

Housing Authority of the City of New Bern

BOARD OF COMMISSIONERS MEETING

Monday, December 18, 2017

4:30 P. M.

Trent Court Auditorium

837 South Front Street

AGENDA

1. Call to Order
2. Roll Call
3. Public Comment period
4. Approval of Minutes – Board Meeting of November 20, 2017
5. Police Department Report
6. Fire Department Report
7. Finance Department Report
8. Public Housing Report
9. Old/New Business
 - a. Presentation of Resolution 12.17.01 – Operating Budget for the Fiscal Year Ending 12/31/2018
 - b. Presentation of bid results for the renovation of the Charles Taylor Building
10. Executive Director's Report
11. Adjourn

HOUSING AUTHORITY OF THE CITY OF NEW BERN

MINUTES OF THE REGULAR MEETING OF THE BOARD OF COMMISSIONERS HELD ON MONDAY, DECEMBER 18, 2017

The Board of Commissioners ("Board") of the Housing Authority of the City of New Bern ("Authority") met at 4:30 p.m. on Monday, December 18, 2017, in the Authority's Administrative Office, New Bern, North Carolina, which is the place, hour, and date set forth in the notice announcing the meeting.

Chair Monte called the meeting to order at 4:30 p.m.

Roll call was as follows:

Present:

Joseph J. Anderson
Carol B. Becton
William A. Frederick, Jr.
Thomas C. Hardin
Molichia Hardy
Peter T. Monte
Willie W. Newkirk, Sr.
Robert W. Overman
Denise H. Powell
Steven M. Strickland

Absent:

Barbara Lee

Following roll call, Chair Monte determined that a quorum was present.

Martin Blaney, Executive Director, Clifford P. Parson, attorney, and Stephanie Crosby, paralegal, from Ward and Smith, P.A. also were present. Alderman Bengel also attended.

Members of the public and staff were present.

Public Comment Period

There were no public comments.

Minutes of November 20, 2017 Meeting

Commissioner Hardy made a motion to approve the minutes of the November 20, 2017 meeting of the Board of Commissioners. Commissioner Newkirk seconded the motion. The minutes were approved unanimously.

Police Department Report – Detective McKone

Detective Hollowell introduced Detective McKone who will be taking over the Housing Authority reporting for Detective Hollowell. Detective McKone presented the police report which was included in the board information packet. There were three Part 1 crimes in Trent Court in the last thirty days: (1) a female resident was assaulted by her ex-boyfriend and the victim refused to cooperate, (2) a female resident was assaulted by her daughter and no charges were filed, and (3) a female resident reported that a friend had stolen five prescription pain pills and a criminal summons was issued.

Fire Department Report

No report was submitted by the Fire Department and Mr. Blaney reported that there was no activity.

Finance Report – Alan Reese, CPA

Mr. Reese reviewed the Finance Report which was included in the board information packet. Commissioner Frederick made a motion to approve the Finance Report. Commissioner Strickland seconded the motion. The motion was approved unanimously.

Alan Reese thanked the staff and the community for his plaque for 5 years of service to the HA.

Mr. Blaney reported that the funds owed by TCG Development Advisors, LLC had been received in full.

Public Housing Report – Virginia Stanley

Ms. Stanley presented the Public Housing Report which was included in the board information packet. Occupancy in Trent Court as of the end of November was 90% and New Bern Towers was 92%. There were sixty-one termination letters for non-payment done for November for Trent Court and twelve termination letters for non-payment for New Bern Towers. There were nine cases of nonpayment heard at the December 5, 2017 court session and all were for Trent Court. Seven have paid and Ms. Stanley has spoken to the other two. Hopefully, they will pay by close of business today so no writs will be processed. Ms. Stanley noted that there was only one writ served from the November court date because the second one paid.

Old/New Business

1. 2018 Operating Budget – Mr. Blaney presented the 2018 Operating Budget which was included in the board information packet. Commissioner Frederick made a motion to approve the budget as presented and to authorize Chair Monte to execute it as Resolution 12.17.01 to HUD. Commissioner Strickland seconded the resolution. The resolution was approved unanimously.

2. Charles Taylor Building – Mr. Blaney presented the information which was included in the board information packet. There were four bids received for the second RFQ that was posted for the renovations of the building. Quadrant Construction was the low bidder but their price was still much higher than expected.

