

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 MONDAY, NOVEMBER 24, 2008

**In Attendance:**

**Board of Commissioners**

Brian K. Jackson, Esq. Chairman  
Marilyn B. Olds, Vice Chairman  
J. Russell Parker, III  
Elliott M. Harrigan  
Guenet M. N. Beshah, Esq. (late)  
Cindy A. Mims  
James A. Sties

**RRHA Staff**

Anthony Scott, Executive Director  
M. Maxine Cholmondeley, Esq. General Counsel  
Doris Jackson-Crocker, Deputy Assistant to the  
Executive Director  
Leslie Cohoon, Director of Planning  
Stacey Fayson, Acting Deputy Executive Director  
of Finance  
John H. Hill, Deputy Executive Director of  
Affordable Housing  
Garland Curtis, Deputy Director of Community  
LaTanja Davenport, Internal Auditor  
Denise Vice  
Paula Saje, Recording Secretary  
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**Guests**

Martin Brown, Johnson, Inc.  
Tarvaris McCoy, VCU Student  
George Martin, McGuire Woods  
Adam Harrell, Harrell & Chambliss  
Kathy Jones, RedKat Graphics & Photography  
James M. Muhammad, Section 3 National Consulting Group, LLC

Chairman Brian K. Jackson, Esq. called the meeting to order at 5:15 p.m. with  
*General Counsel M. Maxine Cholmondeley, Esq.* serving as Legal Counsel.

***Minutes***

The Minutes from the *October 20, 2008 Regular Board Meeting* were presented  
for approval.

***1 Motion: (Mims/Parker) Move to adopt the Minutes from the October 20, 2008  
Regular Board Meeting.***

**Motion Carried - Jackson Abstained**

***Citizens Information Period***

Chairman Jackson informed those speaking that they are allowed 3 minutes to  
address the Board.

Ms. Essie Miller, Resident of Fairfield Court, was scheduled to speak. However,  
she did not attend the meeting.

Mr. James M. Muhammad, Coordinator of the Section 3 National Consulting  
Group, LLC addressed the Board. He thanked Executive Director Anthony Scott for his  
initiation of Mr. Muhammad's contact/partnership with the housing authority. Mr.  
Muhammad completed Section 3 contracting training the previous week and distributed  
paperwork on the training which included a list of the contractors who attended.

(Appendix A) Thirty contractors were invited, thirty attended, and thirty have been certified as Section 3 contractors. The group is now planning on doing a Resident Training with the support of HUD Richmond and HUD Washington. The City is assisting with the reporting and monitoring processes. Mr. Muhammad thanked the group again for their leadership in this initiative. He believes the new leadership coming and the initiatives that have been started will keep them ahead of the curve.

### ***Committee Reports***

Commissioner Jackson requested that Board Committee Reports be presented.

Acting Deputy Executive Director of Finance Stacey Fayson delivered the *Administration and Finance* report. The Administration and Finance Committee met on November 12th. The committee discussed the following:

- The quarterly financial statements for the quarter ended September, 2008.
- Monthly and quarterly agenda items.
- KPI's for the organization were discussed and additional ones may be added
- The EBS System contract has been signed with Yardi

Mr. John Hill, Deputy Executive Director of Affordable Housing, provided the *Affordable Housing Report*. He was happy to announce that the Housing Choice Voucher Program (HCVP) has met one-half its stated goal of 95.2% of successful records in Public Housing Information Center (PIC.)

Commissioner Brian Jackson provided the *Real Estate Committee Report*. The committee did not meet for the month of November. They will be presenting five resolutions for approval by the Board. There were several questions from Commissioner Sties regarding the resolutions that should be discussed after the reading of the resolutions.

### ***Executive Director's Comments***

Mr. Anthony Scott stated that a report had been included in the Board packet summarizing the activities for the past month. He highlighted the following items:

- Received a \$100,000 grant from Capital One Foundation towards RRHA's Home Center Programs
- Raised \$29,360 for the combined United Way/Youth Sports & Fine Arts Academy (YSFAA) campaign –\$16,285 for YSFAA and \$13,075 for United Way
- The mayor's transition team has asked him to serve on the Human Development Committee
- Invited the Board to attend the Holiday Party on December 11 at the Holiday Inn Richmond Central on North Boulevard from 7 – 11 p.m.

### ***RESOLUTIONS***

*Note: Resolutions 1 through 6 were handled as a block.*

**Agenda Item No. 1** –Resolution of the Richmond Redevelopment and Housing Authority Authorizing Access to Funds from the Unsecured Line of Credit or a Line of Credit from a suitable Financial Institution for the construction of infrastructure and single family housing in the Blackwell HOPE VI project Area

**(08-62)** WHEREAS, the Richmond Redevelopment and Housing Authority (“RRHA”) was awarded a HOPE VI Grant by the United States Department of Housing and Urban Development to be used by RRHA for the revitalization of the Blackwell Revitalization Area (the “HOPE VI Project”); and

WHEREAS, the HOPE VI Project consists of various on-site multi-family and single-family components and various off-site single-family components; and

WHEREAS, the Richmond Redevelopment and Housing Authority (“RRHA”) is requesting authorization to *utilize an existing line of credit* or to obtain a line of credit not to exceed \$2,600,000 (the “Loan”) to be used in the HOPE VI Project for the purposes of (i) purchasing and/or constructing infrastructure; (ii) purchasing single family housing; and/or (iii) for RRHA’s working capital needs; and

WHEREAS, it is necessary for the Commissioners of RRHA to take appropriate official action to authorize RRHA to obtain the Loan from lenders acceptable to the Executive Director (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, and is authorize to use any open line of credit provided the Loan is made on terms acceptable to the Executive Director or the Chairman of the RRHA Board of Commissioners.
2. Upon approval of the terms of the Loan by the Executive Director or the 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 or the Chairman of the RRHA Board of Commissioners.

