

**HOUSING AUTHORITY OF THE CITY OF NEW BERN
BOARD OF COMMISSIONERS MEETING**

Conference Call

Monday, April 20, 2020

4:30 P.M.

Conference Call Number: 1-855-633-2040

Code: 2572383#

AGENDA

1. Call to Order
2. Roll Call
3. Public Comment Period
4. Approval of Minutes
 - a. Board Meeting of February 17, 2020
 - b. Board Meeting of March 4, 2020
 - c. Board Meeting of March 16, 2020
 - d. Board Meeting of March 20, 2020
5. Police Department Report
6. Fire Department Report
7. Finance Department Report
 - a. January 31, 2020
 - b. February 29, 2020
8. Public Housing Report
9. Maintenance Report – Will be distributed to NBHA Board of Commissioners
10. Old/New Business
11. Interim Executive Director Report
12. Adjourn

HOUSING AUTHORITY OF THE CITY OF NEW BERN

MINUTES OF THE REGULAR MEETING OF THE BOARD OF COMMISSIONERS HELD ON MONDAY, FEBRUARY 17, 2020

The Board of Commissioners ("Board") of the Housing Authority of the City of New Bern ("Authority") met at 4:30 p.m. on Monday, February 17, 2020, at New Bern Towers, New Bern, North Carolina, which is the place, hour, and date set forth in the notice announcing the meeting.

As acting chair, Commissioner Strickland called the meeting to order at 4:30 p.m.

Roll call was as follows:

Present:

Carol B. Becton

Molicia Hardy

Peter T. Monte

Chris L. Ormond

Steven M. Strickland

Absent:

Denise H. Powell

Following roll call, Commissioner Strickland determined that a quorum was present.

Authority staff members, James W. Norment, attorney, and Stephanie Crosby, paralegal, from Ward and Smith, P.A. also were present. Members of the public also were present. Alderman Bengel was present.

Election of Officers

Mr. Norment reminded everyone that the election of officers was deferred at the January meeting to the February meeting.

The floor was opened for nominations for the position of Chair. Commissioner Monte nominated Commissioner Strickland to serve as Chair. There being no further nominations the nominations were closed. Commissioner Strickland was elected as Chair unanimously.

The floor was opened for nominations for the position of Vice Chair. Commissioner Hardy nominated Commissioner Monte to serve as Vice Chair. There being no further nominations the nominations were closed. Commissioner Monte was elected as Vice Chair unanimously.

Mr. Norment reminded the Board that the Bylaws allow for the Vice Chair also to serve as Treasurer.

The floor was opened for nominations for the position of Treasurer. Commissioner Becton nominated Commissioner Monte to serve as Treasurer. There being no further nominations the nominations were closed. Commissioner Monte was elected as Treasurer unanimously.

Public Comment Period

Travis Lewis, New Bern Towers, brought up a few concerns.

1. He feels that every unit should be inspected for bed bugs. He does not think that people are reporting bed bugs if they have them.
2. The lock box outside that police, fire, and EMTs use to access the building is broken and needs to be fixed.
3. There are lights inside and outside that are not working. The maintenance people seem to change light bulbs but they go out after a little while.
4. He asked when renovations of New Bern Towers would start again.
5. He has some water issues in his until and would like to move to another unit until the issues have been resolved. He said that other people are having the same issues but they are not reporting them.

Ms. Simmons said that all units should be inspected by the bed bug contractor so they can be treated if infested.

Commissioner Ormond suggested putting the pest control contract out for bid because residents were complaining that the pest control contractor spend little time in each unit.

Commissioner Becton would like a maintenance list that includes bugs and maintenance issues that can be tracked. She asked for a routine inspections and maintenance report like what is received from the Police Department for their calls for service.

Tauheedah Hasan, New Bern Towers, also had a few concerns.

1. She said that the bed bug problem is out of hand. She said that her air conditioner will not turn off unless she turns the main switch off and she does not want maintenance in her apartment because she is afraid they will bring bed bugs into her apartment.
2. She asked about the payment of rent by debit cards.
3. She said the lights need to be fixed that keep burning out.
4. She had to let ambulance people in one day so they could get to a lady because the lock box does not work.

Commissioner Ormond asked how maintenance is handled at New Bern Towers. Mr. Jedrey said that there is one full time maintenance person and two others who can help. Ms. Simmons said that the broken lock box was first reported on January 13. Ms. Simmons said that when a resident reports a problem to her, Ms. Simmons writes it up in the Authority software and it then is passed to maintenance. The maintenance issues are discussed at the monthly staff meetings. Ms. Livingston said that the broken lock box was not discussed at the last maintenance meeting. Chair Strickland emphasized to Mr. Jedrey that the lock box needed to be the next thing repaired. Mr. Jedrey acknowledged the priority.

Commissioner Monte made a motion to recommend that the Executive Director create a maintenance report that is presented at each meeting. Commissioner Hardy seconded the motion. The motion was approved unanimously.

Pam Minor received a demonstration of utilizing the current Lindsey software for paying rent by debit cards. By adding the new module, residents will be able to request work orders, pay rent, receive text messages, and receive emails. The cost is \$500 to add the module and then it is \$4.50 per month for statements and a 3% transaction fee for payments.

Commissioner Hardy made a motion to implement this new module in Lindsey. Commissioner Ormond seconded the motion. The motion was approved unanimously.

Minutes of January 13, 2020, January 14, 2020, January 15, 2020, January 16, 2020, and January 21, 2020 Meetings

Commissioner Monte made a motion to approve the minutes of the meetings of the Board of Commissioners. Commissioner Becton seconded the motion. The minutes were approved unanimously.

Police Department Report

A Police Department report was included in the Board information packet. See report.

Fire Department Report

No report was submitted by the Fire Department.

Finance Report – Arlene Livingston

Ms. Livingston presented the Finance Report that was included in the Board information packet. Commissioner Monte made a motion to approve the Finance Report. Commissioner Becton seconded the motion. The motion was approved unanimously.

Public Housing Report – Dee Meadows

Ms. Meadows presented the Public Housing Report that was included in the Board information packet. Occupancy in Trent Court as of the end of January was 93% and New Bern Towers was 92%. There were twenty termination letters done for Trent Court and eight termination letters for New Bern Towers. There were four cases for Trent Court and one case for New Bern Towers heard at the January 30, 2020 court session. All five tenants paid all charges.

