

**DEVELOPMENT VENTURES INCORPORATED**

**BOARD OF DIRECTORS REGULAR MEETING**

**WEDNESDAY, MARCH 24, 2010**

DEVELOPMENT VENTURES INCORPORATED

MEMORANDUM

TO: Board of Directors

FROM: Thomas M. Niemann, Chairman

SUBJECT: Regular Meeting Held March 24, 2010

DATE: March 16, 2010

OFFICERS: Chairman – Thomas M. Niemann; President – Harrison Shannon; Vice President – John S. Ramsey; Secretary – Harrison Shannon; Assistant Secretary – Brenda B. Edwards

The regular monthly meeting, of the Board of Directors of Development Ventures Incorporated, will be held after the regular meeting of the Board of Commissioners of the Housing Authority of the City of Durham, on Wednesday, March 24, 2010, at the Central Office of the Durham Housing Authority, located at 330 East Main Street, Durham, North Carolina.

AGENDA

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II. Comments from the Public	
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EXECUTIVE SESSION

## **PRESIDENT'S REPORT**

### **DEVELOPMENT VENTURES INCORPORATED**

#### **Strategic Result #1: A Financially Viable Real Estate Company – “Today’s Resources/Tomorrow’s Investments”**

##### **Edgemont Elms**

- Three leases were signed and currently there are two applications being processed for occupancy.
- The management office received 12 telephone inquiries (telephone/walk-ins), and 15 applications were distributed during the month.

##### **Woodridge Commons**

- There were no leases signed this month, and currently, there are three applications being processed for occupancy.
- The management office received a total of 22 inquiries, (telephone/walk-ins/on-line) during the month.

##### **Preiss-Steele Place**

- There was one lease signed this month, and currently, there are two applications to process for occupancy.
- The management office received a total of 35 inquiries, (telephone/walk-ins/on-line) during the month.

# DVI - VACANT UNIT REPORT

FEBRUARY, 2010									
DEVELOPMENT AND NUMBER	TOTAL UNITS	BEGINNING VACANT	MOVE OUTS	MOVE INS	NUMBER VACANT	PERCENT OCCUPIED	PERCENT VACANT		
EDGEMONT ELMS	58	17	0	3	14	75.87%	24.13%		
PREISS-STEELE PLACE - 13-30	102	28	2	1	29	71.57%	28.43%		
WOODRIDGE COMMONS - 13-31	38	8	0	0	8	78.95%	21.05%		
<b>TOTALS</b>	<b>140</b>	<b>36</b>	<b>2</b>	<b>1</b>	<b>37</b>	<b>73.57%</b>	<b>26.43%</b>		

MINUTES OF REGULAR MEETING  
DEVELOPMENT VENTURES INCORPORATED  
330 EAST MAIN STREET  
DURHAM, NORTH CAROLINA  
FEBRUARY 24, 2010

**AGENDA ITEM I**

Call to Order

The regular meeting was called to order by the Chairman, Thomas M. Niemann, at 6:35 p.m.

Present:

David J. Haley  
George K. Quick  
John S. Ramsey  
Isaac A. Robinson

Absent:

Barbara F. Lofton (excused)  
Paige A. Farrington

Staff Present:

Harrison Shannon	Vickie Ellis
Tammy Atkins	Kelvin Macklin
Jean Bolduc	Shannon McLean
Jeff Causey	Willie "Sonny" McMahand
Jo-Ann Davis	Sabrina Sinegal
Brenda Edwards	Rhega Taylor

Also Present:

Eric Pristell, The Banks Law Firm

A quorum was present, and due notice had been published.

**AGENDA ITEM II**

Comments from the Public

There were none.

**AGENDA ITEM III**Additions to the Agenda

There were none.

**AGENDA ITEM IV**Deletions from the Agenda

There were none.

**AGENDA ITEM V**Information Items

The president's written report was contained on pages 1-2 of the board package. There being no additional comments or questions the report was accepted as distributed.

**AGENDA ITEM VI**Action Items

**ACTION 1** – Approval of Minutes – Board of Directors Annual Meeting Held January 27, 2010

On motion of George Quick, seconded by Isaac Robinson, the minutes of the annual meeting, held January 27, 2010, were approved as distributed.

**ACTION 2** – Election of Officers: Chairman, President, Vice President, Secretary and Assistant Secretary

The floor was opened for nominations.

Isaac Robinson made a motion to continue with the existing set of officers for DVI (Chairman – Thomas M. Niemann; President – Harrison Shannon; Vice President – John S. Ramsey; Secretary – Harrison Shannon; Assistant Secretary – Brenda B. Edwards), which motion was seconded by George Quick and unanimously carried by the board.

