73,565</b>	<b>95,387,990</b>
<b>EXPENDITURES:</b>			
Salaries/Benefits	11,006,827		11,006,827
Operating Costs	72,952,645	73,565	73,026,210
Utilities	4,383,676		4,383,676
Capitalized Items	856,394		856,394
<b>Total Operating Expenditures</b>	<b>89,199,542</b>	<b>73,565</b>	<b>89,273,107</b>
Other Uses:			
Special Items:	3,500,000		3,500,000
Operating Transfer Out- Capital Projects	2,369,000		2,369,000
Loans To Others	245,883		245,883
<b>Total Other Uses</b>	<b>6,114,883</b>	<b>-</b>	<b>6,114,883</b>
<b>TOTAL EXPENDITURES:</b>	<b>95,314,425</b>	<b>73,565</b>	<b>95,387,990</b>

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

**Action: 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 2031)**

**Staff Resource:** Heather Franklin

**Strategic Business:** Finance and Administration

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

**Background/Policy Framework:**

The Section 8 Program has experienced an increase in the number of participants that port in to the Charlotte area and to the Authority.

**Explanation:**

This budget amendment is necessary to increase portable revenue and expenditures in the Section 8 program. Persons porting into Charlotte has increased throughout the fiscal year and in January totaled 1,014. Staff made an adjustment to the portable revenue in September and now it is necessary to make a final adjustment. Staff now estimates that portable costs will total \$7,519,097 by year end. Therefore staff would like to increase portable revenue and expenditures to \$7,519,097 which is an increase of \$421,474.

In Exhibit A shows an increase in MTW Funds of \$421,474 and the corresponding expenditure is shown in Operating Costs in the amount of \$421,474 for the Section 8 Program.

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 March 8, 2012.

**Funding:**

Portable revenue

**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 March 20, 2012.

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

## RESOLUTION NO.

## Exhibit A

REVENUE:	April 2011 - March 2012 FIELD OPERATION	REVISION	April 2011 - March 2012 FIELD OPERATION
MTW Funds	67,386,323	421,474	67,807,797
Tenant Rents	10,562,067		10,562,067
Other Income	3,216,843		3,216,843
Public Housing Fees	1,171,023		1,171,023
Section 8 Income	1,510,618		1,510,618
Capital/CFRC Fees	651,936		651,936
Social Services Fees	601,550		601,550
City Relocation Program Income	140,037		140,037
Other Governmental Grants	512,646		512,646
Non Dwelling Rents and Other Revenue (Carol Hoefener)	369,772		369,772
First Ward Revenue	342,456		342,456
Restricted Donation	3,500,000		3,500,000
<b>TOTAL REVENUE:</b>	<b>89,965,271</b>	<b>421,474</b>	<b>90,386,745</b>
Other Sources			
Fund Balance Appropriated-Horizon Development	573,565		573,565
Fund Balance Appropriated-Section 8	400,000		400,000
Fund Balance Appropriated-AMP	58,106		58,106
Fund Balance Appropriated-Land Sale Proceeds	285,383		285,383
Operating Transfer In -CORE Programs	24,000		24,000
Operating Transfer In -MTW	4,081,665		4,081,665
<b>Total Other Sources</b>	<b>5,422,719</b>	<b>-</b>	<b>5,422,719</b>
<b>TOTAL REVENUE AND OTHER SOURCES</b>	<b>95,387,990</b>	<b>421,474</b>	<b>95,809,464</b>
<b>EXPENDITURES:</b>			
Salaries/Benefits	11,006,827		11,006,827
Operating Costs	73,026,210	421,474	73,447,684
Utilities	4,383,676		4,383,676
Capitalized Items	856,394		856,394
<b>Total Operating Expenditures</b>	<b>89,273,107</b>	<b>421,474</b>	<b>89,694,581</b>
Other Uses:			
Special Items:	3,500,000		3,500,000
Operating Transfer Out- Capital Projects	2,369,000		2,369,000
Loans To Others	245,883		245,883
<b>Total Other Uses</b>	<b>6,114,883</b>	<b>-</b>	<b>6,114,883</b>
<b>TOTAL EXPENDITURES:</b>	<b>95,387,990</b>	<b>421,474</b>	<b>95,809,464</b>

***BUSINESS  
AGENDA  
ACTION  
ITEMS***



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

**Action: 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.**

**Staff Resource:** Heather Franklin

**Strategic Business:** Finance Administration

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

**Background/Policy Framework:**

The Authority's Board of Commissioners, acting through its delegated officers, has the primary responsibility for ensuring that the Public Housing Authority (PHA) 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 PHA Operating Budgets. Each year before March 31, staff brings the annual operating budgets for the Charlotte Housing Authority to the Board for approval.

**Explanation:**

These resolutions are the formal resolutions related to the Board adopting the FY2012-2013 Annual Program Budget to include the budgets for Administration, Field Operations and Real Estate.

The Board in Exhibit A is adopting the program budget for Administration. The Board in Exhibit B is adopting the program budget for Field Operations. The board in Exhibit C is adopting the program budget for Real Estate. The Board was given the opportunity to review the individual asset management projects (AMP's) per HUD regulations, but the Board is being asked, for ease of administration of North Carolina State law, to adopt the budget in its total for the AMP's as the budgetary compliance level as a part of the Field Operations budget.

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 consent agenda at the Finance and Audit Committee meeting held on March 8, 2012.

