

Town of Windsor

Memorandum

March 12, 2019

TO: The Honorable Mayor and Town Council
FROM: Michael Stallings, Town Manager *MS*
SUBJECT: Windsor Court II Rehabilitation Application

The Windsor Court II Apartments are applying for rehabilitation assistance from the Virginia Housing Development Authority. They have asked for our support in their application.

As part of their application, they will receive additional points if the host locality offers a tax abatement on any improved value due to the rehab. This will not reduce their current real estate taxes, but only the portion associated with the improved value due to the rehab.

Attached you will find a resolution of support and agreeing to the tax abatements, an email from the Senior Development Officer as well as a scope of work for the rehabilitation if the application is successful.

As this project would enhance the quality of life for the residents of these housing units, I recommend that Council adopt the enclosed resolution.

Recommended Motion

Move that Council adopt the enclosed resolution entitled:

A Resolution In Support Of A Rehabilitation
Application For Windsor Court II Apartments
And Approving Certain Tax Abatements

Resolution

A Resolution In Support Of A Rehabilitation
Application For Windsor Court II Apartments
And Approving Certain Tax Abatements

WHEREAS, the Town Council wishes to support the rehabilitation of the Windsor Court II Apartments, and;

WHEREAS, the owners of Windsor Court II Apartments are applying for Virginia Housing Development Authority assistance, and;

WHEREAS, additional scoring points are awarded if the locality provides tax abatement on the improved value after the rehab, and;

WHEREAS, the residents and Town will benefit from an enhanced quality of life due to the rehabilitation of these housing units.

NOW, THEREFORE BE IT RESOLVED by the Council of the Town of Windsor, Virginia as follows:

Section 1. The Town Council supports the Windsor Court II rehabilitation application.

Section 2. The Town Council agrees to provide tax abatement for a period of 3 years on the improved value after completion of the rehabilitation project.

Section 3. This resolution shall be in effect on and after its adoption.

Adopted: March 12, 2019

TESTE:

Town Clerk

Michael Stallings

From: Tony Calkins <tcalkins@tmadevelopment.com>
Sent: Friday, February 22, 2019 11:23 AM
To: Michael Stallings
Subject: Windsor Court II Temporary Tax Abatement (Improved Value)
Attachments: Windsor Court II Apartments - UxU Work Write Up.pdf

Mr. Stallings,

Thank you again for taking time to meet earlier this week. I appreciate it and look forward to working with you and your colleagues.

If we are chosen by VHDA this year, Windsor Court II will undergo a complete rehabilitation at a cost of approximately \$43,000 per unit, bring the project spend to approximately \$1,032,000. I have attached a Scope of Work from 2017; this will be updated for 2019 but should give you an idea of the work to be performed.

VHDA's requirement for a tax abatement provides additional points to our application, making it more competitive. The requested tax abatement applies to the improved value, not the current value, so there is no decrease in current tax revenue.

VHDA's application deadline this year is March 14th. If we can obtain approval before that date we can add it to our application. If not, we would like pursue approval anyway in case we need to apply again in 2020.

Let me know if you need additional information and thanks again for your help.

Tony

Tony Calkins | Senior Development Officer

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Unit by Unit Scope of Work

Windsor Court II

February 22, 2017

In accordance with the 2017 VHDA Qualified Allocation Plan for the LIHTC program, the following is a scope of work for the proposed renovations to Windsor Court Manor, based on scope of work prepared by Canterbury Construction dated February 22, 2017. Matrix included is based upon a previous site inspection, prior to construction all units to be inspected and all conditions confirmed.

The following is a typical list of interior work to be performed in every apartment unit:

General

- Install new ductless Mini Split units with a SEER rating of 17.0 or more and a HSPF rating of 9 or more with integrated dehumidification.
- Construct bulkheads for new ductwork where necessary
- Determine duct leakage and aereoseal ducts.
- Install new 2.45 EF Storage Electric Heat Pump Water Heater and pan
- Provide water submeters
- Replace carpet and pad
- Install wood base
- Patch drywall throughout units
- Paint interior of units
- Replace switches, receptacles and plates at all interior spaces
- Install cable TV at all bedrooms
- Replace all interior locksets
- Install miniblinds at all windows
- Install new locksets and dead bolts at all entry doors
- Install new vase shaped door knockers with eye viewer on new entry doors.
- Test all emergency call/pull systems if in place.