**ACTION 3** – Board to Consider and Approve Resolution Authorizing the Write-off of Collection Losses for Development Ventures Incorporated

After review, discussion and consideration, the chairman introduced the following resolution:

**RESOLUTION NO. 149**

**RESOLUTION AUTHORIZING THE WRITE-OFF OF COLLECTION LOSSES FOR DEVELOPMENT VENTURES INCORPORATED**

**WHEREAS**, Development Ventures Incorporated has determined that it has exerted all efforts to collect monies owed from former residents; and

**WHEREAS**, the housing management staff has notified each former resident of the amount owed; and

**WHEREAS**, it is the policy of Development Ventures Incorporated to write off any and all monies owed that cannot be collected.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Directors of Development Ventures Incorporated approve the write-off of rents, utilities, repair charges, and late fees owed as per the listing of delinquent accounts shown in the amount of **\$1,680.46** for the period of November 1, 2009 thru December 31, 2009.

This resolution shall take effect immediately.

Done this 24<sup>th</sup> day of February 2010.

George Quick moved that the foregoing resolution be adopted as introduced and read, which motion was seconded by Isaac Robinson and unanimously carried by the board. The "Ayes" and "Nays" were as follows:

<u>AYES</u>	<u>NAYS</u>
David J. Haley	None
Thomas M. Niemann	
George K. Quick	
John S. Ramsey	
Isaac A. Robinson	

The chairman thereupon declared said motion carried and said resolution adopted.

**ACTION 4** – Board to Consider and Approve Resolution Approving Selection of Broker Services Firm

After review, discussion and consideration, the chairman introduced the following resolution:

#### **RESOLUTION NO. 150**

#### **RESOLUTION APPROVING SELECTION OF BROKER SERVICES FIRM**

**WHEREAS**, the Board of Directors has previously taken action approving staff to proceed with tasks necessary to sell the Woodridge Commons apartment community; and

**WHEREAS**, staff has undertaken several steps to date such as submitting the proposal for the sale to the U.S. Department of Housing and Urban Development's local office and including plans for the sale in the Authority's annual plan document; and

**WHEREAS**, in order to effectively market the property and identify potential qualified buyers, staff recommends retention of a broker services firm to provide these services; and

**WHEREAS**, the industry standard for fees for broker services are calculated as a percentage of the final sale amount and staff has estimated a potential sale price based on the property's tax value that would result in a fee in excess of \$100,000; and

**WHEREAS**, based on the independent cost estimate staff determined a formal, competitive proposal process should be utilized for this procurement; and

**WHEREAS**, Development Ventures Incorporated issued a Request for Qualifications for interested vendors to provide these services, such Request being consistent with internal procurement policies, State laws, and Federal rules and regulations; and

**WHEREAS**, Development Ventures Incorporated received proposals on November 30, 2009, from interested service providers and evaluated those proposals.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Directors of Development Ventures Incorporated finds as follows:

1. That an agreement be awarded, upon successful negotiation, to Apartment Real Estate Professionals;
2. That, consistent with 24 CFR 85.36(b)(9) Procurement Standards, Development Ventures Incorporated maintains records sufficient to detail the significant history of the procurement, including the basis for the selection and contract prices;
3. That the President of Development Ventures Incorporated is hereby directed to execute all contracts or other documents necessary to effectively award this contract;
4. That this approval and selection is subject to approval by the U.S. Department of Housing and Urban Development;
5. This Resolution shall take effect immediately.

Done this 24<sup>th</sup> day of February 2010.

George Quick moved that the foregoing resolution be adopted as introduced and read, which motion was seconded by Isaac Robinson and unanimously carried by the board. The "Ayes" and "Nays" were as follows:

AYES

David J. Haley  
Thomas M. Niemann  
George K. Quick  
John S. Ramsey  
Isaac A. Robinson

NAYS

None

The chairman thereupon declared said motion carried and said resolution adopted.

There being no further business before the meeting, it was on motion duly made and seconded adjourned at 6:50 p.m.

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Chairman

ATTEST:

(SEAL)

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Secretary

## DEVELOPMENT VENTURES INCORPORATED

## MEMORANDUM

TO: Board of Directors

FROM: Harrison Shannon, President

DATE: March 24, 2010

SUBJECT: Development Ventures Incorporated Collection Loss Write-Off to be Presented Monthly for Approval

## I. STATEMENT OF ISSUE

Development Ventures Incorporated (DVI) currently submits collection losses to the Board for approval on a bi-monthly basis. In order to reduce the amount of tenant receivables outstanding monthly DVI is proposing to bring collection losses to the board monthly to approve for write-off.

## II. BACKGROUND

For the past several years DVI has been submitting collection loss write-offs to the Board of Commissioners on a bi-monthly basis. Submittal of collection losses bi-monthly leaves balances in receivables in excess of 60 days. The proposed action will reduce this to 30 days. This effort along with others will reduce our tenant receivables outstanding. This action was recommended by TAG Associates.

