



**Combined Committee Meetings**

**AGENDA**

Thursday, February 4, 2016

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

**CLIENT RELATIONS**

4. Consideration to Approve Minutes from the January 7, 2016 Client Relations Committee Meeting [Page 5-7]
5. Resident Forum
6. Old Business - None
7. New Business
  - a. **Award Procurement Contracts for Grounds Management Services [Page 8-11]**  
**Action:** Approve a Resolution Authorizing CHA to Negotiate and Award a Five Year (3 Year with Two Renewable Options) Procurement Contract(s) to Provide Grounds Management Services at All CHA Managed Communities, and Vacant Lots Not-to-Exceed a Total (for All Properties) of \$2,002,964 for up to Five (5) Years.
8. Updates
  - a. PAM Dashboard (December 2015) [Page 12-17]
  - b. HCV Dashboard (December 2015) [Page 18-25]

**FINANCE AND AUDIT**

9. Consideration to Approve Minutes from the January 7, 2016 Finance and Audit Committee Meeting [Page 26-27]
10. Old Business - None
11. New Business
  - a. **Collection Loss Reports**
    - i. **CHA Collection Loss Report [Page 28-39]**

**Action:** Approve a Resolution for the write-off of \$11,611.10 in accounts receivable due to collection losses for tenants vacated through 9/30/15

ii. **Horizon Development Properties, Inc Collection Loss Report [Page 40-41]**

**Action:** Approve a Resolution for the write-off of \$10,881.63 in accounts receivable due to collection losses for tenants vacated through 9/30/15

iii. **Mill Pond Charlotte, LLC Collection Loss Report [Page 42-43]**

**Action:** Approve a Resolution for the write-off of \$4,240.76 in accounts receivable due to collection losses for tenants vacated through 9/30/15

iv. **Strawn Parktowne, LLC Collection Loss Report [Page 44-45]**

**Action:** Approve a Resolution for the write-off of \$2,012.00 in accounts receivable due to collection losses for tenants vacated through 9/30/15

b. **Reports**

i. **December 31, 2015 Cash Balance and Restriction Report [Page 46]**

ii. **December 31, 2015 Land Sales Proceeds Report [Page 47-48]**

iii. **December 31, 2105 Notification of Administrative Budget Changes [Page 49]**

12. CFO Update

**REAL ESTATE**

13. Consideration to Approve Minutes from the January 7, 2016 Real Estate Committee Meeting [Page 50-52]

14. Old Business - None

15. New Business - None

16. CDO Update

17. Executive Session

18. Adjournment

**Next Meeting: Thursday, March 3, 2016 (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.”*