



Charlotte Housing Authority

BOARD OF COMMISSIONERS REGULAR MEETING JUNE 18, 2013

STRAWN TOWER
1225 S. CALDWELL ST.
CHARLOTTE, NC 28203

Mission Statement

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

COMMISSIONERS:

- Commissioner Geraldine Sumter - Chair
- Commissioner Pamela Gordon - Vice Chair
- Commissioner Joel D. Ford
- Commissioner Nancy Crown
- Commissioner William Scurry

CHARLOTTE HOUSING AUTHORITY HOST SUMMER INTERNS

CHA is hosting four student interns this summer. The interns come to us through a unique partnership with the Urban League of the Central Carolinas, Inc.

The students participated in the Fiber Optics/Broadband Program at West Charlotte High School. The program is designed to develop skills in theory and real world application of broadband telecommunication technology, including the use of hand tools, various cable installation techniques, the use of computerized equipment, and safety regulations and concerns. The course is specifically designed in two phases for entry level as well as experienced individuals looking to become trained and credentialed in the premise and fiber optic cabling.

In addition to the 40 hour curriculum the students were also required to complete life skills training which included workplace protocol, how to dress for success, resumé writing, and the process of completing a job application. They will be using their newly acquired skills to assist CHA staff in the Property Management, MIS, and Client Services Departments.



L to R: Patrick C. Graham, PhD (President & CEO, Urban League of Central Carolinas), Kamau Ledbetter (Property Management), Chamilla Brown (Client Services), Khadijah Guy (Client Services) and A. Fulton Meachem, Jr. (CHA President & CEO)

*Not pictured: Alshonda Robinson (MIT)



**HOUSING AUTHORITY OF THE CITY OF
CHARLOTTE**

PUBLIC NOTICE

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

June 18, 2013

NOTICE is hereby given that a Regular Board meeting of the Board of Commissioners of the Housing Authority of the City of Charlotte will be held on ***June 18, 2013*** as follows:

TIME/DATE: ***5:00 p.m.***
 June 18, 2013

LOCATION: ***Strawn Tower***
 1225 S. Caldwell Street
 Charlotte, NC 28203

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

A. Fulton Meachem, Jr.
President/CEO

Mission Statement

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

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

*Strawn Tower
1225 South Caldwell St.
Charlotte, NC 28203*

June 18, 2013

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

Regular Meeting Agenda:

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Public Forum
5. Review and Approval of the Agenda
6. Consideration to Approve the Minutes for:
 - Regular Board Meeting held ***May 21, 2013 (p. 5)***
7. Resident Advisory Council (RAC) Report (***p.10***)
8. Monthly Reports:
 - CEO Report
 - Operations Dashboard (***p.12***)
 - Wells Fargo Presentation
 - CHASF Recipient: Javari Parks
9. **Consent Agenda Action Items:** (***p.16***)
 - A. Tall Oaks Easement
10. **Business Agenda Action Items:**
11. **New Business:**
None
12. **Executive Session**

***MINUTES FOR
REGULAR
BOARD
MEETING***

Regular Board Meeting
May 21, 2013

**MINUTES OF THE REGULAR BOARD MEETING
OF THE COMMISSIONERS OF THE
HOUSING AUTHORITY OF THE CITY OF CHARLOTTE
HELD ON TUESDAY, MAY 21, 2013**

The Board of Commissioners of the Housing Authority of the City of Charlotte, North Carolina held a regular meeting at: **Charlotte Housing Authority/400 East Boulevard, Charlotte, NC 28203** at 5:00 p.m. Tuesday, May 21, 2013.