After some discussion, it was recommended that an ad hoc committee be formed to review the proposed renovations and options for moving forward. The committee will be comprised of Chair Monte and Commissioners Strickland, Overman, Becton, and Frederick.

The Committee will plan to meet for the first time on January 8.

Executive Director's Report

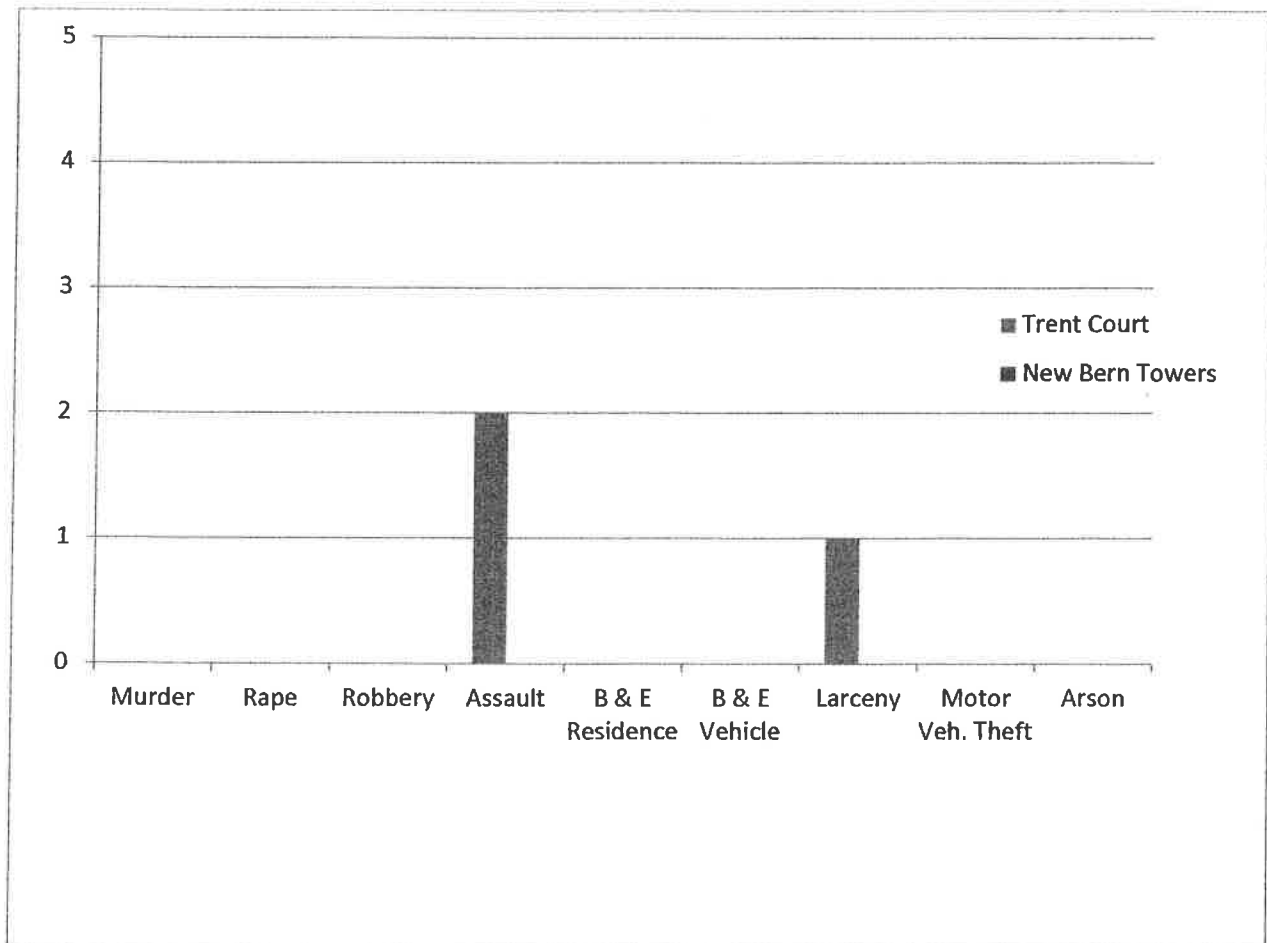
Mr. Blaney presented some items from the Executive Director's Report which was included in the board information packet.

