

**CHARLOTTE COUNTY
AFFORDABLE HOUSING ADVISORY COMMITTEE**

MEETING AGENDA

**July 23, 2008 at 9:00 AM
Family Services Center
21450 Gilbralter Drive, Conference Rm
Port Charlotte, Florida**

- I. Roll Call
- II. Vikki Carpenter, Director of Charlotte County Human Services
Welcome to new AHAC members and discussion of duties
- III. Approval of Minutes of June 25, 2008
- IV. Election of new officers for AHAC:
 - Chairman
 - Vice-Chairman
- V. Jeff Crimer, Planner, Charlotte County Growth Management
Discussion of AHAC Recommendations to BCC
- VI. SHIP
2008 Housing Fair scheduled for Saturday, October 18th, from 10 am to 2 pm
- VII. Multi Family Report – Brandi Day
- VIII. The Housing Corporation Report - Brenda Bala
- IX. SHIP/Recycled Funds Report
- X. Public Comment - Limited to Three Minutes. Must Address Housing Issues.
- XI. Committee Member Comments

Adjournment

Next Meeting: The meeting will be held on August 27, 2008 at the Family Services Center located at 21450 Gibraltar Drive in Port Charlotte.

*NOTE: IF YOU ARE UNABLE TO ATTEND, PLEASE CONTACT BRANDI DAY
AT 505-4884 SO YOU CAN BE RECORDED AS EXCUSED.*

Enclosures: Agenda; June 25, 2008 Minutes; SHIP, Multi-Family and Recycled funds Reports

CHARLOTTE COUNTY
AFFORDABLE HOUSING ADVISORY COMMITTEE
MINUTES
June 25, 2008

The meeting convened at 9 a.m. at the Family Services Center at 21450 Gibraltar Drive in Port Charlotte. Committee members present included Jim Kelley, Jean Farino, Mike Mansfield, James Marshall, Barbara Lisby-Sowell (arrived at 9:05), Kristen Marsella, Jim Sweeney (arrived at 9:20), and Nancy Bell. Melissa Doyle, Barbara Melanson, and Jeff Ahrens were excused. The following people were also present:

Brandi Day, Charlotte County Housing Division,
Kelly Studenwalt, Charlotte County Human Services,
Carol Iddings, Charlotte County Human Services,
Jeff Crimer, Charlotte County Growth Management,
Christine Dunbar, The Housing Corporation,
Diana Bello, The Housing Corporation,
John Bello, Marsella Homes,
Rebecca Stepro, New Focus Program,
Sherry Luridee, Charlotte County Landlord Association,
Ted Servinski, Charlotte County Landlord Association,
Scott Ruekel, Ruekel Development, and
Nancy Lisby, Charlotte County resident.

Ms. Studenwalt opened the meeting and welcomed the new members to the committee. She initiated a round of introductions from both committee members and visitors. Ms. Studenwalt stated that we would wait until the July meeting to elect officers so the new members could use this meeting to get to know each other. Ms. Studenwalt also reported that Vikki Carpenter, the Director of Charlotte County Human Services would be present at the July meeting to provide an overview of the committee and the task before them.

Motion was made by Jim Kelley and seconded by Mike Mansfield to approve the May 2008 minutes. Motion carried; none opposed.

Ms. Day presented an overview of the task presently before the Committee: to prepare recommendations to be presented to the Board of County Commissioners regarding affordable housing in the County. A matrix was distributed that provided more information on the programs required to be considered by Florida State Statute. In addition, both the Florida Statute and the County Ordinance relative to the Affordable Housing Advisory Committee and its tasks were distributed. A timeline was discussed with final approval of the plan scheduled for the October meeting.

Mike Mansfield suggested a subcommittee to work on the project with recommendations regarding affordable housing in the County. Mr. Mansfield, Jean Farino, and Ms. Marsella agreed to be on the subcommittee. Diane Bello from the Housing Corporation also agreed to be on the subcommittee.

Kristen Marsella questioned the current procedure for acquiring expedited permitting in the absence of a Housing Manager. She was directed to forward requests to Brandi Day who would work with Vikki Carpenter to process the requests.

Mike Mansfield questioned why the Housing Division in Charlotte County was in the Human Services Department rather than in the Growth Management Department as it is in other counties. He recommended this change for consideration during the planning process. Ms. Studenwalt responded that it was decided that way due to the client base and the grant funding that Human Services handled.

