

MINUTES OF THE REGULAR MEETING OF THE COMMISSIONERS  
OF RICHMOND REDEVELOPMENT AND HOUSING AUTHORITY  
HELD IN THE OFFICES OF RRHA  
901 CHAMBERLAYNE PARKWAY, RICHMOND, VIRGINIA  
ON WEDNESDAY, DECEMBER 19, 2007

The Commissioners of Richmond Redevelopment and Housing Authority (“RRHA”) met in regular session in the offices of RRHA, 901 Chamberlayne Parkway, Richmond, Virginia, on December 19, 2007, at 4:30 p.m.

Chairman Brian K. Jackson, Esq. called the meeting to order at 4:37 p.m. with *General Counsel Gerald E. Carter, Esq., Harrell & Chambliss LLP*, present and upon roll call, the following were present:

Brian K. Jackson, Esq., Chairman

Marilyn B. Olds, Vice Chairman

Guenet M. M. Beshah, Esq.

Cindy A. Mims

And the following were absent:

J. Russell Parker, III

Elliott M. Harrigan

Also present:

Mr. Anthony Scott, Executive Director

Ms. Doris Jackson-Crocker, Assistant to Executive Director

Ms. Paula T. Saje, Executive Administrative Assistant

Ms. Cassandra Scarborough, Deputy Executive Director of Administration

Ms. Leslie Cohoon, Acting Deputy Executive Director of Technology, Planning & Research

Mr. John Hill, Deputy Executive Director of Affordable Housing

Mr. Rodney Forte, Deputy Executive Director of Community Revitalization

Ms. Valena Dixon, Director of Communications

Mr. Lee Householder, Deputy Director of Community Revitalization

Mr. Garland Curtis, Deputy Director of Community Revitalization

Mr. Steven Benham, Assistant Director, Housing Management

Ms. Shawn Williams, HCVP Manager

Ms. LaTanja Davenport, Internal Auditor

Denise Vice, RRHA

Desi Wynter, RRHA

William Perkins, RRHA

George K. Martin, Esq., McGuireWoods LLP

Gerald Carter, Harrell & Chambliss, LLP

Adam Harrell, Harrell & Chambliss, LLP

A. Hugo Bower, Premier Homes

Tinesha Jones, Legal Aid Justice Center

Andrew Schoeneman, Legal Aid Justice Center

Sonya Robinson-Stokes, Administrative Secretary I

Ms. Cora Hayes, Resident

***Minutes***

The Minutes from the *November 19, 2007 Board Meeting* were presented for approval. Commissioner Cindy Mims moved for adoption of the Minutes, which were seconded by Commissioner Marilyn Olds.

Commissioner Jackson stated that the motion to adopt the minutes had been properly moved and seconded and upon roll call the following voted “Aye”:

Commissioners Olds, Jackson, Beshah and Mims

And the following voted “Nay”:

None

And the following abstained:

None – Normally, Chairman Jackson would not participate in any votes but needs to at this meeting in order to have a quorum.

***Citizens Information Period***

Commissioner Brian Jackson stated that the Citizens Information Period would commence. Al Bowers, President of Premier Homes, spoke regarding the Randolph West subdivision: a subdivision of 70 homes for sale at market rate. When they accepted the project, it was through an effort of teamwork. His company and others have learned a lot over the years from working with RRHA. Mr. Bowers was happy to say he has nothing negative to say against RRHA. The company has 46 of the 70 homes sold and

occupied. They have 24 more remaining. Mr. Bowers was there to speak on the proposed resolution before the Board for consideration. This pertained to the development agreement that was signed back in 2003. He mentioned the slow condition of the market and how it is affecting most developers in the city. Premiere Homes was awarded the largest contract ever to have been awarded to a minority firm. The development will result in thousands of real estate tax revenue dollars back to the city. Because of its proximity to Virginia Commonwealth University, some of the people rent space in their homes to students.

He stated further that, "in order to continue the project, Randolph West needs to sell out by September, 2008. There is a methodology that must be employed in order to keep the project going." Mr. Bowers complimented Mr. Rodney Forte on his foresight about the project. Mr. Bowers asked the Board to approve the resolution to deed over two (2) lots so that Premier Homes could keep their funding in place. It has to be done before the end of the year. Mr. Bowers asked the Board to deviate from the development agreement, not from the quality of the work. They are looking forward to RRHA's approval of the resolution so they can move forward with the building of the rest of the homes.