1. January Meeting – The January meeting of the Board of Commissioners will be held on January 22nd instead of January 15th due to the Martin Luther King, Jr. holiday.
2. Trent Court Appraisal – Realty Services of Eastern Carolina, Inc. has been retained to perform appraisals of Trent Court. They will do an "as is" appraisal as well as a "clear dirt" appraisal.
3. Resident Commissioner Appointment – Commissioner Hardy was re-elected to serve as Resident Commissioner. Mr. Blaney notified City Hall.
4. New Bern Towers – All of the units recently were inspected by Gregory Pest Solutions. They found evidence of German roach infestation in only four units. Mr. Blaney thought that was a good report considering there are 106 units. Staff will follow-up with treatments and housekeeping inspections.

There being no further business, the meeting was adjourned at 5:12 p.m.

Part 1 Crimes
November 15, 2017 through December 14, 2017

Offenses	Trent Court	New Bern Towers	TOTAL
Murder			
Rape			
Robbery			
Assault	2		2
B & E Residence			
B & E Vehicle			
Larceny	1		1
Motor Vehicle Theft			
Arson			



Noted Incidents

Trent Court:

On November 22, 2017, a b/f visiting friends in Trent Court was assaulted by her ex-boyfriend a b/m resident living in the "V" Building. No charges were filed the victim refuse to cooperate.

On December 1, 2017, a b/f living in the "O" Building reported that she was assaulted by her daughter. No charges were filed.

On November 15, 2017, a w/f living in the "T" building reported that a friend of hers, a b/m, had stolen approximately 5 of the victim's prescription pain medication tablets. A Criminal Summons was subsequently issued against the accused.

New Bern Towers:

No reported activity.

New Bern Housing Authority

Income Statement

October 31, 2017

	Trent Court 1.01	Admin Cost 2	CHI Business Activity 4	NBT 9	Consolidated Income Statement Total
Dwelling Rental	\$ 443,407.90	\$ -	\$ -	\$ 269,123.00	\$ 712,530.90
HAP from HUD		\$ -	\$ -	\$ -	\$ -
Excess Utilities	\$ 32,683.97	\$ -	\$ -	\$ -	\$ 32,683.97
Revenues HUD PHA Grants	\$ 653,116.00	\$ -	\$ -	\$ -	\$ 653,116.00
CFP Soft Cost Subsidy	\$ -	\$ -	\$ -	\$ -	\$ -
Interest on GF Investments	\$ 301.35	\$ -	\$ -	\$ 224.83	\$ 526.18
Other Income	\$ 16,090.88	\$ -	\$ -	\$ 216.84	\$ 16,307.72
Late Charges	\$ 12,045.00	\$ -	\$ -	\$ 1,245.00	\$ 13,290.00
HAP to Craven Terrace I & II	\$ -	\$ -	\$ -	\$ -	\$ -
Other Income Pepsi Cola	\$ -	\$ -	\$ -	\$ 122.49	\$ 122.49
Other Income laundry	\$ -	\$ -	\$ -	\$ 4,908.00	\$ 4,908.00
Bad Debt Recovery	\$ 3,154.39	\$ -	\$ -	\$ -	\$ 3,154.39
Hap Payment	\$ -	\$ -	\$ -	\$ 498,349.00	\$ 498,349.00
Development Revenue	\$ -	\$ -	\$ -	\$ -	\$ -
NonDwelling Rent	\$ 15,000.00	\$ -	\$ -	\$ -	\$ 15,000.00
Total Operating Revenue	\$ 1,175,799.49	\$ -	\$ -	\$ 774,189.16	\$ 1,949,988.65
Administrative Salaries	\$ 120,027.09	\$ 140,345.00	\$ 57,606.17	\$ 53,467.25	\$ 371,445.51
Legal Expenses	\$ 5,472.50	\$ 15,096.00	\$ 193.75	\$ 1,200.00	\$ 21,962.25
Staff Training	\$ 5,973.07	\$ 3,971.61	\$ 5,115.85	\$ 991.65	\$ 16,052.18
Publications	\$ 655.83	\$ 1,099.00	\$ -	\$ 98.01	\$ 1,852.84
Accounting Fees	\$ -	\$ 38,231.26	\$ -	\$ -	\$ 38,231.26
Audit Fees	\$ 12,960.00	\$ 2,700.00	\$ 2,700.00	\$ 8,640.00	\$ 27,000.00
Telephone	\$ 6,498.51	\$ -	\$ -	\$ 38,949.20	\$ 45,447.71
Payroll Taxes and emp. benefits	\$ 55,989.09	\$ 59,007.80	\$ 28,627.15	\$ 25,466.72	\$ 169,090.76
Rent Expense	\$ -	\$ 10,000.00	\$ 5,000.00	\$ -	\$ 15,000.00
Unemployment Benefits	\$ -	\$ -	\$ -	\$ -	\$ -
Office Expense	\$ 4,721.82	\$ 149.17	\$ 231.61	\$ 1,743.78	\$ 6,846.38
Sundry Admin Expense	\$ 4,362.36	\$ 1,595.82	\$ 5,154.08	\$ 434.71	\$ 11,546.97
Development	\$ -	\$ -	\$ 302.50	\$ -	\$ 302.50
Resident Council	\$ 2,946.62	\$ -	\$ -	\$ 1,073.46	\$ 4,020.08
Tenant Service Salaries	\$ -	\$ -	\$ -	\$ -	\$ -
Consulting Expense	\$ -	\$ -	\$ 500.00	\$ -	\$ 500.00
Recreation/Pub/Other	\$ 675.00	\$ -	\$ -	\$ 676.39	\$ 1,351.39
Water	\$ 180,151.13	\$ -	\$ -	\$ 77,919.80	\$ 258,070.93
Electricity	\$ 175,357.95	\$ -	\$ -	\$ 83,149.43	\$ 258,507.38
Gas-building	\$ 70,505.35	\$ -	\$ -	\$ 5,221.63	\$ 75,726.98
Labor Salaries	\$ 147,040.92	\$ -	\$ -	\$ 47,485.33	\$ 194,526.25

