



## Delray Beach Housing Authority

### REGULAR BOARD MEETING

APRIL 19, 2012

### MINUTES

#### **I. CALL TO ORDER**

Meeting called to order at 8:46 a.m..

#### **II. ROLL CALL**

Joseph Hepp – Present  
Christel Silver – Present  
Choli Aronson – Present  
Sylvia Morris – Absent  
Shelly Petrolia – Absent  
Guarn Sims – Absent  
Marcia Beam – Present

#### **III. APPROVAL OF AGENDA**

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

#### **IV. APPROVAL OF THE MINUTES OF MARCH 15, 2012**

A motion to approve the minutes of March 15, 2012 was made by Vice Chairman Silver. Motion seconded by Commissioner Morris. All in favor. Motion passed.

#### **V. RECOGNITION OF VISITORS**

Stephen Bien - Roundstone Development, LLC  
Clifton Phillips - Roundstone Development, LLC  
Brian Rumsey – Cross Architects

#### **VI. PUBLIC COMMENTARY**

None

#### **VII. CONSENT**

A motion to approve consent agenda was made by Vice Chairman Silver. Motion seconded by Commissioner Morris. All in favor. Motion passed.

#### **VIII. CORRESPONDENCE**

- NAHRO Newsletter
- Journal of Housing & Community Redevelopment

#### **IX. OLD BUSINESS**

##### **A. Chief Operations Officer's Report**

Staff Preparation of the Annual Section 8 Management Assessment Program (SEMAP) Certification for fiscal year ending March 31, 2012 is due to HUD on May 30, 2012

The Chief Operations Officer reported that in preparation of SEMAP Certification, staff conducted an internal review of sampled files to determine that all self certifying performance Indicators (1 thru 8) were on target and in compliance with HUD Regulations. The Indicators are as follows:

- (1) Selection from the Waiting List,
- (2) Reasonable Rent,
- (3) Determination of Adjusted Income,
- (4) Utility Allowances,
- (5) Housing Quality Standards Quality Control,
- (6) Housing Quality Standards Enforcement,
- (7) Expanding Housing Opportunities,
- (8) Payment Standards.

The COO reported that staff were currently working on this review and would be ready to provide the Board with a resolution to approve the submission of SEMAP by the next Board Meeting (May). It was also reported that these Indicators are automatically scored by HUD through monthly submissions of the HUD 50058-Multifamily data and VMS-Voucher Management System reports. The report reflects each indicator has scored the highest points which will result in another year of HIGH Performance status for the Delray Beach Housing Authority.

#### **B. Development Officer's Report**

- 133 SW 12<sup>th</sup> Avenue Duplex & 704 SW 9<sup>th</sup> Street

##### **133 SW 7<sup>th</sup> Avenue**

The Development Officer reported that the contractor had received building permits and began work on March 27, 2012. The electrician was installing the interior wiring so that electrical power could be activated.

##### **704 SW 9<sup>th</sup> Street**

The Development Officer reported that construction for this project began on February 21, 2012. All interior and exterior renovations were complete with the exception of the installation of a hurricane shutter over the sliding glass door leading to the backyard. The Development Officer anticipated receiving the Certificate of Occupancy toward the ending of the week.

#### **C. Roundstone Development Update**

Presented by Clifton Phillips

- Village Square Phase II

Mr. Phillips reported that final scores were received for the family 9% deal. All points were received minus the ½ point due to the changing to the library. The

DBHA's application remains as the number one in Palm Beach County. Mr. Phillips noted that other applicants now had an opportunity to appeal their own scores to independent hearing officers. Following these decisions, the FHFC Board should approve the award of the tax credits on 6/8/12.

Mr. Phillips informed the board that due to the good news they had engaged the architect for phase II and they were now beginning work on the construction documents. Assuming an award, their goal would be to finish the plans in Mid-July and enter into underwriting with FHFC. This process could take four to five months, during this time Mr. Phillips reported that they would be working with the City and lenders to obtain all the appropriate approvals. The goal would be to complete underwriting and have a closing for phase II by Mid-November.

- Mr. Phillips reported that after several weeks of comparing offers and terms from the equity groups, they had selected Hunt Capital Partners as the equity syndicators on the Phase I transaction. They offered the best combination of pricing and terms. The CEO noted that the DBHA's Attorney and she had reviewed the letter of intent agreement and felt comfortable with the agreement. Board approval was recommended.

A motion to accept the Letter of Intent from Hunt was made by Vice Chairman Silver. Motion seconded by Commissioner Beam. All in Favor. Motion passed.

- Brief Discussion Regarding Permitting

Mr. Phillips informed the Board that they expect to submit for Final Plat approval for all three phases by May 1, 2012. The Development Officer expressed some concerns regarding the possibility of additional delays since the plans still needed SPRAB approval and comments were expected. The CEO noted that the Authority's Development Officer could assist in the walk through with the City for building permits for an additional fee. Mr. Phillips noted that they would be working diligently to have all documents ready by next week to allow the possibility of getting approval by May.

**D. President/CEO's Report**

1. Palm Beach County Ethics Training

The CEO reminded the Board that on April 17, 2012 an e-mail had been sent to all Board members regarding their required acknowledgement that they had received the training on the County's Ethics Ordinance. The deadline for acknowledgement of the training is April 24, 2012.

2. Organizational Meeting of the For-Profit Entity (Village Square, LLC)

The CEO noted that after reviewing the documents with the Attorney, there was no need for this group to meet.

3. CEO Service on CCMS BOARD

The CEO informed the Board that she had resigned from this Board following the last DBHA Board meeting.

4. FAHRO ED Forum and Need to Reschedule DBHA Board Meeting

The CEO informed the Board that she will be attending the Executive Directors Forum scheduled for May 15 thru 17, 2012. As a member of the Board of Directors, she will be attending the Board meeting that follows this Forum on Thursday, May 17, 2012. As a result the Authority would need to re-schedule their Board meeting or meet without her. The Board decided that they will meet as scheduled.

Chairman Hepp asked what the procedure was regarding the Quality Control of the tenant files when an error was found

The Compliance Officer noted that currently 575 files had been reviewed for this fiscal year (April 2011 thru March 31, 2012) and from these 191 errors had been found. She explained that errors found that could affect HUD's PIC System are corrected on the spot by her. Such errors would be; incorrect Social Security Numbers, Incorrect Name, incorrect Rent Calculation etc. The Compliance Officer also noted that errors found such as missing signatures or missing documentation was the responsibility of each caseworker and needed to be obtained by the deadline specified at the time of the review.

X. NEW BUSINESS

Discussion of the DBHA Accounting Policies and Procedures

The CEO reminded the Board that the Auditors had requested back in 2010 that the Authority should consider creating written financial accounting policies and procedures. The CEO informed the Board that Jakeleen Fernandez, Office Manager/Compliance Officer had substantially completed the Accounting Manual however, was currently waiting for the Chief Financial Officer's input to complete the manual and submit it for the Board's approval.

XI. COMMENTS

None

XII. ADJOURNMENT

Meeting Adjourned at 9:40 a.m.