

# THE AFFORDABLE HOUSING LOAN COMMITTEE MEETING

## Minutes

Wednesday, December 8, 2010  
Greenville, North Carolina

### **Present:**

☒ Alice Brewington (see note)  
☒ R. J. Hemby  
☒ Karalee Coughlin

☒ Lovella Perkins  
☒ Sterling Reid  
☒ Melissa Grimes

☒ Howard Conner  
☐

### **Absent:**

☐ Alice Brewington  
☐ R. J. Hemby  
☐

☐ Lovella Perkins  
☐ Sterling Reid  
☐ Melissa Grimes

☐ Howard Conner  
☐

### **Staff:**

☒ Merrill Flood  
☒ Sandra Anderson  
☐ Gloria Kesler

☐ Karen Gilkey  
☐ Sylvia Brown  
☒ Betty Moseley

☐ Thom Moton  
☐ Kandie Smith (City Council Liaison)

### **A. Roll Call**

### **B. Approval of meeting minutes from November 10, 2010**

Motion was made by Mr. Howard Conner and seconded by Ms. Lovella Perkins to accept the minutes from November 10, 2010 as presented. Motion carried unanimously.

### **C. Old Business**

None

### **D. New Business**

#### **1. Multifamily Rental Housing Development RFP**

Ms. Sandra Anderson discussed the request for proposals for a Multifamily Rental Housing Development. This rental project will be funded by \$450,000.00 in unspent HOME funds. These units will be non-luxury units for incomes below 60 percent of the AMI.

Mr. Conner asked who sets the area medium income.

Ms. Anderson answered that HUD sets the AMI.

Ms. Anderson discussed the criteria for reviewing and scoring applications for the Multifamily Rental Housing Development. All applications are due on or before December 10, 2010, 2:00 PM. Due to the short timeline for receipt of applications and submittal of recommendations to City Council, a special meeting will need to be held on December 22, 2010 at 10:00 AM. City Council will meet on January 13, 2011. The application for tax credit is due to North Carolina Housing Finance Agency on January 14, 2011.

Ms. Perkins asked for an elaboration of “Financial Liability”.

Ms. Anderson replied that this is a long term project. The company will own the rental units and will need to be able to maintain the units after completion.

Ms. Anderson discussed the questions and responses received from applicants concerning the Multifamily Rental Housing Development. She indicated they are posted on the city website.

Mr. Conner inquired about the origins of the questions.

Ms. Anderson stated that the questions were received from potential applicants.

Mr. Hemby asked if the ETJ counted as the city limits for this proposal.

Mr. Flood replied yes, only if the area is subject to annexation. Sewer and water hookup must be available.

Mr. Hemby asked who would monitor the rent for this project.

Ms. Anderson replied that Ms. Gloria Kesler would monitor the project yearly. She would insure compliance with HOME rules.

Mr. Hemby asked if the organizations would need to go before Planning & Zoning to determine if their project is in an approved area.

Mr. Flood stated that the organization should have already researched the area prior to submitting the proposal.

Mr. Hemby asked is Section 8 is allowed.

Mr. Flood answered that Section 8 may be used to make housing units affordable.

Mr. Hemby asked if the city would allow a five minute grace period for organizations submitting proposal.

Ms. Anderson stated that a 5 minute grace period would be allowed.

Mr. Conner asked if the proposals could be due Friday, December 10, 2010 at 5:00 PM.

Ms. Anderson replied that staff will need to review the proposals.

Mr. Hemby asked about the order of financing liens.

Mr. Flood replied that there is layered financing. They will need to show a history of timely repayments and good use of public funds.

Mr. Hemby asked if staff will be monitoring the change orders to ensure the budget is not exceeded.

Mr. Flood replied that tax credits will not allow developers to exceed the budget. If the developer is unable to fulfill their commitment then they will lose the tax credit.

Staff requested that the committee establish a subcommittee to review applications or entire committee commits to review at the special meeting.

Motion was made by Mr. Conner and seconded by Mr. R.J. Hemby to request the attendance of all committee members to the special meeting on December 22, 2010. Motion carried unanimously.

**E. Housing Administrator's Report**

None

**F. Other**

None

**G. Adjournment**

Motion was made by Mr. Conner and seconded by Ms. Melissa Grimes to adjourn the meeting. Motion carried unanimously.

Signature on file

Alice F. Brewington, Chairperson

Signature on file

Sandra W. Anderson, Staff Liaison