New Bern Housing Authority

Income Statement

October 31, 2017

	Trent Court 1.01	Admin Cost 2	CHI Business Activity 4	NBT 9	Consolidated Income Statement Total
Casual Labor	\$ -	\$ -	\$ -	\$ 5,000.00	\$ 5,000.00
Materials	\$ 47,966.44	\$ -	\$ 371.97	\$ 28,681.82	\$ 77,020.23
Materials - Capitalized	\$ -	\$ -	\$ -	\$ 32,089.06	\$ 32,089.06
Computer Expense	\$ 6,724.32	\$ 390.00	\$ -	\$ 2,265.10	\$ 9,379.42
Repairs and Maintenance	\$ 22,813.95	\$ -	\$ -	\$ 45,258.34	\$ 68,072.29
Repairs and Maintenance - Capitalized	\$ -	\$ -	\$ -	\$ 7,060.18	\$ 7,060.18
Garbage and Trash removal	\$ 26,434.32	\$ -	\$ -	\$ 2,370.45	\$ 28,804.77
Extermination-Maintenance Expense	\$ 13,802.50	\$ -	\$ -	\$ 2,033.00	\$ 15,835.50
Payroll Taxes and emp. benefits - Maint.	\$ 67,319.23	\$ -	\$ -	\$ 27,483.83	\$ 94,803.06
Repairs and Maintenance Truck	\$ 1,866.53	\$ -	\$ -	\$ 919.32	\$ 2,785.85
Heating and Air	\$ 1,404.67	\$ -	\$ -	\$ -	\$ 1,404.67
Gas-Truck	\$ 2,443.95	\$ 1,470.22	\$ -	\$ 1,203.75	\$ 5,117.92
Security System	\$ -	\$ -	\$ -	\$ 8,561.83	\$ 8,561.83
Protective Services	\$ 8,721.00	\$ -	\$ -	\$ -	\$ 8,721.00
Insurance	\$ 59,873.08	\$ 3,459.18	\$ 1,804.90	\$ 29,071.93	\$ 94,209.09
W/C Insurance Expense	\$ 7,189.11	\$ 3,777.98	\$ 1,548.71	\$ 2,717.64	\$ 15,233.44
License, Taxes and Recycling Fee	\$ 9,598.53	\$ -	\$ -	\$ 3,907.57	\$ 13,506.10
Collection Loss	\$ 15.42	\$ -	\$ -	\$ 337.00	\$ 352.42
Eviction Expense	\$ 11,684.00	\$ -	\$ -	\$ 543.00	\$ 12,227.00
App. Screening	\$ 1,988.61	\$ -	\$ -	\$ 979.49	\$ 2,968.10
Uniforms	\$ 5,279.47	\$ -	\$ -	\$ 3,163.33	\$ 8,442.80
Storage management	\$ -	\$ -	\$ -	\$ -	\$ -
Adm Cost Allocation	\$ 163,149.95	\$ (281,293.04)	\$ 28,129.29	\$ 90,013.80	\$ (0.00)
Total Operating Expenses	\$ 1,251,612.32	\$ -	\$ 137,285.98	\$ 640,177.80	\$ 2,029,076.10
Total Rev. & Oper. Expenses	\$ (75,812.83)	\$ -	\$ (137,285.98)	\$ 134,011.36	\$ (79,087.45)
CFP NC19P005501-14	\$ -	\$ -	\$ -	\$ -	\$ -
CFP 501-14 Rev. Soft Cost Contra	\$ -	\$ -	\$ -	\$ -	\$ -
CFP NC19P005501-15	\$ -	\$ -	\$ -	\$ -	\$ -
CFP 501-15 Rev. Soft Cost Contra	\$ -	\$ -	\$ -	\$ -	\$ -
Insurance Proceeds	\$ -	\$ -	\$ -	\$ -	\$ -
CFP NC19P005501-16	\$ 379,158.39	\$ -	\$ -	\$ -	\$ 379,158.39
CFP 501-16 Rev. Soft Cost Contra	\$ -	\$ -	\$ -	\$ -	\$ -
Total Other Rev. & Expenses	\$ 379,158.39	\$ -	\$ -	\$ -	\$ 379,158.39
Total Net Income (Loss)	\$ 303,345.56	\$ -	\$ (137,285.98)	\$ 134,011.36	\$ 300,070.94

