



Delray Beach Housing Authority

REGULAR BOARD MEETING

JUNE 21, 2012

MINUTES

I. CALL TO ORDER

Meeting called to order at 8:50 a.m..

II. ROLL CALL

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

III. APPROVAL OF AGENDA

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

IV. APPROVAL OF THE MINUTES OF MAY 17, 2012

A motion to approve the minutes of May 17, 2012 was made by Vice Chairman Silver. Motion seconded by Commissioner Sims. All in favor. Motion passed.

V. RECOGNITION OF VISITORS

Bobby Colvard – Roundstone Development
Clifton Phillips – Roundstone Development

VI. PUBLIC COMMENTARY

None

VII. CONSENT

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

VIII. CORRESPONDENCE

- NAHRO Newsletter

IX. OLD BUSINESS

A. Resolution 2012-09 Approval of the DBHA's Accounting Policies & Procedures Manual
The CEO reminded that Board that the DBHA had received notification via a Management Letter from the auditors back in December of 2010 stating that the Authority should consider creating written financial accounting policies and procedures. The CEO informed the Board that there had been no true rush in creating the manual

because mainly all procedure could be pulled from their computer software (Scott Accounting & Computer Software). Approximately 60% of the manual was composed of procedures pulled directly from their software. The rest of the manual was created by pulling information from the auditor's report, administrative plan, personnel policy, and HUD website. Approval was recommended.

A motion to approve resolution 2012-09 was made by Vice Chairman Silver. Motion seconded by Commissioner Sims. All in favor. Motion passed.

B. Resolution 2012-10 Approval of the 2nd Amendment to the Master Development Agreement (MDA)

The CEO informed the Board that on May 29, 2012 the Authority received a request from the Developer to amend that portion of the MDA pertaining to his obligation to close within a time certain. The action was necessary because of the estimated time delay for closing the HUD Loan. In addition the CEO noted that they had just recently (June 8th) received notification that their 9% Tax Credit application had been accepted for underwriting. Amendment Number 1 established the deadline for the first closing to occur by June 30, 2012. This Resolution once approved provides that their deal will terminate if the first Closing does not occur by February 1, 2013. Approval was recommended.

A motion to approve Resolution 2012-10 was made by Vice Chairman Silver. Motion seconded by Commissioner Petrolia. All in favor. Motion passed.

The Attorney recommended that a motion to allow the Executive Director to sign documents for Phase I and Phase II as needed and bring back to the Board for ratification if needed be made.

A motion allowing the Executive Director to sign documents for Phase I and Phase II as needed was made by Commissioner Aronson. Motion seconded by Commissioner Petrolia. All in favor. Motion passed.

C. Resolution 2012-11 Approving the 2nd Amendment to the Elderly Ground Lease

The CEO informed the Board that the time extension was necessary for this Ground Lease since the current timetable required the first closing to occur in June 2012. The CEO noted that the Family Ground Lease did not require an extension since that deadline was established for April 2013 if 9% Credits are used. Approval was recommended

A motion to approve Resolution 2012-11 was made by Commissioner Petrolia. Motion seconded by Commissioner Aronson. All in favor. Motion passed.

D. Chief Operations Officer's Report

- **Annual Audit Review**

The COO informed the Board that the Auditors were scheduled to arrive July 9, 2012 thru July 19, 2012 to conduct the annual audit review. Staff was working diligently preparing for the audit.

- **NEW Public Housing Units on PIC System**

The COO reported that the five Public Housing units had been uploaded in the Public Indian Housing Information Center (PIC) and had been approved by HUD

- **ANNUAL PLAN**

The COO noted that on May 16, 2012 the DBHA's received notification that their Annual Plan had been approved for fiscal year beginning April 1, 2012.

E. Roundstone Development Update

Presented by Clifton Phillips

Mr. Phillips reported that on June 13, 2012 they met with the Site Plan Review and Appearance Board (SPRAB) and they had tabled their plan approval. The Board required changes to the elevations to ensure that all phases appear as if they were one development. They were also requiring that for PHASE 3 an amenity such as a pool with a cabana be added. Mr. Phillips reported that their architect worked diligently to address the comments and would be ready to submit the changes in time for their next review.