In the SHIP report, there was a discussion of the planned Housing Fair. Consensus from the members and visitors present was that Saturday, October 18th, would be the preferred date. This information was to be taken back to the Housing Fair planning committee to finalize the date.

In addition, Ms. Day reported that Charlotte County received a perfect score on its recent audit by First Housing on behalf of the Florida Housing Finance Corporation.

The Local Housing Assistance Plan was distributed. Ms. Day reported that it can be altered if necessary after the pending review of policies and procedures.

The multifamily report included news that occupancy at local properties continued to decline. Charlotte Crossing, a senior affordable housing facility is scheduled to break ground in July. Jean Farino reported that phase I of Gulf Breeze Apartments is complete and occupied. The rest of the property is expected to be open and occupied by December.

There were no public comments.

During Committee Member Comments, James Marshall questioned why new apartment units are under development given the current low occupancy rates. Ms. Day explained that Gulf Breeze Apartments is replacing public housing units that were destroyed during Hurricane Charley. Charlotte Crossing is a senior community. There is unmet demand in the market for affordable senior housing.

Mr. Mansfield expressed his pleasure at being appointed to the Committee and his desire to work with the other committee members going forward. Other committee members concurred.

The next meeting will be held July 23, 2008, at 9am at the Family Service Center at 21450 Gibraltar Drive in Port Charlotte.

The meeting was adjourned at 9:35.

Respectfully submitted,



Brandi Day,
Program Coordinator,
Charlotte County Housing Services

**CHARLOTTE COUNTY
CORNERSTONE LOAN PROGRAM ♦ AND ♦ REHABILITATION PROGRAM**

ACTIVITY REPORT

PERIOD BEGINNING 01-01-08 ENDING 06-30-08

Total Number of Applications Received 47
 Total Number of Applications Processed 47
 Total Number of Applications Approved 37
 Total Number Minority Applications Received 7

Total Number of Down Payment/New Construction Applications Approved 31
 Total Number of Rehabilitation Assistance Applications Approved 6

Total SHIP Dollars Funded	<u>1,065,048.20</u>
Total Rehab SHIP Dollars Funded	<u>145,639.98</u>
Total Down Payment/New Const. SHIP Dollars Funded	<u>919,408.22</u>
Total Cornerstone Loan Mortgages Generated	<u>2,100,096.00</u>

APPLICANT INFORMATION

Head of Household: Male 20 Female 17

Head of Household Race:	White	<u>29</u>
	Black	<u>3</u>
	Hispanic	<u>3</u>
	Other	<u>2</u>

Head of Household Age:	0 - 18	<u>0</u>
	19 - 25	<u>10</u>
	26 - 40	<u>10</u>
	41 - 64	<u>14</u>
	64+	<u>3</u>

Family Size:	1	Person	<u>18</u>	➤ Total Clients Assisted	<u>18</u>
	2 - 4	Persons	<u>17</u>	➤ Total Clients Assisted	<u>42</u>
	5+	Persons	<u>2</u>	➤ Total Clients Assisted	<u>11</u>
				➤ Total All Sizes	<u>71</u>

Types of Rehabilitation:	Roof	<u>1</u>
	Plumbing	<u>2</u>
	AC/Heat	<u>2</u>
Note: Many homes have multiple needs	Windows/Doors	<u>3</u>
	Exterior Paint	<u>1</u>
	Living Space	<u>0</u>
	Handicapped Access	<u>0</u>
	Electrical	<u>1</u>
	Sewer/septic	<u>3</u>
	Other	<u>1</u>
Income Level:	Very Low	<u>8</u>
	Low	<u>23</u>
	Moderate	<u>6</u>

Note: Income levels are based on family size

Report on SHIP Strategies for the months of July, 07 Through June, 08

Funds expended by Strategy	Acct No.	Amount expended
Down Payment Assistance	82.0015	2,210,803.40
Housing Construction	82.0021	309,746.18
Housing Corporation	82.0022	143,123.14
Housing Rehab	82.0024	330,771.26
Foreclosure Prevention	82.0032	101,620.15
Homebuyer's Club	82.0041	99,733.37
Rental Rehab	82.0042	0.00
Rental - New Construction	82.0043	710,000.00
Non Profit Rental Rehab	82.0046	0.00
Loan Loss Reserve	98.0033	7,691.12
Community Land Trust	82.0051	37,500.00
GRAND TOTAL EXPENDED GRANT YR TO DATE		3,950,988.62

