

**MINUTES**  
**GAINESVILLE NONPROFIT DEVELOPMENT FOUNDATION, INC.**  
**April 9, 2014**

A meeting of the Gainesville Non-Profit Development Foundation, Inc. was held in the Community Development Conference Room, 311 Henry Ward Way 2<sup>nd</sup> Floor.

Members present: Leroy Summerour, Dick Young, Emory Turner, Camille Viera, and Carlyle Cox.

Ex-officio: Myrtle Figueras

Staff Present: Chris Davis, Housing Programs Manager

**CALL TO ORDER**

The meeting was called to order at 4:30 p.m.

**CITIZEN ISSUES**

None.

**APPROVAL OF MINUTES**

Mr. Cox made a motion to approve the minutes of July 19, 2012; the motion was seconded by Mr. Summerour. Minutes were unanimously approved.

**OLD BUSINESS**

**Outstanding Loans**

Mr. Davis updated the Board on the status of all outstanding loans. He told the members payment in full had been received for the balance of the delinquent rehabilitation loan on 735 Harvey Street. He also reported that all other loans were being paid as agreed.

**NEW BUSINESS**

**2013 Annual Audit**

Mr. Davis shared the Audit Report with board members. The report covers the period July 1, 2012 through June 30, 2013. Mr. Davis highlighted the revenues and expenditures during the year. Mr. Davis explained nonprofit funding supports the administrative costs of running all of the housing programs. He explained expenses totaled \$78,897. He requested the Board to review and asked for any questions or comments. Upon review and no questions, Mr. Summerour made a motion to accept the audit as presented. Mr. Cox seconded the motion. All members were in favor of the motion.

### **2014 Meeting Dates**

Mr. Davis asked the board to review meeting dates proposed for the 2014 calendar year. Upon discussion over having the meetings on Wednesday or Thursday, Mr. Davis suggested keeping the meeting date to Wednesday but moving the meeting to 3:30 instead of 4:30. Mr. Summerour made a motion to approve the calendar as presented and to change the meeting time to 3:30. Mr. Cox seconded the motion. The Board unanimously approved the 2014 calendar.

### **Credit Card for the Nonprofit**

Mr. Davis asked the Board if staff could order a credit card for the nonprofit to handle items that need to be paid by the agency. Board members asked why the GNPDF, Inc. would need the card. Mr. Davis explained there are occasions when it is more convenient to pay with a credit i.e. annual dues to the state, reservations on hotel rooms, etc. The board asked who would be responsible for the card and what security measures would be in place to prevent misuse. Mr. Davis explained the process for credit as handled by the city and that he would be responsible for the card under the supervision of the Finance Department which verifies all expenses charged to the card. Mr. Cox made a motion to allow staff to get a credit card. Mr. Summerour seconded the motion. All members were in favor.

### **Nonprofit Land**

Mr. Davis explained to the Board that staff had been meeting with Habitat to discuss the possibility of partnering together to develop new homes on the nonprofits property located on Martin Luther King Junior Boulevard and off of Wood Avenue. He explained a lot of particulars would be controlled (appearance, materials, etc.) if we were to work with Habitat to develop on the property. Mr. Davis mentioned that this had been discussed with Broughton and Audrey at the December meeting and that they were in favor of looking into the possibility further. Mr. Davis explained that Rochester, a local land surveying/engineering firm that works with Habitat had been out to the property on Wood Avenue which is approximately 3.5 acres. Based on the initial survey it would appear a total of 12 homes could be built on the site. He explained that there could potentially need to be some investment by the nonprofit other than the land for infrastructure. He explained that Habitat has homebuyers just no land to build home on for those buyers. He continued by explaining the process in which once the home is built then the homebuyer pays there monthly payment to the nonprofit over a 20 year term. Mr. Davis explained the net between expenses and revenue would determine whether or not the partnership with be financially feasible for the Gainesville Nonprofit Development Foundation. The Board asked if staff could bring back details on home sizes/square footages at next meeting. Mr. Davis then discussed the property located on MLK. He explained to the board that staff put in an application to the State Department of Community Housing for a grant to develop single family homes on the property. If awarded home funds, the grant would be used to acquire additional property, install infrastructure, and to construct the homes. This opportunity would also involve the participation of Habitat with construction of some of the units. Mr. Davis explained the grant is called the HOME Homeownership and Small Rental Housing Development program. He explained that a total of \$1,000,000 was applied for. If the funds are received by the City they will continue to stay here in Gainesville and revolve. Mr. Davis stated that staff originally did not feel we were eligible for the grant however, DCA staff at the Fall

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GICH retreat encouraged us to apply. Mr. Davis told the Board that the adjacent property was owned by First Baptist Church and that he had contacted them about scheduling a meeting to discuss the acquisition of the property from the church. The church is not sure it wants to develop on the property. Mr. Davis told the Board we would get notification by the end of June. He also told the board members that staff only had three days to submit the application and requested the board to ratify the submission of the grant and authorize the use of the nonprofits property to development the homes if the grant is received. Mr. Cox made a motion to support the inclusion of the nonprofits land on MLK in the HOME grant application. Mr. Summerour seconded the motion. All board members were in favor.

### **Transfer of Property from the City of Gainesville**

Mr. Davis explained that the following properties have been acquired under the City's CDBG grant program:

1158 Desota Street  
1166 Desota Street  
1174 Desota Street  
2492 MLK Jr. Drive  
2500 MLK Jr. Drive  
510 A & B Hunter Street  
1083 Desota Street

Since the City is the recipient of the CDBG funds, property must be acquired in this manner. Once acquired the property is then transferred to the nonprofit for redevelopment and sale to homeowners. The Gainesville Nonprofit was founded to address slum and blight citywide and for the development of decent affordable housing for low and moderate income families. Mr. Davis explained to the Board that he would like to work with Habitat to build on these lots. Mr. Davis also explained to the Board that this item was on the agenda for informational purposes. He explained that he must get an approved resolution from the City prior to transferring the property. Once approved, if there were no concerns from Board members he would proceed with the transfer. The board was in agreement with the process.

### **Approval of the Amendment to the Articles of Incorporation**

Mr. Davis showed the Board the resolution from City Council approving the change to the Articles of Amendment. No action needed.

### **2015 Budget**

Mr. Davis presented the proposed 2015 budget to the board. Mr. Davis provided the board with a copy of the budget and highlighted the proposed revenue and expenditures projected for the upcoming year. Mr. Davis explained the administrative costs last year were \$78,897. The proposed budget includes administrative costs of \$77,107. He explained that staff continues to work to reduce expenditures and seek opportunities to generate income for the nonprofit. Mr. Davis explained the breakdown of the Administrative funds to assist with running the CDBG and

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nonprofits housing programs. After some discussion, Mr. Turner made a motion to approve the budget as proposed. Mr. Summerour seconded the motion. All members were in favor.

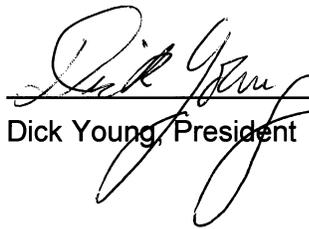
**Meeting**

The next regularly scheduled board meeting is set for Wednesday, July 9, 2014 at 3:30 p.m.

**ADJOURNMENT**

The meeting was adjourned at 5:30 p.m.

Respectfully submitted,

  
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Dick Young, President