**Agenda Item No. 2** – Resolution of the Richmond Redevelopment and Housing Authority Authorizing Acquisition Prices for Four (4) Parcels in the North Jackson Ward Area – 113 East Charity Street, 115 East Charity Street, 117 East Charity Street, and 1010 North 2nd Street

**(08-63)** BE IT RESOLVED by the Commissioners of the Richmond Redevelopment and Housing Authority (RRHA) that based on full and careful

appraisals of the properties that the prices recommended by the Executive Director for the acquisition of four (4) parcels in the North Jackson Ward Area be and hereby is accepted as the fully established and approved price for the acquisition of such parcels; 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 113 East Charity Street, Block N-68, Parcel 6, 115 East Charity Street, Block N-68, Parcel 7, 117 East Charity Street, Block N-68, Parcel 8, and 1010 North 2nd Street, Block N-85, Parcel 10, at the said prices.

*Agenda Item No. 3* – Resolution of the Richmond Redevelopment and Housing Authority Authorizing Acquisition Price for One (1) Parcel in the North Jackson Ward Project Area – 1006 North 1<sup>st</sup> Street

**(08-64)** BE IT RESOLVED by the Commissioners of the Richmond Redevelopment and Housing Authority (RRHA) that based on a full and careful appraisal provided by the City of Richmond of the property the Executive Director recommends the acquisition of one (1) parcel in the North Jackson Ward Project Area through the City of Richmond's tax sale program; and

BE IT FURTHER RESOLVED that the Executive Director, acting on behalf of RRHA, be and hereby is authorized to appoint the Real Estate Officer the authority to purchase 1006 North 1st Street, Block N-84, Parcel 11, at the City of Richmond's tax sale auction.

*Agenda Item No. 4* – Resolution of the Richmond Redevelopment and Housing Authority Authorizing Acquisition Price for One (1) Parcel in the Blackwell Neighborhoods in Bloom Area – 1615 Stockton Street

**(08-65)** 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) vacant lot in the Blackwell Conservation Area and in the Neighborhoods In Bloom (NIB) Revitalization Area be and hereby are 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 1615 Stockton Street, Block S-194; Parcel 22 at the said price.

*Agenda Item No. 5* – Resolution of the Richmond Redevelopment and Housing Authority to Establish Disposition Price and Purchaser for One (1) Parcel in the Blackwell Conservation Area and in the Blackwell Neighborhoods In Bloom Revitalization Area – 1615 Stockton Street

**(08-66)** WHEREAS, Southside Community Development and Housing Corporation (SCDHC) submitted a letter requesting to purchase 1615 Stockton Street, Block S-194; Parcel 22 in the Blackwell Conservation Area and in the Blackwell NIB Revitalization Area for the construction of a single-family residence and

WHEREAS, SCDHC has demonstrated that as of the date of this resolution, it possesses the financial qualifications and abilities to develop the property in accordance with the Blackwell Conservation Area Plan and the

Blackwell Neighborhoods in Bloom Revitalization Plan;

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of RRHA that \$1.00 for the parcel is the duly established and approved price for the disposition of 1615 Stockton Street, Block S-194, Parcel 22 in accordance with the proposed use;

BE IT FURTHER RESOLVED THAT:

- 1) RRHA hereby approves the sale of the property to SCDHC for the sale price of \$1.00 for each parcel;
- 2) The Executive Director be and hereby is authorized and directed to execute contracts covering the sale of said parcel, design, construction and owner occupancy requirements;
- 3) The conveyance of the said property to SCDHC by RRHA, utilizing a form of deed satisfactory to counsel, be and hereby is in all respects approved.

**Agenda Item No. 6** – Resolution of the Richmond Redevelopment and Housing Authority to Approve the Section 8 Management Assessment Program Certification

**(08-67)** BE IT RESOLVED by the Commissioners of the Richmond Redevelopment and Housing Authority (RRHA) that the Section 8 Management Assessment Program (SEMAP) Certification for the fiscal year ended September 30, 2008 was 59% and is approved and RRHA certifies that the data used in this certification is true and accurate as documented by RRHA records.

**Discussion**

The questions from Commissioners Sties and Parker were addressed as each resolution was read and adequate answers were provided. During the discussion period, a question about the language “*in a form acceptable to the Executive Director or the Chairman of the RRHA Board of Commissioners*” was raised. General Counsel Cholmondely recommended the following wording **for Resolution #1**: “*in a form acceptable to the Executive Director, or in his absence, the Chairman of the Board of Commissioners.*”

**2 Motion: (Mims/Parker) Move to adopt Resolutions 1, 2, 3, 4, 5 and 6.**

**Motion Carried – Jackson Abstained**

There being no further business and upon unanimous vote, the meeting adjourned

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at 5:38 p.m.

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Chairman

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Executive Director/Secretary-Treasurer