



City of Greensboro

Date: September 27, 2004
To: Andy Scott, Director of Housing & Community Development
From: Internal Audit
Subject: Windhill Development, L.L.C. 2002-2003

The Internal Audit Division has completed a program and compliance review of the current year's operations of the Windhill Development, L.L.C., which received a loan from the City of Greensboro in the amount of \$379,877. This loan helped support the construction of 60 apartment units for families in the Greensboro area. These units located at 201 Windhill Court are called Windhill Apartments and are managed by Affordable Housing Management, Incorporated.

This loan repayment to the City is based upon the cash flows of the property; is non-interest bearing and is due each May in an amount not to exceed \$1,000. The agency made its \$1,000 payment for the year-ended December 2002 in compliance with the contract. There was no payment due for the year-ended December 2003.

The property additionally received a Community Development Services Grant in the amount of \$16,000 from the City during the 2002-2003 grant year. This grant is designed to help with supportive services of the residents such as a computer lab, recreational equipment for children, and rental assistance.

We accompanied Mr. Bill Black, Rehabilitation Supervisor of Housing & Community Development as he inspected approximately 15% of the units and he found these to be functional and well maintained along with the grounds neatly kept.

We examined selected financial transactions and program documentation maintained by the agency for compliance with the loan and grant agreements. Based on our review, it appears that the funds have been used according to the terms of the agreements with no exceptions noted.

We would like to thank Ms. Wanda Winchester, Property Site Manager; Ms. Debora Osborne, Finance Director and Ms. Carol Smith-Andrews, Director of Property Management for Affordable Housing Management for their courtesy and cooperation during this compliance review. If there are any questions or comments concerning 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