



Delray Beach Housing Authority

REGULAR BOARD MEETING

MAY 19, 2011

MINUTES

I. CALL TO ORDER

Meeting called to order at 8:55 a.m..

II. ROLL CALL

Joseph Hepp – Present

Christel Silver – Absent

Choli Aronson – Present

Sylvia Morris – Absent

Shelly Petrolia – Present

Shelly Weil – Present

Guarn Sims - Present

III. APPROVAL OF AGENDA

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

IV. APPROVAL OF THE MINUTES OF APRIL 21, 2011 & APRIL 27, 2011

A motion to approve the minutes of April 21, 2011 and April 27, 2011 was made by Commissioner Petrolia. Motion seconded by Commissioner Weil. All in favor. Motion passed.

V. RECOGNITION OF VISITORS

- Michael Hartman – Roundstone Development

- Gregory Clay – Families First

- David London

- Joe Snider – SEQUIL Systems

VI. PUBLIC COMMENTARY

None

VII. CONSENT

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

VIII. CORRESPONDENCE

NAHRO Newsletter

IX. OLD BUSINESS

a. Chief Operations Officer's Report

The Chief Operations Officer (COO) reported that as mentioned at the last meeting the Authority attempted to negotiate with the current owner EBJ Holdings a reduction of office rent. The Authority's offer was declined by the owner. A written notice of non-renewal was provided to EBJ Holdings on May 3, 2011 with an effective date to vacate the premises of July 31, 2011.

The Chief Operations Officer informed the Board that the CEO had executed the new lease agreement with 701 Building Corporation and the relocation of the office was confirmed. The COO reported that currently she was working with outside vendors to acquire moving estimates in preparation of the move.

b. Resolution 2011-06 Approving SEMAP Certification

The Chief Operations Officer reported that all SEMAP indicators (9-12 and 14) tested by HUD were looking favorable, another HIGH Performance rating for fiscal year ending March 31, 2011. The Authority is required to submit the SEMAP Certification electronically to HUD through the PIC system by May 30, 2011. The Chief Operations Officer recommended approval.

A motion to approve Resolution 2011-06 Approving SEMAP Certification was made by Commissioner Petrolia. Motion seconded by Commissioner Weil. All in favor. Motion passed.

c. Development Officer's Report

Listing Services

The Development Officer reminded the board that previously the Board had made an inquiry regarding the listing status and difficulties encountered with the DBHA's proposed office building project. Ms. Anderson (Listing Agent) was contacted for an update and as a summary; the space is too small for a medium to large size business seeking space. Ms Anderson will continue her efforts; however the DBHA may be in a situation that the building has to be built in order to be rented

226 SW 12th Avenue Duplex

The Development Officer reported that the Authority is ready to go out to bid.

Replacement Factor Funds

The Development Officer reported that two offers had been made and were currently awaiting closing.

1. 704 SW 9th Street
2. 133 SW 7th Avenue

Redevelopment Update

The Development Officer reminded the Board that the Conditional Use report formulated by the department of Planning and Zoning reflected a redesign of the

site. The Board was informed that Mr. Hartman of Roundstone would be presenting the details.

2011 Bank of America Grant

The Development Officer reminded the Board that the DHG had not been awarded this grant in 2010. The Development Officer informed the board that this grant is available again, and the DHG will submit a new application for 2011.

d. Roundstone Development -Update on Village Square

Reported by: Michael Hartman

Conditional Use Application

Mr. Hartman reminded the Board that the Conditional Use Application was filed on March 30, 2011. Mr. Hartman also reminded the Board that the technical comments from Planning and Zoning had been received regarding the Village Square Conditional Use and also the initial CPTED review. The Changes made to the plan are an attempt to comply with those remarks.

