



"MARCH WINDS AND APRIL  
SHOWERS BRING FORTH  
MAY FLOWERS."

- ENGLISH PROVERB

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***GCRA Board Meeting***  
***March 26, 2024***

# >>> April 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
7	8	<b>Admin. Committee Meeting</b> 12:30 pm <b>Board Room</b>	10	<b>Ops. Committee Meeting</b> 12:30 pm <b>Board Room</b>	12	13
14	15	16	17	18	19	20
21	22	<b>Board Meeting</b> 12:30 pm <b>Board Room</b>	24	25	26	27
28	29	30				

# >>> May 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6	7	8	9	10	11
12 Mother's Day	13	14 Admin. Committee Meeting 12:30 pm Board Room	15	16 Ops. Committee Meeting 12:30 pm Board Room	17	18
19	20	21	22	23	24	25
26	27 Memorial Day Office Closed	28 Board Meeting 12:30 pm Board Room	29	30	31	



**This notice was posted in compliance with the South Carolina Freedom of Information Act**

**THE GREENVILLE COUNTY REDEVELOPMENT AUTHORITY**

**MARCH BOARD OF DIRECTORS MEETING**

**TUESDAY, MARCH 26, 2024**

**12:30 P.M.**

**GCRA BOARD ROOM**

**301 UNIVERSITY RIDGE, SUITE S-4300**

**GREENVILLE, SC 29601**

- 1) Call to Order Chair Charlotte Osmer
- 2) Invocation
- 3) \*Approval of the February 27, 2024 Board Minutes (Pages 5-8)
- 4) Administration Committee (Pages 9-13)
  - a) \*Approval of PY 2024 CDBG Public Service Subrecipients – Unincorporated
  - b) \*Approval of PY 2024 CDBG Home Repairs Subrecipients
  - c) \*Approval of the PY 2024 ESG Subrecipients
  - d) \*Approval of PY 2024 Home-ARP Proposals – TBRA, Supportive Service, Operating and Capacity Building Proposals
  - e) \*Approval of PY 2024 Home-ARP Proposals – Non-Congregate Shelters (NC) Proposals
  - f) \*Approval of the PY 2024 HOME and Greenville County Affordable Housing Fund (GCAHF) Proposals
  - g) \*Approval of the PY 2024 Community Housing Development Organization (CHDO)
  - h) \*Approval of the Public Agency Infrastructure Improvement Proposal
- 5) Key Financial Performance Indicators Report (Page 14)
- 6) Operations Committee (Pages 15-19)
  - a) \*Approval to Accept the Transfer of 43 Parcels from Greenville Housing Futures (GHF)
  - b) \*Approval of Associate Maintenance Technician & Associate Housing Specialist Positions
- 7) Other Business
- 8) Executive Session. When necessary, the Board convenes in Executive Session for the discussion of negotiations incidental to proposed contractual arrangements and proposed sale or purchase of property, the receipt of legal advice where the legal advice relates to a pending, threatened, or potential claim or other matters covered by the attorney-client privilege, settlement of legal claims, or the position of the public agency in other adversary situations involving the assertion against the Redevelopment Authority of a claim, or other matters authorized by the South Carolina Freedom of Information Act.
  - a) Discuss Personnel Matter – \*Approval to Execute a Contract with an Executive Search Firm
- 9) Adjournment

**MINUTES  
GREENVILLE COUNTY REDEVELOPMENT AUTHORITY  
REGULAR SESSION  
TUESDAY, February 27, 2024**

**BOARD MEMBERS PRESENT:** Charlotte Osmer, Chairman  
Lawson Wetli, Vice-Chair  
Allen White, Treasure  
Amy Coleman  
Barry Coleman  
David Doser  
Denise Ernul (Virtually)  
James Hammond  
Jane Kizer  
Robert Julian  
Walter Moragne  
Diana Weir

**STAFF MEMBERS PRESENT:** John Castile, Executive Director  
Imma Nwobodu, Program Director  
Joe Smith, Operations Director  
Pamela Proner, Finance Director  
Beverly Robertson, Executive Assistant/HR Manager

1. **Opening and Roll Call.** The meeting was called to order by the Chair at 12:30 p.m.
2. **Invocation.**
3. **Approval of the January 23, 2024, Board Minutes.**

On a motion by Mr. Doser, seconded by Ms. Weir, the Board unanimously approved the minutes of the January 23, 2024, Board meeting as presented.

