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CLERK OF COUNCIL

THE HOUSING AUTHORITY OF COLUMBUS, GEORGIA

Regular Meeting

July 27, 2022

9:00 AM

Columbus, Georgia

**Meeting was Held by Both Telephone Conferencing and In-Person
Due to the COVID-19 Virus**

The Commissioners of the Housing Authority of Columbus, Georgia met in a regular session in Columbus, Georgia.

Chairman Larry Cardin called the meeting to order and on roll call the following Directors answered present:

Ed Burdeshaw
John Greenman
Jeannella Pendleton
John Sheftall
Tiffani Stacy

In attendance from the Housing Authority staff was Lisa Walters, Chief Executive Officer, Sabrina Richards, Chief of Property Management, John Casteel, Chief Assisted Housing Officer, Sheila Crisp, Chief Financial Officer, Laura Johnson, Chief Real Estate Officer, Rickey C. Miles, Real Estate Development Construction Coordinator and Modernization Manager, Carla Godwin, MTW Coordinator and Resident Services Administrator, Denise L. Thompson-Mosley, Executive Assistant, and Jim Clark, Esquire.

Also in attendance was David Leon, Esquire, Sol Lipschitz, and Elias Medof.

INVOCATION:

Chairman Cardin offered the invocation.

ADOPTION OF AGENDA:

Chairman Cardin called for approval of the agenda.

Motion for approval of the agenda was made by Commissioner Greenman, seconded by Commissioner Pendleton. Motion carried.

ELECTION OF OFFICERS:

Commissioner Pendleton presented the slate of officers for Chairman and Vice Chairman. The Governance Committee recommended Commissioner Cardin remain Chairman and Commissioner Greenman remain Vice Chairman.

Nominations were closed and the Board unanimously agreed on the slate of officers recommended by the Governance Committee.

APPROVAL OF THE JUNE 15, 2022 BOARD MEETING MINUTES:

Chairman Cardin called for a motion to approve the minutes of the June 15, 2022 Board meeting.

Motion for approval was made by Commissioner Pendleton, seconded by Commissioner Greenman. The motion carried.

FINANCIAL REPORT:

Sheila Crisp, CFO, provided a report of agency finances month-to-date and year-to-date actual to budget results and the explanation of the top factors of the variances. Ms. Crisp emphasized year end accruals have not been recorded, along with any other adjustments. The audit will begin in October. In summary, we are tracking ahead of budget by about \$1.4 million.

The top factors for both MTD and YTD variances for excess of revenue before Capitalized Expenditures and Transfers:

- There have been waterfall interest payments – \$375K (RAD) and \$179K (Arbors) – \$554K.
- Developer fees, loan fees, and attorney reimbursement from Warm Springs Senior Village received – \$275K.
- Disbursement from CAHS received – \$418K.
- Housing Choice Voucher (Section 8) underutilization results in more payments received from HUD than are being paid to landlords.

CHARGE-OFF OF SECTION 8 RESIDENT OR FORMER RESIDENT ACCOUNT BALANCES FOR MONTH ENDING JUNE 30, 2022:

The following Resolution was introduced and duly considered:

RESOLUTION NO. 3420

**RESOLUTION AUTHORIZING THE CHARGE-OFF OF SECTION 8 RESIDENT
OR FORMER RESIDENT ACCOUNT BALANCES TO COLLECTION LOSS
FOR THE AUTHORITY'S HOUSING DEVELOPMENTS
FOR THE MONTH ENDING JUNE 30, 2022**

Motion for approval was made by Commissioner Greenman, seconded by
Commissioner Burdeshaw. Motion carried.

**CHARGE-OFF OF FORMER RESIDENT ACCOUNT BALANCES
FOR MONTH ENDING JUNE 30, 2022:**

The following Resolution was introduced and duly considered:

RESOLUTION NO. 3421

**RESOLUTION AUTHORIZING THE CHARGE-OFF OF FORMER
RESIDENT ACCOUNT BALANCES TO COLLECTION LOSS FOR
THE AUTHORITY'S HOUSING DEVELOPMENTS
FOR THE MONTH ENDING JUNE 30, 2022**

Motion for approval was made by Commissioner Greenman, seconded by
Commissioner Stacy. Motion carried.

**CONSTRUCTION CONTRACT TO REPLACE HACG
WAREHOUSE ROOF:**

The Housing Authority of Columbus, Georgia (HACG) received bids on June 29, 2022, for the installation of a New Roofing System at the HACG Warehouse. The Invitation for Bids (IFB) was placed in the Ledger-Enquirer for three days on June 1, 2022. The IFB was later emailed by the architect to several local roofing contractors. The pre-bid conference was held on June 13, 2022, and six contractors attended.

The purpose of this project is to install a New Roofing System at the MLK Warehouse. The bids were publicly opened on June 29, 2022, with three contractors submitting bids.

Major work items include the installation of a New Roofing System over the existing metal roof.

