

**CHARLOTTE COUNTY
AFFORDABLE HOUSING ADVISORY COMMITTEE**

MEETING AGENDA - REVISED

**November 19, 2008 at 9:00 AM
Family Services Center
21450 Gibraltar Drive, Conference Room
Port Charlotte, Florida**

- I. Roll Call
- II. Approval of Minutes from October 22, 2008
- III. Overview of Sunshine Laws – Marty Burton, Charlotte County Attorney’s Office
- IV. Explanation of the purpose and requirements of the Local Housing Assistance Plan – Aida Andjar, Florida Housing Coalition
- V. Review of proposed changes to Local Housing Assistance Plan
- VI. Update from Charlotte County Housing Services – Brandi Day
- VII. The Housing Corporation Report - Brenda Bala
- VIII. Report from Habitat for Humanity – Mike Mansfield
- IX. Committee Member Comments

Adjournment

Next Meeting: The meeting will be held at 9:00 am on December 17th 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; October 22, 2008 Minutes; Housing Corporation report, HHR/SHIP report; Multifamily Report

CHARLOTTE COUNTY
AFFORDABLE HOUSING ADVISORY COMMITTEE
MINUTES
October 22, 2008

The meeting convened at 8:58 a.m. at the Family Services Center at 21450 Gibraltar Drive in Port Charlotte. Committee members present included James Marshall, Barbara Lisby-Sowell, Jim Kelley, Jim Sweeney, Kristen Marsella, Nancy Bell and Mike Mansfield. Jean Farino, Jeff Ahrens, Melissa Doyle, and Barbara Melanson, were excused. The following people were also present:

Brandi Day, Charlotte County Housing Division,
Bob Hebert, Charlotte County Housing Division,
Vikki Carpenter, Charlotte County Human Services,
Brenda Bala, The Housing Corporation of Charlotte County,
John Hastings, Marsella Homes, and
Paula Wilman, Punta Gorda Housing Authority.

Mr. Mansfield called the meeting to order at 8:58 am.

Jim Kelley made a motion to approve the minutes from the August and September meetings. Jim Marshall seconded the motion. The motion was unanimously approved.

Ms. Day provided an update on the recent efforts of Charlotte County Housing Services. Members were provided with a copy of the new Affordable Housing Catalogue. Ms. Day also reported on the successful Housing Fair the previous Saturday. The Punta Gorda Housing Authority received 402 applications for Section 8. Habitat for Humanity received 107 requests for information. The Housing Corporation counseled 38 persons. Ms. Day also provided an agenda for the arranged training session on Friday, October 24, 2008, provided by Florida Housing Coalition.

Mr. Hebert provided an update on the Neighborhood Stabilization Fund program. Because the County did not receive a direct allocation, the County will need to compete for the statewide allocation of \$91million. The Florida Department of Community Affairs will provide its plans the administration of this money by November 15, 2008. The County is watching this closely and is taking every possible step to secure funds for the County. Jim Sweeney suggested that the County should make foreclosure counseling a priority with this funding. However, it is not an eligible activity.

Ms. Day provided a brief update on the multifamily market. There has been very little change since the previous month. Overall occupancy increased by two percent, much of this is attributed to Gulf Breeze Apartments.

Ms. Bala provided an update on the work of the Housing Corporation. There has been a huge influx of applications for housing rehab assistance. Major problems include latent hurricane repairs, septic systems, and drain fields. The down payment program is still on hold. It is possible that the rehab program will need to be put on holds as well. The foreclosure program continues to receive high demand. The Community Land Trust just broke ground on their sixth house. Two more lots for development will be closing soon. In the Revitalization Area, there are five units complete, two with a certificate of occupancy. Two families have final action plans and are ready to move in. The lease was recently approved by the Housing

Corp. Board. The three homes the CLT has constructed on Helen Avenue in Punta Gorda are working through the court system after the developer went bankrupt. There are two families waiting for these homes.

Due to the holidays, the November and December meetings were rescheduled. Jim Kelley made a motion to move both meetings up a week to November 19 and December 17.

During the multi-family report, Ms. Day stated that the local apartment communities are experiencing slightly increasing occupancy.

Ms. Bala reported that the Housing Corporation's programs are seeing an increase in demand. There are 81 applications in progress now for rehab and down payment assistance. This means that all SHIP funds have been spent for the next three years. Ms. Bala also reported that the foreclosure counselors are overwhelmed with calls and in need of assistance.

There were no public comments regarding the plan from AHAC to the Board of County Commissioners.

Mike Mansfield introduced the Draft report as prepared in conjunction with the three previous sub-committee meetings to the full Committee for a vote. Mr. Marshall expressed a concern with item h, regarding sidewalk and streetwalk modifications. Mr. Mansfield responded that this would not be a requirement, but would only allow it to be considered as an incentive in the appropriate circumstances.