Design Points Discussion (alternative plan for Phase II)

Mr. Hartman noted that as reported last month, Planning & Zoning (P & Z) provided an alternative plan for Phase II. This plan resembled the former Carver Estates. Mr. Hartman presented the new plan that reflected the changes made due to last month's Board meeting. The Board noted that this plan appeared very crowded and specifically disliked a parking lot that had been added in the center of Phase Two (mixed family). The Board also requested that the retention area located after the winding road be moved inward, towards the buildings and to pull the winding road outward following the retention to give the feeling of openness to the site. Chairman Hepp requested that once the new changes have been made staff should e-mail the Board with the changes.

The CEO noted that the Authority will be having a community meeting in the near future to update the public of the final results. Commissioner Aronson suggested that a good time to have this meeting would be once the Authority gets the Conditional Use but before they submit for Sprab.

President/CEO's Report

Property Management Fee Proposal

The CEO reminded the Board that at the last meeting the Board requested that "talking points" be provided to assist them when explaining the issue relating to the Property Management Fees currently being paid by the CRA to the DHG for the management of Carolyn Quince and La France Apartments. The CEO stated that on May 2, 2011 a letter was sent to the CRA Executive Director that pointed out the reasons for the DHG's request for an increase in fees. This letter may be used as "talking points". The CEO explained that the DHG organized their request based on the amount the engagement costs them (\$47,000) and the amount they

expect to receive (\$19,827). The CEO noted the fact that the 15% of rents that is earned by the DHG is based on the extraordinarily low rents previously established by the CRA.

The Development Officer noted that the CRA has been changing things without proper notification to the DHG. Some of these changes consist of the CRA requesting additional notification/information regarding tenant occupancy. Some of the new requirements are very time consuming and were not part of the original contract. .

Replacement Housing Factor Development Proposal Status

The CEO reminded the Board that on April 27, 2011 it approved the RHF Development Proposal which was submitted for HUD's approval. The CEO was confident that HUD approval would be within the next few days.

HOPE VI

The CEO informed the Board that no word had been received regarding the award of this grant. The Board was also informed that she contacted Congressman Alcee Hastings' office regarding the status of the award. The CEO noted that on Tuesday May 17, 2011 Ms. Reinstein responded stating that the awards would be soon and also stated that she stressed to HUD how crucial these funds were to the Authority's community.

X. NEW BUSINESS

Approval of Temporary Use Agreement with EPOCH

The CEO reminded the Board that approximately at the same time last year, the DBHA received a request from the Spady Cultural Heritage Museum (EPOCH) to utilize the empty lot on NW 5th Avenue for their Vintage Farm Equipment exhibition as part of the Spady Living Heritage Festival. The CEO informed the Board that the agreement before them is exactly the same as last year with the exception of the date and was previously approved by the attorney; therefore the Attorney was not asked to review it again. Approval was recommended by the CEO.

A motion to approve the Temporary Use Agreement with Expanding & Preserving Our Cultural Heritage, Inc was made by Commissioner Petrolia. Motion seconded by Commissioner Aronson. All in favor. Motion passed.

Approval of Parking Relocation Agreement and Temporary Construction Easement

Mr. Tran informed the Board that this agreement was between the Delray Beach Community Redevelopment Agency and the Delray Beach Housing Authority. The Boards approval was needed in order to move forward with the goals and objectives of the adopted Community Redevelopment Plan and the Southwest Area Neighborhood Redevelopment Plan related to the stabilization of the City of Delray

Beach Southwest Neighborhood. It was noted by the CEO that the Attorney had reviewed the document and approval was recommended.

A motion to approve the Parking Relocation Agreement and Temporary Construction Easement was made by Commissioner Aronson. Motion seconded by Commissioner Petrolia. All in favor. Motion passed.

XI. COMMENTS

A. President/CEO

The CEO informed the Board that Vice Chairman Silver's brother passed away prior to her arrival in Germany. (She was on her way to Germany to see him.)

B. Attorney

C. Commissioners

XII. ADJOURNMENT

Meeting Adjourned at 11:00 a.m.