## III. RECOMMENDATION

It is recommended that the Board of Directors consider and approve the Board resolution for the submittal of collection losses monthly.

**RESOLUTION NO. \_\_\_\_\_**

**RESOLUTION AUTHORIZING THE MONTHLY COLLECTION LOSS  
WRITE-OFFS FOR DEVELOPMENT VENTURES INCORPORATED**

**WHEREAS**, Development Ventures Incorporated has previously written on collection losses on a bi-monthly basis; and

**WHEREAS**, the property management staff has determined that monthly write-off collection issues could have an positive impact on Development Ventures Incorporated Tenant Receivable Outstanding; and

**WHEREAS**, the Board requires the housing authority to write off any and all monies owed that cannot be collected.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Directors of Development Ventures Incorporated approves the monthly submittal of collection loss write-offs for affordable housing.

This resolution shall take effect immediately.

Done this 24<sup>th</sup> day of March 2010.

**RECORDING OFFICER'S CERTIFICATION**

I, Harrison Shannon, the duly appointed secretary of Development Ventures Incorporated, do hereby certify that this resolution was properly adopted at a regular meeting of the Board of Directors of Development Ventures Incorporated held on March 24, 2010.

(SEAL)

**BY:** \_\_\_\_\_  
Harrison Shannon, Secretary

## DEVELOPMENT VENTURES INCORPORATED

## MEMORANDUM

TO: Board of Directors

FROM: Harrison Shannon, President

DATE: March 24, 2010

SUBJECT: Development Ventures Incorporated Collection Loss Write-off for the month of January, 2010.

## I. STATEMENT OF ISSUE

Development Ventures Incorporated requires that vacated tenant account balances be written off monthly for affordable housing residents.

## II. BACKGROUND

The attached Collection Loss Report represents the total amount of losses for Woodridge Commons. The amount to be written off for January 31, 2010, is as follows:

## 2010 DVI WRITE-OFFS

January						
Fund Code	Development	Budget	Amount Written-off YTD	Current Write-off	New Total	% of Budget Used After Current Write-off is Applied
50003	Woodridge Commons	\$8,900.00	\$1,680.46	\$3,000.00	\$4,680.46	53%
	Total	\$8,900.00	\$1,680.46	\$3,000.00	\$4,680.46	53%

## III. RECOMMENDATION

It is recommended that the Board of Directors consider and approve the write-off of tenant accounts receivable to collection losses in the amount of \$3,000.00 for Development Ventures Incorporated.

**RESOLUTION NO. \_\_\_\_\_****RESOLUTION AUTHORIZING THE WRITE-OFF OF COLLECTION LOSSES FOR DEVELOPMENT VENTURES INCORPORATED**

**WHEREAS**, Development Ventures Incorporated has determined that it has exerted all efforts to collect monies owed from former residents; and

**WHEREAS**, the property management staff has notified each former resident of the amount owed; and

**WHEREAS**, it is the policy of Development Ventures Incorporated to write off any and all monies owed that cannot be collected.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Directors of Development Ventures Incorporated approve the write-off of rents, utilities, repair charges, and late fees owed as per the listing of delinquent accounts shown in the amount of **\$3,000.00** for the period of January 31, 2010.

This resolution shall take effect immediately.

Done this 24<sup>th</sup> day of March 2010.

**RECORDING OFFICER'S CERTIFICATION**

I, Harrison Shannon, the duly appointed Secretary of Development Ventures Incorporated, do hereby certify that this resolution was properly adopted at the regular meeting of the Board of Directors of Development Ventures Incorporated held on March 24, 2010.

(SEAL)

BY: \_\_\_\_\_  
Harrison Shannon, Secretary

**III. ATTACHMENTS**

**DVI - COLLECTION LOSSES**

*Jan-10*

AFFORDABLE HOUSING ACCT.#		MOVE OUT DATE	MONTHLY RENT	SECURITY DEPOSIT	ACTIVE RENT	RAR	OTHER/INSTALLI	REPAIR CHARGES	COURT COSTS	LATE FEES	TO BE CHARGED OFF	REASONS FOR VACATING
PREISS-STEELE		1/13/2010	\$478.00	-\$250.00	\$678.46	\$0.00	\$0.00	\$750.00	\$170.00	\$30.00	\$1,378.46	Evicted - Non-Payment
Site Manager: Pamela Davis		1/11/2010	\$500.00	-\$250.00	\$1,265.00	\$0.00	\$0.00	\$337.00	\$210.00	\$60.00	\$1,622.00	Evicted - Non-Payment
<b>TOTAL</b>				<b>-\$500.00</b>	<b>\$1,943.46</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,087.00</b>	<b>\$380.00</b>	<b>\$90.00</b>	<b>\$3,000.46</b>	
<b>DVI TOTAL TO BE WRITTEN OFF=</b>											<b>\$3,000.46</b>	