Old Business/New Business

1. 703 Carolina Avenue – Sherrod Banks and Catherine Liu from The Banks Law Firm presented information on the progress of 703 Carolina Avenue. There will be 84 low income units in seven buildings. There also will be a community building and a playground. The total development cost is approximately \$12,999,383 which may

change as numbers are being finalized. Nine percent tax credits will be used to offset the development cost.

The Authority is hoping to close on the financing in April. There will be documents to approve at the March meeting.

2. 2019 Collection Losses – Ms. Livingston explained to the Board that each year the Board must approve writing off collection losses for the previous year. All people on the collection loss report are reported to HUD and they must bring their account current before they can move into another public housing facility anywhere in the United States. Ms. Livingston recommends that the Board write off \$4,613.84 for Trent Court and \$4,796.99 for New Bern Towers. The Authority recovered a total of \$9,043.96 of the previous collection losses during 2019 of which \$6,311.49 was for Trent Court and \$2,732.47 was for Craven Terrace.

Commissioner Monte made a motion to approve the following resolution which was seconded by Commissioner Hardy:

RESOLUTION NO. 02.20.01 - 2019

RESOLUTION APPROVING
COLLECTION LOSSES TO BE WRITTEN OFF

WHEREAS, some residents vacated their apartments without paying the entirety of their account; and

WHEREAS, attempts are made to collect the money owed on those accounts; and

WHEREAS, when those unpaid accounts are uncollected and appear as doubtful accounts, they are accumulated as collection losses; and

WHEREAS, as a function of accounting, those collection losses are written off the Tenant Ledger; and

WHEREAS, the document showing the collection losses to be written off is attached.

NOW, THEREFORE, BE IT RESOLVED, that the collection losses indicated on the attached document is approved to be written off the Housing Authority accounts.

The motion was approved unanimously.

There being no further business, the meeting was adjourned at 6:20 pm.

HOUSING AUTHORITY OF THE CITY OF NEW BERN

MINUTES OF THE MEETING OF THE BOARD OF COMMISSIONERS HELD ON WEDNESDAY, MARCH 4, 2020

The Board of Commissioners ("Board") of the Housing Authority of the City of New Bern ("Authority") met at 8:00 a.m. on Wednesday, March 4, 2020, at Ward and Smith, P.A., New Bern, North Carolina, which is the place, hour, and date set forth in the notice announcing the meeting.

Chair Strickland called the meeting to order at 8:05 a.m.

Roll call was as follows:

Present:

Carol B. Becton

Molicia Hardy

Peter T. Monte

Chris L. Ormond

Denise H. Powell

Steven M. Strickland

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

James W. Norment, attorney, and Stephanie Crosby, paralegal, from Ward and Smith, P.A. also were present. Mr. Martin Blaney, Executive Director, also was present.

Chair Strickland read an email from Ted Ortiviz that stated that due to unforeseen family issues he has to decline the Authority's offer of employment as the Executive Director.

Chair Strickland said that the Authority has to decide how to move forward right now because Mr. Blaney is ready to retire. The Board discussed appointing Arlene Livingston as the Interim Executive Director with Mr. Blaney being available to consult for some period of time. The Board also discussed needing additional oversight and guidance from the Board as is typically the case with an Interim Executive Director. With the development and demolition going on, Chair Strickland and Commissioner Monte have agreed to help more on the development side with the Interim Executive Director running the day-to-day operations.

The Board discussed the terms of an Employment Agreement for the Interim Executive Director and adjusting her current salary up for the time period that she serves as Interim Executive Director. In addition, the Board discussed that she would continue in her role as Director of Finance while serving as Interim Executive Director.

There was a discussion of how personnel matters would be handled. The Board discussed that she would be able to document issues and counsel employees but would not be able to fire

anyone. If she has questions, Chair Strickland and Commissioner Monte would be available to assist.

Mr. Blaney said that Mr. Jedrey is retiring as of March 13 and his position would not be filled at this time.

Commissioner Becton asked if there is an evaluation process in place for employees. Mr. Blaney said that there is and it is usually done in December, however, it was not done in December 2019.

Commissioner Ormond feels that there are some morale issues with employees who do not feel appreciated. He thinks there are issues that should be addressed.

Commissioner Monte made a motion to appoint Arlene Livingston to serve as Interim Executive Director at a salary of \$75,000 per year, while she serves as Interim Executive Director, subject to the limitations set forth in the Employment Agreement which Mr. Norment will draft, and to authorize the execution of the Employment Agreement. Commissioner Hardy seconded the motion. The motion was approved unanimously.

Commissioner Hardy made a motion to designate Chair Strickland and Commissioner Monte to advise the Interim Executive Director in management, development issues, and assist with personnel issues that come up. Commissioner Becton seconded the motion. The motion was approved unanimously.

Mr. Blaney said that he told staff that Mr. Ortiviz is not coming and Mr. Blaney now is getting questions from City officials. The Board encouraged Mr. Blaney to update the City officials as appropriate. Chair Strickland also indicated that he would update City officials.

The Board then called Leo Dauwer to discuss the next steps of the Executive Director search. Mr. Dauwer has someone that he knows well and thinks would be a good fit. Mr. Dauwer will provide information on the candidate and update the previous matrix that he had prepared.

There being no further business, the meeting was adjourned at 9:30 a.m.

ND: 4813-4813-6374, v. 1

HOUSING AUTHORITY OF THE CITY OF NEW BERN

MINUTES OF THE REGULAR MEETING HELD VIA CONFERENCE CALL OF THE BOARD OF COMMISSIONERS HELD ON MONDAY, MARCH 16, 2020

The Board of Commissioners ("Board") of the Housing Authority of the City of New Bern ("Authority") met at 4:30 p.m. on Monday, March 16, 2020, via conference call, which is the place, hour, and date set forth in the notice announcing the meeting.

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

Roll call was as follows:

Present (via conference call):

Absent:

Carol B. Becton (joined after roll call)
Peter T. Monte
Chris L. Ormond
Denise H. Powell
Steven M. Strickland

Molicia Hardy

Authority staff members, James W. Norment, attorney, and Stephanie Crosby, paralegal, from Ward and Smith, P.A. also were present. Catherine Liu from The Banks Law Firm was present. Alderman Bengel was present.

Following roll call, Commissioner Strickland determined that a quorum was present. However, Commissioner Strickland announced that substantive action would not be approved at this meeting because the meeting had been changed from an in-person meeting to a conference call very late in the week, and there was some confusion over the notice of the change in format and location.