Present:

<i>Chairperson Geraldine Sumter</i>	<i>Vice Chairperson Pamela Gordon</i>
Commissioner Nancy Crown	Commissioner William Scurry

Also Present:

Mr. A. Fulton Meachem, Jr. , CEO/President
Mr. Sherrod Banks, General Counsel

Additional Attendees:

Barbara Porter, Executive Assistant (scribe)	Alesia Price, Regional Property Manager
Heather Franklin, Interim CFO	George Connor, Regional Property Manager
Dr. Eric Johnson, Chief Development Officer	Gwenarda Isley, MTW Coordinator
Michelle Allen, Interim Director of Development	Donna Green, RAC Secretary
Deborah Clark, Director of Comm. & Research	Joe Heyward, Asset Management
Twyla Taylor, Dir. of Dev./Relocation	Cheryl Campbell, Dir. of Special Projects
John Burns, Client Services Director	Janelle Brown, Senior Development Officer
Timica Melvin, Proj. Based Voucher Mgr.	Kenya Hester, HCV FSS Case Manager
Carl Harris, Director of Construction	Steve Lamphere, Procurement Director
Shannon Bodnar, Director of Housing	Jeff Meadows, Sr. Development Officer
Roger Cistrunk, Resident Safety	Charlene Wall, Director of Human Resources
Zenica Chatman, Corporate Comm. Officer	

Pledge of Allegiance

Chairperson Sumter called the meeting to order and led the Pledge of Allegiance.
Chairperson Sumter presented former Commissioner, Marcia Simpson, with a plaque for her service.

Public Hearing

Chairperson Sumter opened the public hearing for the bond issuance of Mecklenburg Mill Apartments.
There were no persons present to speak and the public hearing was closed.

Regular Board Meeting
May 21, 2013

Public Forum

There were no persons present to speak for the public forum; the Chairperson closed the public forum.

Review and Approval of the Agenda:

Action:

Motion was made by: Commissioner Crown
Motion was seconded by: Vice Chairperson Gordon
Outcome: Passed unanimously

Consideration to Approve the Minutes for:

- Regular Board Meeting held April 18, 2013

Action:

Motion was made by: Vice Chairperson Gordon
Motion was seconded by: Commissioner Simpson
Outcome: Passed unanimously

Resident Advisory Council (RAC) Report

Ms. Donna Green reported the following:

- Referenced the RAC 2012-2013 Annual Report and solicited questions, for which there were none.
- Noted 11 of 13 persons in training passed their assessment test with Grace Mar for employment. The remaining persons will continue to search for employment or receive additional training. The next class is June 4th.
- Stated Strawn election is being held today (May 31, 2013) and Parktowne will be held on June 4th.

Monthly Reports

CEO Report

Mr. Meachem emphasized the necessity of MTW flexibility and informed the board he will be working with other Executive Director's to obtain MTW flexibility permanently. He noted that the Board may be called upon for assistance in reaching out to persons for support. The Resident Advisory Committee (RAC) and Participant Advisory Committee (PAC) organizations, in collaboration, with other housing authorities will also be speaking to politicians and HUD regarding the impact of sequestration.

Operations Dashboard

Ms. Timica Melvin, Project Based Voucher Mgr. gave the following update for HCV:

Housing Choice Voucher

- 93.88% utilization of vouchers for a total of 4,617
- FUP at 95%
- VASH at 83%

Regular Board Meeting
May 21, 2013

- 89 vouchers currently being held for Project-Based Section 8 commitments
- Waiting list increased to 982 from March to April due to persons being reinstated for good cause. 13 new landlords participating; 44 packets were handed out.

Conventional Public Housing

- Occupancy rate at 99.23%
- The Tenant Accounts Receivable (TAR) remained above target at 98.7%.
- Vacancy turns at 19 days, remains under the threshold.

Affordable Properties

- Occupancy rate is at 99.86%
- TAR is at 98.8%
- Vacancy turns at 18 days.

Private

- Occupancy rate 98.91% -above targeted threshold.
- TAR 98.4%
- 17 days vacancy turns
- Park at Oaklawn and Nia Pointe had great turns in their public housing units and were commended.

Various Financial Reports:

Preliminary Budget to Actual Report (BAR), Preliminary Report of Deposits and Investments as of 3/31/13, Preliminary Land Sales Proceeds Details as of 3/31/13, and Preliminary Notification of Administrative Budget Changes as of 3/31/13

Heather Franklin noted a series of preliminary numbers in the packet. The final numbers will be distributed and discussed in July 2013 with the audit report. All information was presented at the May 9 Finance and Audit Committee meeting. Ms. Franklin asked for any questions, hearing none she concluded her report.

