

City of Asheville  
**BOARDS & COMMISSIONS**  
Application Form

**Applicants are strongly urged to attend several meetings of a board prior to applying**

Name of board or commission: Affordable Housing Advisory Committee

Your name: Laura Collins Home Phone #: 828. 337. 2525

Street address: 477 Maple Ridge Ln. City: Asheville Zip Code: 28906

Mailing address (if different): Same

Employer: Asheville Area Habitat for Humanity

Your position: Govt. & Corporate Relations Office Phone #: 828. 210. 9384

Resident of City Asheville County Buncombe Race White \*  Male  Female\* Age 52\*

Residence location (check one):  Central  North  South  East  West

Are you aware of any potential conflicts of interest that may arise during your service on this board (i.e., property interest, business interest, etc.)? If so, please explain: AAHH receives some City

Funding. Potential conflicts of interest do not preclude appointments.

Please indicate the area(s) of expertise that you can bring to the above board(s), and then in detail list education, experience, reasons for your interest, and other factors that support your interest in serving. **Applicants are encouraged to provide a cover letter and/or a brief resume. Please use additional sheets if necessary.**

See attached

Return to:

Maggie Burleson, City Clerk  
Post Office Box 7148  
Asheville, N.C. 28802-7148

E-Mail: [mburleson@ashevillenc.gov](mailto:mburleson@ashevillenc.gov)  
Telephone: 259-5601  
Fax #: 259-5499

Signature: Laura J. Collins

Date: 10/11/15

E-Mail: lcollins@ashevillehabitat.org

Fax #: 828. 251. 0678

\* This information is requested for the sole purpose of assuring that a cross section of the community is appointed.

Laura J. Collins  
47 Maple Ridge Lane  
Asheville, NC 28806

October 1, 2015

Maggie Burleson, City Clerk  
P.O. Box 7148  
Asheville, NC 28802-7148

Dear Ms. Burleson,

Attached please find my application for the Affordable Housing Advisory Committee and my resume. I have been attending the meetings of this committee for the past two years and am very familiar with its work. If chosen to serve, there would be no learning curve, as I've been following the issues of planning, funding and advocating for affordable housing in Asheville.

In addition to the experience you can see on my resume, I have a long history of connection to housing issues. In college, I organized and led a home repair spring break trip for a campus group. Following college I moved to New York City, where I volunteered in a homeless shelter and in a local soup kitchen. In graduate school, I studied community organizing and asset-based community development which led me to work in Indianapolis with a Community Development Corporation whose focus included affordable housing issues.

I first began work with Habitat for Humanity in Rochester, NY, in my role there as a community relations pastor, and later became a live-in volunteer with a community in rural Maryland for families experiencing homelessness. In my direct service work with women in prostitution in Chicago and with men coming out of maximum security prison in upstate New York, the problem of finding appropriate and affordable places to live was a constant concern.

As the owner of a single-family detached home in West Asheville for nine years and now of a townhome there, I am personally invested in the well-being of our City. My son's father is a landlord in both the City of Asheville and Buncombe County, so I am also familiar with the concerns of local landlords and investors, and both of my brothers also work in real estate. For more than three decades I've paid attention to the issues of housing needs and housing markets and through my local work with Habitat, I'm intimately connected to the particular issues of developing housing in this market and terrain.

It would be an honor to put this interest to use for the good of Asheville.

Sincerely,

A handwritten signature in black ink, appearing to read 'Laura Collins', with a long horizontal flourish extending to the right.

Laura Collins

Cc: Lindsey Simerly

Laura J. Collins  
(828) 337-2525

47 Maple Ridge Lane, Asheville, NC 28806  
lcollins@asvillehabitat.org

### SUMMARY

Creator/owner/administrator of two small businesses, executive director of a nonprofit, and head of staff/senior pastor for two churches; superb written and oral communication skills; proven organizational leadership capacity.