4. **Administration Committee.**
  - a) **Approval of the South Carolina Local Government Investment Program (LGIP).** Ms. Coleman presented the South Carolina Local Government Investment Program (LGIP) for approval. The LGIP is an investment tool for local governments only in South Carolina to have an opportunity to acquire maximum returns on investments by pooling available funds with funds from other political subdivisions. It is similar to a money market fund in that it is offered at a stable price. Ms. Coleman stated that Mr. Hodges, Treasurer of Greenville County, was at the Administration Committee meeting and that Mr. Hodges shared his experiences with the investment program. Mr. Hodges stated that his experience with LGIP has only been positive. He stated that one of the

key highlights to this program is the access to the funds and the turn around to being able to access them is only a day. Ms. Proner had met with Ms. Coleman and Ms. Kizer separately before the Administration Committee meeting in order to give them an overview of the program.

Ms. Proner shared that this topic was covered in depth at the Administration meeting and that today would be an overview. When GCRA completed the Fiscal Year 2023 audit, the auditor recommended that staff look into the LGIP. Based on recent increase of cash flow with specialized funding, the auditors have seen wonderful returns on investments with other organizations that they have performed audits for. Ms. Proner then conducted research and spoke with Mr. Hodges about the program.

Ms. Proner reiterated what Ms. Coleman said that the LGIP is like a money market account because of its stable pricing. The return on investment is tied directly to the federal funds rate. Currently the rate of return is 5.67% which is extremely high compared to that of a local bank. However, the rate does fluctuate.

Ms. Proner stated most of the schools and local government entities already invest in this program. She highlighted the fact that if the funds are requested by 4 pm, those funds will be in GCRA's bank the next day. Also, there is no minimum balance. She stated that after speaking with an outside advisor, in order to get rates similar to the LGIP, the funds would not be available as fast and there would be a sizeable minimum balance.

Discussion ensued and all questions were answered satisfactorily. From the discussion, the Board agreed that the amount of funds to be invested was 75% of the cash balance.

On a motion by Mr. Doser, the Board unanimously approved for GCRA Staff to Invest in the South Carolina Local Government Investment Pool.

- b) Approval of Miller Place Loan Renewal Line of Credit.** Ms. Coleman stated that the Miller Road rental complex in Mauldin has a loan of approximately \$1,836,000 at a 6% interest rate with a balloon payment that matured on January 28, 2024. The Board approved at its January meeting to do a 30-day extension in order to review the refinancing of the loan. Countybank has offered GCRA a line of credit for the remaining balance of the loan

Countybank has restructured this loan to be a line of credit instead of a fixed term loan with a balloon payment at maturity. The line of credit will be in the amount of the principle amount owed which is \$1,514,032.13. The rate of 7% will be fixed for five years, and then will adjust annually according to the WSJ Prime rate + 1%. This restructuring to a line of credit will eliminate closing costs in the future for this loan.

On a motion by Mr. Moragne, the Board unanimously approved the Miller Place Loan Renewal Line of Credit as presented.

- c) **Approval of the Fiscal Year 2024-2026 Audit Service Selection.** Ms. Coleman stated that every three years GCRA staff issues a request for proposal for auditing services. In the bid process, staff received three competitive bids. All the bids were reviewed and scored internally with Martin Smith and Company CPA receiving the highest score. Martin and Smith has been GCRA's auditors for the past three years and staff felt that with GCRA's aggressive deadlines to finish the audit for Greenville County's deadline, that Martin and Smith would be able to meet those deadlines with their timeliness and knowledge.

On a motion by Mr. Hammond, the Board unanimously approved the Fiscal Year 2024-2026 Audit service selection of Martin Smith and Company CPA as presented.

- d) **Approval of Additional HOME-ARP Funds to Greenville County Human Relations Commission for Tenant Based Rental Assistance (TBRA).** Ms. Coleman stated that in June of 2023, the Board approved a total of \$381,900 of the Greenville County HOME-American Rescue Plan (ARP) funds to the Greenville County Human Relations Commission (HRC). She stated that HRC received \$200,000 for Tenant Based Rental Assistance, \$125,000 for supportive services and \$56,900 for operating/capacity building. HRC has expended their TBRA fund and assisted eighty-four households to prevent homelessness. Ms. Coleman stated that HRC has come back and requested an additional \$100,000 to continue to administer the TBRA program by providing direct financial assistance to pay for rent and utility payments for at risk or homeless households.

