

Minutes of the January 28, 2015 Meeting of the  
Eastern Shore of Virginia Housing Alliance  
The Enterprise Building  
Accomac, Virginia

Directors Present

Delores Bailey  
Jacqueline Chatmon  
Louise Coles  
Angel Collins  
Faith Custis  
Diana Giddins

Richard Jenkins  
Diane Musso  
Michael Selby  
Laurence Trala  
David Vaughn  
Barbara Widgeon

Directors Absent

Chris Bannon

Ellen Richardson

Others Present

Elaine Meil  
Susan Haycox

David Annis  
Melissa Matthews

1. Call to Order

Vice President Jenkins called the meeting to order at 7:00 p.m.

2. Invocation

Director Trala gave the invocation.

3. Minutes of November 18, 2014 Meeting

The Minutes of November 18, 2014 Meeting were presented.

Board approval of the minutes of the November 18, 2014 Meeting was requested.

Director Trala moved to approve the minutes of the November 18, 2014 meeting as presented. Seconded by Director Custis, the motion carried by unanimous vote.

4. Bills Payable/Financial Statement

Board approval of the following Bills Payable/Financial Statements was requested:

ESVHA Bills Payable

A-NPDC	November & December Expenses	\$ 17,955.93
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Financial Statements for ESVHA operating account and IP/R Construction funds were presented.

Pine Street Apartments

The current Pine Street Apartments budget report and financial statement was also presented.

Director Custis moved to approve the Bills Payable/Financial Statements as presented. Seconded by Director Trala, the motion carried by unanimous vote.

5. Current Financial Status Report

The report through December 2014 indicated that 35.70 percent of the Administrative Budget and 32.73 percent of the Construction/Client Services Budget had been expended while 50 percent of the fiscal year had passed.

Board acceptance of the presented Financial Status Report was requested.

Director Custis moved to approve the current Financial Status Report as presented. Seconded by Director Bailey, the motion carried by unanimous vote.

6. FY 2015 Budget Amendments

Approval of the following FY 2015 Budget Amendments was requested:

1.	3106	United Way Project (new)	\$ 1,226.22
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ITEM 1 represents funds awarded through United Way to update educational supplies for homeownership classes.

2.	3107	DHCD Homeless Solutions-Community Partners Administration	\$ 69,760.00
			- 3,952.00
			\$ 65,808.00

ITEM 2 represents the amendment adjusting revenues to final contract award.

3.	3110	NCALL Neighborworks Administration	\$ 12,000.00 + 932.41 \$ 12,932.41
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ITEM 3 represents the amendment adjusting to remaining funds upon FY 2014 final closeout.

The Budget Amendments requested will be reflected on the next financial status report.

Director Trala moved to approve the FY 2015 Budget Amendments. Seconded by Director Selby, the motion carried by unanimous vote.

7. FY 2016 Budget Requests

Attached FY 2016 budget requests were submitted to Accomack County and Northampton County for level funding in the amount of \$9,215 and \$4,747 respectively.

8. Election of FY 2016 Officers

Corporation By-Laws state that the election of the FY 2016 President, Vice President, and Treasurer shall be held at the March Board meeting. It is recommended that a Nominating Committee be appointed so the Election of Officers can be held at the next regular meeting.

Chair appointment of a 3-member Nominating Committee, one from Northampton and two from Accomack, was requested.

For your information, having served one 1-year term (Three terms can be served.), the following officers are eligible for re-election to their current positions:

President	Ellen Richardson
Vice President	Richard Jenkins
Treasurer	Faith Custis

Vice President Jenkins had spoken with President Richardson, and together they appointed Directors Trala, Bailey and Musso to the Nominating Committee.

9. Property Management

Pine Street Apartments

Our property manager is reporting no vacancies at Pine Street. All tenants are current with rent payments. Only routine maintenance issues were reported including turning units, and working on inspection items.

Accomack Manor

The property manager at Accomack Manor is reporting no vacancies. There are currently 37 families on the waiting lists, so when units do become vacant, they are turned very quickly.

10. Indoor Plumbing/Rehabilitation Program

2014-2015 Indoor Plumbing Rehabilitation Program/ Program Income Funded Projects

The contractor who will be building the new replacement house for our next Northampton County project is ready to start construction. The water & sewer permits have been obtained, and work will begin pending DHCD's final approval of the project set-up report.

The next Accomack project has been bid, and the winning contractor was Shell Builders from Greenbackville. Bundick Well & Pump was the only bidder for the design, permitting, and installation of the water & sewer. Bundick's engineer performed the on-site soil testing last week and will be submitting their design for the sewer system to the Health Department this week.

Board approval of the attached IP/R financial records was requested.

Director Custis moved to approve the attached Financial Statements. Seconded by Director Bailey, the motion carried by unanimous vote.

Shorewide Indoor Plumbing Survey

Staff continues to work with the consulting firm completing the no indoor plumbing survey on the Shore. The firm provided a two-person team that conducted a limited windshield survey in October, but was unable to conclude the plumbing status of many of the houses during their survey. The firm has asked our staff to revisit many of the houses to make a final determination. Staff is working down the list of addresses provided by the consultant.

11. Housing Development Projects

Bailey Road Apartments

Staff continues to work with the project engineer to finalize the design of the site plan. After meeting with the Health Department it was agreed that the best method to provide sewer to the apartments was a series of peat filters placed on leaching beds. The engineer provided a plat showing the sewer filters on the site in December, but was asked to provide other options that would show the filters on cleared land and the sewer reserve area in the woods at the rear of the property. The most recent site design will be presented at the meeting.