### EMPLOYMENT HISTORY

- Grants Coordinator** *Asheville Area Habitat for Humanity – 2012 to present* *Asheville, NC*
- Brought in \$900,000 grant funding in two years of part-time work.
  - Worked on team to create overall funding strategies for multi-million dollar nonprofit.
  - Created and carried out grant funding plan from research through compliance.
- Owner, Spiritual Leader** *Living Rituals – 2010 to present* *Asheville, NC*
- Create and lead retreats, workshops, and rituals (weddings to funerals).
- Owner, Writer/Editor** *The Write Idea (thewriteidea.org) – 2009 to 2014* *Asheville, NC*
- Wrote, edited, and consulted for nonprofits, small businesses, and individuals seeking to tell their stories more clearly, including successful publicity campaigns and web-based messaging.
- Family Support Liaison** *Mission Hospitals – 2011 to 2013* *Asheville, NC*
- Advocated for families facing unexpected tragedies, coordinated communications with medical staff, and provided end-of-life education and pastoral care.
- Executive Director/Associate Director** *Holy Ground, Inc. – 2007 to 2009* *Asheville, NC*
- Led organization through loss of founding director; led Board to envision new directions;
  - Designed, implemented and facilitated classes, workshops and special events;
  - Hired and supervised staff and oversaw fundraising and finances of organization;
  - Organized volunteers and provided hospitality for participants.
- Pastor/Head of Staff**, *Takoma Park Presbyterian Church – 2001 – 2004* *Takoma Park, MD*
- Led a growing, activist multi-cultural congregation, performing all pastoral duties, including worship;
  - Hired, trained and supervised staff; trained community leaders and moderated the board;
  - Oversaw fundraising and financial health of organization, growing attendance and budget;
  - Oversaw facility management, including tenant relations and major rehabilitation project.
- Interim Associate Executive Presbyter**, *Newton Presbytery – 2000 to 2001* *Newton, NJ*
- Designed and led regional professional leadership development events;
  - Oversaw educational planning in regional congregations.
- Pastor/Head of Staff**, *Laurelton United Presbyterian Church – 1995 - 2000* *Rochester, NY*
- Guided the revitalization of a small, struggling congregation through community outreach efforts, marketing campaigns, conflict mediation and improved financial stability;
  - Performed all pastoral duties of the congregation, including worship and teaching;
  - Oversaw all budget and financial concerns of congregation; managed staff and facilities.
- House Manager** *Roger's House Ministry – 1994 to 1995* *Rochester, NY*
- Lived with ex-offenders in a transitional housing program;
  - Provided conflict mediation and structure for daily living.
- Associate Pastor** *Third Presbyterian Church – 1990 to 1994* *Rochester, NY*
- Served as liaison between congregation and community organizations;
  - Developed and supervised new community service efforts (meal program for homeless families; a meal delivery program to people with AIDS, a Habitat for Humanity home);
  - Organized small groups within the congregation for study, service and community building.

### FORMAL EDUCATION

**Master of Divinity (1990)**

*McCormick Theological Seminary, Chicago, IL*

Winner: Filson Award/New Testament Scholarship, Creighton Fellowship/Graduate Study in the Middle East.

**B.A. in English (1985)**

*Guilford College, Greensboro, NC*

Winner: Senior Excellence Award for academics and community service.

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**BOARDS AND COMMISSIONS**  
Application Form

**APPLICANTS ARE STRONGLY URGED TO ATTEND SEVERAL MEETINGS OF A BOARD PRIOR TO APPLYING AND/OR APPOINTMENT TO A BOARD**

Name of board or commission(s): Asheville Affordable Housing Advisory Committee

Your name: Jayden Gurney Home Phone #: (828) 275 6014

Street Address: 325 Appeldoorn Circle City: Asheville Zip Code: 28803

Mailing Address (if different):

Employer: Housing Authority of the City of Asheville

Your position: Nonprofit Operations Manager Office Phone #: (828) 231 5885

Resident of City Asheville County Buncombe Race \* W Sex \* M Age \* 26

Are you a United States Citizen (check one)? Yes  No

Residence location (check one): Central  North  South  East  West

Are you aware of any potential conflicts of interest that may arise during your service on this board (i.e., property interest, business interest, etc.)? If so, please explain:

Operations Manager for HACA's Affordable Housing Nonprofit.

Potential conflicts of interest do not preclude appointments.

Please indicate the area(s) of expertise that you can bring to the above board(s), and then, in detail, list education, experience, reasons for your interest, and other factors that support your interest in serving (use additional sheets if necessary).