The lowest bid received, of \$138,342.00, was from GMC Blue Services of Norcross, Georgia. GMC Blue Services has completed multiple projects in Columbus and the remotes in Ellaville, Harris County and Buena Vista.

Motion to approve this contract for the installation of a New Roofing System for the warehouse in the amount of \$138,342.00 was made by Commissioner Greenman, seconded by Commissioner Pendleton. Motion carried.

CONSTRUCTION CONTRACT TO DEMOLISH TWO UNITS AT RIVERS HOMES:

The Housing Authority of Columbus, Georgia (HACG) received bids on June 29, 2022, for the demolition of two units 702 G & H at Rivers Homes. The purpose of this project is to demolish two units that have substantial physical deterioration as a result of foundation issues. HUD approved the demolition of these units on May 19, 2022.

The Invitation for Bids (IFB) was placed on the HACG Website on June 1, 2022, and later emailed to several local contractors. The IFB was placed in the Ledger-Enquirer for three days on June 1, 2022. The pre-bid conference was held on June 14, 2022, and four contractors attended. The bids were publicly opened on June 29, 2022, with three contractors submitting bids.

Major work items include the demolition of two units, construction of a maintenance storage room, new handrail around existing retaining wall, and limited landscaping.

The lowest bid received of \$74,850.00 was from Weber Construction of Buena Vista, Georgia. Weber Construction has completed multiple projects in Columbus and the remotes in Ellaville, Harris County and Buena Vista.

Motion to approve this contract for the demolition of two units at Rivers Homes in the amount of \$74,850.00 was made by Commissioner Greenman, seconded by Commissioner Sheftall. Motion carried.

APPROVAL OF ASSUMPTION AGREEMENT – EAGLE TRACE APARTMENTS BOND ISSUE:

The following Resolution was introduced and duly considered:

RESOLUTION NO. 3423

The Housing Authority of Columbus, Georgia entered into a Land Use Restriction Agreement as issuer with Eagle Trace GA LLC and Wilmington Trust, National Association dated December 15, 2015 related to an affordable housing project known as Eagle Trace; and

WHEREAS, Borrower sold the Project to M&CF Investments, LLC; and

WHEREAS, Purchaser requests that the Assumption Agreement be approved.

Motion for approval was made by Commissioner Pendleton, seconded by Commissioner Sheftall. Motion carried.

REPORT FROM THE GOVERNANCE COMMITTEE:

Commissioner Pendleton, Chair of the Governance Committee, announced the committee has had two meetings to discuss and revise the suggested new Mission Statement received from HACG Senior Staff. The Mission Statement finalized by the committee is:

THE MISSION OF THE HOUSING AUTHORITY OF COLUMBUS, GEORGIA IS TO PROVIDE MORE QUALITY AFFORDABLE HOUSING IN VARIOUS AREAS OF OUR COMMUNITY THAT OFFER OPPORTUNITIES FOR INDIVIDUALS AND FAMILIES TO BECOME SELF-SUFFICIENT AND IMPROVE THEIR QUALITY OF LIFE.

Lisa Walters, CEO, stated the business cards with the old Mission Statement will continue to be used until and there are no more. New business card orders placed will have the new Mission Statement.

Chairman Cardin stated the motion for approval was brought forward by the Governance Committee. All approved, the motion carried.

REPORT FROM THE AUDIT AND FINANCE COMMITTEE:

No report.

REPORT FROM THE REAL ESTATE COMMITTEE:

The Housing Authority of Columbus, Georgia wishes to proceed with the redevelopment of Warren Williams/Rivers Homes through RAD conversion and a 4% LIHTC and DCA bond allocation. The applications to DCA are due on October 14, 2022. For the first year these applications are competitive.

On July 5, 2022, two requests for proposals were issued, one for architectural services and one for a LIHTC consultant. One proposal for architectural services from Lord Aeck Sargent (LAS) out of Atlanta, Georgia was received. LAS has worked with HACG in the past on the evaluation of Warren Williams/Rivers Homes and BTW South and created the current design concept for each property. Their proposed fee schedule is broken down into phases based on the needs for the LIHTC submission and construction phase and includes the costs for engineering and landscape architecture needs. The total estimated fee for all phases is \$926,340 but can be negotiated based on the actual needs for the project.

One proposal for a LIHTC consultant was received from Half Moon Consulting, Inc. in Charlotte, NC. Half Moon Consulting has worked with HACG on past projects as a consultant for Columbia Residential. Half Moon would assist HACG with the preparation of the 4% LIHTC and bond allocation application to submit to DCA for funding. The fees schedule is \$250 per hour with a lump sum fee if receipt of funding from DCA is successful.

The Real Estate Committee moved to approve entering contracts with LAS for architectural services and Half Moon Consulting, Inc. for the Warren Williams/Rivers Homes RAD conversion.

