



## Delray Beach Housing Authority

### REGULAR BOARD MEETING

MAY 17, 2012

### MINUTES

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

Meeting called to order at 8:45 a.m..

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

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

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

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

#### **IV. APPROVAL OF THE MINUTES OF APRIL 19, 2012**

A motion to approve the minutes of April 19, 2012 was made by Commissioner Aronson. Motion seconded by Commissioner Sims. All in favor. Motion passed.

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

Bobby Coluard – Roundstone Development

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

None

#### **VII. CONSENT**

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

#### **VIII. CORRESPONDENCE**

- NAHRO Newsletter

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

##### **A. Resolution 2012-08 Approving SEMAP Certification**

The Chief Operations Officer noted that as reported in previous months The Section 8 Management Assessment Program (SEMAP) was designed to assess whether the Section 8 tenant based rental assistance program operates to help eligible families afford decent rental units at the correct subsidy cost. It also establishes a monitoring system for HUD to measure the Housing Authority's performance in the indicated key areas and assigns

performance rating. The SEMAP program also provides procedures for HUD to properly identify the Housing Authorities Management capabilities and deficiencies in order to target monitoring and program assistance more effectively. The COO informed the Board that the Authority is required to submit the SEMAP Certification electronically to HUD by May 30, 2012. It was noted that all indicators were in compliance and a High Performance rating score for this submission was anticipated. Approval was recommended.

A motion to approve Resolution 2012-08 was made by Commissioner Sims. Motion seconded by Commissioner Aronson. All in favor. Motion passed.

**B. Chief Operations Officer's Report**

The Chief Operations Officer noted that the CEO had provided a "dashboard" summary in her written report of how each Department interacts as far as the required year-end reporting was concerned. An example of the interaction may be found in the Agency's monthly Voucher Management System (VMS) reporting. The COO reported that throughout the year, she had been reporting the operational VMS data of all Housing Assistance Payments (HAPs) on an estimated basis pending the Accounting Department's reconciliation of each month financial report up to March 31, 2012. It was reported that the Chief Financial Officer had completed the reconciliation and staff would audit all data entries to ensure accurate reporting for both VMS and the Financial Data System (FDS) which is due to HUD May 31, 2012.

The COO reported that she was working closely with the Accounting Department in assisting them with the reconciliation of all incoming portable Account Receivables and Fraud Recovery Payments. The COO noted that this was a time consuming and detailed task and anticipated completion by July 1, 2012.

**C. 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 finished installing/replacing interior wiring and Florida Power & Light activated electrical power for the units. The Development Officer reported that windows were currently being manufactured and the Plumber would be installing and repairing all plumbing related activities this week

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

The Development Officer reported that Construction Activities for this project was complete and a Certificate of Occupancy was received. Closeout documents were being prepared and a new tenant occupied the premises on May 1, 2012.

The Development Officer reported that the revised Site Plan had been re-submitted to the Planning and Zoning Department on Tuesday, May 8, 2012. In speaking with Estelio Breto, the project planner assigned to the Site Plan, copies of the plan will be distributed to all City departments on Wednesday for technical review. The Development Officer reported that Site Plan was tentatively scheduled for the second meeting of May, 2012 but would depend whether all comments from each department are received in a timely manner. If the Authority does not make the May 23<sup>rd</sup> meeting, the Site Plan will be going to the first meeting in June. Chairman Hepp requested that once the DBHA receives confirmation stating when the Site Plan will actually be scheduled (May 23, 2012 or June) to notify the Board via e-mail.

#### **Roundstone Development Update**

##### Presented by Bobby Coluard

Mr. Coluard was pleased to report that they were ready to submit for Final Plat and reported that they would be submitting on Friday June 1, 2012, and should be scheduled for consideration at the July 2012 Planning and Zoning Board Meeting.

##### HUD Loan Application

Mr. Coluard reported that they were working diligently on the application for the HUD loan to complete the finance for the elderly phase. As noted in previous months the HUD loan will take longer to close than previously projected. The projected date to be able to have a loan and equity closing is August 17, 2012, however the more likely date was anticipated to be September 21, 2012. Mr. Coluard informed the Board that as a result they needed to meet with the CRA to request an extension regarding the executed loan commitment for the \$2,700,000 gap to finance the elderly phase. They were scheduled to do so at the CRA's July Board meeting. No issues were anticipated.

##### LIHTC Application

Mr. Coluard reminded the Board that the DBHA's application remains as the number one in Palm Beach County and was waiting for the FHFC Board to approve the award of the tax credits on 6/8/12.

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

As a reminder The Chief Operations Officer noted that the CEO was at the Annual Executive Director's Forum in Daytona Beach. There have been several changes in HUD's programs and this meeting will provide an opportunity for ED's to hear from HUD and allow housing authority's to get answers to their questions. The CEO was particularly interested in the new Rental Assistance Demonstration (RAD) Program which provides new regulations for converting Public Housing to Project Based Section 8. The COO informed the Board that the CEO would further report on this topic at the next board meeting.

#### **X. NEW BUSINESS**

None

**XI. COMMENTS**

None

**XII. ADJOURNMENT**

Meeting Adjourned at 9:10 a.m.