Commissioner Beshah asked, in the spirit of teamwork and understanding, what risk does RRHA assume in the request and, in the spirit of partnership, how will Premiere Homes help RRHA mitigate those risks? Mr. Bowers responded that his company had the biggest risk, having spent \$2.5 million of Premiere Homes' money. Originally, they had 68 of the 70 homes pre-sold before any construction. Twenty-two of those homeowners lost their approvals and the company had to get those homes resold. Mr. Bowers doesn't see any risk for RRHA. Premiere Homs has not received any complaints from the Randolph West homeowner's association. They have no intentions of lowering the market value of the homes. That would defeat the purpose because, if you did, you would invite the people you don't want into the community and that would corrupt it.

Chairman Jackson commented stated that, "Typically RRHA maintains title to the lot until the construction is complete and the home is closed on. Mr. Bowers is asking for an exception to that policy and to have the two built lots transferred to Premiere Homes. They were originally sold but the prospective homeowners lost their financing. Premiere Homes needs to close them out to the bank; they can't if RRHA still has

possession. So

what RRHA is giving up is the leverage they usually have until the house is in the hands of the buyer.”

This ended the Citizen’s Information Period.

### ***Committee Reports***

Commissioner Jackson requested that Board Committee Reports be presented and reiterated that the report would be given by staff members unless the Chair of the Committee expressed a wish to give the report. He added that if the staff gave the report, the Chair of the Committee could also add to the report at the end.

Ms. Cassandra Scarborough, Deputy Executive Director of Administration, provided the *Administration & Finance Committee Report*. The minutes of the meetings held on December 12, 2007 were previously distributed to the Board for review. Ms. Scarborough reported that the major topic discussed was the financial results of operations for the year. A report was incorporated into the Board packages. There were no questions for Ms. Scarborough.

Mr. John Hill, Deputy Executive Director of Affordable Housing, provided the *Affordable Housing Report*. No meeting was held in December, 2007 due to conflicts in the Commissioners’ schedules. An agenda for the meeting was sent out. Mr. Hill wanted to thank the Commissioners for approving the CAP (Corrective Action Plan.) HUD approved a part of that verbally, which was confirmed by email, which allowed RRHA to send out an updated notice to the people on the waiting list. Approximately 8,100 letters went out on December 12<sup>th</sup>. They are beginning to come back already, and we are setting them up in the system - updating information which is so critical to providing good service. There were no questions for Mr. Hill.

Commissioner Brian Jackson provided the *Real Estate Committee Report*. Commissioner Jackson stated that minutes for the November 13, 2007 meeting were previously distributed to the Board for review. Commissioner Jackson then reported that the Committee had reviewed the resolutions the Board would be considering. Two items were added late: (1) the resolution Mr. Bowers spoke of and (2) a resolution to allow RRHA to seek financing for the Carrington Northridge Project. The Committee is

suggesting endorsement of all the resolutions to be considered by the Board at this meeting. There were no questions for Commissioner Jackson.

Ms. Leslie Cohoon, Acting Deputy Executive Director of Technology, Planning & Research, provided the *Technology, Planning & Research (TPR) Committee Report*. The minutes of the meetings held on November 14 and December 10, 2007 were previously distributed to the Board for review. TPR is undertaking to convert all of RRHA's mainframe systems, all of RRHA's business systems. It will be done in two phases. The contracts for the HCVP system have been finalized and the integration process has begun. The entire balance of our Enterprise Business Systems also has just been kicked off. We expect to finalize the selection by the end of May, first of June. The Board will be receiving progress reports each month. There were no questions for Ms. Cohoon.

#### ***Chairman's Comments***

Commissioner Brian Jackson wished everybody a safe and happy holiday season and hoped everyone would get a chance to spend time with family/friends/loved ones and to do something good for themselves. He also wanted to thank everyone for all that they do. It's not said enough but this is a good time to say it.

Chairman Jackson proposed that the resolutions be handled next, moving the Executive Director's comments to the end.