New Bern Housing Authority Vacancy Report

OCTOBER 2017 – NOVEMBER 2017

Public Housing

	Ending OCT Occupancy	NOV Move Outs	NOV Move Ins	Total NOV Occupancy	# Vacant	Occupancy % NOV
Trent Court 218 (*216)	192	2	7	197	21 (*19)	90%

*2 Units offline in Trent Court

Section 8 - New Construction

	Ending OCT Occupancy	NOV Move Outs	NOV Move Ins	Total NOV Occupancy	# Vacant	Occupancy % NOV
NBT 106	98	1	0	97	9	92%

NOVEMBER 2017

	Pending terminations for non-payment	Pending terminations for criminal lease violations	Pending terminations for other lease violations
Trent Court	61 (14-day)	0	1 (rescinded)
New Bern Towers	12 (30-day)	0	0

Court Session held on December 5, 2017 9 cases - nonpayment

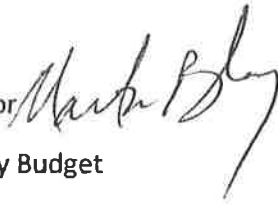
Residents have until close of business on 12/15/17 to pay charges; info will be updated

	# Cases to be heard	#Tenants vacated after court	# Tenants paid all court chgs	# Writs filed/ to be filed	#Writs to be served	#Writs served; 7- day wait or vacated
Trent Court	9	0		0	0	0
New Bern Towers	0	0	0	0	0	0

Updated 12/13/17

TO: Board of Commissioners

FROM: Martin Blaney, Executive Director



RE: 2018 Low-Income Housing Authority Budget

DATE: December 18, 2017

HUD requires that an operating budget be adopted prior to the start of the upcoming fiscal year. Our fiscal year runs from January 1 to December 31. You will find the proposed 2018 budget attached.

This year's actual eleven-month expenditures are very close to our projections in the 2017 operating budget. Accordingly, we applied a healthy inflation factor and made adjustments for those budget line items where we can confidently forecast fluctuation.

We also used a low estimate of anticipated HUD subsidy payments.

We utilized this same strategy of forecasting slightly higher expenditures and lower revenues in 2017 and it served us well. There was no need for a budget revision in 2017.

You will note that we anticipated the receipt of \$104,000 from the Craven Terrace transaction. This is a very conservative estimate. We may realize revenue from developer's fees, reimbursement for the Resident Services Coordinators and repayment of TCG funds.