Living/Dining Area

- Replace/Install sheet vinyl at entry "landing" and dining area. Provide underlayment at second floor units
- Install ceiling fan with Energy Star lighting

Kitchen

- Replace wall cabinets



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- Replace base cabinets
- Replace countertop
- Replace sink faucet
- Replace sink
- Install Energy Star fluorescent light fixture
- Install aluminum range guards (2) piece
- Install GFCI receptacles
- Install Energy Star dishwasher
- Install Energy Star refrigerator
- Install 30" electric range with Saf-T-Elements.
- Replace range hood with Energy Star range hood. Provide hard ducting to the exterior.
- Install sheet vinyl flooring. Provide underlayment at second floor units.
- Replace closet door as noted on unit scope of work matrix

Hall/Stairs/Mechanical Closet

- Install smoke/carbon monoxide detector at hall and top of stairs (where applicable)
- Install Energy Star light fixture at hall, closet over stairs, and top of stairs (where applicable)
- Install Energy Star light fixture with globe in mechanical closet
- Replace mechanical closet door
- Enlarge mechanical closet to accommodate new water heater, pan, and fan coil unit as shown on plans.
- Install sheet vinyl at closets. Provide underlayment at second floor units.
- Replace bi-fold closet door with new swing door.
- Install new vinyl stair treads and risers

Bathroom:

- Install new vanity and top
- Install WaterSense water closet
- Install WaterSense lavatory faucet
- Install new medicine cabinet
- Install new Energy Star light fixture over medicine cabinet
- Install Energy Star exhaust fan, provide hard ducting to the exterior for exhaust fan if not present.
- Replace tub diverter and controls. Provide WaterSense labeled showerhead



- Install GFCI receptacles
- Install toilet room accessories
- Install new mirror
- Install sheet vinyl flooring. Provide underlayment at second floor units.
- Replace bathroom door as noted on unit scope of work matrix

Master Bedroom

- Install smoke/carbon monoxide detector
- Install Energy Star light fixture at closet
- Replace door as noted in the unit scope of work matrix
- Replace bi-fold closet doors with new swing doors
- Install insulated attic hatches at second floor units.

Bedroom #2

- Install smoke/carbon monoxide detector
- Replace door as noted in the unit scope of work matrix
- Replace bi-fold closet doors with new swing doors

The following is a list of interior work to be performed in every accessible apartment unit in addition to or in lieu of the typical work listed above:

- Install insulated piping wrap under kitchen sink and bathroom lavatory
- Install accessible switch for range hood
- Install accessible Energy Star dishwasher
- Install new 30" self-cleaning electric range with front controls.
- Install emergency call stations
- Install Energy Star side-by-side refrigerator
- Install accessible smoke/carbon monoxide detectors in hall and bedrooms
- Install wall hung lavatory with lever-handled WaterSense faucets in bathroom.
- Install roll-in shower with grab bars and accessible WaterSense showerhead
- Install accessible WaterSense water closet
- Install grab bars at water closet
- Install storage cabinet over water closet
- Provide lever locksets on all doors
- Reconfigure units as indicated on the unit plans to provide the required accessible spaces.
- Install two eye viewers, one at 48 inches and the other at standard height on entry door.



The following is an outline of site work to be performed

- Replace existing project signage with new signage
- Install lighting for project sign
- Stripe parking spaces
- Install all handicapped and van accessible parking signage at corresponding parking spaces
- Provide access (ramps) from accessible parking spaces to accessible units and community spaces
- Install 6" concrete apron and pad at dumpster
- Provide new landscaping and mulch at limited areas
- Prune and fertilize existing trees and low lying vegetation
- Replace existing dumpster surround with new vinyl surround
- Install new 6" thick concrete pads under exterior condensing units
- Perform miscellaneous site grading to insure water being directed away from building perimeter, install topsoil and seed/straw at areas of disturbance
- Snake sanitary sewer drains
- Install pipe rail at portions of ramps and field paint
- Patch existing bituminous paving and overlay new topcoat
- Remove deteriorated concrete surfaces per contractor scope and install new concrete
- Provide new landscaping around condensers
- Provide new Tot-Lot and associated site work.

The following is a summary of exterior and common area work to be performed

- Replace existing asphalt shingles with minimum 30-year warranted architectural shingles
- Replace all deteriorated roof sheathing with new sheathing (1/2" OSB)
- Install continuous ridge vents at all new roofs
- Clad all fasciae, rake boards and exterior trim with factory finished coil stock, replace all deteriorated or damaged trim prior to cladding.
- Replace existing soffits with new vented vinyl soffits
- Replace all gutters and downspouts with new factory finished gutters and downspouts including splash blocks and downspout extenders



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- Supplement existing attic insulation with additional rock-wool insulation to achieve R-49 rating. Install insulation baffles as required to insure that insulation does not impede soffit ventilation
- Provide air sealing in attic
- Remove existing vinyl siding. Install new vinyl siding, weather barrier and R-3 rigid insulation on existing insulated sheathing.
- Replace existing windows with new single-hung vinyl Energy Star labeled windows for the North-Central Zone
- Replace exterior entry doors with thermally efficient fiberglass doors, doors to be factory primed
- Field paint exterior doors
- Install Energy Star exterior light fixtures at entry doors
- Replace existing address identification, unit numbers and building numbers
- Install lever locksets and dead bolts at entry doors
- Install new shed roofs over unit entries.

End of scope