On a motion by Ms. Wetli, the Board unanimously approved the additional HOME-ARP Funds to Greenville County Human Relations Commission for Tenant Based Rental Assistance as presented.

5. **Financial Reports.** Ms. Proner presented the Financial Highlights for the month of December 2023. She stated that cash was down 2% for the month of December. Revenue was \$720,947 and expenditures were \$1,058,032 which resulted in a net loss of \$337,085. There was a payment that was made on the Fairview Project for the vertical construction of \$650,000. The rental portfolio had a net income of \$15,354. Ms. Proner stated other key items for the month were the sale of 7 Ridge Row in Piedmont for \$225,000 and GCRA being in its 2<sup>nd</sup> year contribution for Harmony Ridge.
6. **Operations Committee Reports.** Mr. Coleman stated there were no approvals for Operations.
7. **Executive Session.** On a motion by Mr. Doser seconded by Ms. Weir, the Board voted unanimously to enter Executive Session at 1:11 pm to discuss a personal matter.

On a motion by Ms. Kizer, seconded by Mr. White, the Board voted to exit the Executive Session. Executive Session adjourned at 1:19 pm. No action was taken.

8. **Adjournment.** There being no further business, the meeting was adjourned at 1:26 p.m.

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Secretary





## MEMORANDUM

**TO:** GCRA Board Members

**FROM:** Amy Coleman, Administration Committee Chair

**RE:** Administration Committee Meeting, March 12, 2024

**DATE:** March 12, 2024

1. **Opening and Roll Call.** The Administration Committee met on Tuesday March 12, 2024, at 12:30 p.m. Committee members present were Amy Coleman, Robert Julian, Jane Kizer, and Allen White. Charlotte Osmer and Diana Weir were absent. Staff present were John Castile, Executive Director; Imma Nwobodu, Program Director; Pamela Proner, Finance Director; Beverly Robertson, Human Resource Manager/Assistant to the Executive Director; Francisco Arnaiz, Senior Community Development Planner; Kristin Conely, Associate Community Engagement Specialist; and Tiffany Stark, Associate Administrative Assistant.

2. **Invocation**

**Action Items: The following items which were considered by the Administrative Committee must be approved or ratified by the Board.**

3. **\*Approval of PY 2024 CDBG Public Service Subrecipients – Unincorporated.** Ms. Nwobodu started the discussion by giving the Committee a brief overview of each category of subrecipients and what their requirements were. The first approval item was the CDBG public service subrecipients for the unincorporated area. Ms. Nwobodu stated that GCRA must set aside 15% of the total grant funds for public service. The total funding available for Program Year 2024 is \$302,000 and funding requests were \$816,745. She went on to explain that there were several GCRA staff members involved in the reviewing and scoring of the subrecipients. The staff participating in the scoring was a mix of Program, Operations, and Finance staff members. Ms. Nwobodu turned over the discussion to Ms. Conley, GCRA's Community Engagement Specialist, who works directly with the subrecipients and makes sure all of their paperwork and requests are correct. Ms. Conley explained how much was allocated to each Subrecipient and why. Those Subrecipients were: Human Relations – Fair Housing, Human Relations – FEC, Unity Health on Main, Meals on Wheels, Greenville Free Medical, SHARE, and Safe Harbor.

Mr. Julian inquired about the criteria that the programs had to meet in order to be funded. Ms. Nwobodu stated that what each applicant put in their proposal was a huge part of the scoring along with has GCRA had any past experience with the agency and what was the experience like. She also stated that the scores look at what is the direct impact of the program. How many individuals did this program plan to impact and how is agency going

to run their program is a few things the scores look at. Ms. Nwobodu also stated that when some agencies receive a denial letter, they reach out to GCRA to see how they can make their proposal stronger for the next fiscal year.

Ms. Conley went through each proposal and explained the proposal and why it was either funded or not. Several of the Committee members had questions on the proposals. Discussion ensued and all questions were answered satisfactorily.