Ms. Marsella questioned the recently announced Sadowski funds that may be available from the state if the County extends its current reduction of impact fees. Mr. Hebert said that the County is pursuing these funds and keeping in close contact with state officials about these funds. However, it may not be economically feasible for us continue the reduction in impact fees to be in competition for this money. This question won't be answered until the rules are written, which was supposed to happen several months ago. The committee will be updated as more information becomes available.

Mr. Marshall made a motion to approve the report. Mr. Kelley seconded the motion. It was passed unanimously. The report will be presented to the Charlotte County Board of County Commissioners at their meeting on November 12, 2008.

In comments from Committee members, Ms. Lisby-Sowell said the Housing Fair was very good, although people needed to be corralled a little better in the future. Ms. Bala responded that the organizing committee will be meeting again soon to discuss the event and make changes in anticipation for next year. However, the Punta Gorda Housing Authority is planning to keep the waiting list open so next year's fair should not attract so many people seeking Section 8 vouchers.

Mr. Sweeney suggested that the Committee consider revising the Local Housing Assistance Plan now that changes to the Incentive Plan have been completed. He expressed concern about the number of strategies that serve moderate-income households. Mr. Hebert responded that Housing Services will be looking at this document and reconsidering all aspects of it.

Ms. Bell commended the sub-committee members for their work in the recommendations incorporated into the Plan.

Ms. Mansfield seconded those comments and expressed a desire to keep up the positive energy generated by the process. He also reported that Habitat's Family Services were overwhelmed by the response to the Housing Fair. The need for AHAC is strong right now as we seek to meet the strong demand for housing.

Mr. Sweeney motioned to adjourn. Mr. Marshall seconded the motion. The meeting was adjourned at 9:39 am.

The next meeting will be held November 19, 2008, at 9:00 am at the Family Service Center at 21450 Gibraltar Drive in Port Charlotte.

Respectfully submitted,

A handwritten signature in cursive script that reads "Brandi Day".

Brandi Day,
Program Coordinator,
Charlotte County Housing Services

**HOUSING CORPORATION OF CHARLOTTE COUNTY
CORNERSTONE LOAN PROGRAM AND REHABILITATION PROGRAM**

ACTIVITY REPORT

PERIOD BEGINNING 01-01-08 ENDING 10-31-08

Total Number of Applications Received 61
Total Number of Applications Processed 61
Total Number of Applications Approved 64
Total Number Minority Applications Received 8

Total Number of Down Payment/New Construction Applications Approved 37
Total Number of Rehabilitation Assistance Applications Approved 27

Total SHIP Dollars Funded	<u>1,644,515.88</u>
Total Rehab SHIP Dollars Funded	<u>572,712.39</u>
Total Down Payment/New Const. SHIP Dollars Funded	<u>1,069,803.49</u>
Total Cornerstone Loan Mortgages Generated	<u>2,563,796.00</u>

APPLICANT INFORMATION

Head of Household: Male 35 Female 29

Head of Household Race:

White	<u>54</u>
Black	<u>4</u>
Hispanic	<u>4</u>
Other	<u>2</u>

Head of Household Age:

0 - 18	<u>0</u>
19 - 25	<u>12</u>
26 - 40	<u>18</u>
41 - 64	<u>23</u>
64+	<u>11</u>

Family Size:	1 Person <u>24</u>	Total Clients Assisted <u>24</u>
	2 - 4 Persons <u>34</u>	Total Clients Assisted <u>95</u>
	5+ Persons <u>6</u>	Total Clients Assisted <u>34</u>
		Total All Sizes <u>153</u>

Types of Rehabilitation:

Roof	<u>7</u>
Plumbing	<u>13</u>
AC/Heat	<u>13</u>
Windows/Doors	<u>12</u>
Exterior Paint	<u>3</u>
Living Space	<u>0</u>
Handicapped Access	<u>0</u>
Electrical	<u>8</u>
Sewer/septic	<u>10</u>
Other	<u>6</u>

Income Level:

