



**Client Relations Committee Agenda**

Thursday, August 6, 2015

---

1. Call to Order
2. Roll Call
3. Review and Approval of the Agenda [Pages 3-4]

**CLIENT RELATIONS**

4. Consideration to Approve the Minutes from the Client Relations Meeting held on June 4, 2015 [Pages 6-8]
5. Resident Forum
6. Old Business: None
7. New Business: None
8. COO Report
  - a. PAM Dashboard (June 2015) [Pages 9-14]
  - b. HCV Dashboard (June 2015) [Pages 15-22]

**FINANCE AND AUDIT**

9. Consideration to Approve the Minutes from the Finance and Audit Committee meeting held on June 4, 2015. [Pages 24-25]
10. Old Business: None
11. New Business:
  - a. **2014-2015 Audit Report Acceptance and Approval** [Pages 26-27]  
**Action:** Approve a Resolution to accept and approve the Comprehensive Annual Financial Report for the fiscal year ending March 31, 2015.
  - b. **Collection Loss Reports**
    - i.) **CHA Collection Loss Report** [Pages 28-40]  
**Action:** Approve a Resolution for the write-off of \$37,535.73 in accounts receivable due to collection losses for tenants vacated through 3/31/15.

ii.) **Horizon Development Properties, Inc Collection Loss Report [Pages 41-42]**

**Action:** Approve the write-off of \$45,974.88 in accounts receivable due to collection losses for tenants vacated through 3/31/15.

iii.) **Mill Pond Charlotte, LLC Collection Loss Report [Pages 43-44]**

**Action:** Approve the write-off of \$5,544.57 in accounts receivable due to collection losses for tenants vacated through 3/31/15.

iv.) **Strawn Parktowne, LLC Collection Loss Report [Pages 45-46]**

**Action:** Approve the write-off of \$402.17 in accounts receivable due to collection losses for tenants vacated through 3/31/15.

c. 6/30/15 Cash Balance and Restriction Report [Page 47]

d. 6/30/15 Land Sales Proceeds Report [Pages 48-49]

e. 6/30/15 Administrative Budget Changes [Page 50]

f. 6/30/15 Budget to Actuals Report [Pages 51-75]

12. CFO Report

**REAL ESTATE**

13. Consideration to Approve the minutes from the Real Estate Committee Meeting held on June 4, 2015 [Pages 77-79]

14. Old Business: None

15. New Business:

a. **Grant Easement-Arbor Glen Storm Drainage [Pages 80-85]**

**Action:** Authorize CHA to Grant a Permanent Storm Drainage and Temporary Construction Easement to the City of Charlotte for the Arbor Glen Community.

b. **Contract Approval-RAD Physical Condition Assessment CHA wide [Pages 86-89]**

**Action:** Authorize the CEO to Negotiate and Award one or more contracts to conduct Physical condition assessments and authorize the Project Budget, including Contingency, for the required scope of work.

16. CDO Report

17. Executive Session

18. Adjournment

**Next Meeting: Thursday, September 3, 2015 (400 East Boulevard)**

*Mission Statement:*

*"The mission of the Charlotte Housing Authority is to develop, operate, and provide quality housing in sustainable communities of choice for residents of diverse incomes."*