



Delray Beach Housing Authority

OCTOBER 17, 2013 ANNUAL BOARD MEETING 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

Guarn Sims – Absent

Marcia Beam – Present

Gaston Joseph - Present

III. APPROVAL OF AGENDA

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

IV. ANNUAL ELECTION

- Election of Chairman

A motion nominating Mr. Hepp for the position of Chairman was made by Commissioner Aronson. Motion seconded by Commissioner Beam. With there being no other nominations, Mr. Hepp was elected Chairman by acclamation.

- Election of Vice Chairman

A motion nominating Ms. Aronson for the position of Vice Chairman was made by Chairman Hepp. Motion seconded by Commissioner Beam. With there being no other nominations, Ms. Aronson was elected Vice Chairman by acclamation.

V. APPROVAL OF THE MINUTES OF SEPTEMBER 19, 2013

Tabled

VI. RECOGNITION OF VISITORS

- Clifton Phillips, Roundstone Development

- Larry Zabik, Zabik & Associates

VII. PUBLIC COMMENTARY

None

VIII. CONSENT

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

IX. CORRESPONDENCE

None

X. OLD BUSINESS

A. Chief Financial Officer's Report

State of Florida Annual Financial Report

The CFO reported that the state was not ready to accept 2013 Annual Financial Reports due to changes being made in the reporting requirements. The report will be submitted once the state was ready.

Section 8

The CFO noted that at the end of September, the restricted assets decreased year to date by \$38,205 to 958,052. This reduction was expected as HUD had reduced the funding levels and was expecting the Authority to use their net restricted assets to make landlord payments, utility payments, etc. The unrestricted assets decreased year to date, \$71,333 to \$59,100. This reduction was also expected as the Authority's administration fee has been reduced to 69% of original levels.

B. Chief Operations Officer's Report

Tenant Based Rental Assistance Program (TBRA)

The Chief Operations Officer reported that 25 families had been processed and a total of 10 families had been leased up. The COO anticipated that the remaining families would be leased up by December 2013.

Reporting Section 8 (VMS) Voucher Management System

The Chief Operations Officer reported that an estimated report for the month of May was submitted and approved by the Financial Management Center on September 20, 2013. Once the financial reports for the month of August and September are reconciled, revisions will be made to VMS to update the financial modules as required by HUD.

PIH Information Center (PIC) Reporting rate requirement

The COO reported that the PIC reporting rate for the month of September 2013 was 99.28%.

C. Roundstone Development Update

- Construction Financing/Other Issues

Mr. Phillips reminded the board that at the last board meeting he reported that on September 18, 2013 he, Dorothy and Jackie (DBHA staff) met with Diane Colonna, Executive Director for the Community Redevelopment Center (CRA) to discuss amending the \$2.7 million loan agreement between the DBHA and the CRA. Since that time the CRA has approved Amendment 4 of the agreement allowing pushing back the date to February 2014 and extending the term of the agreement to 20 years.

Mr. Phillips informed the Board that an extension to the MDA for the Elderly Phase will be needed by the next Board meeting.

D. Zabik's Update

Mr. Zabik reported Klewin was approximately three months behind the original schedule. Mr. Zabik expects that Klewin will be submitting for rain delay days in addition to the 21-days they have requested for permitting delay. The plat has been completed and is currently being circulated for signatures.

E. President/CEO's Report

- **Proposed Housing Authority Merger Legislation**

The CEO reminded the Board that previously she had attended the May 2013 Executive Director's Forum where the discussion of voluntary merger of PHA's was a hot topic. Since, the Florida Association of Housing and Redevelopment Officials has drafted a revision of Chapter 421, Florida Statutes that if approved by Legislature will allow voluntary merger of Housing Authority's. The CEO asked the DBHA's attorney to comment.

The Attorney explained that in order for the consolidated Housing Authority merger plan to occur both Housing Authorities must agree on the merger. The Housing Authority in the best financial situation would be the managing authority. The attorney also stated that the merger was voluntary and not mandatory. The Attorney noted that he would be staying updated on the topic and relay any new developments to the Board.

F. NEW BUSINESS

A. Resolution 2013-14 Approving the Purchase of Office Computers

The Chief Operations Officer reported that the DBHA's Server and Computer hardware purchased in 2004 were in need of replacement as recommended by Scott Accounting and Computers Software due to the age of the equipment. The Authority received 4 competitive bids from HP, Lenove, Dell, and Anikos Computer Services. The lowest responsible bidder was Dell in the amount of \$41,933.08. Approval was recommended.

A motion to approve Resolution 2013-14 was made by Commissioner Aronson. Motion seconded by Commissioner Joseph. All in favor. Motion passed.

B. Resolution 2013-15 A Resolution of the DBHA assigning the DBHA's Total Interest in Delray Village Square, LLC. To Delray Housing Group, Inc.

At this time the Attorney reminded the Board of the Owner Entity formation where the Developer has caused the formation of Village Square Family, LTD. to own the Family Rental Project and Village Square Elderly, LTD to own the Elderly Rental Project (collectively the "Owner Entities"). The owner Entities have two co-general partners (Roundstone Development, LLC and Delray Housing Group, INC.). One of the general partners is a limited liability company controlled by the

developer (Roundstone) and the other (Delray Housing Group) is a not for profit affiliate. The developer determined that it was beneficial for the Authority Affiliate to be a for profit affiliate and the Village Square Family, LLC was created for the Family phase and the Delray Village Square, LLC was created for the Elderly phase. This resolution is to assign the total membership interest in Delray Village Square, LLC to the Delray Housing Group, Inc. Approval was recommended.

A motion to approve resolution 2013-15 was made by Commissioner Beam. Motion seconded by Commissioner Aronson. All in favor. Motion passed.

C. President/CEO Evaluation

The CEO reminded the Board that she had sent them a tool that that they could use to evaluate her performance this year. The CEO will provide documentation including Goals and Accomplishments within the next 30 days to assist in their determination. The Board was asked how they would prefer to go about the evaluation of the CEO. The Board determined that they would like to meet with the CEO on a one to one to evaluate her performance.

XI. COMMENTS

None

XII. ADJOURNMENT

Meeting Adjourned at 9:47 a.m.