**Funding:**

ACC No. A-4156

**Attachments:**

Exhibit A  
Exhibit B  
Exhibit C

**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 March 20, 2012.

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

**Exhibit A**

<b>REVENUE:</b>	<b>April 2012 - March 2013 ADMINISTRATION</b>
Section 8 Fees	1,360,476
MTW Funds	5,072,331
Other Revenue	2,176,545
Public Housing Fees	788,095
Maintenance Operations	484,527
Capital Fund Fees	406,468
Horizon Fees	481,027
First Ward Income	396,050
Social Services Fees	741,550
<b>TOTAL REVENUE:</b>	<b>11,907,069</b>
<b>EXPENDITURES:</b>	
Salaries/Benefits	4,619,785
Operating Costs	7,087,577
Utilities	174,707
Capital Outlay	25,000
<b>TOTAL EXPENDITURES:</b>	<b>11,907,069</b>

**Exhibit B**

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

**Exhibit C**

<b>REVENUE:</b>	<b>April 2012 - March 2013 REAL ESTATE</b>
MTW Funds	7,808,485
Developer Fee Earned	2,035,902
Other Revenue	735,435
<b>TOTAL REVENUE:</b>	<b>10,579,822</b>
<b>EXPENDITURES:</b>	
Salaries/Benefits	1,800,477
Operating Costs	970,860
<b>Total Operating Expenditures</b>	<b>2,771,337</b>
Other Uses	
Operating Transfers Out - Capital Projects	7,808,485
<b>Total Other Uses</b>	<b>7,808,485</b>
<b>TOTAL EXPENDITURES and OTHER USES</b>	<b>10,579,822</b>

***C.O.R.E.***  
***PROGRAMS, INC.***

**C.O.R.E. Programs, Inc**  
**Board of Directors**  
**AGENDA**

*Montgomery Gardens*  
*5235 Garden Trace Court*  
*Charlotte, NC 28216*

*March 20, 2012*

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

Regular Meeting Agenda:

1. Review and Approval of the Agenda
2. Consideration to Approve the Minutes for:
  - Meeting held on *January 17, 2012 (p. 72)*
3. **Business Agenda Item: (p. 73 – 75)**
  - A. Budget Adoption: C.O.R.E. Programs, Inc. Budget for FY-03/31/2013

**MINUTES OF C.O.R.E. PROGRAMS, INC.  
BOARD OF DIRECTORS  
MEETING HELD ON JANUARY 17, 2012**

**Regular Meeting:**

**Additions to the Agenda:**

*None*

**ACTION:**

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

**Consideration to approve the minutes for:**

- Meeting held on *July 19, 2011*

**ACTION:**

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

**Business Agenda Action Item:**

**3.A Budget Amendment: C.O.R.E. Programs, Inc.  
Amend the C.O.R.E. Programs, Inc. Budget to Fund Childcare  
Subsidies for the Fiscal Year ending March 31, 2012**

**ACTION:**

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

\*\*\*\*\*

Commissioner Jones motion to adjourn C.O.R.E. Properties, Inc. and return to the regular meeting of the Charlotte Housing Authority. Motion passed unanimously.

Minutes prepared by:	Barbara G. Porter Executive Assistant
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### **3.A Budget Adoption: C.O.R.E. Programs, Inc. Budget**

<b>Action: Adopt the C.O.R.E. Programs, Inc. Budget for the Fiscal Year Ending March 31, 2013.</b>
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**Staff Resource:** Heather Franklin

**Strategic Business:** Finance and Administration

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

**Background/Policy Framework:**

The Board of C.O.R.E. Programs, Inc, (CORE) 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 Operating Budgets. Each year staff brings the annual budget to the Board for CORE.

**Explanation:**

This Board agenda item is the formal resolution related to the Board adopting the FY2012-2013 CORE budget as shown in Exhibit A. Approval of this budget is requested pursuant to state statutes.

Also as a part of this budget adoption 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 is 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 any amounts between funds or increase the total amount of a fund.

**Committee Discussion:**

This item was unanimously approved for the consent agenda at the Finance & Audit Committee meeting held on March 8, 2012.

**Funding:**  
C.O.R.E Programs, Inc.

**Attachment:**  
C.O.R.E. Programs, Inc. Budget

**RECORDING OFFICER'S CERTIFICATION**

I, Barbara Porter, the duly appointed Secretary of the C.O.R.E. Programs, Inc., do hereby certify that the above item was properly adopted at a regular meeting held March 20, 2012.

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

**Exhibit A**

**Exhibit A**

<b>REVENUE:</b>	<b>April 2011 - March 2012 C.O.R.E. Programs, Inc.</b>	<b>REVISION</b>	<b>April 2011 - March 2012 C.O.R.E. Programs, Inc.</b>
Other Income	226,342		226,342
Restricted Donation		12,987	12,987
<b>Total Revenue</b>	<b>226,342</b>	<b>12,987</b>	<b>239,329</b>
Other Sources:			
Fund Balance Appropriated	36,987	(12,987)	24,000
<b>Total Other Sources</b>	<b>263,329</b>	<b>-</b>	<b>263,329</b>
<b>EXPENDITURES:</b>			
Operating Costs	263,329		263,329
<b>TOTAL EXPENDITURES:</b>	<b>263,329</b>	<b>-</b>	<b>263,329</b>