Expertise:

Legal  Technical  Fundraising  Community Contacts  Public Speaking

Business Management (Financial)  Business Management (Operational)

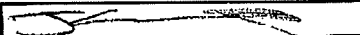
Details:

Education - Bachelors in Business Administration.  
Relevant Experience - 3yrs with HACA, spent mostly overseeing the operation of Hillcrest and Klondyke Apartments.  
Interest - As nonprofit operations manager, I will be responsible for managing HACA's current affordable housing inventory as well as potentially helping to acquire additional properties.

Return to:

Maggie Burleson, City Clerk  
Post Office Box 7148  
Asheville, NC 28802-7148

Email: [mburleson@ashevillenc.gov](mailto:mburleson@ashevillenc.gov)  
Telephone: 828-259-5601  
Fax #: 828-259-5499

Signature: 

Date: 11/3/2011

E-Mail: [jgurney@haca.org](mailto:jgurney@haca.org)

Fax #:

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City of Asheville  
**BOARDS & COMMISSIONS**  
Application Form

**Applicants are strongly urged to attend several meetings of a board prior to applying**

Name of board or commission: Affordable Housing Advisory

Your name: Randall Barnett Home Phone #: 242-7288

Street address: 21 Westchester Drive City: Asheville Zip Code: 28803

Mailing address (if different): \_\_\_\_\_

Employer: The Buyers Agent of Asheville

Your position: Broker Office Phone #: 242-7288

Resident of City 33 yrs County Buncombe Race white \*  Male  Female\* Age 55 \*

Residence location (check one):  Central  North  South  East  West

Are you aware of any potential conflicts of interest that may arise during your service on this board (i.e., property interest, business interest, etc.)? If so, please explain: n/a

\_\_\_\_\_. Potential conflicts of interest do not preclude appointments.

Please indicate the area(s) of expertise that you can bring to the above board(s), and then in detail list education, experience, reasons for your interest, and other factors that support your interest in serving **Applicants are encouraged to provide a cover letter and/or a brief resume. Please use additional sheets if necessary.**

I worked in the Community Development Division of the City of Asheville from 1981 to 2002 at the Housing Authority for 14 years and then transferred to the City office in 1995 for 7 years. I have been a broker for 12 years specializing in first-time homebuyers working with the Affordable Housing Coalition to set up their classes and now volunteer with OnTrack with their classes to homebuyers. I am currently the chairperson for the Affordable Housing Committee for the Asheville Board of Realtors. We have been responsible for 3 Affordable Housing Fairs when the city stopped doing them. We have certified about 60 realtors as Workforce Housing Specialist in Asheville with 16 hours of specialized training. Asheville was the pilot program in the state. I have been coming to several of the Advisory committee meetings monthly and understand their goals and objectives. I met with the current chairperson sometime back. I believe that the Advisory committee should have a representative from the board of realtors. I have been keeping a notebook of the Advisory committee meetings and report back to the board of realtors Affordable Housing committee. I perceive a good partnership between the city and the board of realtors.

Return to:

Maggie Burleson, City Clerk  
Post Office Box 7148  
Asheville, N.C. 28802-7148

E-Mail: [mburleson@ashevillenc.gov](mailto:mburleson@ashevillenc.gov)  
Telephone: 259-5601  
Fax #: 259-5499

Signature: 

Date: 7/25/14

E-Mail: randall@ashevillehomebuyer.com

Fax #: 888-710-8099

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To Whom It May Concern:

Randall Barnett has been a valuable member of the Asheville Board of Realtors for over ten years. He was instrumental in developing our Work Force Housing Specialist Certification, which was the lead program for the state of North Carolina, and received his certification along with approximately sixty-five other agents in Asheville.

Randall is currently the chair of our Affordable Housing Committee. In addition, he volunteers as an instructor for OnTrack's first time home buyer's program and was recognized as OnTrack's Volunteer of the Year. The National Association of REALTORS® honored Randall with a "Good Neighbor Award" at its national convention, reflecting his community involvements.

I believe Randall has proven himself to be engaged, committed and dependable, and he would be an excellent choice to serve on the Affordable Housing Advisory Committee.

A handwritten signature in black ink, appearing to read 'David E. West', written over a faint, illegible stamp or background.