#### ***RESOLUTIONS***

*Note: Resolutions numbered 1 - 7 were recognized and previously recommended to be approved by the Committee Chair. The resolutions were grouped into one vote and explanations were provided where applicable.*

***Agenda Item No. 1*** – Resolution of the Richmond Redevelopment and Housing Authority Authorizing Acquisition Price for One (1) Parcel in the North Jackson Ward Area – 1019 ½ St. James Street, which was read and considered:

**(07-78)** BE IT RESOLVED by the Commissioners of the Richmond Redevelopment and Housing Authority (RRHA) that based on full and careful appraisal of the property that the price recommended by the Executive Director for the acquisition of one (1) parcel in the North Jackson Ward Area be and hereby is accepted as the fully established and approved price for the acquisition of such parcel; and

BE IT FURTHER RESOLVED that the Executive Director, acting

on behalf of RRHA, be and hereby is authorized to purchase 1019 ½ St. James Street, Block N-84, Parcel 32, at the said price.

*Agenda Item No. 2* – Resolution of the Richmond Redevelopment and Housing Authority Approving Acquisition Price for One (1) Parcel in the 25<sup>th</sup> Street/Nine Mile Road Redevelopment Area – 1322 North 26<sup>th</sup> Street, which was read and considered:

**(07-79)** BE IT RESOLVED by the Commissioners of the Richmond Redevelopment and Housing Authority (RRHA) that based on full and careful appraisals of the property that the price recommended by the Executive Director for the acquisition of one (1) parcel in the 25<sup>th</sup> Street/Nine Mile Road Redevelopment Area be and hereby is accepted as the fully established and approved price for the acquisition of such parcel; and

BE IT FURTHER RESOLVED that the Executive Director, acting on behalf of RRHA, be and hereby is authorized to accept the signed option to purchase 1322 North 26<sup>th</sup> Street, Block E-620, Parcel 3 at the said price.

*Agenda Item No. 3* – Resolution of the Richmond Redevelopment and Housing Authority Authorizing Acquisition Price for One (1) Parcel in the Jackson Place Redevelopment Area – 722 St. James Street, which was read and considered:

**(07-80)** BE IT RESOLVED by the Commissioners of the Richmond Redevelopment and Housing Authority that based on full and careful appraisal of the property that the price recommended by the Executive Director for the acquisition of one (1) parcel in the Jackson Place Redevelopment Area be and hereby is accepted as the fully established and approved price for the acquisition of such parcel; and

BE IT FURTHER RESOLVED that the Executive Director, acting on behalf of RRHA, be and hereby is authorized to purchase 722 St. James Street, Block N-105, Parcel 7, at the said price.

*Agenda Item No. 4* –Resolution of the Richmond Redevelopment and Housing Authority to Establish Disposition Price and Purchaser for One (1) Parcel in the Carver/Newtowne-West Neighborhoods In Bloom Revitalization Area – 1740 West Leigh Street, which was read and considered:

**(07-81)** WHEREAS, the Richmond Redevelopment and Housing Authority (RRHA) is the owner of certain property in the Carver Conservation and Redevelopment Area and the Carver/Newtowne-West Neighborhoods In Bloom Revitalization Area; and

WHEREAS, Elder Homes Corporation submitted a letter of request to purchase one deteriorated structure at 1740 West Leigh Street, Block N-940; Parcel 68 located in the Newtowne-West Conservation and Redevelopment Area and the Carver/Newtowne-West Neighborhoods In Bloom Revitalization Area. The deteriorated structure will be rehabilitated as a single-family residence and resold to a first-time homebuyer as a primary residence.

WHEREAS, Elder Homes Corporation has demonstrated that as of the date of this resolution, it possesses the financial qualifications and abilities to acquire and develop the property in accordance with the Newtowne-West Conservation and Redevelopment Plan and the Carver/Newtowne-West

Neighborhoods in Bloom Revitalization Plan;

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of RRHA that \$1.00 is the duly established and approved price for the disposition of 1740 West Leigh Street, Block N-940, Parcel 68, in accordance with the proposed use;

BE IT FURTHER RESOLVED THAT:

- 1) The offer of \$1.00 from Elder Homes Corporation for 1740 West Leigh Street, Block N-940; Parcel 68 in the Newtowne-West Conservation and Redevelopment Area and the Carver/Newtowne-West Neighborhoods In Bloom Revitalization Area be and hereby is accepted;
- 2) The Executive Director be and hereby is authorized and directed to execute a contract covering the sale of said parcel, design, construction and owner occupancy requirements;
- 3) The conveyance of said parcel to Elder Homes Corporation by the Executive Director on behalf of RRHA, utilizing a form of deed satisfactory to counsel, be and hereby is in all respects approved.