At this time the Board had a brief discussion and decided that they would not like to incorporate a pool into Phase 3 due to the economical impact it would have on the families purchasing the homes. In its place the Board agreed to a pocket park if an amenity was a must. Commissioner Aronson stated not to reflect the pool in the plans since that was not what this Board wanted approval for, but instead to reflect the pocket park that was discussed. Mr. Colvard informed the Board that due to timing the revised plans had already been submitted and the pool had been submitted as part of the plan for Phase 3. The CEO recommended that the Developer use a Power Point presentation for the next SPRAB meeting.

F. President/CEO's Report

The CEO reminded the Board that she had attended the Executive Directors Forum last month and reported that this had been the best attended meeting of Executive Directors in the history of this Forum. The reason for such high attendance was because of the many changes occurring in the HUD funded programs. Budget cuts have been far more devastating to PHA's than expected and in fact some agencies around the country have gone out of business. Brooksville Housing Authority is a Florida PHA that is divesting of its properties because it can no longer operate. Other larger Housing Authorities have decided to sue HUD regarding their decision to force housing authorities to use reserves for operations. The CEO reminded the Board that the DBHA lost \$500,000 recently in HAP funding due to this policy of HUD's recapturing "excess" reserves from PHA's.

The CEO also reported that representatives from HUD were in attendance, allowing for a healthy discussion regarding policy changes. One of the changes had to do with HUD's encouraging the conversion of Public Housing units to Project Based Section 8. The DBHA is very interested in this new push as the 5 Public Housing that they own are not financially feasible without deeper subsidy which comes from Project Based support. It was for this reason that staff was working diligently to get them occupied and operational so that they are bona fide Public Housing units and therefore eligible for the conversion.

X. **NEW BUSINESS**

A. **Resolution 2012-12 Approval of the Assistant Property Manager's Job Description**

The CEO reported that this new position had been determined necessary to handle part of the void created by the departure of the Development Officer. The 38 units that are owned or managed by the DHG can only support a part-time position with a pay range of \$11-\$17 per hour. This position has been created as a training opportunity for one of the Authority's part-time employees. At this time the CEO introduced Stephanie Morton as the Assistant Property Manager. The CEO noted that this new position was a risk if it didn't work out because there are no other positions available.

A motion to approve Resolution 2012-12 was made by Commissioner Beam. Motion seconded by Vice Chairman Silver. All in favor. Motion passed.

B. **Resolution 2012-13 Approval of the New Compliance Officer's Job Description**

The CEO informed the Board that this was an upgrade to the existing Office Manager/Compliance Officer position. Aside from supervising the Assistant Property Manager, the following functions from the Development Officer's position have been added:

- Serve as coordinator and liaison for the Delray Housing Group, Inc.
- Perform research and data analysis assignments as determined appropriate in support of maintenance, modernization, and development related activities.
- Prepare regular and special reports on all program activities, and as directed by the CEO.
- Assist in the Preparation of bid documents and contracts.
- Prepare construction specifications for small in-house projects not requiring the services of an Architect/Engineering (A/E) firm; estimates costs, initiate and administer contracts.
- Coordinates A/E functions for the Authority.
- Maintain documentary evidence of contractors.
- Perform related work and special assignments as required.
- Attend meetings as needed.

The CEO noted that all other functions of the Office Manager/Compliance Officer position currently being filled by Jakeleen Fernandez will remain a function of this new

upgraded position and the pay range had been established at \$45,000 to \$64,000. It was noted that Jakeleen would be on probation for a period of six months.

The CEO informed the Board that an analysis of the fiscal impact of these changes had been performed and determined that the Authority will save approximately \$22,000 by not replacing the Development Officer at this time. Once the construction begins, the CEO informed the Board that the Authority may require additional technical expertise. Approval was recommended/

A motion to approve Resolution 2012-13 was made by Commissioner Sims. Motion seconded by Commissioner Aronson. All in favor. Motion passed.

XI. COMMENTS

None

XII. ADJOURNMENT

Meeting Adjourned at 9:53 a.m.