David E. West  
C.E.O.  
Asheville Board of REALTORS®

City of Asheville  
**BOARDS & COMMISSIONS**  
Application Form

**Applicants are strongly urged to attend several meetings of a board prior to applying**

Name of board or commission: AFFORDABLE HOUSING ADVISORY COMMITTEE

Your name: Barry Bialik Home Phone #: 828-712-3781

Street address: 21 N. Oak Forest Dr. City: Asheville Zip Code: 28803

Mailing address (if different): PO Box 475, Skyland, NC 28776

Employer: Compact Cottages, Thirsty Monk

Your position: President Office Phone #: 828-254-5450

Resident of City Asheville County Buncombe Race White \*  Male  Female\* Age 45 \*

Residence location (check one):  Central  North  South  East  West

Are you aware of any potential conflicts of interest that may arise during your service on this board (i.e., property interest, business interest, etc.)? If so, please explain: No

\_\_\_\_\_ . Potential conflicts of interest do not preclude appointments.

Please indicate the area(s) of expertise that you can bring to the above board(s), and then in detail list education, experience, reasons for your interest, and other factors that support your interest in serving **Applicants are encouraged to provide a cover letter and/or a brief resume. Please use additional sheets if necessary.**

Owner and General Contractor of Compact Cottages, an Asheville builder focusing on affordable, quality built new construction homes for purchase. We have been one of the few private developers able to build homes capable of meeting Asheville Affordable Housing rebate standards. Licensed Real Estate broker specializing in land for construction and development. Licensed NC General Contractor. Extensive knowledge of mortgage financing, land development, Asheville UDO development standards, NC Building Code. Creative, solution based. Currently partnering with Mountain Housing on development of a 12-14 home subdivision in West Asheville, partnering with local social-minded investor on development of 45 home subdivision in South Asheville, and in construction of 7-10 scattered Asheville area in-fill lot new home projects. Owner of Thirsty Monk Brewery and Pubs, and Board Member/ Treasurer of Asheville Brewers Alliance. Experienced business leader and employer of 48 full-time Asheville folks. BA Journalism 1990.

To me the balance of what I do is so important. It's imperative to me that as a local home builder I am able to build homes that my Thirsty Monk employees can afford. If I'm not, then something is out of balance.

Return to:  
Maggie Burleson, City Clerk  
Post Office Box 7148  
Asheville, N.C. 28802-7148

E-Mail: [mburleson@ashevillenc.gov](mailto:mburleson@ashevillenc.gov)  
Telephone: 259-5601  
Fax #: 259-5499

Signature: Barry Bialik  
Date: 12/2/2015  
E-Mail: barry@dirtyandsticks.com  
Fax #: \_\_\_\_\_

Digitally signed by Barry Bialik  
DN: cn=Barry Bialik, o=, email=barry@dirtyandsticks.com, c=US  
Date: 2015.12.03 00:36:54 -0500

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**APPLICANTS ARE STRONGLY URGED TO ATTEND SEVERAL MEETINGS OF A BOARD PRIOR TO APPLYING AND/OR APPOINTMENT TO A BOARD**

Name of board or commission(s): AFFORDABLE HOUSING ADVISORY COMM.

Your name: BARBAR H MELTON Home Phone #: 298-0559

Street address: 15 MELTON DR City: ASHEVILLE Zip Code: 28805

Mailing address (if different): \_\_\_\_\_

Employer: RETIRED

Your position: \_\_\_\_\_ Office Phone #: \_\_\_\_\_

Resident of City ASHEVILLE County SWANSON Race W \* Sex F \* Age 70 \*

Are you a United States Citizen (circle one)? Yes or No

Residence location (check one): Central \_\_\_\_\_ North \_\_\_\_\_ South \_\_\_\_\_  East \_\_\_\_\_ West \_\_\_\_\_

Are you aware of any potential conflicts of interest that may arise during your service on this board (i.e., property interest, business interest, etc.)? If so, please explain: NO  
Potential conflicts of interest do not preclude appointments.

Please indicate the area(s) of expertise that you can bring to the above board(s), and then in detail list education, experience, reasons for your interest, and other factors that support your interest in serving (use additional sheets if necessary). Expertise: \_\_\_\_\_ Legal \_\_\_\_\_ Technical \_\_\_\_\_ Fundraising  Community Contacts  
\_\_\_\_\_ Business Management (Financial) \_\_\_\_\_ Business Management (Operational)  Public Speaking

CAN REPORT ON ORIGINAL AFFORDABLE HOUSING WORK GROUP - SO HAVE WIDE BACKGROUND FROM YEARS OF INVOLVEMENT IN THE COMMUNITY AND HAVE SERVED ON EARLIER COMMITTEES IN YEARS PAST TRYING TO FORMULATE A PLAN FOR WHERE AFFORDABLE HOUSING CAN GO OR SHOULD GO.