Total Funds received

Program Income		
HABITAT	\$	-
THE PINES MORTGAGE	\$	-
REFINANCE	\$	204,973.45
Recaptured Funds		
CORNERSTONE	\$	-
SALE OF HOME	\$	42,890.54
HOUSING CORP. REPAYMENT OF CONST. LOAN	\$	538,305.59
OTHER	\$	-
Total Recycled Funds Received	\$	786,169.58
SHIP funds received from Florida Housing Finance YTD	\$	1,442,107.00
Interest Received YTD	\$	226,204.12
Total SHIP Funds and Interest Received	\$	1,668,311.12
GRAND TOTAL FUNDS RECEIVED YR TO DATE	\$	2,454,480.70

Hurricane Housing Recovery Grant Management Report

30-Jun-08

County Operating Funds	\$	1,099,008.00	\$	639,770.89
Operating/Contractual Expenses	\$	1,099,008.00		

Account Title	Budgeted	Expenditures
Down Payment Assistance	\$ 2,169,202.00	\$ 2,679,023.67
Housing Rehabilitation	\$ -	\$ 48,992.00
Foreclosure Prevention	\$ -	\$ 37,275.00
New Construction/Rehab for Sale, Non Profit	\$ -	\$ -
Mobile Home Replacement	\$ 96,705.00	\$ 110,073.64
Contractual operating expenses Rehab/DPA	\$ 264,920.00	\$ 264,918.00
Community Land Trust	\$ 1,050,000.00	\$ 266,542.11
Contractual operating expenses CLT	\$ 75,000.00	\$ 75,000.00
New Construction/Rehab, Private Developers	\$ -	\$ -
Non-Profit Rental Rehab/Construction	\$ 736,405.00	\$ -
Multi-family New Construction	\$ 5,280,000.00	
Charleston Cay		\$ 1,250,000.00
Charlotte Crossing	\$ 3,224,000.00	\$ -
Marion Manor	\$ 806,000.00	\$ -
Revitalization Area	\$ 3,750,000.00	
Housing Corporation		\$ 248,370.17
Habitat for Humanity		\$ 990,000.00
Mobile Moving Expenses	\$ 77,890.00	\$ -
Extremely Low - Income (ELI) Housing	\$ 4,520,834.00	\$ 4,320,834.25
Program Expenses		\$ 10,291,028.84
Operating Expenses		\$ 639,770.89
Total Expenses		\$ 10,930,799.73

Account Title	Budgeted	Revenues
<u>Operating/Contractual Revenues</u>	\$ 22,050,956.00	\$ 18,020,956.00
County Operating Funds	\$ 1,099,008.00	\$ 1,099,008.00
Interest Earned		\$ 1,701,188.47
Operating/Contractual Revenues	\$ 23,149,964.00	\$ 20,821,152.47

Account Title	Budgeted	Revenues
Down Payment Assistance	\$ 2,169,202.00	\$ 2,169,202.00
New Construction/Rehab for Sale, Non Profit	\$ -	\$ -
Mobile Home Replacement	\$ 96,705.00	\$ 96,705.00
Contractual operating expenses All Homeownership	\$ 264,920.00	\$ 264,920.00
Community Land Trust	\$ 1,050,000.00	\$ 1,050,000.00
Contractual operating expenses CLT	\$ 75,000.00	\$ 75,000.00
New Construction/Rehab, Private Developers	\$ -	\$ -
Non-Profit Rental Rehab/Construction	\$ 736,405.00	\$ 736,405.00
Multi-family New Construction	\$ 5,280,000.00	
Charleston Cay		\$ 1,250,000.00
Charlotte Crossing		\$ 3,224,000.00
Marion Manor		\$ 806,000.00
Revitalization Area	\$ 3,750,000.00	
Housing Corporation		\$ 1,650,000.00
Habitat for Humanity		\$ 2,100,000.00
Mobile Moving Expenses	\$ 77,890.00	\$ 77,890.00
Extremely Low - Income (ELI) Housing	\$ 4,520,834.00	\$ 4,520,834.00
Investment and LGSFTF interest income earned	\$ 1,701,188.47	
Program Revenues Received		\$ 18,020,956.00
Operating Revenues Received		\$ 1,099,008.00
Total Grant Revenues		\$ 19,119,964.00