Commissioner Strickland, after consultation with the Authority's legal counsel, determined that the conference call was needed because of the COVID-19 public health emergency. Normally, the Board will try to avoid conference calls, but future meetings may need to be held by conference call due to the COVID-19 pandemic or similar circumstances. Proper notice of future meetings held by conference call will be provided to the Commissioners and the public.

Public Comment Period

Alderman Bengel expressed her concern about the public meeting being changed to a conference call.

Minutes of February 17, 2020 Meeting

The minutes of the February 17, 2020 meeting will be approved at the next regular meeting.

Agenda Adjustment

Commissioner Monte made a motion to move item 10.a. relating to the Carolina Avenue transaction up on the agenda so that Ms. Liu could review the terms even though it will not be approved today. Commissioner Ormond seconded the motion. The motion was approved unanimously.

703 Carolina Avenue Transaction – Ms. Liu reviewed the following resolution which was included in the Board packet and answered any questions that the Board had. The resolution was presented for informational purposes only. It will be approved at a later meeting.

**RESOLUTION NO. 03.20.01
AUTHORIZATION OF CAROLINA AVENUE TRANSACTION**

WHEREAS, Carolina Avenue Housing, LLC, a North Carolina limited liability company (the "Owner"), wishes to develop a project known as 703 Carolina Avenue that will consist of eighty-four (84) low income housing tax credit ("LIHTC") units located in New Bern, Craven County, North Carolina (the "Project"); and

WHEREAS, Carolina Avenue Housing Manager, Inc., a North Carolina corporation (the "Owner's Managing-Member"), is the managing-member of the Owner, RBC Community Investments, LLC will be the investor member ("Investor Member") of the Owner, and RBC Community Investments Manager II, Inc. will be the special member ("Special Member") of the Owner; and

WHEREAS, Mosaic Development Group, Inc. ("Mosaic"), a North Carolina corporation and affordable housing developer, holds fifty-one percent (51%) interest in the Owner's Managing-Member, and BVHC Carolina Avenue, LLC ("BVHC"), a wholly-owned subsidiary of Better Vision Housing Corporation ("Better Vision"), which is an instrumentality of the Housing Authority of the City of New Bern, N.C. ("NBHA"), holds forty-nine percent (49%) interest in the Owner's Managing-Member; and

WHEREAS, NBHA has entered into an agreement (the "Land Purchase Agreement") with the City of New Bern to purchase the land (the "Land") on which the Project will be developed, for a purchase price of Four Hundred Fifty-Five Thousand and 00/Dollars (\$455,000.00)(the "Purchase Price"); and

WHEREAS, NBHA will advance the Purchase Price at the closing of the Land purchase; and

WHEREAS, NBHA will lease the Land to the Owner for a term of sixty-five (65) years, with a one-time lease payment equal to the Purchase Price to be paid by the Owner to NBHA upon the execution of the lease; and

WHEREAS, NBHA will advance fifty percent (50%) of the Project's predevelopment costs, and, to the extent it is financially feasible for the Project, NBHA will be reimbursed for the amount advanced from the closing of Project financing; and

WHEREAS, NBHA will also provide the Owner a construction/permanent loan in the amount up to Eight Hundred Thousand and No/100 Dollars (\$800,000.00), with interest payments to be made from the Project's available cash flow according to the priority set forth in the Owner's Amended and Restated Operating Agreement (the "Operating Agreement"); and

WHEREAS, in addition to the NBHA loan described above, the Project will also receive (i) a tax credit investment from the Investor Member based on a reservation of low-income housing tax credits to the Project; (ii) a construction loan from JPMorgan Chase Bank, N.A. ("Chase Bank") in the amount up to Nine Million and No/100 Dollars (\$9,000,000.00), which will be converted to a permanent loan in the amount of up to Three Million and No/100 Dollars (\$3,000,000.00) (the "Chase Loan"); (iii) a construction/permanent loan from the North Carolina Housing Finance Agency ("NCHFA") in the amount of up to One Million Three Hundred Seventy-Five Thousand and 00/100 Dollars (\$1,375,000.00); and (iv) a construction/permanent loan from NCHFA in the amount of up to One Million Sixty-Two Thousand and 00/100 Dollars (\$1,062,000.00); and

WHEREAS, Mosaic and Better Vision will serve as co-developers of the Project, with Mosaic receiving sixty-five (65%) of the developer fee, and Better Vision receiving thirty-five (35%) of the developer fee; and

WHEREAS, the projected permanent financing for the development and operation of the Project is attached as Exhibit A (the "Permanent Financing"); and

WHEREAS, the projected construction financing for the development of the Project is attached as Exhibit B (the "Construction Financing") (the Construction Financing and Permanent Financing shall collectively be referred to as the "Financing"); and [

WHEREAS, to induce the Investor Member to invest in the Project, Mosaic, NBHA and Better Vision will provide certain guaranties (the "LIHTC Guaranties") to the Investor Member, pursuant to the terms of certain guaranty documents to be executed by Mosaic, NBHA and Better Vision; and

WHEREAS, to induce Chase Bank to provide the Chase Loan, Mosaic, NBHA and Better Vision will provide certain guaranties (the "Chase Guaranties") to Chase Bank, pursuant to the terms of certain guaranty documents to be executed by

Mosaic, NBHA and Better Vision; and

WHEREAS, pursuant to an indemnity agreement to be executed amongst Mosaic, NBHA and Better Vision (the "Indemnity Agreement"), Mosaic will be responsible for sixty-five percent (65%) of the total liability amount under the LIHTC Guaranties and Chase Guaranties, and NBHA and Better Vision combined will be responsible for thirty-five percent (35%) of the total liability amount under the LIHTC Guaranties and Chase Guaranties; and

WHEREAS, NBHA has determined that the Financing is in the best interest of NBHA, and that it desires to enter into and execute and deliver any and all documents required to consummate the Financing; and

WHEREAS, NBHA has determined that the LIHTC Guaranties, Chase Guaranties and the Indemnity Agreement are in the best interest of NBHA, and it desires to enter into and execute and deliver any documents related to the LIHTC Guaranties, Chase Guaranties and the Indemnity Agreement; and

WHEREAS, NBHA desires to enter into and execute and deliver all documents necessary for the financing, development and operation of the Project; and

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners of the Housing Authority of the City of New Bern, N.C., as follows:

1. The Financing is in all respects authorized and approved, and that all reasonable actions, in good faith, by NBHA, are hereby confirmed and approved as being in the best interest of NBHA;
2. NBHA is authorized to execute and deliver all documentation evidencing the Financing and any other documents or instruments as may reasonably be required pursuant to said documents;
3. NBHA is authorized to execute and deliver all documentation to effectuate the LIHTC Guaranties, Chase Guaranties and the Indemnity Agreement;
4. NBHA is authorized to execute and deliver the Land Purchase Agreement, and all other documents necessary for the financing, development and operation of the Project;
5. NBHA is hereby authorized to take any and all actions, execute any and all documents and instruments, make any and all filings and reasonable expenditures and take any and all reasonable steps it deems to be necessary, desirable or appropriate in order to carry out the purpose and intent of the foregoing resolutions in the name of NBHA;
6. The Chair and Vice Chair of NBHA are hereby authorized to execute and deliver all documents or instruments as may reasonably be required to facilitate the

financing, development and operation of the Project;

7. All actions taken to effectuate the foregoing resolutions by NBHA, the former Executive Director of NBHA, the Chair and Vice Chair of NBHA shall be valid and binding obligations of NBHA;

8. All actions taken by NBHA in connection with the financing, development and operation of the Project prior to the date hereof, are ratified and confirmed.

9. This Resolution shall take effect immediately.

Police Department Report

A Police Department report was included in the Board information packet. Ms. Livingston presented the report.

Fire Department Report

No report was submitted by the Fire Department.

Finance Report – Arlene Livingston

Ms. Livingston presented the Finance Report that was included in the Board information packet. The Finance Report will be approved at the next regular meeting.

Public Housing Report – Arlene Livingston

Ms. Livingston presented the Public Housing Report that was included in the Board information packet. Occupancy in Trent Court as of the end of February was 90% and New Bern Towers was 93%. There were twenty-two termination letters done for Trent Court and six termination letters for New Bern Towers. In addition, there are two pending terminations for criminal lease violations in New Bern Towers. At the February 27, 2020 court session, there were four cases heard with one being for Trent Court and three for New Bern Towers. The Trent Court resident paid all charges. One resident of New Bern Towers paid all charges and two residents will have writs filed.

Maintenance Report

Chair Strickland said that a couple of Commissioners had expressed concern over turnover times for units at New Bern Towers and Trent Court and whether maintenance is being done in a timely manner. The staff is working on a report that will provide information about maintenance requests that are submitted and how issues are resolved. The report will be available for review but will not be distributed publicly due to privacy concerns about the information it contains. Hopefully, there will be a report available by the next meeting. The Lindsey software currently used by Authority staff will be utilized and staff is getting some training on the new modules that are being implemented.

Commissioner Ormond asked about some New Bern Towers units that have not been turned over since January 2019. Ms. Livingston said she is pushing to get those units finished so they can be rented. The Board encouraged Ms. Livingston to go forward with outsourcing the work so that the units can be completed and rented.

Commissioner Becton wants a definite, outlined plan for getting the units turned over and for ongoing maintenance on all units that will lead to a higher level of excellence.

Interim Executive Director Report

Ms. Livingston began her report by giving an update to the issues that were brought up in the public comment period of the February 17, 2020 meeting:

1. Bed Bugs at New Bern Towers – Gregory Pest Control will be onsite on March 25-26 to check for bed bugs.
2. Emergency Lockbox at New Bern Towers – The broken lockbox has been replaced. In addition, the contact information for Travis "Bubba" Lewis, night monitor at New Bern Towers, has been placed on the glass near the lockbox.
3. Lighting at New Bern Towers
 - a. Outside lighting – The outside lighting has been fixed. Ms. Livingston would like to ask the City for additional street lighting on the other side of the sidewalk. Alderman Bengel asked that Ms. Livingston send her a request and Alderman Bengel will get it to the City.
 - b. Inside lighting – The staff has contacted R. Brown Electric.
4. Unit Upgrades in New Bern Towers – An ad will be placed in the Sun Journal for someone to do the "handyman" upgrades that remain unfinished in New Bern Towers.
5. Water Issues in New Bern Towers – Ms. Livingston visited Mr. Lewis' apartment and there appears to be water damage. Ms. Livingston will obtain an estimate for the repair. Mr. Lewis has agreed to move to a different apartment while it is being repaired and then will return to his apartment when the repairs are complete and the standard upgrades are installed.

Ms. Livingston said that she met with New Bern Towers residents on March 10, 2020 to allow them to express their concerns and answer questions. In addition to the concerns previously expressed at the February 17, 2020 meeting, there were two additional concerns:

1. Safety – The residents would like to have an extra duty police officer visit the inside of New Bern Towers more frequently and walk the halls.
2. Cameras – The residents would like to have two cameras placed on each floor in front of the elevators facing the exit stairwell doors.

Maintenance Department – Ms. Livingston is restructuring the maintenance department now that Mr. Jedrey has retired. Maintenance staff will now report to their Property Manager. The staff received training on the new Lindsey software modules and iPads will be purchased for the maintenance team which will allow real-time updates of maintenance work done.

The Board was in favor of moving forward with purchasing iPads for the maintenance staff and also purchasing and installing security cameras.

Trent Court Storm-Damaged Apartments – The damaged A/C units that Mayor Outlaw mentioned at a recent Board of Alderman meeting have been removed. In addition, trash has been cleaned up and vacant units have been re-secured, if necessary. Ms. Livingston and staff will be walking the property regularly to check for things that need to be addressed. Ms. Livingston has been discussing safety issues with FEMA for the Trent Court property. FEMA may include an additional reimbursable project for added safety measures.

Lawn Care – Mr. C's Lawn Care will begin on Monday, March 16th.

The meeting concluded at 6:15 pm.

ND: 4834-8282-4119, v. 1

HOUSING AUTHORITY OF THE CITY OF NEW BERN

MINUTES OF THE MEETING OF THE BOARD OF COMMISSIONERS HELD ON FRIDAY, MARCH 20, 2020

The Board of Commissioners ("Board") of the Housing Authority of the City of New Bern ("Authority") met at 9:00 a.m. on Friday, March 20, 2020, via conference call, which is the method, hour, and date set forth in the notice announcing the meeting.

Chair Strickland called the meeting to order at 9:00 a.m.

Roll call was as follows:

Present (via conference call):
Carol B. Becton
Molicia Hardy (joined after roll call)
Peter T. Monte
Chris L. Ormond
Denise H. Powell
Steven M. Strickland

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

Authority staff members, James W. Norment, attorney, and Stephanie Crosby, paralegal, from Ward and Smith, P.A. also were present.