Return to:  
Maggie Burleson, City Clerk  
Post Office Box 7148  
Asheville, N.C. 28802-7148

Signature: Barbar H Melton

Date: 7-26-2011

E-Mail: barbar@bellsouth.net

E-Mail: mburleson@ashevillenc.gov  
Telephone: 259-5601  
Fax #: 259-5499

Fax #: \_\_\_\_\_

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Name of board or commission(s):

Your name:  Home Phone #:

Street Address:  City:  Zip Code:

Mailing Address (if different):

Employer:

Your position:  Office Phone #:

Resident of City  County  Race \*  Sex \*  Age \*

Are you a United States Citizen (check one)? Yes  No

Residence location (check one): Central  North  South  East  West

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Expertise:

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Business Management (Financial)  Business Management (Operational)

Details:

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Telephone: 828-259-5601  
Fax #: 828-259-5499

Signature:

Date:

E-Mail:

Fax #:

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Expertise:

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Details:

Return to:

Maggie Burleson, City Clerk  
Post Office Box 7148  
Asheville, NC 28802-7148  
Email: [mburleson@ashevillenc.gov](mailto:mburleson@ashevillenc.gov)  
Telephone: 828-259-5601  
Fax #: 828-259-5499

Signature:   
Date:   
E-Mail:   
Fax #:

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Dear Mayor Bellamy and Members of Asheville City Council,

I would like to thank you for creating the Affordable Housing Advisory Committee. By creating this committee you are showing your support towards making Asheville a more liveable city for all its residents. It would be an honor to serve on this Committee because together with city staff and leadership we can implement the 2008 Affordable Housing Plan and increase the quality and amount of affordable housing in Asheville.

I am passionate about affordable housing in Asheville because I understand it on a personal level. I have spent my entire adult life in this city. Unfortunately, I have frequently lived in substandard housing, as well as experienced episodic homelessness. Many homes that I lived in were dangerous, lacked adequate heating, and were still taking so much of my paycheck that I had to decide between rent and groceries. A person like myself with zero debt and stable employment should be able to afford a safe place to live.

I understand the city's budgetary and legal limitations to creating huge stocks of affordable housing all at once. I know this is not an overnight goal we will achieve, nor is it something the City of Asheville can achieve alone. I have spent much time building relationships with community leaders and elected officials in Washington, Raleigh, Buncombe County, and the City of Asheville whom I look forward to working with in my role as a member of the Affordable Housing Committee. Thank you for your consideration.

Sincerely,  
Lindsey Simerly

City of Asheville  
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Your name:  Home Phone #:

Street Address:  City:  Zip Code:

Mailing Address (if different):

Employer:

Your position:  Office Phone #:

Resident of City  County  Race \*  Sex \*  Age \*

Are you a United States Citizen (check one)? Yes  No

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Business Management (Financial)  Business Management (Operational)

Details:

Return to:

Maggie Bursleson, City Clerk  
Post Office Box 7148  
Asheville, NC 28802-7148

Email: [mbursleson@ashevillenc.gov](mailto:mbursleson@ashevillenc.gov)  
Telephone: 828-259-5601  
Fax #: 828-259-5499

Signature:

Date:

E-Mail:

Fax #:

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City of Asheville  
**BOARDS & COMMISSIONS**  
Application Form

**Applicants are strongly urged to attend several meetings of a board prior to applying**

Name of board or commission: Affordable Housing Advisory Committee

Your name: Jo Ikelheimer Home Phone #: 828-505-1116

Street address: 89 St. Dunstan's Road City: Asheville Zip Code: 28803

Mailing address (if different): \_\_\_\_\_

Employer: National Center for Housing Management

Your position: Director of Compliance Office Phone #: 703-403-8442

Resident of City Asheville County Buncombe Race W \*  Male  Female\* Age 50 \*

Residence location (check one):  Central  North  South  East  West

Are you aware of any potential conflicts of interest that may arise during your service on this board (i.e., property interest, business interest, etc.)? If so, please explain: N/A

\_\_\_\_\_. Potential conflicts of interest do not preclude appointments.