Affordable Housing Projects Spreadsheet
June 30, 2008

Project	Total Proj. Est. Cost Approved by BCC	Balance Available	Contract Signed	Expected Start	Expected Finish	Draw # 1	Draw # 2	Draw # 3	Project Status - Remarks	Units/ Beds	Target Population	Target Income
HHR												
Charleston Cay (Wendover Housing Group)	\$1,250,000	\$0	7/21/2006	Apr-07	Oct-07	\$1,250,000.00			Fully operational.	128	Non-Elderly	50/60%AMI
Charlotte Crossing (Carlisle Development Group)	\$3,224,000	\$3,224,000		Feb-08	Jan-09				Lot has been cleared. Construction should begin in July. Plans are with the County for review and permitting. Construction start is imminent.	124	Seniors	60% AMI
Coastal Safe Haven (Coastal Behavior)	\$500,000	\$400,000	10/10/2006	Feb-08	Jun-08	\$100,000.00				52	Special Needs	30% AMI
Genesis Bishop House (Homeless Coalition)	\$406,800	\$0	2/24/2006	Feb-06	Jul-06	\$327,213.52	\$37,005.43	\$42,581.00	Facility completed	16	Special Needs	30% AMI
Genesis Chiara House (Homeless Coalition)	\$1,433,944	\$0	12/19/2005	Dec-05	Jun-06	\$1,356,473.56	\$49,588.38	\$27,882.06	Facility completed	42	Special Needs	30% AMI
Genesis Sale House (Homeless Coalition)	\$1,400,090	\$0	12/19/2005	Aug-07	Jun-08	\$122,288.47	\$226,738.85	\$1,051,062.98	Facility completed Developer withdrew; would have been 192 units	52	Special Needs	30% AMI
Hampton Point Apartments (Piceme Development Group)	\$4,992,000	\$0				\$4,992,000.00			State Underwriting expected June 2008; construction to begin in September.		Non-Elderly	60% AMI
Marion Manor (Diocese of Venice)	\$806,000	\$806,000		Mar-08	Jan-09				Contracts signed. 29 lots have been purchased. Five homes were completed.	31	Non-Elderly	50/80%AMI
Habitat for Humanity (Homes for Revitalization Area)	\$2,100,000	\$1,110,000		Jan-08	Jun-09	\$240,000.00	\$420,000.00	\$330,000.00		30	Non-Elderly	<80% AMI
Housing Corporation (Rehab for Lease/Purchase in Revit. A)	\$1,650,000	\$1,401,630		Jan-08	Jan-09	\$248,370.17			Grant documents completed. HC has begun purchasing properties. Property has been purchased. Renovation has begun.	10	Non-Elderly	<80% AMI
Restoration Roads (Transitional Youth Facility)	\$980,000	\$0		Feb-08	Jan-09	\$544,778.37	\$28,893.68	\$406,327.95		18	Special Needs Youth 14-17	30% AMI
Williams Street Apartments	\$236,405	\$236,405		Feb-08	May-08				Grants documents drafted; being reviewed by HUD.	14	Special Needs	50% AMI
SHIP												
Harbor Place Apartments (Goodwill)	\$260,000	\$0	8/14/2007	Aug-07	Jun-08	\$98,694.00	\$135,070.00	\$26,236.00	Construction completed. Awaiting water permit. Lease-up expected in July or August.	14	Special Needs	30% AMI
Charleston Cay	\$250,000	\$0	7/21/2006	Apr-07	Oct-07	\$250,000.00			Fully operational.	128	Non-Elderly	50/60%AMI
Genesis Chiara House	\$240,000	\$0	10/25/2006	Dec-05	Jun-06	\$23,664.69	\$216,335.31		Facility completed.	42	Special Needs	30% AMI
Genesis Bishop House	\$100,000	\$0	2/13/2007	Feb-06	Jul-06	\$100,000.00			Facility completed. State Underwriting expected June 2008; construction to begin in September.	16	Special Needs	30% AMI
Marian Manor	\$465,000	\$465,000		Dec-07	Jun-08				First 31 units completed and leased. Property should be complete by December.	31	Non-Elderly	50/80%AMI
Gulf Breeze Apartments (Punta Gorda Housing Auth.)	\$450,000	\$0	7/22/2007	Jul-07	Dec-08	\$450,000.00				171	Non-Elderly	30/60%AMI
TOTAL	\$20,744,239	\$7,643,036				\$10,103,483	\$1,113,632	\$1,884,090		630		

Multi-Family Rental Housing Report June 2008

Murdock Circle Apartments, a 264 unit affordable housing apartment complex located on Collingswood Boulevard, was constructed with assistance from a tax exempt bond in 2001. The complex reported 87% occupancy in July, down from 92% in June.