Consent Agenda Action Items:

A. Hall House Development Properties Inc.

A. Authorize CEO to enter into, execute and deliver all documents necessary for the Financing, Development and Operation of Hall House

B. Authorize a Grant from CHA to Horizon Development Properties up to \$487,669 for affordable housing activities including but not limited to Hall House

B. 2013 Choice Neighborhoods Planning Coordinator

Authorize CHA to hire The Boulevard Group as the planning coordinator for the Tarlton Hills Choice Neighborhood Grant

C. CHA Collection Loss Report for the Quarter Ended 03/31/2013

Approve a Resolution for the write-off of \$31,567.85 in accounts receivable due to collection losses for tenants vacated through 12/31/12

Regular Board Meeting
May 21, 2013

D. Disparity Study Acceptance and Approval for 2007-2012

Approve a Resolution to accept and approve the Disparity Study for the period April 1, 2007 to March 31, 2012

E. Approve Change Order for Summer Security Coverage at Family Sites

Approve Resolution for a change order not to exceed \$83,520 to Professional Police and Security Services for additional summer security coverage at (2) large family and (6) scattered family sites.

Action:

Motion was made for approval by:	Commissioner Nancy Crown
Motion was seconded by:	Vice-Chairperson Pamela Gordon
Outcome:	Passed unanimously

Vice-Chairperson Gordon motioned to suspend the regular Board of Commissioners meeting and convene the Horizon Development Properties, Inc. Board meeting. Motion was seconded by: Commissioner Scurry; Motion passed unanimously.

Motion was made to reconvene the regular Board of Commissioners meeting and immediately to go into an Executive Session for legal matters and receive advice from general counsel. Motion passed unanimously.

Minutes respectfully prepared by:	Barbara G. Porter Executive Assistant to the CEO
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**RESIDENT
ADVISORY
COUNCIL
(RAC)
REPORT**

Resident Advisory Council Report
Tuesday, June 18, 2013

The Resident Advisory Council is partnering with Charlotte-Mecklenburg Schools, Feeding Families, and One Love Services to provide breakfast and lunch for the youth. The program is located in the Gladedale, Meadow Oaks, Wallace Woods, Savannah Woods, Tall Oaks, Tarleton Hills, Robinsdale, and Claremont communities.

The Resident Advisory Council assisted the Center for Employment Services and Grace Mar Services with the job fair held on Tuesday, June 4, 2013. We will continue to provide information to our communities on employment services.

The Resident Advisory Council has partnered with the CHA, Participant Advisory Committee, and Mecklenburg County Park & Recreation with the Father's Day 2013 event.

There will be an election held at the Parktowne Terrace Community on Tuesday, June 25, 2013 at 4:30pm.

OPERATIONS DASHBOARD

The Charlotte Housing Authority 2013-2014 Operations Dashboard Measure

SECTION 8

SECTION 8 VOUCHER ANALYSIS

Generate Income to Underwrite Key Businesses: Utilize 98% of the housing choice vouchers.	Monthly % of Vouchers Utilized	Monthly # of Vouchers Utilized
Target	98.0%	4,918
March '13	93.01%	4,574
April '13	93.88%	4,617
May '13	93.49%	4,608

Overall Program Voucher Total

Program	Base	VONED	VASH	FUP	BLVD	STRAWN	TOTAL	NOTES
Voucher Units	4087	275	185	200	170	1	4918	
Vouchers Utilized	(3821)	-264	(162)	(190)	(170)	(1)	(4608)	
Vouchers Issued	(47)	-7	(20)	-7	0	0	(81)	Searching
Balance by Program	219	4	3	3	0	0	229	Bal. - All Programs