Adoption of the 2018 operating budget must be done by way of approval of Resolution 12.17.01 which is also attached.

We will be glad to answer any questions you may have on Monday.

Attachments

NEW BERN HOUSING AUTHORITY

2018 OPERATING BUDGET

December 18, 2017

		Craven		Community			
		Trent Court	Terrace	Admin	Housing Initiative	New Bern Towers	Total
		2018 BUDGET	2018 BUDGET	2018 BUDGET	2018 BUDGET	2018 BUDGET	2018 BUDGET
OPERATING REVENUES							
3110	DWELLING RENTAL	560,000	0	0	0	338,380	898,380
3120	EXCESS UTILITIES	42,000	0	0	0	0	42,000
3190	NON-DWELLING RENTS	0	0	0	0	0	0
3401	REVENUES GRANTS OPERATING SUBSIDY	800,000	0	0	0	0	800,000
3405	CAPITAL FUND SOFT COST SUBSIDY	80,000	0	0	0	0	80,000
3610	INTEREST ON GF INVESTMENTS	700	0	0	0	258	958
3690	OTHER INCOME	20,000	0	0	104,000	250	124,250
3690.01	LATE CHARGES	16,000	0	0	0	1,700	17,700
3690.22	OTHER INCOME - PEPSI COLA	0	0	0	0	150	150
3690.23	OTHER INCOME - LAUNDRY	0	0	0	0	5,700	5,700
3690.24	OTHER INCOME - SPONSORSHIPS	0	0	0	0	0	0
3691	BAD DEBT RECOVERY	5,000	0	0	0	0	5,000
3692	HAP PAYMENTS	0	0	0	0	570,838	570,838
3692.01	HAP PAYMENTS to PMI	0	0	0	0	0	0
3902	CF ADMINISTRATION (1410) (2013)	0	0	0	0	0	0
3190	Rent Income	18,000					18,000
TOTAL OPERATING REVENUES		1,541,700	0	0	104,000	917,276	2,562,976
OPERATING EXPENSES							
4110	ADMINISTRATIVE SALARIES	152,486	0	177,262	72,314	68,170	470,232
4130	LEGAL EXPENSES	6,300	0	17,500	300	1,400	25,500
4140	STAFF TRAINING M/L/T	4,000	0	5,000	6,000	6,000	21,000
4160	ADVERTISING/PUBLICATIONS	1,300	0	1,300	0	400	3,000
4170	ACCOUNTING FEES	0	0	44,000	0	0	44,000
4171	AUDITING FEES	15,000	0	3,100	3,100	9,900	31,100
4180	TELEPHONE	8,300	0	0	0	50,000	58,300
4182	PAYROLL TAXES & EMP. BENEFITS	71,000	0	72,000	36,100	33,000	212,100
4185	OFFICE EXPENSE	5,500	0	0	300	1,500	7,300
4190	SUNDRY ADMIN EXPENSE	5,000	0	2,000	7,000	4,000	18,000
4210	TENANT SERVICES COORDINATOR	0	0	0	0	0	0
4199	RESIDENT COUNCIL	3,000	0	0	0	1,590	4,590
4220	RECREATION/PUB/OTHER	800	0	0	0	1,060	1,860
4184	RENT EXPENSE	0	0	12,000	6,000	0	18,000
4310	WATER	207,000	0	0	0	105,000	312,000
4320	ELECTRICITY	201,000	0	0	0	120,000	321,000
4330	GAS	87,000	0	0	0	5,500	92,500
4410	LABOR SALARIES - MAINT SALARIES	189,432	0	0	0	73,000	262,432
4415	CASUAL LABOR SALARIES	0	0	0	0	6,000	6,000
4416	CONSULTING SERVICES	0	0	0	600	0	600
4420	MATERIALS	71,300	0	0	450	50,000	121,750
4420.2	Materials - Capitalized	0	0	0	0	29,000	29,000
4429	COMPUTER EXPENSE	7,500	0	500	0	3,000	11,000
4430	REPAIRS & MAINTENANCE	26,500	0	0	0	63,000	89,500
4430.2	REPAIRS & MAINTENANCE - Capitalized	0	0	0	0	30,000	30,000
4431	GARBAGE & TRASH REMOVAL	30,500	0	0	0	4,000	34,500
4432	EXTERMINATION - MAINT EXPENSE	16,000	0	0	0	4,000	20,000
4433	PAYROLL TAXES & EMP. BENEFITS - MAINT	85,800	0	0	0	35,000	120,800
4435	REPAIRS & MAINTENANCE - TRUCK	2,200	0	1,000	0	1,600	4,800
4436	HEATING & AIR	2,000	0	0	0	1,500	3,500
4437	GAS - TRUCK	2,800	0	1,700	0	1,500	6,000
4438	SECURITY SYSTEM	0	0	0	0	8,000	8,000
4439	PROTECTIVE SERVICES	11,200	0	0	0	0	11,200
4440	LANDSCAPING	0	0	0	0	0	0
4510	INSURANCE	76,000	0	4,500	2,300	38,500	121,300
4510.5	W/C INSURANCE EXPENSE (.040707%)	8,000	0	5,000	2,000	5,200	20,200
4526	LICENSE & TAXES/RECYCLING FEE	10,996	0	0	0	3,820	14,816

