

Town of Windsor

Memorandum

March 8, 2022

TO: The Honorable Mayor and Town Council
FROM: William G. Saunders, IV, Town Manager
SUBJECT: Windsor Court II Apartments Revitalization Resolution

Background

TM Associates Development, the current owner and operator of Windsor Court II Apartments, intends to apply to Virginia Housing (formerly VHDA) for LIHTC financing for a substantial rehabilitation of the apartment community. If awarded financing, the partnership plans to expend over \$3,900,000, translating to \$129,000+ per apartment unit, on the rehabilitation.

This financing has been previously sought for Windsor Court II Apartments, receiving letters of support from Windsor Town Managers in 2008, 2009, 2012, 2014, 2015, 2017, and 2019.

Specifics

The improvements proposed can be found in the enclosed Unit by Unit Scope of Work.

In order to achieve the highest scores possible in the competitive application process, the applicants have requested three deliverables from the Town. They include:

1. Local CEO Support Letter – This has already been provided to the applicants.
2. Zoning Certification Letter - This has already been provided to the applicants.
3. Revitalization Area Certification – This is under consideration herewith.

The Revitalization Area Certification conveys that the Town Council has passed a resolution to declare the subject area a revitalization area per Virginia Code Section §36-55.30:2.A, which supports the type of funding that the applicants seek for this project.

Enclosures

Resolution in Support of Revitalization
Applicant's Cover Letter
Unit by Unit Scope of Work
Code of Virginia Section §36-55.30:2.A

Recommended Action

Move that Council adopt the resolution entitled:

RESOLUTION IN SUPPORT OF REVITALIZATION OF
WINDSOR COURT II APARTMENTS

**RESOLUTION IN SUPPORT OF REVITALIZATION OF
WINDSOR COURT II APARTMENTS**

WHEREAS, the Town Council of the Town of Windsor desires to improve the availability and quality of affordable housing within the town; and,

WHEREAS, the Windsor Court II Apartments represent a significant portion of the supply of affordable housing within the town; and,

WHEREAS, the Windsor Court II Apartments are situated within the town limits on tax parcel 54-01-005C; and,

WHEREAS, the Windsor Court II Apartments have not received any significant upgrades or substantial rehabilitation work in over thirty years, and due to this, the area is blighted, deteriorated, deteriorating or, if not rehabilitated, likely to deteriorate by reason that the buildings, improvements or other facilities in such area are subject to one or more of the following conditions - dilapidation, obsolescence, overcrowding, inadequate ventilation, light or sanitation, excessive land coverage, deleterious land use, or faulty or otherwise inadequate design, quality or condition; and,

WHEREAS, private enterprise and investment are not reasonably expected, without assistance, to produce the construction or rehabilitation of decent, safe and sanitary housing and supporting facilities that will meet the needs of low and moderate income persons and families in such area and will induce other persons and families to live within such area and thereby create a desirable economic mix of residents in such area.

NOW, THEREFORE, BE IT RESOLVED that the Town Council of the Town of Windsor, hereby dedicates the area known as the Windsor Court II Apartments on tax parcel 54-01-005C as a revitalization area per Virginia State Code Section §36-55.30:2.A.

Adopted by the Town Council of the Town of Windsor this 8th day of March, 2022.

Glyn Willis, Mayor

Terry Whitehead, Clerk

Approved as to Form:

Fred Taylor, Town Attorney



SENT VIA EMAIL

February 9, 2022

Mr. William Saunders, Town Manager
c/o Town of Windsor
8 East Windsor Boulevard
Windsor, Virginia 23487

Re: Proposed Rehabilitation of Windsor Court II Apartments, located in the Town of Windsor, Isle of Wight County, Virginia

Dear Mr. Willis,

I am writing this letter to present our plans for the proposed acquisition and renovation of the above referenced apartment development as well as request the support of the Town of Windsor. TM Associates Development intend to apply to Virginia Housing (formerly VHDA) for LIHTC financing to accomplish the substantial rehabilitation of Windsor Court II Apartments. We are the current owner and operator of the apartment community and look forward to the opportunity to preserve its affordability for years to come.