*Agenda Item No. 5* – Resolution authorizing the Richmond Redevelopment and Housing Authority to borrow up to Two Million Four Hundred Thousand Dollars (\$2,400,000) for the acquisition and redevelopment of a parcel of land located in the City of Richmond and more commonly known as Carrington/Northridge Apartments and authorizing the Executive Director to execute and deliver any and all documents required in connection with closing such loan, which was read and considered:

**(07-82)** WHEREAS, the Richmond Redevelopment and Housing Authority (“RRHA”) desires to acquire a parcel of land located in the City of Richmond and more commonly known as Carrington/Northridge Apartments (the “Property”) and to redevelop the Property; and

WHEREAS, in order to fund the acquisition and redevelopment of the Property, RRHA must obtain a loan in the aggregate amount of Two Million Four Hundred Thousand Dollars (\$2,400,000) (the “Loan”); and

WHEREAS, it is necessary for the Commissioners of RRHA to take appropriate official action to authorize RRHA to obtain the Loan from the Lenders and to authorize the Executive Director to execute and deliver any and all documents required in connection with closing the Loan;

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of the Richmond Redevelopment and Housing Authority that:

1. RRHA is authorized to obtain the Loan from the Lenders, provided the Loan is made on terms acceptable to the Executive Director and either the Chairman or Vice Chairman of the RRHA Board of Commissioners
2. Upon approval of the terms of the Loan by the Executive Director and either the Chairman or Vice Chairman of the RRHA Board of Commissioners, the Executive Director is hereby authorized, on behalf of RRHA, to execute and deliver any and all documents required in connection with closing the Loan, provided such documents are in a form acceptable to the Executive Director and either the Chairman or Vice Chairman of the RRHA Board of Commissioners

*Agenda Item No. 6* – Resolution approving an amendment to the Disposition and Development Agreement and Ground Lease previously entered into by and between the Richmond Redevelopment and Housing Authority and Premiere Homes, LLC and authorizing the Executive Director to execute any and all documents required to consummate the transactions evidenced thereby, which was read and considered:

**(07-83)** WHEREAS, the Richmond Redevelopment and Housing Authority (“RRHA”) has previously executed a Disposition and Development Agreement and Ground Lease with Premiere Homes, LLC (“Developer”) pursuant to which Developer agreed to serve as the developer for the construction of approximately seventy (70) new single-family homes in the Randolph Urban Renewal Area (collectively, the “Project”); and

WHEREAS, RRHA and Developer have negotiated and agreed upon the terms of an amendment to the Disposition and Development Agreement and Ground Lease with respect to the Project, and

WHEREAS, it is necessary for the Commissioners of RRHA to take appropriate official action to approve an amendment to the Disposition and Development Agreement and Ground Lease and to authorize the Executive Director to execute and deliver such amendment and any and all other documents required to consummate the transactions contemplated thereby;

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of the Richmond Redevelopment and Housing Authority that:

The Executive Director is hereby authorized, on behalf of RRHA, to execute and deliver (i) an amendment to the Disposition and Development Agreement and Ground Lease, provided the terms of such amendment are acceptable to the Executive Director and either the Chairman of the Board of Commissioners of RRHA or the Chairman of the Real Estate Committee of the Board of Commissioners of RRHA, and (ii) any and all other documents required to be executed on behalf of RRHA in order to consummate the transactions contemplated by such amendment, provided such documents are in a form acceptable to the Executive Director and either the Chairman of the Board of Commissioners of RRHA or the Chairman of the Real Estate Committee of the Board of Commissioners of RRHA.