703 Carolina Avenue – The proposed resolution was discussed at the March 16, 2020 meeting.

Commissioner Monte made a motion to approve the following resolution:

RESOLUTION NO. 03.20.01 AUTHORIZATION OF CAROLINA AVENUE TRANSACTION

WHEREAS, Carolina Avenue Housing, LLC, a North Carolina limited liability company (the "Owner"), wishes to develop a project known as 703 Carolina Avenue that will consist of eighty-four (84) low income housing tax credit ("LIHTC") units located in New Bern, Craven County, North Carolina (the "Project"); and

WHEREAS, Carolina Avenue Housing Manager, Inc., a North Carolina corporation (the "Owner's Managing-Member"), is the managing-member of the Owner, RBC Community Investments, LLC will be the investor member ("Investor Member") of the Owner, and RBC Community Investments Manager II, Inc. will be the special member ("Special Member") of the Owner; and

WHEREAS, Mosaic Development Group, Inc. ("Mosaic"), a North Carolina corporation and affordable housing developer, holds fifty-one percent (51%) interest in the Owner's Managing-Member, and BVHC Carolina Avenue, LLC ("BVHC"), a wholly-owned subsidiary of Better Vision Housing Corporation ("Better Vision"), which is an instrumentality of the Housing Authority of the City of New Bern, N.C. ("NBHA"), holds forty-nine percent (49%) interest in the Owner's Managing-Member; and

WHEREAS, NBHA has entered into an agreement (the "Land Purchase Agreement") with the City of New Bern to purchase the land (the "Land") on which the Project will be developed, for a purchase price of Four Hundred Fifty-Five Thousand and 00/Dollars (\$455,000.00) (the "Purchase Price"); and

WHEREAS, NBHA will advance the Purchase Price at the closing of the Land purchase; and

WHEREAS, NBHA will lease the Land to the Owner for a term of sixty-five (65) years, with a one-time lease payment equal to the Purchase Price to be paid by the Owner to NBHA upon the execution of the lease; and

WHEREAS, NBHA will advance fifty percent (50%) of the Project's predevelopment costs, and, to the extent it is financially feasible for the Project, NBHA will be reimbursed for the amount advanced from the closing of Project financing; and

WHEREAS, NBHA will also provide the Owner a construction/permanent loan in the amount up to Eight Hundred Thousand and No/100 Dollars (\$800,000.00), with interest payments to be made from the Project's available cash flow according to the priority set forth in the Owner's Amended and Restated Operating Agreement (the "Operating Agreement"); and

WHEREAS, in addition to the NBHA loan described above, the Project will also receive (i) a tax credit investment from the Investor Member based on a reservation of low-income housing tax credits to the Project; (ii) a construction loan from JPMorgan Chase Bank, N.A. ("Chase Bank") in the amount up to Nine Million and No/100 Dollars (\$9,000,000.00), which will be converted to a permanent loan in the amount of up to Three Million and No/100 Dollars (\$3,000,000.00) (the "Chase Loan"); (iii) a construction/permanent loan from the North Carolina Housing Finance Agency ("NCHFA") in the amount of up to One Million Three Hundred Seventy-Five Thousand and 00/100 Dollars (\$1,375,000.00); and (iv) a construction/permanent loan from NCHFA in the amount of up to One Million Sixty-Two Thousand and 00/100 Dollars (\$1,062,000.00); and

WHEREAS, Mosaic and Better Vision will serve as co-developers of the Project, with Mosaic receiving sixty-five (65%) of the developer fee, and Better Vision receiving thirty-five (35%) of the developer fee; and

WHEREAS, the projected permanent financing for the development and operation of the Project is attached as Exhibit A (the "Permanent Financing"); and

WHEREAS, the projected construction financing for the development of the Project is attached as Exhibit B (the "Construction Financing") (the Construction Financing and Permanent Financing shall collectively be referred to as the "Financing"); and

WHEREAS, to induce the Investor Member to invest in the Project, Mosaic, NBHA and Better Vision will provide certain guaranties (the "LIHTC Guaranties") to the Investor Member, pursuant to the terms of certain guaranty documents to be executed by Mosaic, NBHA and Better Vision; and

WHEREAS, to induce Chase Bank to provide the Chase Loan, Mosaic, NBHA and Better Vision will provide certain guaranties (the "Chase Guaranties") to Chase Bank, pursuant to the terms of certain guaranty documents to be executed by Mosaic, NBHA and Better Vision; and

WHEREAS, pursuant to an indemnity agreement to be executed amongst Mosaic, NBHA and Better Vision (the "Indemnity Agreement"), Mosaic will be responsible for sixty-five percent (65%) of the total liability amount under the LIHTC Guaranties and Chase Guaranties, and NBHA and Better Vision combined will be responsible for thirty-five percent (35%) of the total liability amount under the LIHTC Guaranties and Chase Guaranties; and

WHEREAS, NBHA has determined that the Financing is in the best interest of NBHA, and that it desires to enter into and execute and deliver any and all documents required to consummate the Financing; and

WHEREAS, NBHA has determined that the LIHTC Guaranties, Chase Guaranties and the Indemnity Agreement are in the best interest of NBHA, and it desires to enter into and execute and deliver any documents related to the LIHTC Guaranties, Chase Guaranties and the Indemnity Agreement; and

WHEREAS, NBHA desires to enter into and execute and deliver all documents necessary for the financing, development and operation of the Project; and

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners of the Housing Authority of the City of New Bern, N.C., as follows:

1. The Financing is in all respects authorized and approved, and that all reasonable actions, in good faith, by NBHA, are hereby confirmed and approved as being in the best interest of NBHA;
2. NBHA is authorized to execute and deliver all documentation evidencing the Financing and any other documents or instruments as may reasonably be required pursuant to said documents;

3. NBHA is authorized to execute and deliver all documentation to effectuate the LIHTC Guaranties, Chase Guaranties and the Indemnity Agreement;
4. NBHA is authorized to execute and deliver the Land Purchase Agreement, and all other documents necessary for the financing, development and operation of the Project;
5. NBHA is hereby authorized to take any and all actions, execute any and all documents and instruments, make any and all filings and reasonable expenditures and take any and all reasonable steps it deems to be necessary, desirable or appropriate in order to carry out the purpose and intent of the foregoing resolutions in the name of NBHA;
6. The Chair and Vice Chair of NBHA are hereby authorized to execute and deliver all documents or instruments as may reasonably be required to facilitate the financing, development and operation of the Project;
7. All actions taken to effectuate the foregoing resolutions by NBHA, the former Executive Director of NBHA, the Chair and Vice Chair of NBHA shall be valid and binding obligations of NBHA;
8. All actions taken by NBHA in connection with the financing, development and operation of the Project prior to the date hereof, are ratified and confirmed.
9. This Resolution shall take effect immediately.