TM Associates Development has been in business for over thirty years specializing in all aspects of multifamily development. Since 1986 when the Federal Low-Income Housing Tax Credit (LIHTC) was introduced, TM has been actively acquiring and renovating affordable housing complexes within the Mid-Atlantic area. To date, TM has completed over 100 redevelopments with the use of LIHTC financing including 72 in the Commonwealth of Virginia, over 30 in just the past five years. Additionally, the company's principals are managing general partners in over 150 successfully operated developments located throughout Delaware, Maryland, New York, North Carolina, Pennsylvania, Virginia and West Virginia

As aforementioned, we intent to apply to Virginia Housing for LIHTC financing. The application process is extremely competitive, and only applicants receiving the highest scores will be awarded. In order to score high enough to compete for these tax credits, VH requires that we obtain the following form letters, prepared and signed by the Town of Windsor. If awarded financing, the partnership plans to expend over \$3,900,000, translating to \$129,000+ per apartment unit on the rehabilitation of Windsor Court II Apartments.

The letters we need from the Town of Windsor are:

1. Local CEO Support Letter
2. Revitalization Area Certification
3. Zoning Certification



I would appreciate it if you would place the attached letters on Town letterhead, sign each of the letters and email scanned copies to my development team's attention at dnuzzio@tmadevelopment.com and mgiannopoulos@tmadevelopment.com. Our deadline with VHDA is March 10, 2022, but it would be greatly appreciated if you could please return the requested letters sooner than that date, preferably by March 3, 2022, to avoid any unforeseen delays.

I thank you in advance for your help and support. Should you have any questions or wish to further discuss our plans to acquire and renovate Windsor Court II Apartments, please do not hesitate to contact me at astockmaster@tmadevelopment.com.

Sincerely,

A handwritten signature in black ink, appearing to read "Adam J. Stockmaster".

Adam J. Stockmaster

President

TM Associates Development Inc.

MINER FEINSTEIN ARCHITECTS

February 28, 2022

Unit by Unit Scope of Work Windsor Court II Apartments

In accordance with the 2022 VHDA Qualified Allocation Plan for the LIHTC program, the following is a scope of work for the proposed renovations to Windsor Court Apartments II. The following is a typical list of interior work to be performed in every apartment unit:

General

- Install new 17 SEER split system heat pump ducted system HSPF rating of 9 or more with integrated dehumidification.
- Install Ultra Aire Dehumidifier in all units.
- Construct bulkheads for new ductwork where necessary.
- Determine duct leakage, then clean and air-seal ducts.
- Install new .95 Energy Factor Storage Electric Water Heater and pan.
- Provide water submeters.
- Replace carpet and pad.
- Install wood base.
- Patch drywall throughout units.
- Paint interior of units with low VOC paint.
- Replace switches, receptacles and plates at all interior spaces. Provide USB in kitchen, living room, and bedroom.
- Install cable TV outlets at all bedrooms.
- Replace all interior doors with solid core type.
- 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.
- All dwelling units will be designed to comply with Universal Design requirements.
- Provide complete wi-fi package for units and common areas.

Living/Dining Area

- Replace/Install LVT plank flooring at entry "landing" and dining area.
- Install ceiling fan with Energy Star LED lighting

Kitchen

- Replace wall cabinets to comply with Universal Design requirements.
- Replace base cabinets to comply with Universal Design requirements.
- Replace countertops
- Replace sink faucet
- Replace sink with Universal Design standards.
- Install Energy Star LED 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 LVT plank flooring.
- Replace all closet doors.

Hall/Stairs/Mechanical Closet

- Install smoke/carbon monoxide detector at hall.
- Install Energy Star light fixture at hall.
- 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 VCT at mechanical closets.
- Replace bi-fold closet door with new swing door.

Bathroom:

- Install new vanity and top per Universal Design standards.
- 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.
- Replace bathroom doors.
- All full bathrooms will have an independent or supplemental heat source.

Master Bedroom

- Install smoke/carbon monoxide detector

- Install Energy Star light fixture at closet
- Replace doors.
- Replace bi-fold closet doors with new swing doors
- Install insulated attic hatches.