VOUCHER AVAILABILITY

Program	TOTAL
Balance All Programs	229
Special Programs	(10)
In base	219
Strawn Relocation/Tenant Protection	0
To be issued	0
Balance of Vouchers being held for PBS8 commitment	88

Current Utilization	93.49%	96.00%	87.57%	95.00%	100.00%	100.00%	100.00%	93.70%
Utilization - if all issued vouchers were to be leased up	94.64%	98.55%	98.38%	98.50%	100.00%	100.00%	100.00%	95.34%

Serve a growing proportion of the Charlotte population: Reduce the waiting list by placing voucher holders in housing.	Vouchers on the Street	Portable Vouchers on the Street	Waiting List	New Landlord Packages	New Participating Landlords	Cumulative Number Portables to Charlotte
March '13	61	98	978	47		1250
April '13	57	99	982	44	13	1252
May '13	47	124	1,031	26	18	1267

The Charlotte Housing Authority 2013-2014 Operations Dashboard Measure

All Conventional Public Housing Sites - CHA Managed

Maximize Benefit/Cost: Maximize the long-term financial viability of CHA-owned communities.	<u>Occupancy Rate</u>	<u>Collection Loss (QTR)</u>	Total Tenants Accounts Receivable (all outstanding charges)	Tenant Accounts Receivable (uncollected rent without pending action)	Vacancy Turns Make Ready/Lease/Total
Target	98%	2.00%	90%	98%	20 days
March '13 - 24 units turned	99.00%	1.75%	90.37%	99.38%	15+7=22 days
April '13 - 27 units turned	99.23%	-	88.09%	98.87%	10+9 = 19 days
May '13 - 20 units turned	99.17%	-	91.36%	99.16%	14+9=23 days

(Exclude 105 units turned under renovation project)

**** The average collection loss for the entire CHA portfolio is 2.15%

^ total does not include private management data

Affordable Properties

Sites include: Grove Place, Oak Valley, Valley View, McAlpine Terrace, Seneca Woods, Glen Cove, Woodlawn, Strawn LLC, Parktowne LLC	<u>Occupancy Rate</u>	<u>Collection Loss (QTR)</u>	Total Tenants Accounts Receivable (all outstanding charges)	Tenant Accounts Receivable (uncollected rent without pending action)	Vacancy Turns Make Ready/Lease/Total
Target	98%	2.00%	92%	98%	20 days
March '13 - 8 units turned	99.49%	2.89%	87.57%	99.33%	7+6 =13 days
April '13 - 10 units turned	99.86%	-	92.20%	98.80%	10+8 = 18 days
May '13 - 17 units turned	98.97%	-	92.99%	98.69%	9+1 = 10 days

**** The average collection loss for the entire CHA portfolio is 2.15%

The Charlotte Housing Authority 2013-2014 Operations Dashboard Measure

Private Management Companies

Sites include: First Ward, Arbor Glen, Park at Oaklawn, Montgomery Gardens, Nia Point, Rivermere, Stonehaven, Prosperity & McAden	Assisted Occupancy Rate	Collection Loss (QTR)	Total Tenant Accounts Receivables <small>(all outstanding charges)</small>	Tenant Accounts Receivable <small>(uncollected rent without pending action)</small>	Vacancy Turns <small>Make Ready/Lease/Total</small>
Target	98%	2.00%	90%	98%	20 days
March '13 - 9 units turned	98.86%	2.89%	94.40%	97.96%	8+12 = 20 days
April '13 - 14 units turned	98.91%	-	92.72%	98.40%	7+10 = 17 days
May '13 - 9 units turned	99.45%	-	95.56%	99.04%	11+8 = 19 days