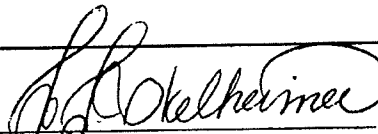
Please indicate the area(s) of expertise that you can bring to the above board(s), and then in detail list education, experience, reasons for your interest, and other factors that support your interest in serving **Applicants are encouraged to provide a cover letter and/or a brief resume. Please use additional sheets if necessary.**

I have spent my entire career in affordable housing and have been interested in becoming involved in this emergent issue on the local level in Asheville for quite some time. I have a background in affordable housing finance and regulatory compliance that I believe would be beneficial to this committee as it faces the current affordable housing crisis locally. My education includes an undergraduate degree in Political Science and Economics from UNC-CH and a Masters in Public Administration from Appalachian State University. I began my career in housing with the Northwestern Regional Housing Authority in Boone, NC after completing a graduate internship there and then continued on to hold positions in compliance and development with the North Carolina Housing Finance Agency in Raleigh, NC. I am currently the Director of LIHTC Compliance with the National Center for Housing Management, which is based in Reston, VA, but I telecommute from my home in Asheville and travel to teach certification courses and do consulting work nation-wide. My interest in serving on the Affordable Housing Advisory Committee for the City of Asheville stems from my education, experience and strong desire to help make a difference in the policies and practices that affect the strategies for development and maintenance of affordable housing opportunities in our community and the quality of life for those seeking them. We are at a pivotal time in our community's growth and development to this end and I would very much like to be an active participant in the process.

Return to:

Maggie Bureson, City Clerk  
Post Office Box 7148  
Asheville, N.C. 28802-7148

E-Mail: [mbureson@ashevillenc.gov](mailto:mbureson@ashevillenc.gov)  
Telephone: 259-5601  
Fax #: 259-5499

Signature: 

Date: January 4, 2016

E-Mail: jikelheimer@nchm.org

Fax #: 831-603-8321

\* This information is requested for the sole purpose of assuring that a cross section of the community is appointed.

January 4, 2016

Lindsey Simerly

Chair of the City of Asheville Affordable Housing Advisory Committee

C/o Maggie Burleson, City Clerk

Post Office Box 7148

Asheville, N.C. 28802-7148

RE: Board Vacancy

Dear Ms. Simerly,

I am writing to express my interest in the vacancy that you have on the Affordable Housing Advisory Committee at this time and to submit my application for it. You and I met at the Early Voting site on McDowell Avenue back in October where we discussed this and then I followed that with a phone call to you the following week, so I hope that you remember me. I remain very interested in serving the community in this capacity.

In addition to my application, I am sending a copy of my resume for your review to help complete my background and credentials for qualification. As I mentioned to you when we spoke, I have a strong desire to participate in the affordable housing process on the local level here in Asheville since affordable housing has been the focal point of my career and holds the aspirations of my heart to help make a difference for the betterment of those in need, of which I know there are many.

Please let me know if you need any additional information in the meantime. I truly appreciate your consideration of me as a candidate for this position and I will look forward to hopefully hearing back from you soon.

Cordially,

A handwritten signature in black ink, appearing to read "Jo Ikelheimer". The signature is fluid and cursive, with a large loop at the end.

Jo Ikelheimer

## **JO JOHNSON IKELHEIMER**

89 Saint Dunstan's Road

Asheville, NC 28803

(828) 515-1116

### **Summary**

Ms. Ikelheimer has over 22 years of professional experience in the affordable housing industry. She has worked on the regional, state and national levels, which includes Public Housing Authority, State Housing Finance Agency and national housing training/consulting experience. She has served as a Public Housing Manager, a Section 8 Occupancy Specialist, a Low-Income Housing Tax Credit (LIHTC) Compliance Monitor, and a Development Officer for Low-Income Housing Tax Credits, HOME, and state housing trust fund properties. She is currently responsible for all of the National Center for Housing Management's LIHTC occupancy training and consulting, as well as assisting with development and maintenance of all other NCHM occupancy-related courses. Ms. Ikelheimer has also taught University level courses while a graduate student in Public Administration.