NEW BERN HOUSING AUTHORITY

2018 OPERATING BUDGET

December 18, 2017

	Trent Court	Craven Terrace	Admin	Community Housing Initiative	New Bern Towers	Total
	2018 BUDGET	2018 BUDGET	2018 BUDGET	2018 BUDGET	2018 BUDGET	2018 BUDGET
4570 COLLECTION LOSS	8,000	0	0	0	3,820	11,820
4580 EVICTION EXPENSE	15,000	0	0	0	1,500	16,500
4581 APP SCREENING	2,100	0	0	0	1,500	3,600
4621 UNIFORMS	7,000	0	0	0	3,200	10,200
TOTAL OPERATING EXPENSES	1,340,014	0	346,862	136,464	774,660	2,598,000
INCOME FROM OPERATIONS	201,686	0	-346,862	-32,464	142,616	-35,024
Adm. Cost Allocation	-201,180	0	346,862	-34,686	-110,996	0
NET INCOME/(LOSS)	506	0	0	-67,150	31,620	-35,024
Reserves Required		0	0	0	0	0

Approved by: Board Chairperson signature and date

PHA Board Resolution
Approving Operating Budget

U.S. Department of Housing
and Urban Development
Office of Public and Indian Housing -
Real Estate Assessment Center (PIH-REAC)

OMB No. 2577-0026
(exp. 07/31/2019)

Public reporting burden for this collection of information is estimated to average 10 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.

This information is required by Section 6(c)(4) of the U.S. Housing Act of 1937. The information is the operating budget for the low-income public housing program and provides a summary of the proposed/budgeted receipts and expenditures, approval of budgeted receipts and expenditures, and justification of certain specified amounts. HUD reviews the information to determine if the operating plan adopted by the public housing agency (PHA) and the amounts are reasonable, and that the PHA is in compliance with procedures prescribed by HUD. Responses are required to obtain benefits. This information does not lend itself to confidentiality.

PHA Name: Housing Authority of the City of New Bern PHA Code: NC-005

PHA Fiscal Year Beginning: 1/1/2018 Board Resolution Number: 12.17.01

Acting on behalf of the Board of Commissioners of the above-named PHA as its Chairperson, I make the following certifications and agreement to the Department of Housing and Urban Development (HUD) regarding the Board's approval of (check one or more as applicable):

DATE

- Operating Budget approved by Board resolution on: 12/18/2017
- Operating Budget submitted to HUD, if applicable, on:
- Operating Budget revision approved by Board resolution on:
- Operating Budget revision submitted to HUD, if applicable, on:

I certify on behalf of the above-named PHA that:

1. All statutory and regulatory requirements have been met;
2. The PHA has sufficient operating reserves to meet the working capital needs of its developments;
3. Proposed budget expenditure are necessary in the efficient and economical operation of the housing for the purpose of serving low-income residents;
4. The budget indicates a source of funds adequate to cover all proposed expenditures;
5. The PHA will comply with the wage rate requirement under 24 CFR 968.110(c) and (f); and
6. The PHA will comply with the requirements for access to records and audits under 24 CFR 968.110(i).

I hereby certify that all the information stated within, as well as any information provided in the accompaniment herewith, if applicable, is true and accurate.

