



Delray Beach Housing Authority

REGULAR BOARD MEETING

MARCH 17, 2011

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 – Absent

Shelly Weil – Present

Guarn Sims - Absent

III. APPROVAL OF AGENDA

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

IV. APPROVAL OF THE MINUTES OF FEBRUARY 17, 2011

A motion to approve the minutes of February 17, 2011 was made by Commissioner Aronson. Motion seconded by Commissioner Weil. All in favor. Motion passed.

V. RECOGNITION OF VISITORS

- Michael Hartman – Roundstone Development

- Gregory Clay – Families First

VI. PUBLIC COMMENTARY

None

VII. CONSENT

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

VIII. CORRESPONDENCE

NAHRO Newsletter

IX. OLD BUSINESS

a. Chief Operations Officer's Report

The Chief Operations Officer reported that for the past month she had been working closely with HUD and SAC's (DBHA's Software vendor) resolving some challenges pertaining to error reports found in the most recent monthly submission of the 50058 reports to MTC-PIC systems. The errors found were

inspection reports that were downloaded with incorrect inspection dates caused by a program error in the software that was found when staff transmitted the 50058 reports to PIC. The Chief Operations Officer informed the Board that this database system is where the Authority submits electronically all subsidized participants information regarding family composition, income and rental calculations to HUD. The data is used to determine the Authority's final scores for the Section 8 Management Assessment Program. The Authority is required to report at 95% to meet regulatory compliance with SEMAP. The Chief Operations Officer reported that the DBHA's percentile rate as of February was 96.38%.

b. Development Officer's Report

West Settlers Service Center

The Development Officer informed the Board that the first amendment to the interlocal Agreement was approved on January 27, 2011 by the CRA Board. The Amendment extended the deadlines for the DBHA to obtain construction financing an additional year until February 9, 2012.

226 SW 12th Avenue Duplex

The Development Officer reminded the Board that property closing occurred around September 23, 2010 and the property was conveyed to the DBHA through a Special Warranty Deed recorded on October 12, 2010. A work write-up had been prepared and bid documents were being modified in preparation for issuance. The Development Officer reported that the Authority had received a fee and scope from Colome & Associates in the amount of \$5,200.00 that included the elevation and detailing for stucco and painting, spec review and recommendations for the performance specifications, design, specifications, and detailing for exterior amenities such as a trellis, roof truss layout and window pressures for new windows based on Florida Building Code 2007 (with amendments) and landscape planting plan and irrigation performance specifications. The Development Officer informed the Board that the contract had been executed the prior week and was hopeful that the bidding process would be underway.

Financing Update

The Development officer reminded the Board that the application for the 2010 Universal Cycle for 9% Tax Credits had been delayed due to rule challenge. Originally, the deadline to apply was the end of February 2011. According to the DBHA's Developer the new anticipated application date will be early June.

HOPE VI

The Development Officer reported that no information had been received regarding award notification.

Local Government Approval Process

The Development Officer noted that prior to actual construction the project will need the following land development approvals.

1. Conditional Use
2. Class V Site Plan
3. Final Plat
4. Building Permit

The Development Officer reported that a Conditional Use Kick-Off was held on Wednesday, February 9, 2011. The development team was working to finalize the site plan design to meet the April 1st deadline for submittal. The Development Officer noted that the goal was to have the Conditional Use Package ready for submittal to the City by March 25, 2011.

c. Roundstone Development -Update on Village Square

Reported by: Michael Hartman

Mr. Hartman noted that they have commenced the permitting process for all three phases with the City and the County. It was noted that as previously mentioned by the Development Officer, the Kick-Off meeting was a great success. They reviewed the conceptual site plan, discussed all permitting issues, and assigned duties that will culminate in the submission of the Conceptual Use Application to the City and the traffic Study to the County on or before April 1, 2011. Mr. Hartman reported that they are on target to break ground by the end of 2011.

Design Points Discussion

There was a brief discussion reviewing some of the design points. Some of these points were the retention areas (total 2), Location of trash, and the landscaping. Commissioner Aronson expressed some concerns regarding the retention area located near the play area of Phase two (mixed family). A suggestion to fence the area or move the retention to another location of the development was made. Mr. Hartman noted the areas of concern will be re-looked at and will inform the DBHA of the additional possibilities. Mr. Hartman noted that the Engineer was currently working on the plan and landscaping will be reflected around the entire site once completed. The Board asked staff to e-mail the board the results once completed.

d. President/CEO's Report

Budget for Fiscal Year 4/1/2011-3/31/2010

The CEO reminded the Board that as previously discussed due to the severity of this year's Budget, the DBHA will eliminate the Authority's 9% of salary contribution to the employee's pension plan (ICMA), allowing an approximate savings of \$48,771.00. The Authority expects to gain revenue through the conveyance of 100% of rental income from La France and Carolyn Quince Apartments. The CEO explained that this alone with units already owned by the Delray Housing Group totaled a projected \$201,686. Due to budget purposes, the

CEO had reduced this amount by 6% to accommodate vacancy and/or delay in conveying the income to the Authority from the CRA.

The CEO informed the Board that currently it was difficult to establish if the DBHA would be able to relocate the administrative offices. Staff was working on finding a suitable alternative. The CEO recommended approval of Resolution 2011-03 approving the FY 2011 Annual Operating Budget.

e. Approval of Resolution 2011-03 Approving the FY 2011 Annual Operating Budget

A motion to approve Resolution 2011-03 approving the FY 2011 Annual Operating Budget was made by Vice Chairman Silver. Motion seconded by Commissioner Aronson. All in favor. Motion passed.

X. NEW BUSINESS

None

XI. COMMENTS

A. President/CEO

B. Attorney

C. Commissioners

XII. ADJOURNMENT

Meeting Adjourned at 10:05 a.m.