A request has been presented to USDA to provide additional loan funds to close the funding gap created by the loss of the FHLB funds.

Pine Street Apartments

As directed, Staff is moving forward with the application for Federal Low-Income Housing Tax Credits to fund a comprehensive rehabilitation of Pine Street Apartments. The project architect completed a unit-by-unit inspection of the Apartments in December. Staff is working with our consultants on the preliminary development budget and pro forma.

The process of applying for and syndicating tax credits requires the creation of two new ownership entities, an LLC that will act at the primary owner of the project, and a single-purpose development corporation that will enter the LLC as the general partner, or managing member. The development corporation will be solely owned by the Eastern Shore of Virginia Housing Alliance, and will have the same officers and directors.

Staff has engaged the services of an attorney who specializes in tax credit projects and working with community-based non-profits. Johnson Kanady III has been practicing in Virginia since 1975 and provided the legal services for several tax credit projects on the Shore including Accomack Manor, Crispus Attucks Apartments, Mill Run Apartments, and William Hughes Apartments.

Mr. Kanady provided the initial legal documents required to create the new entities, and was available by phone during the meeting to answer any questions from the Board.

Staff requested the Board approve the formation of the Pine Street Apartments, LLC, and the Pine Street Apartments Development Corporation, as well as execute the following attached documents:

- Statement of Organizational Action
- Acceptance of Appointment As A Director of Pine Street Development Corporation (for each Board member)
- Bylaws of the new Development Corporation
- Unanimous Written Consent in Lieu of the First Meeting
- The first draft of the Operating Agreement for the Pine Street Apartments LLC

Director Trala moved to approve the formation of the Pine Street Apartments, LLC, the Pine Street Apartments Development Corporation, as well as the above listed documents. Seconded by Director Chatmon, the motion carried by unanimous vote.

12. Housing Services Programs

<b>Pre-Purchase Counseling</b>	<b>Current Month: December</b>	<b>Cumulative FY 2015</b>	<b>Total RIF Cumulative</b>
# of orientations held	0	0	11
Orientation attendees	0	0	39
Client Intakes	4	13	143
Additional Counseling Sessions Held	1	5	112

# of final workshops held	0	1	7
Mortgage submissions	0	0	20
Mortgage closings	0	0	15
Financing leveraged	0	\$ 0	\$ 1,472,257

<b>Growing Your Money Financial Literacy</b>	<b>Current Month: October</b>	<b>Cumulative FY 2015</b>	<b>Total Cumulative</b>
New GYM participants	0	0	31
GYM graduates	0	0	20

<b>Default and Foreclosure Counseling</b>	<b>Current Month: November</b>	<b>Cumulative FY 2015</b>	<b>Total Cumulative</b>
Intake sessions	1	2	73
Additional Foreclosure Sessions	3	7	196
Positive Foreclosure Prevention Outcomes	1	1	29
Homeowner Budget/Predatory lending Counseling	0	0	10

### Virginia Homeless Solutions Grant

Staff began operating the program in July and since that time has accomplished the following:

# Assessments Taken 187  
 # Households Receiving Rapid Re-housing Assistance 16  
 # Households Receiving Prevention Assistance 5 (Closed 3 cases)  
 # Households Approved and Seeking Housing 10  
 Funds Obligated \$10,359.47 (RR: \$7,049.47, P: \$3,310)  
 Funds Expended \$68,729.84 (RR: \$46,801.94, P: \$21,927.90)

### 13. Executive Director's Report

#### Eastern Shore IPR Survey

Staff are conducting surveys and working with the Skeo to coordinate the work.

#### Line of Credit

Staff is working on a request for additional source to pay for predevelopment costs of rehabilitation of Pine Street Apartments.

### Bayview Properties

Staff has now stopped using the properties to assist temporarily displaced tenants for the rehabilitation of William Hughes Apartments. Cost estimates have been obtained and portions of the work underway to prepare at least one unit for sale. An agency offering social services has expressed interest and is looking at one of the properties. Staff is requesting the Board reaffirm their previous resolution to sell the properties.

Authorization for the Executive Director to negotiate and execute a sale of the Bayview houses was requested.

Director Trala moved to grant the Executive Director authorization to negotiate and execute the sale of one of the Bayview houses, but wants each Board member to be notified prior to signing of the contract. Seconded by Director Bailey, the motion carried by unanimous vote.

### Credit Card

The Homeless Solutions Grant has created a demand for a credit card to pay electric hookup fees and costs for homeless individuals who need to move into housing. No rent can be paid in a unit that does not have electricity as it fails the required inspection.

For the time being, staff has used the A-NPDC credit card but this is not the best option and is not recommended by staff. A credit card is needed to expedite payment so that a check does not have to clear the bank account before the electric cooperative will schedule a hookup of electricity.

Authorization to apply for a bank credit card was requested.

Director Chatmon moved to grant authorization for the Executive Director to apply for a bank credit card as requested. Seconded by Director Custis, the motion carried by unanimous vote.

## 14. Public Participation

There was no public participation at this time.

## 15. Other Matters

No other matters were discussed at this time.

16. Adjournment

There being no further business brought before the Board, the meeting was adjourned.

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Ellen Richardson, President

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Elaine K. N. Meil, Executive Director