Commissioner Ormond seconded the motion. The motion was approved unanimously.

First-Citizens Bank & Trust Company - Authorization for Account Signature Cards

Commissioner Monte made a motion to approve the resolution required by First-Citizens Bank & Trust Company. Commissioner Ormond seconded the motion. The motion was approved unanimously.

First-Citizens Bank & Trust Company - Authorization for Certification for Beneficial Owners

Commissioner Monte made a motion to approve the resolution required by First-Citizens Bank & Trust Company. Commissioner Hardy seconded the motion. The motion was approved unanimously.

HUD Update on COVID-19

Ms. Livingston will participate in a conference call with HUD today regarding COVID-19. After Hurricane Florence, most staff computers were replaced with laptops so that staff can work from home. Ms. Livingston said that they Authority has installed a VPN for privacy while staff members are working from home.

Commissioner Monte made a motion to authorize the Interim Executive Director to take actions as HUD recommends related to COVID-19. Commissioner Hardy seconded the motion. The motion was approved unanimously.

Commissioner Ormond asked that the minutes and the meeting agenda be posted to the website in a timely manner so the public knows what is going on.

There being no further business, the meeting was adjourned at 9:28 a.m.

ND: 4828-2001-4519, v. 1

New Bern Towers Calls for Service

Type of Incident

911 Hang up	1
Animal Trap	1
Directed Foot Patrol	11
Fire Alarm Life	1
Medical	1
Nuisance / Solicitation	1
Grand Total	16

Trent Court Housing

A	0
B	0
C	0
D	0
E	0
F	0
G	0
H	0
I	0
J	0
K	0
L	0
M	0
N	1
O	1

Citizen Assist

P	1	
Q	0	
R	0	
S	1	Disturbance
	1	Follow Up / Supplemental
T	1	Seizure
	1	Wanted / Warrant
	1	Weapons Incident
U	0	
V	2	Check on Welfare
	2	Medical Calls
	1	Trespassing
W	1	Harassment
X	0	
Y	0	
Z	0	
A-2	0	
B-2	0	
C-2	1	Police
	1	Sick Person
D-2	1	Domestic Disturbance
Grand Total		
Case Reports Generated	0	
Buiding		
Total Reports	0	

New Bern Housing Authority

Income Statement

January 31, 2020

	Trent Court 1.01	Craven Terrace 1.02	Admin Cost 2	CHI Business Activity 4	NBT 9	Consolidated Income Statement Total
Dwelling Rental	\$ 22,646.95	\$ -	\$ -	\$ -	\$ 25,211.00	\$ 47,857.95
HAP from HUD	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Excess Utilities	\$ 1,005.60	\$ -	\$ -	\$ -	\$ -	\$ 1,005.60
NonDwelling Rent	\$ 1,500.00	\$ -	\$ -	\$ -	\$ -	\$ 1,500.00
Revenues HUD PHA Grants	\$ 67,151.67	\$ 7,633.34	\$ -	\$ -	\$ -	\$ 74,785.01
CFP Soft Cost Subsidy	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Interest on GF Investments	\$ 17.07	\$ -	\$ -	\$ -	\$ 0.62	\$ 17.69
Dividends	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other Income	\$ 685.00	\$ -	\$ -	\$ -	\$ 378.00	\$ 1,063.00
Late Charges	\$ 826.10	\$ -	\$ -	\$ -	\$ 225.00	\$ 1,051.10
HAP to Craven Terrace I & II	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other Income Pepsi Cola	\$ -	\$ -	\$ -	\$ -	\$ 5.64	\$ 5.64
Other Income laundry	\$ -	\$ -	\$ -	\$ -	\$ 432.00	\$ 432.00
Bad Debt Recovery	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Hap Payment	\$ -	\$ -	\$ -	\$ -	\$ 52,298.00	\$ 52,298.00
Development Revenue	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Supportive Service Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Operating Revenue	\$ 93,832.39	\$ 7,633.34	\$ -	\$ -	\$ 78,550.26	\$ 180,015.99
Administrative Salaries	\$ 10,940.72	\$ -	\$ 14,403.21	\$ 5,062.32	\$ 5,118.90	\$ 35,525.15
Legal Expenses	\$ 7,437.50	\$ -	\$ -	\$ -	\$ 66.25	\$ 7,503.75
Staff Training	\$ 1,563.26	\$ -	\$ -	\$ -	\$ -	\$ 1,563.26
Publications	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Accounting Fees	\$ -	\$ -	\$ 1,250.00	\$ -	\$ -	\$ 1,250.00
Audit Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Telephone	\$ 631.76	\$ -	\$ -	\$ -	\$ 3,793.99	\$ 4,425.75
Payroll Taxes and emp. benefits	\$ 2,965.34	\$ -	\$ 6,306.92	\$ 870.00	\$ 2,326.69	\$ 12,468.95
Unemployment Benefits	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Rent Expense	\$ 2,500.00	\$ -	\$ 1,000.00	\$ 500.00	\$ -	\$ 4,000.00
Office Expense	\$ 2,160.45	\$ -	\$ -	\$ -	\$ 763.42	\$ 2,923.87
Sundry Admin Expense	\$ 143.05	\$ -	\$ 296.89	\$ 7,478.55	\$ -	\$ 7,918.49
Temporary Employees Service	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Development	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Resident Council	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Recreation/Pub/Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Tenant Service Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Water	\$ 6,602.86	\$ -	\$ -	\$ -	\$ 7,594.33	\$ 14,197.19
Electricity	\$ 5,797.37	\$ -	\$ -	\$ -	\$ 9,953.82	\$ 15,751.19
Gas-building	\$ 6,369.00	\$ -	\$ -	\$ -	\$ 770.95	\$ 7,139.95