*Agenda Item No. 7* – Resolution of the Richmond Redevelopment and Housing Authority Approving Authorization for the Executive Director to Amend and Adopt the Revisions to the Housing Choice Voucher Program (Section 8) Administrative Plan, which was read and considered:

**(07-84)** BE IT RESOLVED BY THE Board of Commissioners of the Richmond Redevelopment and Housing Authority that the Executive Director is hereby authorized to approve the amendments to Chapter 2 Eligibility for Admission, Chapter 3 Applying for Admission 3, and Chapter 4 Establishing Preferences and Maintaining the Waiting List of the Administrative Plan for the Housing Choice Voucher /SC8 program.

WHEREAS, the Richmond Redevelopment and Housing Authority (RRHA) currently administer the Housing Choice Voucher Program, the RRHA is currently providing rental assistance to families. The current

Housing Choice Voucher/Section 8 Program Administrative Plan provides the method by which the RRHA will administer rental and homeownership vouchers.

WHEREAS, the public notice which was published May 14, 2003 in newspapers of general circulation did not include a preference for persons applying for the program.

BE IT RESOLVED, that the Board of Commissioners of the Richmond Redevelopment and Housing Authority request and authorize the Executive Director to amend the Housing Choice Voucher Program/Section Administrative Plan to update the Administrative Plan to reflect that no preference is required for the current waiting list as a matter of determining eligibility.

***Discussion***

In respect to Agenda Item No. 6, Commissioner Beshah asked if RRHA was creating any precedent given the fact that the housing market isn't expected to improve any time soon. May RRHA find itself confronted with another request similar to this type in the future? Has RRHA delineated what the objective criteria are in place that would warrant such an exception in the future?

Commissioner Jackson responded saying that, "In his analysis, we don't have any objective criteria laid out in respect to how we act on this kind of request going forward. What helped sway the Real Estate Committee to ask for endorsement of the resolution was the fact that this is a development of 70 homes at more than substantial completion. In addition, was they are only talking about two lots. If we were to get future requests, they would be taken on a case-by-case basis."

Executive Director Scott added his comments. "One of the reasons RRHA takes this approach with the land is to make sure the project gets done. In this case, the project is nearing completion. That is the objective, rather than selling it outright. The risk is still in Mr. Bower's court in respect to what happens to the properties."

Commissioner Jackson informed the Board that he would be abstaining from voting on Resolution #5 as he has a personal conflict with the action that will be taken. The financing may involve First Market Bank where Chairman Jackson is a director and corporate officer and, because of his position at RRHA, he is informing the Board of this conflict and having it noted in the minutes.

Chairman Jackson entertained a motion to adopt resolutions 1 - 7. Commissioner Cindy Mims moved for adoption, which was seconded by Commissioner Marilyn Olds and upon roll call the following voted "Aye":

Commissioners Jackson, Olds, Beshah, and Mims (Jackson "Aye" on Agenda

Items # 1, 2, 3, 4, 6, and 7 only)

And the following voted “Nay”:

None

And the following abstained:

Commissioner Jackson abstained from voting on Agenda Item # 5

Commissioner Jackson then recognized the Executive Director for his comments.

***Executive Director’s Comments***

Mr. Anthony Scott provided the Board with an *update of activities* that occurred after the November Board meeting. He stated the following:

◆ ***Board Requests/Updates:***

- On December 10<sup>th</sup>, Chairman Jackson joined us on a tour with Jack Nelson, President Ops and Technology of Philip Morris. We started with a PowerPoint presentation on Gilpin/North Jackson Ward and then toured Gilpin and Randolph (our Master Plan Community). We thought this was a good example of a community that’s come together to do everything from public housing to for-public-rate housing. We ended up at East Cary and drove back to Jackson Ward (Gateway to Gilpin). Thank you, Chairman Jackson, for being there.
- On December 13<sup>th</sup> – Sent a memo to the Board regarding delegation of authority during Anthony Scott’s absence from December 26-28, 2007. Note: As mentioned, the offices will be closed on Dec. 24<sup>th</sup> and 25<sup>th</sup>.

◆ ***Strategic Plan and Feasibility Study Updates:***

*Stakeholder’s Communication: Corporate and Industry Partners*

- On December 6<sup>th</sup> - Presented an update on RRHA’s development and strategic plan activities to the Richmond First Club
- On December 11<sup>th</sup> - Provided an update on RRHA’s development and strategic plan activities to the **Richmond Workforce Investment Board**. Cassandra Scarborough attended with Mr. Scott. Also, Mr. Scott joined a luncheon meeting with **Richard Woods, Sr. VP for**

**Corporate Affairs of Capital One.** Plans are to have a joint meeting the first quarter of 2008 with Capital One and PM, etc.

