



# City of Greensboro

Date: September 22, 2004  
To: Andy Scott, Director of Housing & Community Development  
From: Internal Audit  
Subject: Autumn Drive and Camel Street Apartments 2002-2003

The Internal Audit Division has completed a program and compliance review of the current year's operations of the Autumn Drive and Camel Street Apartments, which are owned by the City of Greensboro and are worth approximately \$1,150,000.

These apartments located, at 1601, 1603 and 1605 Autumn Drive and 315 West Camel Street, have 12 and 20 units respectively available for low-income families and individuals. These units are managed for the City by Affordable Housing Management, Incorporated.

We accompanied Mr. Bill Black, Rehabilitation Supervisor of Housing & Community Development, as he inspected approximately 15% of the units at both sites and noted minor repairs needed at Autumn Drive which have since been corrected. During last year's review, we noted that the Camel Street site was in need of major repairs. This is currently in progress at an estimated cost of \$354,000 for all the units. Both of these properties currently have a 100% occupancy rate.

We examined selected financial transactions and program documentation maintained by the agency for compliance with the management agreement. Based on our review, it appears that the funds from operations have been spent to maintain the properties in accordance with the terms of the management agreement.

We would like to thank Ms. Robbin Gore, Office Manager and Ms. Carol Smith-Andrews, Director of Property Management for Affordable Housing Management for their courtesy and cooperation shown us during this compliance review. If there are any questions or comments concerning the details of this review, we can be reached at 373-2823.

Len Lucas  
Internal Audit Director

Cc: Ben Brown, Assistant City Manager for Economic Development  
David Levy, Executive Director of Affordable Housing Management, Incorporated