### **Education**

**Master of Public Administration**, 1993, Appalachian State University, Boone, NC  
**Bachelor of Arts – Political Science and Economics**, 1987, University of North Carolina, Chapel Hill, North Carolina

### **Accreditations**

**Housing Credit Certified Professional**, National Association of Home Builders, Washington, DC  
**Registered Housing Manager**, National Center for Housing Management, Reston, Virginia

### **Experience**

**2009-2016**

**National Center for Housing Management**

Reston, Virginia

**Director of LIHTC Compliance** responsible for all activity related to the Low-Income Housing Tax Credit Program including occupancy training and webinars, consulting, publications and course development updates. Additional responsibilities include course development work with other NCHM programs and trainer training and support, biannual conference attendance and featured speaker roles, LIHTC-related industry outreach and strategic management planning for NCHM.

**2003 – 2009**

**National Center for Housing Management**

Reston, Virginia

**Senior Compliance Trainer and Course Development Consultant** responsible for all activity related to the Low-Income Housing Tax Credit Program including occupancy training, consulting, and course development updates. Additional responsibilities include course development work with other NCHM programs and trainer training and support.

1998 – 2002

**National Center for Housing Management**  
Reston, Virginia

**Vice President of Research and Development** responsible for all activity related to the Low-Income Housing Tax Credit Program including occupancy training and consulting. Also responsible for new course development and updating, including HUD Update '99, Uniform Physical Inspection Standards (UPIS), eTax Credit Specialist, and Certified Voucher Specialist courses. Updates of existing course curriculum, including editing and re-writing manuals and re-working materials, include Certified Manager of Housing, Certified Manager of Maintenance, Site-Based Budgeting Specialist, Tax Credit Specialist, and Certified Occupancy Specialist courses.

1997 – 1998

**North Carolina Housing Finance Agency**  
Raleigh, North Carolina

**Development Officer** responsible for all aspects of review, award and development of Low-Income Housing Tax Credit, HOME, and North Carolina Housing Trust Fund properties as part of development team. Personally responsible for portfolio of 25-30 properties under development including project underwriting, tracking, reporting and loan closings.

1996 – 1997

**North Carolina Housing Finance Agency**  
Raleigh, North Carolina

**Management Officer** responsible for compliance monitoring of approximately 50 Low-Income Housing Tax Credit properties with combination of HOME and/or N.C. Housing Trust Fund financing in place. Created all systems for multiple compliance monitoring for Agency.

1994 – 1996

**Northwestern Regional Housing Authority**  
Boone, North Carolina

**Director of Development and Quality Control** responsible for all grant writing and development funding for Authority, including applications for Low-Income Housing Tax Credits and HOME funding and proposals for Public Housing, Section 8 Renewals, and Family Investment Center funding from HUD. Directed all activities in relation to the seven county Family Self-Sufficiency Program and Quality Control/Tenant Fraud Division.

1993 – 1994

**Northwestern Regional Housing Authority**  
Boone, North Carolina

**Manager of Public Housing and Section 8 Occupancy** responsible for construction close-out, lease up and daily management of Public Housing property. Also responsible for processing applications and reviewing existing tenant files for Section 8 Certificate and Voucher programs for seven-county area. Conducted a seven-county Fair Market Rent Survey as Graduate Intern.



**1993**

**Town of Blowing Rock**

Blowing Rock, North Carolina

**Graduate Intern** served in rotational position throughout departments of town government, including Planning and Zoning, Finance, Public Safety and Parks and Recreation.

**1992 – 1993**

**Appalachian State University**

Boone, North Carolina

**Teaching Assistant** responsible for all aspects of course instruction for *Introduction to Political Science* course for undergraduate students at ASU.

**1991 – 1992**

**Appalachian State University**

Boone, North Carolina

**Research Assistant** responsible for assisting faculty in Department of Political Science with various research projects, course instruction, and department administration.

**Volunteer Experience**

Hanger Hall School for Girls, Board of Directors

Hanger Hall School for Girls, President of Parent Teacher Council

Claxton Elementary, President of Parent Teacher Organization

Habitat for Humanity, Vice Chair of Family Selection Committee

Blue Ridge Dispute Settlement Center, Secretary of Board, volunteer mediator

Forsyth County Dispute Settlement Center, volunteer mediator

Orange County Dispute Settlement Center, volunteer mediator

**References**

Available Upon Request