◆ *Safety & Security Initiatives:*

**\*\* Note: Chief Hal Hazelton will be providing strategies on the RRHA Police Department for the January Work Session\*\*\***

NOTEWORTHY/Community Events --

- RRHA Police Department handled three (3) incidents which involved shooting in our communities from November 14 to November 19<sup>th</sup>.
- December 14<sup>th</sup> -- Chief Hazelton received a thank you letter from the Chesterfield Police Department for the assistance with a bank robbery that was provided by Officers Eric Edwards and M. Green. Our police department is working very well with all of the other agencies around and doing their part, although they don't get as much recognition.

**CRIME STATS –**

**YTD 2007–** Violent Crime – ↓ 0%  
 Property Crime - ↓ 2%  
 Total Crime - ↓ 1%

OFFICER STATS

**Monthly Stats Total Arrests 110 vs. 111 in November report**

Misdemeanor Arrest	<b>38</b>
Felony Arrest	<b>8</b>
Parking Violation	<b>18</b>
Barment Notice Issued	<b>21</b>
Warrants Served	<b>12</b>
Summons Issued	<b>13</b>
<b>Total Arrests</b>	<b>110</b>

**CRIME STATS –**

◆ *Communication Events:*

Communication News are listed in your Communications Report, which you received in your board packages. Please note there has been a significant increase in media interest in RRHA. In addition:

◆ *HUD Activities:*

- November 26<sup>th</sup> – RRHA received the official letter from HUD approving our 5-Year Agency Plan for FY 2005-2009 and the Annual Plan for FY

beginning October 1, 2007. You should receive a copy in the next couple of days.

- December 6<sup>th</sup> - We received approval for the current amendment of the 1.36 acres of land at our Blackwell Sites regarding additional parking for the court expansion.
- December 14<sup>th</sup> – We received notification of the Family Self-Sufficiency/ Homeownership Coordinator Award.
- ◆ *City/Council/Legislator Activities:*
  - ◆ *Mayor:*
    - December 4<sup>th</sup> – Rodney Forte and Anthony Scott joined the Mayor, CAO and other city staff to tour the Hilton Hotel/condominium development (specifically, the construction site at 5<sup>th</sup> and Broad Streets – the Miller/Rhodes building formerly). There was a nice article in the paper about it.
  - ◆ *City/Council*
    - Communication either in written or verbal form has been conducted with Councilpersons McQuinn, Robertson, Hilbert, and Tyler since the November report.

Also, either staff or Mr. Scott attend most Standing Committee meetings; specifically, if there are resolutions which pertain to RRHA.

- ◆ *Staff/Resident Activities & Future Planning:*

Please note the Calendar of Events which provides a snap shot of the major RRHA activities in your red folders. The Board is encouraged to attend some of the holiday activities that are going on in RRHA's courts.

- December 11<sup>th</sup>: We held our monthly RRHA/Tenant Council Presidents Community Planning meeting, together with a very nice luncheon. Our next meeting will be held on January 24, 2007.
- December 12<sup>th</sup>: We sent holiday gifts to 15 residents, ages 90 and older.

- ◆ *Special Interests:*

- December 20<sup>th</sup>: The office will close at Noon for our Annual Holiday Party, which starts at 12:30 p.m. It will be held at the Comfort Inn on Broad Street. If your schedule permits, please join us.

Mr. Scott concluded by wishing everyone a happy holiday season and said he was looking forward to an extremely productive 2008.

Chairman Jackson extended his thanks to Doris Jackson-Crocker for her efforts on behalf of United Way and the Youth Sports and Arts Academy. He remarked about the amount of time Doris spent working the campaign and said how much it is appreciated. Doris commented that she had a good support system in place.

Executive Director Anthony Scott explained a proposal that Chairman Jackson had about taking the Board meeting “on the road” and having it take place at various RRHA properties, maybe every other month. There are three sites that are being proposed. Once a decision has been made, the Board will be advised.

There being no further business and upon unanimous vote, the meeting adjourned at 5:12 p.m.

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Chairman

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Executive Director/Secretary-Treasurer