The Pines of Punta Gorda is a 336 unit affordable housing apartment complex located on Taylor Road in Punta Gorda. The manager reported a 64% occupancy rate in July.

Charlotte Crossings is an affordable senior housing apartment complex to be constructed on Sandhill Boulevard. The Carlisle Group has been approved by the Board of County Commissioners (“BCC”) to receive a \$3,224,000 loan from HHR funding. Revised plans call for construction of three buildings with 124 rental units. Final plans have been submitted to Charlotte County for review. Fish & Wildlife approved Carlisle’s Habitat Conservation Plan; the Take Permit has been received. Construction is expected to be completed in summer 2009. Carlisle has cleared the site.

Charleston Cay is a 128 unit affordable housing apartment complex on Harborview. Wendover Housing Group was approved by the BCC for a grant of \$1,250,000 of HHR funding and an additional \$250,000 in SHIP funds. Both are funded as a zero percent interest loan. The complex reported 96% occupancy in July.

Hampton Point Apartments is a 284 unit affordable housing apartment complex for non-elderly households developed by Picerne Development of Altamonte Springs, Florida. The complex has 13 buildings, with 2, 3, and 4 bedroom units. Hampton Point reported 71% occupancy for July, up from 65% in June.

Marian Manor is 31 affordable housing rental units to be constructed by the Diocese of Venice on Vick Street in Charlotte Harbor. The project was awarded a total of \$806,000 of HHR funds and SHIP assistance of \$465,000 by the BCC. Marian Manor received notice in December 2007, that the project will receive primary funding from the State’s 2007 Universal Cycle. Contracts have been signed. Construction is expected to begin in September.

The Punta Gorda Housing Authority (“PGHA”) has been awarded \$450,000 of SHIP funds to rebuild rental units destroyed during the hurricanes. The Gulf Breeze Apartments will have 171 units. The final plat was approved by the Punta Gorda City Council on May 16, 2007. Construction has begun. The first 31 units have been completed and are fully leased. The first move-ins occurred June 12th. Phase II is expected to be complete in July. Construction is expected to be complete by December 2008.

Special Needs

Harbor Place Apartments (*formerly known as Ellicott Circle*) is a 14 unit complex to be constructed by Goodwill Industries of SW Florida on Ellicott Circle. This project is affordable housing for disabled Charlotte County residents. Primary financing is through the HUD Section 811 (Supportive Housing for Persons with Disabilities) program. SHIP funds of \$260,000 provided gap financing. Construction has been completed and the units are occupancy, which is expected in late July. All the units have been leased.

Coastal Safe Haven, a proposed 52 bed facility, will provide housing to Charlotte County homeless individuals who have been diagnosed with mental illness or substance abuse. The Charlotte County Board of Zoning approved the special exception request for zoning density. Kelly Hall is emptied and ready for rehab. The site survey is complete and the Contractor is finalizing bids with subcontractors. Coastal Safe Haven received \$500,000 in HHR funding. Construction has begun.

Genesis Chara House, an existing 16 bedroom dormitory type building with 42 beds in Punta Gorda, was remodeled. This facility houses single mothers with infants or toddlers where the families may stay up to two years. The Chara House received \$1,433,944 in HHR funds and \$240,000 in SHIP funds. The facility is fully operational.

Genesis Bishop House is a six bedroom, 12 bed emergency housing with kitchen/dining facility for single pregnant women. The Bishop House received \$406,800 in HHR funds and \$100,000 in SHIP funding. Operations at the facility have been temporarily suspended pending new sources of operational funding.

Genesis Safe House, a proposed 54 bed shelter, is designed to house 30 single men and eight single women. It will also have four family units, each capable of housing a family of four. The Safe House received \$1,400,090 in HHR funds and \$600,000 in County sales tax proceeds. The Homeless Coalition recently received the CO. The Homeless Coalition is meeting with local churches and other faith-based organizations to develop a plan to open the facility in the fall.

Williams Place, a 12 unit complex in Punta Gorda for persons with physical disabilities, received HHR funds for rehabilitation. Grant documents have been drafted and are being reviewed by HUD. Work should begin within the next few months. The property is currently fully occupied with a waiting list. Tenants will remain in place during the renovations.

Restoration Roads, a new non-profit creating transitional housing for homeless youth between the ages of 13-18, received HHR to purchase and rehabilitate a group home in the revitalization area. The property has been purchase. Renovations have begun. A goal has been set to have the facility operational before the beginning of the new school year.