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012.31, U.S.C. 3729 and 3802)

Print Board Chairperson's Name: Pete Monte	Signature:	Date: 12/18/2017
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TO: Board of commissioners

FROM: Martin Blaney

RE: Charles Taylor Building

DATE: December 18, 2017

A handwritten signature in black ink, appearing to read "Martin Blaney", is written over the "FROM" and "RE" lines of the email header.

Bids were opened on December 12, 2017 and a low bid of \$859,200 was received from Quadrant Construction out of Jacksonville. There were three other bidders. A copy of the bid tabulation form is attached.

The low bid is well above what we anticipated and budgeted for. My suggestion is that we not accept any bids, seek supplemental financial resources and re-consider at a later date.

I will be glad to answer any questions you may have on Monday.

Attachment

RE-BID TAB

CHARLES TAYLOR BUILDING RENOVATION

BIDDER NAME & ADDRESS	LICENSE# NO.	HUD* \$369A	BID* SEC	CON* QUAL STA.	E* VER REQ	RRP#	NON# COLL AFF	TOTAL BASE BID	DEDUCT ALTERNATE 1 <small>In lieu of painting exterior as indicated, paint new and existing siding in vertical wall surface</small>	DEDUCT ALTERNATE 2 <small>In lieu of providing type 'L' copper piping, provide CPVC domestic piping</small>	DEDUCT / NO CHANGE ALTERNATE 3 <small>In lieu of Ball and Burrap landscaping, provide container type of equal size.</small>	TOTAL UNIT PRICES <small>A-E</small>	ADM 001	ADM 002	CLAR 001
CENTRAL BUILDERS, INC. ROCKY MOUNT, NC	#3680	✓	✓	✓	✓	✓	✓	998998	1277	1000	NO CHANG 6	11575	✓	✓	✓
DANCO BUILDERS, INC. ROCKY MOUNT, NC	#23259	NO	NO	NO	NO	NO	NO	N/A	N/A	N/A	N/A	N/A	✓	✓	✓
DANIELS & DANIELS CONS. GOLDSBORO, NC	#23587	✓	✓	✓	✓	✓	✓	976,000	3500	1,500	NO CHANGE	5495	✓	✓	✓
FASCO INC. KINSTON, NC	#3015	✓	✓	✓	✓	✓	✓	848,172				2,080	✓	✓	✓
QUADRAK CONSULT Jack Silverville	54916	✓	✓	✓	✓	✓	✓	859,200	1,200	2,000	NO CHANGE	7,200	✓	✓	✓

STOGER ARCHITECTURE, P.A.
 615 E. Broad Avenue
 Rockingham, North Carolina

***ITEMS REQUIRED AT BID OPENING (Failure to include any of these items will VOID the bid):**

- 5% Bid Bond or Check if contract is \$100,000 or more
- (5% based on max bid price, i.e. Base Bid + Unit Prices + Cont.Allow. + Alternates)
- HUD 5369A, Representations, Certifications, and other Statements of Bidders
- Contractor's Qualification Statement
- E-Verify Requirements
- *The following items must be submitted within 3 working days of bid opening:
 - NonCollusive Affidavit (if contract \$50,000.00 or more)
 - Contractor's License - Photocopy
 - Contractor's Firm Certification for NC Renovation, Repair and Paint Rule

TO: Board of Commissioners

FROM: Martin Blaney, Executive Director

RE: Executive Director's Report

A handwritten signature in black ink, appearing to read "Martin Blaney", with a long horizontal flourish extending to the right.

Trent Court Appraisal

Realty Services of Eastern Carolina, Inc., has been retained to perform appraisals of Trent Court. They will do an "as is" appraisal, as well as, a "clear dirt" appraisal.

Resident Commissioner Appointment

Both the New Bern Towers and Trent Court resident councils elected Ms. Lisa Hardy to serve as Resident Commissioner. I notified City hall accordingly.

New Bern Towers

All units were recently inspected by our exterminator, Gregory Pest Solutions. He found evidence of German roach infestation in only four units. I believe that to be a fairly good report for a building with 106 units. We will follow-up with treatments and housekeeping inspections.

Pete Monte

Pete Monte, Chair

1/22/2018

Date

Martin Blaney

Martin Blaney, Executive Director

1/22/18

Date