On a motion by Ms. Kizer, seconded by Mr. White, the Committee unanimously approved the Program Year 2024 CDBG Public Service Subrecipients – Unincorporated

4. **\*Approval of PY 2024 CDBG Home Repairs Subrecipients.** Ms. Conley stated that there were only two subrecipients to apply this year for Home Repair. Habitat was one proposal and they requested \$25,000 for five homes. The other proposal came from Rebuild Upstate. Rebuild requested \$57,500 for eight to ten homes. Ms. Conley stated that staff recommended that both programs be funded at their full request amounts totaling \$82,500.00.

On a motion by Ms. Kizer, seconded by Mr. White, the Committee unanimously approved the 2024 CDBG Home Repairs Subrecipients.

5. **PY 2024 CDBG Municipal Subrecipient Information.** Ms. Nwobodu explained that the CDBG Municipal subrecipient is for information only. She went on to say that most of the municipalities set aside funds for subrecipients. While GCRA staff makes recommendations for funding, it is the municipalities' administration that approves their subrecipients. Ms. Conley states the PY 24 applicants are the same applicants as PY 23 and the same requested funding amounts.
6. **\*Approval of PY 2024 ESG Subrecipient.** Ms. Conley went over the subrecipient proposals and the recommended allocations. She stated that there was a total of \$346,100 requested and only \$140,500 was available for Emergency Solutions Grant – Outreach and Shelter. Ms. Conley went over each proposal and stated that staff had recommended the following subrecipients for funding: Pendleton Place, SHARE, United Housing Connections, and United Ministries.

Ms. Conley stated that the Human Relations Commission was recommended for funding for Case Management of Rapid Rehousing and Homeless Prevention. She then stated that United Housing Commission recommended funding was for the HMIS system for the entire COC. \$31,000 will remain in-house for direct services of rapid rehousing and homeless prevention.

On a motion by Mr. White, seconded by Ms. Kizer, the Committee unanimously approved the 2024 ESG Subrecipients.

## 7. \*Approval of PY 2024 Home-ARP Proposals

- a) **\*Approval of the TBRA, Supportive Service, Operating and Capacity Building Proposals.** Ms. Nwobodu stated GCRA was awarded HOME – American Rescue Plan (ARP) funds for a total of \$4,151,357 from the US. Department of Housing and Urban Development in 2021. The HOME-ARP funding gives jurisdictions significant new resources to address homeless assistance needs by creating affordable housing or non-congregate shelter units and providing tenant-based rental assistance or supportive services. The HOME -ARP funds are available for expenditure until the year 2030. The funds must be used for individuals and families from the following qualifying populations: homeless; at-risk of homelessness; fleeing or attempting to flee domestic violence, dating, violence, sexual assault, stalking or human trafficking, and other populations with the greatest risk of housing instability; and veterans and families that include a veteran family member that with one of the preceding criteria.

Ms. Conley stated that recommended funding for United Housing Connections was for total of \$158,000 to be used for TBRA – total of \$78,000, \$40,000 supportive services, and \$40,000 for non-profit capacity building. Next, she stated that Safe Harbor was recommended for funding for \$38,000 for non-profit capacity building. Then, 1st Impression was recommended for funding for \$32,500 for supportive services and \$2,000 for non-profit capacity building.

On a motion by Ms. Kizer, seconded by Mr. White, the Committee unanimously approved the TBRA, Supportive Service, Operating and Capacity Building Proposals as presented.

- b) **\*Approval of the Non- Congregate Shelters (NC) Proposals.** Mr. Arnaiz started off the discussion by explaining the difference between congregate and non-congregate shelters. A congregate shelter is one large open space shared by multiple people and sharing the same restrooms. Whereas a non-congregate shelter is a single room with its own bathroom. GCRA budgeted approximately \$415,000.00 for non-congregate shelter. A notice of funding availability was sent out, an application was made available, and a training at GCRA was held to go over the application process. The application window is open as it is a rolling application. Two applications have been received so far from Safe Harbor and Salvation Army.

Mr. Arnaiz stated that staff recommended funding Safe Harbor at \$250,000. Safe Harbor's total project budget is \$19,947,831. He went on to say that staff recommended funding for The Salvation Army was \$180,000.00. The Salvation Army's total project budget is \$23,697,340. The total recommended funding was \$430,000.00 which is slightly over the \$415,000.00 that GCRA budgeted. Staff feels that there is room in the budget to accommodate this overage.

On a motion by Mr. White, seconded by Ms. Kizer, the Committee unanimously approved the Non-Congregate Shelters (NC) Proposals.