**** The average collection loss for the entire CHA portfolio is 2.15%

FY 2012-2013 Private Management Companies					Vacancy Turn Averages			
Property	Overall Community Occupancy Rate	Section 8 & 9 Occupancy Rate	Total Tenant Accounts Receivables <small>(all outstanding charges)</small>	Tenant Accounts Receivable <small>(uncollected rent without pending action)</small>	Make Ready	Lease Up	Vacancy Turn Totals	# of Units
940 Brevard (40 Section 9 & 60 PBS8 units)	100%	100%	100%	100%	0	0	0	0
Arbor Glen 50 (25 Section 9 units)	100%	100%	100%	100%	0	0	0	0
Arbor Glen I (60 Section 9 units)	99%	100%	100%	100%	0	0	0	0
Arbor Glen II (40 Section 9 units)	99%	100%	98%	100%	0	0	0	0
Arbor Glen III (12 Section 9 units)	96%	100%	100%	100%	0	0	0	0
Ashley Square (22 Section 9 units & 14 PBS8 units)	94%	100%	85%	100%	0	0	0	0
Fairmarket Square (16 Section 9 units)	100%	100%	100%	100%	0	0	0	0
First Ward (132 Section 9 units)	100%	100%	90%	90%	0	0	0	0
Hampton Creste (60 section 9 units)	96%	98%	88%	100%	0	0	0	0
McAden Park (30 Section 9 & 30 PBS8 units)	100%	100%	98%	98%	0	0	0	0
McCreesh Place (63 Section 9 & 27 PBS8 units)	98%	98%	100%	100%	10	4	14	1
**McMullen Woods - (No Assisted Units)	100%	100%	100%	100%	0	0	0	0
Mill Pond (51 PBS8)	85%	100%	83%	98%	0	0	0	0
Montgomery Gardens (20 Section 9 units)	100%	100%	100%	100%	7	29	36	1
Moore Place (34 section 9 and 51 PBS8 units)	100%	100%	100%	100%	0	0	0	0
Nia Point (29 Section 9 units)	100%	100%	100%	100%	0	0	0	0
Park @ Oaklawn (89 Section 9 units)	100%	100%	100%	100%	20	3	23	2
Prosperity Creek (72 Section 9 & 84 PBS8 units)	100%	100%	92%	92%	0	0	0	0
Rivermere (20 Section 9 units)	99%	100%	91%	100%	0	0	0	0
Rivermere (20 Section 9 units)	99%	100%	91%	100%	4	14	18	2
Seigle Point (102 Section 9 & 18 PBS8 units)	97%	97%	90%	99%	0	0	0	0
South Oak (20 Section 9 units)	97%	95%	100%	100%	0	0	0	0
SpringCrest at Ashley Park (18 Section 9 & 18 PBS8 units)	100%	100%	100%	100%	0	0	0	0
SpringCrest at Ashley Park (18 Section 9 & 18 PBS8 units)	100%	100%	84%	100%	6	14	20	1
Springfield Gardens (22 Section 9 units)	97%	100%	100%	100%	6	6	12	2
Steele Creek (60 section 9 & 60 PBS8 units)	100%	100%	99%	99%	6	6	12	2
Stonehaven East (24 Section 9 units)	98%	99%	91%	100%	0	0	0	0
	98.14%	99.45%	95.56%	99.04%	11	8	19	9

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

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

***CONSENT
AGENDA
ACTION
ITEMS***

Tall Oaks Disposition and Easement

Action: Authorize CHA to Submit a Disposition Application to the Special Application Center (SAC) to Dispose of 986 Sq. Ft. of Land for a Road, And Grant Permanent and Temporary Easements for 536 Sq. Ft. for a Sidewalk and Utility Easement and 810 Sq. Ft. for a Sight Line Easement at Tall Oaks.



Tall Oaks

401 Baldwin Avenue

Charlotte, NC 28204

Staff Resource: Twyla Taylor

Strategic Business: Real Estate Development

Strategic Goal: Maximize economic, physical, and social value of CHA real estate portfolio.

Background/Policy Framework:

In 2009 StoneHunt, LLC requested an easement for the Tall Oaks property and the previous administration agreed with the request. At that time CHA verbally agreed to the easement request in exchange for StoneHunt assuming all fees associated with the easement including attorney fees, survey and appraisal fees as well as the removal of the existing driveway impacted by the easement and re-installation of the driveway at the rear of the property. StoneHunt postponed this request and no further action transpired.