The following Resolution of introduced and fully considered:

RESOLUTION NO. 3422

RESOLUTION AUTHORIZING ACTIONS NECESSARY FOR THE DEVELOPMENT OF THE HACG RAD II PROJECT AND AUTHORIZING THE CHIEF EXECUTIVE OFFICER TO EXECUTE ALL DOCUMENTS NECESSARY FOR THE DEVELOPMENT OF THE HACG RAD II PROJECT

Motion for approval was made by Commissioner Greenman, seconded by Commissioner Stacy. Motion carried.

The Land Bank has two properties for sale in the area north of The Banks of Mill Village, 2109 1st Avenue and 2209 1st Avenue, The Housing Authority of Columbus, GA would like to acquire. The Land Bank is accepting bids, but there is a minimum - \$5500 for 2109 1st Avenue and \$4500 for 2209 Avenue. The total is \$10K. HACG leadership recommends the minimum bid.

The Real Estate Committee moved to bid \$10K for the two properties and allot an extra \$5K in case it is necessary to bid above the minimum.

Chairman Cardin stated the motion for approval was brought forward by the Real Estate Committee. All approved, the motion carried.

PUBLIC SAFETY TASK FORCE:

Commissioner Stacy presented a summary of the Public Safety Task Force meeting on July 12, 2022. Most properties did not have anything to report, however residents at Arbor Pointe discussed issues with loitering near the gazebo and the need for fire safety training. The fire chief stated he is willing to come to the property and offer fire extinguishers as well as training on how to use them correctly. Arbor Pointe residents also expressed concern about the recent car break-ins. The break-ins have occurred outside of the camera purview and HACG management is going to investigate the placement of the cameras. In the meantime, residents are encouraged to remove valuables from their vehicles.

Residents at Nicholson Terrace stated they miss call blasts because some people have their cellular phones set to block unknown numbers or suspected SPAM calls. They requested another method of communication for the information conveyed via call blasts. Ms. Richards indicated the bulletins will be placed in the elevators as well, going forward.

National Night Out, an annual community-building campaign that promotes police-community partnerships, will take place Tuesday, August 2, 2022. Commissioner Stacy said The Housing Authority of Columbus, GA was the first entity, city-wide, to sign up to participate at the event. The march will start at the Civic Center at 5:00 PM and visit Wilson Homes in its route around the city.

**MOVING TO WORK (MTW) CORRECTIVE ACTIVE PLAN
UPDATE:**

Lisa Walters gave an update on the MTW Corrective Action Plan. There was an MTW virtual site visit June 29, 2022. The HUD MTW staff was pleased that we have reached our first Corrective Action Plan goal and that the Corrective Action Plan has been added as an agenda item to the monthly board meetings. The Atlanta regional HUD staff participated on the call as well and was complimentary of senior HACG staff.

The lease up at Warren Williams is 97% and 90% for Carty Homes for an average of 93%. Section 8 voucher utilization is 80% or 3,101 vouchers. There are currently 217 families searching for housing and 15 extensions have been granted to allow them more time to find housing. An orientation for 25 families will take place on July 28, 2022.

The end of the Section 8 wait list is approaching so it will be opened to accept new applications soon. The payment standard was increased to 110% of Fair market Rent (FMR) in February 2022. In August or September, a request will be placed to HUD to increase the payment standard to 120%. This expansion should boost our residents' chances of finding landlords willing to take housing vouchers.

EXECUTIVE DIRECTOR'S REPORT:

Mrs. Walters lease up across all developments is 95%, including the remote Housing Authorities.

As of July 15, 2022, there are 1,177 applications for the 102 units being built at the Banks of Mill Village.

The Community Resource Coordinator, Toney Blackmon, resigned in July. Ms. Walters has decided to eliminate the two Community Resource Coordinator positions that were approved by the board for the FY2023 budget.

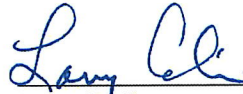
The in-person AHAB site visit was July 6-7, 2022. Jeff Weslow visited several of the HACG properties and was impressed. He submitted a favorable report last week and it is available today for review.

The 2022 Board Retreat is Thursday, November 10, 2022 – Friday, November 11, 2022.

The 4% Low Income Housing Tax Credit (LIHTC) credit applications will be accepted by DCA on October 14, 2022. The 4% tax credits are now competitive. HACG is requesting approval to submit a 4% LIHTC application for the RAD conversion and substantial rehabilitation of Warren Williams/Rivers Homes. Half Moon Consulting, Inc. will review the 4% application for accuracy and completeness, although Laura Johnson, Chief Real Estate Officer, will complete most of the application. Lord Aeck Sargent (LAS) will be the architect for the Warren Williams rehabilitation work.

ADJOURN:

There being no further business, Chairman Cardin asked for a motion to adjourn the meeting. A motion to adjourn was made by Commissioner Greenman and seconded by Commissioner Sheftall. The motion carried and the meeting was adjourned.



Larry Cardin
Chairman



Lisa L. Walters, CPM
Secretary-Treasurer