8. **\*Approval of the PY 2024 HOME and Greenville County Affordable Housing Fund (GCAHF) Proposals** Mr. Arnaiz stated that similar to the HOME-ARP process, a notice of available funding was published. The notice did not state how much was available because GCRA has not received its allocation numbers for PY2024. Typically, the funding is \$1,200,000. Staff received four applications. The first one is Dominion – Avery Landing, staff recommended funding of \$600,000 (\$100,000 from HOME funds and \$500,000 from AHF). This project is new construction rental apartments with 153 units serving the 51% to 60% AMI population. Second is Homes of Hope – doing scattered sites, staff recommending they receive \$100,000 from HOME funds. Homes of Hope is doing two single family homes on one site, two single family homes on another site and three townhomes for rent. The fourth application was from Beyond Housing - #5 10<sup>th</sup> Street. Staff is not recommending funding this proposal due to an incomplete application.

On a motion by Mr. Julian, seconded by Ms. Kizer, the Committee unanimously approved the 2024 Greenville County Affordable Housing Fund proposals.

On a motion by Mr. White, seconded by Ms. Kizer, the Committee unanimously approved the HOME and Greenville County Affordable Housing Fund proposals.

9. **\*Approval of the PY 2024 Community Housing Development Organization (CHDO).** Mr. Arnaiz stated that staff received one application for Community Housing Development Organization and that proposal came from Habitat for their Sturtevant Street project. GCRA has funded them in the past for four units and the proposal is for four more. Staff recommended funding Habitat a total of \$188,277 for two new constructions for individuals 31% to 50% AMI and two new constructions for individuals in the 51% to 60% AMI.

On a motion by Ms. Kizer, seconded by Mr. White, the Committee unanimously approved the 2024 Community Housing Development Organization (CHDO).

10. **\*Approval of the Public Agency Infrastructure Improvement Proposal.** Ms. Nwobodu stated that MetroConnects made an application for CDBG Public Infrastructure Improvement funding. MetroConnects is requesting funding to improve sanitary sewer lines that are more than 100 years old at the Union Bleachery Mill Village neighborhood. MetroConnect is requested \$500,000 for this project and staff recommends funding this project for \$500,000 over a two-year funding cycle for PY24/PY25 CDBG.

On a motion by Mr. White, seconded by Mr. Julian, the Committee unanimously approved the Public Agency Infrastructure Improvement Proposal.

## 11. Administration Reports

- a) **Subrecipient Report.** Ms. Nwobodu presented the Subrecipient report for the current program year. She stated that staff looks at the current subrecipient report to help make decisions on the upcoming program year funding.

**b) Financial Reports.** Ms. Proner gave a brief synopsis of the financials.

**12. Adjournment.** There being no further business, the Committee adjourned at 2:17 p.m

GCRA Financial Highlights  
Month at a Glance January 24

<u>Government-Wide</u>	<u>Month</u>	<u>Change from Prior Month</u>	<u>%</u>	<u>Change from FY23 (FYTD)</u>	<u>%</u>
Cash	11,621,170	Decrease	-8%	Decrease	-14%
Total Assets	38,148,678	Decrease	-1%	Decrease	0%
Notes Payable	2,129,167	Decrease	0%	Decrease	-10%
Debt-to-income	3%			2%	
Net Position	32,705,858	Decrease	-1%	Decrease	-1%
Net investment in capital assets	8,907,319	Decrease	0%	Decrease	-2%
Unrestricted net assets	23,798,539	Decrease	-1%	Increase	0%

<u>Governmental Funds</u>	<u>Month</u>	<u>YTD</u>
Revenue	543,739	4,628,426
Expenditures	1,406,688	6,050,510
Net Income (loss)	(862,949)	(1,422,084)
Rental Portfolio		
Net Income (loss)	4,369	(27,650)

Notes:

Rehabilitation of 6 Estelle (Rental Portfolio) and 105 Hodges \$130,000 (T.R.)