The following is a list of interior work to be performed in every accessible (UFAS) 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.
- Provide tile flooring with no threshold into roll-in shower. Add secondary drain in middle of bathroom.
- 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 42 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

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 (5/8" 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
- Supplement existing attic insulation with additional rock-wool insulation to achieve R-49 rating. Install insulation baffles as required to ensure 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. Remove existing patio doors and provide Energy Star labeled vinyl patio doors as well.
- 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

End of scope

Code of Virginia

Title 36. Housing

Chapter 1.2. Virginia Housing Development Authority Act

§ 36-55.30:2. Housing revitalization areas; economically mixed projects

A. For the sole purpose of empowering the HDA to provide financing in accordance with this chapter, the governing body of any city or county may by resolution designate an area within such city or county as a revitalization area if such governing body shall in such resolution make the following determinations with respect to such area: (i) either (a) the area is blighted, deteriorated, deteriorating or, if not rehabilitated, likely to deteriorate by reason that the buildings, improvements or other facilities in such area are subject to one or more of the following conditions: dilapidation; obsolescence; overcrowding; inadequate ventilation, light or sanitation; excessive land coverage; deleterious land use; or faulty or inadequate design, quality or condition; or (b) the industrial, commercial or other economic development of such area will benefit the city or county but such area lacks the housing needed to induce manufacturing, industrial, commercial, governmental, educational, entertainment, community development, healthcare or nonprofit enterprises or undertakings to locate or remain in such area; and (ii) private enterprise and investment are not reasonably expected, without assistance, to produce the construction or rehabilitation of decent, safe and sanitary housing and supporting facilities that will meet the needs of low and moderate income persons and families in such area and will induce other persons and families to live within such area and thereby create a desirable economic mix of residents in such area. Any redevelopment area, conservation area, or rehabilitation area created or designated by the city or county pursuant to Chapter 1 (§ 36-1 et seq.) of this title, any census tract in which 70 percent or more of the families have incomes which are 80 percent or less of the statewide median income as determined by the federal government pursuant to Section 143 of the United States Internal Revenue Code or any successor code provision on the basis of the most recent decennial census for which data are available, and any census tract which is designated by the United States Department of Housing and Urban Development and, for the most recent year for which census data are available on household income in such tract, either in which 50 percent or more of the households have an income which is less than 60 percent of the area median gross income for such year or which has a poverty rate of at least 25 percent shall be deemed to be designated as a revitalization area without adoption of the above described resolution of the city or county. In any revitalization area, the HDA may provide financing for one or more economically mixed projects and, in conjunction therewith, any nonhousing buildings that are incidental to such project or projects or are determined by the governing body of the city or county to be necessary or appropriate for the revitalization of such area or for the industrial, commercial or other economic development thereof.

B. The HDA may finance an economically mixed project that is not within a revitalization area if the governing body of the city or county in which such project is or will be located shall by resolution determine (i) either (a) that the ability to provide residential housing and supporting facilities that serve persons or families of lower or moderate income will be enhanced if a portion of the units therein are occupied or held available for occupancy by persons and families who are not of low and moderate income or (b) that the surrounding area of such project is, or is expected in the future to be, inhabited predominantly by lower income persons and families and will benefit from an economic mix of residents in such project and (ii) private enterprise and

investment are not reasonably expected, without assistance, to produce the construction or rehabilitation of decent, safe and sanitary housing and supporting facilities that will meet the needs of low and moderate income persons and families in such area and will induce other persons and families to live within such area and thereby create a desirable economic mix of residents in such area.

C. In any economically mixed project financed under this section, the percentage of units occupied or held available for occupancy by persons and families who are not of low and moderate income, as determined as of the date of their initial occupancy of such units, shall not exceed 80 percent.

1979, c. 374; 1996, cc. 77, 498; 2004, c. 187; 2006, c. 784.

The chapters of the acts of assembly referenced in the historical citation at the end of this section(s) may not constitute a comprehensive list of such chapters and may exclude chapters whose provisions have expired