New Bern Housing Authority

Income Statement

January 31, 2020

	Trent Court 1.01	Craven Terrace 1.02	Admin Cost 2	CHI Business Activity 4	NBT 9	Consolidated Income Statement Total
Labor Salaries	\$ 5,935.88	\$ -	\$ -	\$ -	\$ 6,111.56	\$ 12,047.44
Casual Labor	\$ -	\$ -	\$ -	\$ -	\$ 750.00	\$ 750.00
Consulting Expense	\$ -	\$ -	\$ -	\$ 300.00	\$ -	\$ 300.00
Materials	\$ 9,317.10	\$ -	\$ -	\$ -	\$ 288.21	\$ 9,605.31
Materials - Capitalized	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Computer Expense	\$ 467.01	\$ -	\$ -	\$ -	\$ 270.08	\$ 737.09
Repairs and Maintenance	\$ -	\$ -	\$ -	\$ -	\$ 15,831.21	\$ 15,831.21
Repairs and Maintenance - Capitalized	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Garbage and Trash removal	\$ 3,325.64	\$ -	\$ -	\$ -	\$ 385.38	\$ 3,711.02
Extermination-Maintenance Expense	\$ -	\$ -	\$ -	\$ -	\$ 475.00	\$ 475.00
Payroll Taxes and emp. benefits - Maint.	\$ 3,352.47	\$ -	\$ -	\$ -	\$ 5,407.03	\$ 8,759.50
Repairs and Maintenance Truck	\$ 894.09	\$ -	\$ -	\$ -	\$ 440.37	\$ 1,334.46
Heating and Air	\$ 325.58	\$ -	\$ -	\$ -	\$ 80.06	\$ 405.64
Gas-Truck	\$ 146.13	\$ -	\$ 347.40	\$ -	\$ 71.98	\$ 565.51
Security System	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Protective Services	\$ 916.56	\$ -	\$ -	\$ -	\$ 451.44	\$ 1,368.00
Landscaping	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Insurance	\$ 6,343.54	\$ -	\$ 177.14	\$ 49.35	\$ 3,586.02	\$ 10,156.05
W/C Insurance Expense	\$ 328.14	\$ -	\$ 280.05	\$ 98.43	\$ 218.36	\$ 924.98
License, Taxes and Recycling Fee	\$ 148.07	\$ -	\$ -	\$ -	\$ 72.93	\$ 221.00
Compensated Absence	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Collection Loss	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Eviction Expense	\$ 614.00	\$ -	\$ -	\$ -	\$ 181.00	\$ 795.00
App. Screening	\$ 90.32	\$ -	\$ -	\$ -	\$ 44.48	\$ 134.80
Uniforms	\$ 631.29	\$ -	\$ -	\$ -	\$ 475.52	\$ 1,106.81
Storage management	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Adm Cost Allocation	\$ 13,955.73	\$ -	\$ (24,061.61)	\$ 2,406.16	\$ 7,699.72	\$ -
Total Operating Expenses	\$ 93,902.86	\$ -	\$ -	\$ 16,764.81	\$ 73,228.70	\$ 183,896.37
Total Rev. & Oper. Expenses	\$ (70.47)	\$ 7,633.34	\$ -	\$ (16,764.81)	\$ 5,321.56	\$ (3,880.38)
Depreciation Expense	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Fund Activity:						
Proceeds from Insurance or Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
CFP NC19P005501-16	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
CFP NC19P005501-17	\$ 4,047.70	\$ -	\$ -	\$ -	\$ -	\$ 4,047.70
Insurance Proceeds Hurricane Grant	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Insurance Proceeds Fema Grant	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
CFP 501-16 Rev. Soft Cost Contra	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Other Rev. & Expenses	\$ 4,047.70	\$ -	\$ -	\$ -	\$ -	\$ 4,047.70
Total Net Income (Loss)	\$ 3,977.23	\$ 7,633.34	\$ -	\$ (16,764.81)	\$ 5,321.56	\$ 167.32

New Bern Housing Authority

Income Statement

February 29, 2020

	Trent Court 1.01	Craven Terrace 1.02	Admin Cost 2	CHI Business Activity 4	NBT 9	Consolidated Income Statement Total
Dwelling Rental	\$ 44,291.95	\$ -	\$ -	\$ -	\$ 50,850.00	\$ 95,141.95
HAP from HUD	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Excess Utilities	\$ 2,006.70	\$ -	\$ -	\$ -	\$ -	\$ 2,006.70
NonDwelling Rent	\$ 3,000.00	\$ -	\$ -	\$ -	\$ -	\$ 3,000.00
Revenues HUD PHA Grants	\$ 134,303.35	\$ 15,266.67	\$ -	\$ -	\$ -	\$ 149,570.02
CFP Soft Cost Subsidy	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Interest on GF Investments	\$ 61.20	\$ -	\$ -	\$ -	\$ 127.22	\$ 188.42
Dividends	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other Income	\$ (3,316.28)	\$ -	\$ -	\$ 17,943.24	\$ 829.00	\$ 15,455.96
Late Charges	\$ 1,381.10	\$ -	\$ -	\$ -	\$ 420.00	\$ 1,801.10
HAP to Craven Terrace I & II	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other Income Pepsi Cola	\$ -	\$ -	\$ -	\$ -	\$ 17.35	\$ 17.35
Other Income laundry	\$ -	\$ -	\$ -	\$ -	\$ 432.00	\$ 432.00
Bad Debt Recovery	\$ 496.24	\$ 362.55	\$ -	\$ -	\$ -	\$ 858.79
Hap Payment	\$ -	\$ -	\$ -	\$ -	\$ 104,248.00	\$ 104,248.00
Development Revenue	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Supportive Service Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Operating Revenue	\$ 182,224.26	\$ 15,629.22	\$ -	\$ 17,943.24	\$ 156,923.57	\$ 372,720.29
Administrative Salaries	\$ 22,472.42	\$ -	\$ 28,806.42	\$ 10,101.68	\$ 10,237.79	\$ 71,618.31
Legal Expenses	\$ 7,503.75	\$ -	\$ 3,692.50	\$ -	\$ 66.25	\$ 11,262.50
Staff Training	\$ 1,593.41	\$ -	\$ -	\$ -	\$ 14.85	\$ 1,608.26
Publications	\$ -	\$ -	\$ -	\$ -	\$ 468.49	\$ 468.49
Accounting Fees	\$ -	\$ -	\$ 3,025.00	\$ -	\$ -	\$ 3,025.00
Audit Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Telephone	\$ 1,432.53	\$ -	\$ -	\$ -	\$ 7,597.92	\$ 9,030.45
Payroll Taxes and emp. benefits	\$ 10,463.29	\$ -	\$ 12,856.98	\$ 5,415.96	\$ 4,876.45	\$ 33,612.68
Unemployment Benefits	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Rent Expense	\$ 5,000.00	\$ -	\$ 2,000.00	\$ 1,000.00	\$ -	\$ 8,000.00
Office Expense	\$ 2,354.25	\$ -	\$ -	\$ -	\$ 858.88	\$ 3,213.13
Sundry Admin Expense	\$ 265.31	\$ -	\$ 396.89	\$ 7,609.91	\$ 50.00	\$ 8,322.11
Temporary Employees Service	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Development	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Resident Council	\$ 39.73	\$ -	\$ -	\$ -	\$ 262.70	\$ 302.43
Recreation/Pub/Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Tenant Service Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Water	\$ 9,919.07	\$ -	\$ -	\$ -	\$ 14,967.93	\$ 24,887.00
Electricity	\$ 11,211.83	\$ -	\$ -	\$ -	\$ 20,515.66	\$ 31,727.49
Gas-building	\$ 12,546.20	\$ -	\$ -	\$ -	\$ 1,500.83	\$ 14,047.03