Fairview project \$648,000

CHDO, Housing assistance, Shelter & Outreach \$300,000



## MEMORANDUM

**TO:** GCRA Board Members  
**FROM:** Barry Coleman, Operations Committee Chair  
**RE:** Operations Committee Meeting, March 14, 2024  
**Date:** March 14, 2024

1. **Opening and Roll Call.** The Operations Committee met on Thursday March 14, 2024, at 12:30 p.m. Committee members present were Barry Coleman, Denise Ernul, James Hammond, Walter Moragne, and Lawson Wetli. Absent Committee member was David Doser. Staff present were John Castile, Executive Director; Joe Smith, Operations Director; Beverly Robertson, Human Resource Manager/Assistant to the Executive Director; Meg Macauley, Project Coordinator; and Tiffany Stark, Associate Administrative Assistant.

### 2. **Invocation**

**Action Items: The following items which were considered by the Operations Committee must be approved or ratified by the Board.**

3. **\*Approval of Accept Transfer of 43 Parcels from Nonprofit.** Mr. Smith stated that the Executive Director of Greenville Housing Futures (GHF) is retiring and hoping to dissolve this nonprofit. The Executive Director of GHF has been in conversation with GCRA leadership regarding the possibility of deeding their entire rental portfolio over to GCRA. Mr. Smith stated that the portfolio consists of forty-three properties, and it is his estimation that GCRA will be deeded the properties within the next few months. He stated that GCRA's attorney will be managing the legal process of getting a clear title and the property deed in GCRA's name. The Executive Director of GHF has notified his board and they are in agreement with this transfer.

Mr. Smith stated that the current occupancy rate is 98 percent with only one vacancy. Once GCRA has received the properties, the current tenants of the forty-three units will be notified of the transfer in ownership. If approved GCRA staff will make on-site visits to make it easier for the residents during the changeover. Mr. Hammond asked if anything would change for the current tenants once GCRA because the landlord. Mr. Smith stated that rent will remain the same for the tenants because the portfolio is comprised of seniors. Staff will conduct all

income checks to make sure that all current tenants fall within 30% and below AMI. Ms. Ernul asked if there has been any inspection done on these properties to see if any major repairs need to be done. Mr. Smith stated he has physically seen the properties and Greenville Housing Futures has kept up on the maintenance of these properties. However, there may be some deferred maintenance, but no expected major repairs. The portfolio generates about \$225,000.00 per year and the units are debt-free. Mr. Castile stated that Greenville Housing Futures has a maintenance plan with a capital replacement plan. He also stated that Mr. Smith has known the maintenance person for these units for close to thirty years and is confident the units were all well maintained.

Mr. Hammond inquired if the units will be reserved for seniors with perpetuity. Mr. Smith confirmed the units would stay focused on senior residents. Mr. Hammond asked if there are any big costs in facilitating the transfer of properties to GCRA. Mr. Smith stated that there will be some cost in the title search.

On a motion by Ms. Ernul, seconded by Ms. Wetli, the Committee unanimously approved to Accept the Transfer of 43 Parcels from Greenville Housing Futures.

4. **Approval of Associate Maintenance Technician and Associate Housing Specialist Positions.** Mr. Smith stated that GCRA's current rental portfolio consists of seventy units with an occupancy rate of 94%. He went on to explain that if the Board were to accept the transfer of the forty-three senior rental units from Greenville Housing Futures, then GCRA's portfolio will expand to 113 units. With 113 units, additional staff will be needed.

Currently, GCRA has one maintenance technician to service the current seventy units. Another maintenance technician will be need once GCRA acquires more units. In addition to a maintenance person, there will need to be a capital outlay of approximately \$32,000 for necessary equipment such as a van, tools, and supplies. Mr. Smith is also proposing hiring an additional staff position in order to assist with the lease management, collection activities, provide backup for the existing staff members, and to continue the customer service level which our residents require. Mr. Smith stated that both positions can be funded through the expanded rental portfolio.

Ms. Wetli asked if the two new positions were for the new forty-three units or will the responsibilities be a little broader. Mr. Smith stated that this position will cover all the units in the portfolio. Mr. Castile shared that GCRA only has one maintenance technician.

On a motion by Mr. Hammond, seconded by Mr. Moragne, the Committee unanimously approved the Associate Maintenance Technician and Associate Housing Specialist Positions.



