

**MINUTES**  
**GAINESVILLE NONPROFIT DEVELOPMENT FOUNDATION, INC.**  
Wednesday, December 16, 2015

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, Maria Calkins, Dick Young, Broughton Cochran, Montine Smith.

Ex-officio: Not Present

Staff Present: Chris Davis, Housing Programs Manager, Theresa Dyer, Housing Coordinator.

Guest: None.

**CALL TO ORDER**

The meeting was called to order at 12:00 p.m.

**CITIZEN ISSUES**

None.

**APPROVAL OF MINUTES**

Mr. Summerour made a motion to approve the minutes of April 15, 2015; the motion was seconded by Mr. Young. Minutes were unanimously approved.

**OLD BUSINESS**

**Administration of the Hall County CHIP Program**

Mr. Davis explained to the Board that the Agreement between the City and the County had expired and that staff would no longer be administering the County's CHIP grants. Mr. Davis explained that the State had decided to allow the County to administer their own grants. Board members were appreciative of staff's efforts to assist. No action needed.

**Good360**

Mr. Davis explained to the Board that while the Good360 program was certainly worthy of participation, the time involvement, pick up of donations and the required storage space exceeded the benefits. As such, Mr. Davis explained that the program had been transferred to one of our partners, Habitat for Humanity of Hall County. Mr. Davis expanded by reminding the Board of Habitat's mission and their capacity to handle the materials. Board members agreed that it was in the best interest of the GNPFD to transfer the program.

## NEW BUSINESS

### **Construction Contract for 2492 and 2500 MLK Junior, Blvd.**

Mr. Davis began by sharing the background of the project for new members. He described the process and how the City of Gainesville had acquired two lots on Martin Luther King Junior Blvd. with CDBG funds for the purpose of developing new affordable housing. He explained that each property contained blighted, vacant, single family homes when acquired. Prior to acquisition it was determined that each home would be demolished and reconstructed for safety, feasibility and functionality. Once constructed, the homes would be sold. Mr. Davis continued by stating that the existing homes had been demolished and a request for proposals had been advertised for the construction of the new homes to include required grading and installation of the infrastructure. He explained to the Board that initial bids came in high and that there were several inconsistencies in the two bids received. As a result, a new RFP was advertised. He added that this process takes several weeks which is why there had been a delay. New bids were received and after some negotiations, a contractor had been selected. A contract for the construction had been developed and was being brought to the Board for review and approval. Mr. Davis explained that Mrs. Theresa Dyer had prepared and solicited the bids as well as negotiated and developed the contract. As such, Mr. Davis explained that Mrs. Dyer would go over the process and the contract in detail for the Board. At this time Mrs. Dyer began discussing the details of the contract to include the selected contractor's information and the contract documents. Mrs. Dyer continued by reviewing each section of the contract with emphasis on the contact price, start date and completion date as well as other specific requirements within the document. Mr. Cochran asked about the construction price per square foot. Mrs. Dyer stated that the construction costs were about \$100 dollars per square foot based on the bid and the square footage of the homes at 1,392 sq. ft. She explained that Home Depot was providing some of the materials under contract with the city. As such we were receiving a discounted price for the materials purchased directly from the retailer. After some discussion, Mrs. Dyer went into specifics about the selected contractor and prior work performed. She provided the Board with information about projects within the local area including downtown Jefferson, Fort Yargo State Park, and Chateau Élan. She explained to the Board her confidence with their performance in the past. With no other questions, the Mr. Cochran made a motion to approve the contract as submitted. Mr. Summerour seconded the motion. All members were in favor of approving the contract.

### **Projected Sales Price for New Homes**

Mr. Davis told the Board that the target sales price for the homes was \$134,900. He explained that sales in the area were limited however, citywide sales of 3 bedroom 2 bath homes ranged anywhere from \$109,000 to \$149,000. The sales number had been provided by the real estate agent, Ms. Mary Smith with Berkshire Hathaway. Mr. Davis explained to the Board, that based on these figures and the constructions costs he felt comfortable with the asking price. He reminded the Board of the fact that any sales would be brought before the group for consideration and final acceptance. Mrs. Calkins asked staff about down payment assistance. Mrs. Dyer explained that there is assistance available to qualified buyers now that the City's 2014 CHIP grant conditions had been cleared. Mrs. Calkins was grateful and wished to discuss in further detail so that she could provide potential buyers from Housing Authority properties the information. It was agreed that the details of the down payment assistance would be discussed at another time. There were no further questions or discussion and no action required.

### **Northwestern Cottages Development Update**

Mr. Davis updated the Board on the progress being made on the project. He explained that staff had finally received clearance from the State to proceed therefore Mrs. Dyer had extended a Request for Proposals for contractors to bid on. Mr. Davis told the Board that prior to clearance to proceed staff was allowed to spend funds on soft costs which includes engineering and plan development. As such he explained that Mrs. Dyer had worked diligently with the architect and engineer to have everything ready on our end. As such, once clearance was provided, Mrs. Dyer was ready to solicit contractors. He reminded the Board that the GNPDF was the developer in the project and that a Developer Agreement between the City and the Nonprofit would be brought before them for consideration and approval.

### **2016 Meeting Calendar**

Mr. Davis asked the board to review meeting dates proposed for the 2016 calendar year. Mr. Cochran made a motion to approve the calendar as presented. Mr. Summerour seconded the motion. All members were in favor.

### **Meeting**

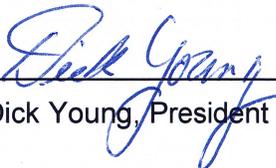
Based on the approval of the 2016 meeting calendar, the next regularly scheduled board meeting is set for Wednesday, January 13, 2016 at 3:30 p.m.

### OTHER

### ADJOURNMENT

The meeting was adjourned at 1:35 p.m.

Respectfully submitted,

  
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Dick Young, President