



Delray Beach Housing Authority

APRIL 17, 2014 BOARD MEETING MINUTES

I. CALL TO ORDER

Meeting called to order at 8:54 a.m.

At this time the CEO noted that there was a quorum and proceeded with Roll Call.

II. ROLL CALL

Joseph Hepp – Absent

Christel Silver – Present

Choli Aronson – Present

Sylvia Morris – Present

Marcia Beam – Present

Gaston Joseph – Present

The CEO noted that the Board needed to select a chairperson for this meeting due to both the Chairman and Vice Chairman being absent.

A motion nominating Ms. Silver to run the meeting was made by Commissioner Joseph. Motion seconded by Commissioner Beam. All in favor. Motion passed.

III. APPROVAL OF AGENDA

A motion to approve the Agenda was made by Commissioner Morris. Motion seconded by Commissioner Beam. All in favor. Motion passed.

IV. APPROVAL OF THE MINUTES OF FEBRUARY 20th & SPECIAL MEETING OF MARCH 13th

A motion to approve the minutes of February 20th and March 13th was made by Commissioner Beam. Motion seconded by Commissioner Morris. All in favor. Motion passed.

V. RECOGNITION OF VISITORS

- Clifton Phillips, Roundstone Development
- Larry Zabik, Zabik & Associates
- Mary Jones, Sunchase America
- Earl Rollins. Sunchase America

At this time the CEO introduced Corey Jones who had been recently promoted from Inspector to Inspector/Assistant Property Manager. Mr. Jones has been with the organization since 2009.

VI. PUBLIC COMMENTARY

None

VII. CONSENT

A motion to approve Consent Agenda was made by Commissioner Morris. Motion seconded by Commissioner Beam. All in favor. Motion passed.

VIII. CORRESPONDENCE

None

IX. OLD BUSINESS

At this time the CEO moved Old Business Item D to A due to Mr. Zabik having another meeting to go to.

A. Zabik's Update

Mr. Zabik reported that Klewin was approximately four months behind the original schedule. Klewin's team continues to work hard to get the project on track, The Clubhouse was anticipated to open in mid-May. Mr. Zabik reported that there were no issues regarding the quality of the work and the materials being used, for now all was well.

Sunchase America

The CEO reminded the Board that at the last Board meeting the Board had requested that Sunchase America (Management Company for Village Square) attend the next meeting to update the Board regarding the status of the unit rentals.

Mr. Rollins reported that currently Village Square was 95.8% leased up (a total of 138 units). Ms. Jones noted that leasing was not an issue. There is a need in the community and she had a difficult time keeping people away. At this time Vice Chairman Aronson recommended that the DBHA start preparing for the Ribbon Cutting Ceremony.

B. Roundstone Development Update

Mr. Phillips reported that there had been delays in the closing of the Elderly Phase due to the uncalculated Davis Bacon Piece. The numbers had to be revised due to the estimated direct cost of Davis Bacon. A Request for Proposals had been put out and Bids were currently under review.

Mr. Phillips also informed the Board that the CRA would be presenting the extension of the loan agreement at their April Board meeting. Mr. Phillips did not anticipate any issues with the extension.

C. Chief Financial Officer's Report

Changes in Net Assets

The CFO reported that the NRA's balance was \$911,537, this balance is equivalent to one month of Housing Assisted Payments. The CFO anticipated that the NRA would remain the same in March and would increase around \$5,000 in the month of April.

The CFO informed the Board that the Net Unrestricted Assets decreased by \$800.00 during February for a year to date balance of \$24,000. The CFO noted that they began the year with a balance of \$130,000 but have had to drawdown from this amount because of HUD's cut backs in their administrative fees. The DBHA was currently receiving 69% of what they were previously receiving and this has created a deficit.

Cash

The CFO reminded the Board that HUD required that the Section 8 program maintained a cash the equaled the amount of the Section 8 Net Restricted Assets. It was noted that the Net Restricted Assets currently exceeded the Section 8 Operating cash by \$237,000. The deficit was created by the use of the Section 8 Operating account being used to pay the expenses, such as payroll, employee benefits, rent etc. that were allocated to Public Housing and Delray Housing Group creating intercompany receivables and payable accounts. The CFO reminded the Board that the Public Housing amount of \$135, 928 had been paid with the Developer's Fee received from Village Square Family and as approved by HUD.

The CFO also reported that when the Delray Housing Group receives the \$255,000 as scheduled in developer fees from the Elderly Phase, the DHG will use some of the funds to repay the Section 8 program.

The CFO reported that currently \$402,462 had been drawdown from the ground lease payment of \$2,178,000 received from the closing of Village Square Family. The money was used for the purchase of computers, architect fees, and repayment from PH to Section 8.

The CFO noted that as always all was well in the accounting department.

D. Chief Operations Officer's Report

The CEO informed the Board that the COO was on medical leave. The CEO noted that currently the Agency was preparing for Audit and as always the Section 8 department was in good order. For exact details regarding the Section 8 Department the Board was referred to the Section 8 Coordinator's Report under Consent Agenda, who in the COO's absent was reporting on the status of SEMAP and other Section 8 related business.

President/CEO's Report

Board Training

The CEO informed the Board that she had received a proposal from The Organizational Leadership Edge to provide Strategic Planning Services. This consultant proposed a 3-month comprehensive process that would involve community leaders, needs assessment and ultimately a Plan. The total cost proposed for these services was \$16,950. The CEO noted that the DBHA was not in a position to pay such amount at this time. The CEO will continue to research other training opportunities.

X. NEW BUSINESS

Approving the Colome' & Associates Addition Services # 3 Agreement

The CEO reminded the Board that at the January meeting they had authorized the Architect (Elizabeth Colome') to redesign the building, eliminating the first floor. A revised fee of \$155,082 had been received for this service. The CEO reported that funding was available thru the Ground Lease Payment of Village Square Family. Approval was recommended.

A motion approve the Colome' & Associates Addition Services #3 Agreement was made by Commissioner Beam. Motion seconded by Commissioner Joseph. All in favor. Motion passed.

XI. COMMENTS

None

ADJOURNMENT

Meeting Adjourned at 9:45 a.m.