New Bern Housing Authority

Income Statement

February 29, 2020

	Trent Court 1.01	Craven Terrace 1.02	Admin Cost 2	CHI Business Activity 4	NBT 9	Consolidated Income Statement Total
Labor Salaries	\$ 10,530.88	\$ -	\$ -	\$ -	\$ 12,314.94	\$ 22,845.82
Casual Labor	\$ -	\$ -	\$ -	\$ -	\$ 1,500.00	\$ 1,500.00
Consulting Expense	\$ -	\$ -	\$ -	\$ 300.00	\$ -	\$ 300.00
Materials	\$ 10,302.01	\$ -	\$ -	\$ -	\$ 2,656.78	\$ 12,958.79
Materials - Capitalized	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Computer Expense	\$ 934.02	\$ -	\$ -	\$ -	\$ 498.95	\$ 1,432.97
Repairs and Maintenance	\$ 902.08	\$ -	\$ -	\$ -	\$ 17,397.37	\$ 18,299.45
Repairs and Maintenance - Capitalized	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Garbage and Trash removal	\$ 9,947.70	\$ -	\$ -	\$ -	\$ 572.70	\$ 10,520.40
Extermination-Maintenance Expense	\$ 748.00	\$ -	\$ -	\$ -	\$ 2,500.00	\$ 3,248.00
Payroll Taxes and emp. benefits - Maint.	\$ 5,914.36	\$ -	\$ -	\$ -	\$ 10,635.97	\$ 16,550.33
Repairs and Maintenance Truck	\$ 903.20	\$ -	\$ -	\$ -	\$ 444.86	\$ 1,348.06
Heating and Air	\$ 640.76	\$ -	\$ -	\$ -	\$ 2,113.65	\$ 2,754.41
Gas-Truck	\$ 308.50	\$ -	\$ 547.51	\$ -	\$ 151.96	\$ 1,007.97
Security System	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Protective Services	\$ 1,650.88	\$ -	\$ -	\$ -	\$ 813.12	\$ 2,464.00
Landscaping	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Insurance	\$ 12,687.08	\$ -	\$ 354.28	\$ 98.70	\$ 7,171.78	\$ 20,311.84
W/C Insurance Expense	\$ 641.70	\$ -	\$ 560.10	\$ 196.41	\$ 438.51	\$ 1,836.72
License, Taxes and Recycling Fee	\$ 148.07	\$ -	\$ -	\$ -	\$ 72.93	\$ 221.00
Compensated Absence	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Collection Loss	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Eviction Expense	\$ 740.00	\$ -	\$ -	\$ -	\$ 559.00	\$ 1,299.00
App. Screening	\$ 246.16	\$ -	\$ -	\$ -	\$ 121.09	\$ 367.25
Uniforms	\$ 1,068.93	\$ -	\$ -	\$ -	\$ 849.73	\$ 1,918.66
Storage management	\$ 60.00	\$ -	\$ -	\$ -	\$ -	\$ 60.00
Adm Cost Allocation	\$ 30,299.01	\$ -	\$ (52,239.68)	\$ 5,223.97	\$ 16,716.70	\$ -
Total Operating Expenses	\$ 173,475.13	\$ -	\$ -	\$ 29,946.63	\$ 138,947.79	\$ 342,369.55
Total Rev. & Oper. Expenses	\$ 8,749.13	\$ 15,629.22	\$ -	\$ (12,003.39)	\$ 17,975.78	\$ 30,350.74
Depreciation Expense	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Fund Activity:						
Proceeds from Insurance or Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
CFP NC19P005501-16	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
CFP NC19P005501-17	\$ 22,655.48	\$ -	\$ -	\$ -	\$ -	\$ 22,655.48
Insurance Proceeds Hurricane Grant	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Insurance Proceeds Fema Grant	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
CFP 501-16 Rev. Soft Cost Contra	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Other Rev. & Expenses	\$ 22,655.48	\$ -	\$ -	\$ -	\$ -	\$ 22,655.48
Total Net Income (Loss)	\$ 31,404.61	\$ 15,629.22	\$ -	\$ (12,003.39)	\$ 17,975.78	\$ 53,006.22

To: NBHA Board of Commissioners

From: Arlene Livingston, Interim Executive Director



RE: Interim Executive Director's Report

Date: April 20, 2020

Progress from Public Comment

1. **Bedbugs** – Gregory Pest Control started on March 25th.
2. **Lighting and Safety**
 - a. NBT outside lighting – is completed! The City of New Bern is currently working on the additional street lighting on the other side of the sidewalk.
 - b. Inside lighting – has begun throughout the building.
3. **ACH Rent Payment** – approve and waiting for the devices.
4. **Cameras** – currently on order from Coastal Security.

Maintenance

1. Three I-pads have been purchased and currently waiting on the order.
2. OSHA training videos and updated Material Safety Data Sheet (MSDS) information binder are available for staff.
3. Trent Court storm-damaged apartments
 - a. The staff collectively walks the complex weekly to check and re-secure apartments as needed and perform yard cleanup.

All Staff

1. We will continue to have our weekly staff meeting on Fridays through conference call until further notice.
2. TC Property Manager, Pam Minor, organized the Craven County School Spring Break meal distribution of 180 meals daily to the Trent Court residents.

RFPs

1. Lawn Care – advertised 4/17 & 4/18 and is listed on the NBHA website.

Coronavirus Disease 2019 (COVID-19)

1. Constantly inform both residents and staff with the information provided from the Executive Orders and City of New Bern as their being published.
2. Secured and closed playground until further notice.