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**Please review the following items of business discussed at the Administration Committee meeting. These items will not be discussed in the Board meeting unless there is a question or comment about them.**

## **5. Operations Reports**

- a) **Home Sales and Rental Property Reports.** Mr. Smith stated that the buyer is attempting to close on Good Friday on the home at 434 Lindberg Street in Slater. However, staff is hoping to move up the date to Thursday, March 28, 2024. Mr. Smith stated that at the Greer annual action plan meeting, the administrator asked when the homes on Canteen Avenue would begin. Mr. Smith told them that at the moment all of Greer's funds have been allocated to the Fairview townhome project. Mr. Smith then showed pictures of the progress on the Fairview townhomes. He stated that starting next week, the driveways will be poured. Most buildings are finished inside, and hopefully the trim work should start in the next two weeks or so. All work is on schedule for a June occupancy with a target of May for marketing to sell. Mr. Hammond asked if there has been any home buyers' interest as of yet. Mr. Smith stated that there has been interest already in the townhomes.

Mr. Smith then went over the rental portfolio. He stated that GCRA rentals are mostly occupied. The unit at 511 Trade St. is under repair from flooding and should be rented quickly once repairs are done. 16 3<sup>rd</sup> Avenue is still vacant but should be rented out soon as well. 15 Speed Street is now occupied since last month. 6 Estell Street and 105 Hodgens Drive to be completed soon and should be back in the portfolio by the first of May.

Mr. Smith went over the past due rent report and stated that the amount past due is down another \$2,000.00 from the \$14,662.63 shown on the report. Mr. Smith stated that some individuals have been advised to seek rental assistance with their past due. Mr. Hammond asked if based on the history of the past due report, is this dollar amount past due higher than normal or is this the norm. Mr. Castile stated having past due rent amounts are part of the GCRA business model. He stated that instead of looking at the dollar amount staff looks at how far behind the tenant is in rent. Mr. Castile stated that GCRA is going to help individuals and work with its residents to keep them in their homes as much as possible. However, staff cannot let individuals get to far past due because they will never be able to catch up. Ms. Ernul asked if there are specific reasons residents have not gone to get assistance with their rent payments. Mr. Smith answered that there are multiple reasons why they do not go. Mr. Castile stated that some are not properly motivated and it is GCRA staff's job to make sure that they get

motivated to pay their rent. Mr. Coleman asked about the eviction time and Mr. Smith stated that it takes about sixty days. Mr. Moragne wants to know the rent costs on each property. Mr. Smith stated rent ranges depending on the income of the person renting the unit.

- b) **Operations Activities.** Mr. Smith presented the Operations Activity Report year-to-date on new construction and repairs. The one new construction at 7 Ridge Row is completed. So far, \$1,817,250 has been spent on the new construction at Fairview but those townhomes are not completed yet. The two new constructions for rental are nearly finished and should be completed within the next six weeks or less. These two homes will go back into the rental portfolio. Mr. Smith stated that the Owner Operator Repairs goal for the fiscal year was 25, and GCRA has already completed 34 and could possibly have around 50 completed before the end of the fiscal year. The average amount spent on repairs per home is roughly \$11,000.00 for repairs on each home.

Mr. Smith reviewed resale/rental repair progress and stated that five rental repairs have been completed. He stated that three demolitions have been completed. For the Partner Activity, Rebuild Upstate has spent \$22,668 on five projects and Habitat for Humanity has not been able to do any repairs this year so far.

- c) **Public Works Reports.** Mr. Smith presented the Public Works report for the month of February. He stated that the contract has been executed with Foothills Contracting Service for Miller and Old Mills Road sidewalk project in Mauldin. Work on the project should begin within a few weeks and is expected to be completed within a few months. The actual work is expected to take one to two weeks to complete. Gridley Place is progressing through the Subdivision Advisory Committee. Site Design, the engineer, is coordinating the requested revisions. Mr. Smith stated there was a good meeting with Jeff Hildebrand from CoTransCo about Iola Wilson Street. Mr. Hildabrand stated that they are still in the surveying phase. Mr. Smith stated that once this is complete, staff should be ready to put the project out for bid which will be 60-90 days.

- 6. **Other Business.** Mr. Smith shared that GCRA closed on the purchase of the Annex. Some security improvements have been made. Staff worked on the fencing and cleaning up the site. GCRA's landscape company has been working on the site as well by cutting down tree limbs but will have to have a professional tree service come and cut down some trees. Mr. Smith met with the architect for renovating the space to be useable for staff. He stated that once he has a timeline and a budget, he will be bringing this to the Committee for approval in the future.

- 7. Adjournment.** There being no further business, the Committee adjourned at 1:20 pm.