Very Low	<u>17</u>
Low	<u>40</u>
Moderate	<u>7</u>

Note: Income levels are based on family size

Affordable Housing Projects Spreadsheet
October 31, 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)	\$ 1,250,000.00	\$ -	7/21/2006	Apr-07	Oct-07	\$ 1,250,000.00			Fully operational. Lot has been cleared. Foundation has been laid. The developer is waiting to close on its financing with FHFC. The next phase of construction is expected to begin in December. The three buildings will be completed in phases beginning March 2009 with leasing complete by December 2009.	128	Non-Elderly	50/60%AMI
Charlotte Crossing (Carlisle Development Group)	\$ 3,224,000.00	\$ 3,224,000.00		Jul-08	Sep-09				Renovations are complete. Additional operating funds will be required before the property can open at full capacity. A date for occupancy has not yet been determined.	124	Seniors	60% AMI
Coastal Safe Haven (Coastal Behavior)	\$ 500,000.00	\$ -	10/10/2006	Jun-08	Sep-08	\$ 100,000.00	\$ 86,360.14	\$ 313,639.86	Facility completed.	52	Special Needs	30% AMI
Genesis Bishop House (Homeless Coalition)	\$ 406,799.95	\$ -	2/24/2006	Feb-06	Jul-06	\$ 327,213.52	\$ 37,005.43	\$ 42,581.00	Facility completed.	16	Special Needs	30% AMI
Genesis Chara House (Homeless Coalition)	\$ 1,433,944.00	\$ -	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 Safe House (Homeless Coalition)	\$ 1,400,090.30	\$ -	12/19/2005	Aug-07	Jun-08	\$ 122,288.47	\$ 226,738.85	\$ 1,051,062.98	Facility completed. Opening is delayed due to a lack of operating funds. The Homeless Coalition is working to secure these and is hoping for an October 2008 opening.	52	Special Needs	30% AMI
Habitat for Humanity (Homes for Revitalization Area)	\$ 2,100,000.00	\$ 1,000,000.00		Jan-08	Jun-09	\$ 240,000.00	\$ 420,000.00	\$ 440,000.00	Contracts signed. 29 lots have been purchased. Eight homes were completed.	30	Non-Elderly	<80% AMI
Housing Corporation (Rehab for Lease/Purchase in Revit. A)	\$ 1,650,000.00	\$ 1,119,201.84	4/1/2008	Jan-08	Jun-08	\$ 248,370.17	\$ 133,759.59	\$ 148,668.40	Grant documents completed. HC has begun purchasing properties. One home is nearing completion. Six other units are in various stages	10	Non-Elderly	<80% AMI
Marion Manor (Diocese of Venice)	\$ 806,000.00	\$ 806,000.00		Mar-08	Dec-08				State Underwriting expected November 2008. The property should begin construction by January and be completed by December 2009.	31	Non-Elderly	50/80%AMI
Restoration Roads (Transitional Youth Facility)	\$ 980,000.00	\$ -	12/11/2007	Feb-08	Mar-08	\$ 544,778.37	\$ 28,893.68	\$ 406,327.95	Grant documents completed. Renovation has begun, but is being held up by z required zoning change. Work is expected to be completed by March 2009.	18	Special Needs Youth 14-17	30% AMI
Williams Place Apartments	\$ 236,405.00	\$ -	6/25/2008	Feb-08	Sep-08	\$ 140,195.00	\$96,210.00		Renovations have been completed. Property is fully occupied again.	14	Special Needs	50% AMI
Total HHR Funds	\$ 13,987,239.25	\$ 6,149,201.84				\$ 4,329,319.09	\$ 1,078,556.07	\$ 2,430,162.25				
SHIP												
Harbor Place Apartments (Goodwill)	\$ 260,000.00	\$ -	8/14/2007	Aug-07	Oct-08	\$ 98,694.00	\$ 135,070.00	\$ 26,236.00	Property is complete. Ribbon cutting occurred in October.	14	Special Needs	30% AMI
Charleston Cay	\$ 250,000.00	\$ -	7/21/2006	Apr-07	Oct-07	\$ 250,000.00			Fully operational.	128	Non-Elderly	50/60%AMI
Genesis Chara House	\$ 240,000.00	\$ -	10/25/2006	Dec-05	Jun-06	\$ 23,664.69	\$ 216,335.31		Facility completed.	42	Special Needs	30% AMI
Genesis Bishop House	\$ 100,000.00	\$ -	2/13/2007	Feb-06	Jul-06	\$ 100,000.00			Facility completed.	16	Special Needs	30% AMI
Marian Manor	\$ 465,000.00	\$ 465,000.00		Dec-09	Dec-09				State Underwriting expected November 2008. The property should begin construction by January and be completed by December 2009.	31	Non-Elderly	50/80%AMI
Gulf Breeze Apartments (Punta Gorda Housing Auth.)	\$ 450,000.00	\$ -	7/22/2007	Jul-07	Dec-08	\$ 450,000.00			There are 107 units occupied with three units still available. Construction is expected to be complete on all 171 units in December.	171	Non-Elderly	30/60%AMI
Total SHIP Funds	\$ 1,765,000.00	\$ 465,000.00				\$ 922,358.69	\$ 351,405.31	\$ 26,236.00				
Grand Total Housing Funds	\$ 15,752,239.25	\$ 6,614,201.84				\$ 5,251,677.78	\$ 1,429,961.38	\$ 2,456,398.25		702		