Explanation:

At this time, StoneHunt wishes to proceed with their initial request from 2009 and is now requesting to purchase a portion of land (986 sq. ft. for a road) in addition to two permanent easements (536 sq. ft. for a sidewalk and utility easement and 810 sq. ft. for a sight line easement) as well as any necessary temporary easements. StoneHunt has plans to develop 62 townhome units on land contiguous to the Tall Oaks site and in order to meet code requirements

of the City of Charlotte, StoneHunt must reroute Main Street where it ties into Luther Street thereby impacting the parcel owned by CHA. The portion of land requested for the road (986 sq. ft.) will be dedicated to the City of Charlotte once it is owned by StoneHunt or an affiliate. This request by StoneHunt to own a portion of the property at Tall Oaks modifies the initial request and now requires HUD approval prior to CHA executing a deed. As such, staff is requesting to move forward with this request and submit a Disposition Application to the Special Application Center (SAC) to dispose of the land for a road and authorize the aforementioned permanent and temporary easements at Tall Oaks.

The impact of this request will require relocating the parking pad from the front of the unit to the rear of the unit. Moreover, selling and allowing the easements will add value to the remaining parcel by adding a sidewalk, creating a corner lot and infrastructure such as curbs, gutters and sidewalks. These improvements will positively impact the overall value of this parcel and surrounding neighborhood by fostering new development.

Committee Discussion:

This item was discussed at the June 6, 2013 Real Estate Committee Meeting and the Board unanimously approved for the June 18, 2013 Board of Commissioner meeting Consent Agenda.

MWBE/Section 3:

Funding:

StoneHunt, LLC has agreed to assume all fees associated with this transaction including paying the fair market value for the land, attorney fees, and survey and appraisal fees.

Attachment:

Resolution

RESOLUTION

AUTHORIZE CHA TO SUBMIT A DISPOSITION APPLICATION TO THE SPECIAL APPLICATION CENTER (SAC) TO DISPOSE OF 986 SQ. FT. OF LAND FOR A ROAD, AND GRANT PERMANENT AND TEMPORARY EASEMENTS FOR 536 SQ. FT. FOR A SIDEWALK AND UTILITY EASEMENT AND 810 SQ. FT. FOR A SIGHT LINE EASEMENT AT TALL OAKS.

WHEREAS, StoneHunt, LLC wishes to purchase a portion of land (986 sq. ft. for a road) in addition to two easements (536 sq. ft. for sidewalk and utility and 810 sq. ft. for a sight line) at Tall Oaks;

WHEREAS, StoneHunt, LLC has plans to develop 62 townhome units on land contiguous to the Tall Oaks site and in order to meet code requirements of the City of Charlotte, StoneHunt must reroute Main Street where it ties into Luther Street thereby impacting the parcel owned by CHA;

WHEREAS, the portion of land requested for the road (986 sq. ft.) will be dedicated to the City of Charlotte once it is owned by StoneHunt or an affiliate;

WHEREAS, selling and allowing the easements will add value to the remaining parcel by adding a sidewalk, creating a corner lot and infrastructure such as curbs, gutters and sidewalks; and

WHEREAS, these improvements will positively impact the overall value of this parcel and surrounding neighborhood by fostering new development;

NOW THEREFORE, BE IT RESOLVED, by the Board of Commissioners of the Housing Authority of the city of Charlotte that:

The Chief Executive Officer is hereby authorized, empowered, and directed to submit a Disposition Application to the Special Application Center (SAC) to dispose of 986 sq. ft. of land for a road, and grant permanent and temporary easements for 536 sq. ft. for a sidewalk and utility easement and 810 sq. ft. for a sight line easement at Tall Oaks.

RECORDING OFFICER'S CERTIFICATION

I, A. Fulton Meachem, Jr. the duly appointed Secretary of the Housing Authority of the City of Charlotte, N.C., do hereby certify that this Resolution was properly adopted at a regular meeting held June 19, 2013.

(SEAL)

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