

Minutes of the March 26, 2014 Meeting of the
Eastern Shore of Virginia Housing Alliance
The Enterprise Building
Accomac, Virginia

Directors Present

Chris Bannon
Jacqueline Chatmon
Louise Coles
Faith Custis
Diana Giddens
Richard Jenkins

Diane Musso
Ellen Richardson
Michael Selby
David Vaughn
Barbara Widgeon

Directors Absent

Delores Bailey
Angel Collins

Laurence Trala

Others Present

Susan Haycox
Melissa Matthews
Granville Hogg

David Annis
Kat Edwards

1. Call to Order

President Custis called the meeting to order at 7:03 p.m.

2. Invocation

Director Jenkins gave the invocation.

3. Minutes of November 20, 2013 Meeting

The Minutes of November 20, 2013 Meeting were presented.

Board approval of the minutes of the November 20, 2013 Meeting was requested.

Director Jenkins moved to approve the minutes of the November 20, 2013 meeting as presented. Seconded by Director Bannon, 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 2013-February 2014 Expenses	\$ 24,998.95
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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 Bannon moved to approve the Bills Payable/Financial Statements as presented. Seconded by Director Vaughn, the motion carried by unanimous vote.

5. Current Financial Status Report

The attached report through February 2014 indicates that 56.55 percent of the administrative budget has been expended while 66.67 percent of the fiscal year has passed.

Board acceptance of the presented Financial Status Report was requested.

IRS Form 990 ending June 30, 2013

IRS Form 990 was distributed via email mail several weeks ago and Board members were polled for approval. A majority of Board members approved IRS Form 990 for submittal.

It is requested that the Board ratify the action taken by polled members approving IRS Form 990 ending June 30, 2013.

Director Chatmon moved to approve the current Financial Status Report as presented and to ratify the action taken by polled members approving IRS Form 990 ending June 30, 2013. Seconded by Director Jenkins, the motion carried by unanimous vote.

6. FY 2015 Budget Requests

Accomack County has advertised their proposed FY 2015 Proposed Budget with recommended level funding of \$9,215 to the ESVHA.

Northampton County's Budget Committee is in the process of setting meetings and reviewing available revenues and projected expenses for FY 2015.

7. FY 2013 Audit

The draft FY 2013 Audit for the Eastern Shore of Virginia Housing Alliance prepared by Dunham & Aukamp, PLC was presented. It was the Board's request at the November 2013 meeting to bring this back for approval after more time was allowed to review it.

Acceptance of the ESVHA FY 2013 Audit as prepared by Dunham & Aukamp, PLC was requested.

Director Vaughn moved to accept the ESVHA FY 2013 Audit as prepared by Dunham & Aukamp, PLC. Seconded by Director Jenkins, the motion carried by unanimous vote.

8. Election of FY 2015 Officers

Corporation By-Laws state that the election of the FY 2015 President, Vice President, and Treasurer shall be held at the March Board meeting. However, because January's Board meeting was cancelled a Nominating Committee has not been appointed.

Chair appointment of a 3-member Nominating Committee, one from Northampton and two from Accomack, is requested in order to hold the election at the next regular meeting.

For your information, having served three 1-year terms (Three terms are the maximum that can be served.), the following officers are not eligible for re-election to their current positions:

President	Faith Custis
Vice President	Michael Selby
Treasurer	Diana Giddens

Directors Bannon, Richardson and Musso were appointed to the Nominating Committee.

9. Property Management

Pine Street Apartments

Our property manager is reporting no vacancies at Pine Street Apartments. Two tenants are behind with rent payments, but both are expected to be resolved next this week.

The maintenance issues are becoming more serious and major in nature due to the age of the apartments. Currently, there are problems with the meter pans and electrical panel boxes at most of the units. Some of the sidewalks will soon need to be repaired or replaced. The windows in all of the units are loose and worn, and should be replaced with more efficient units. The grounds work will be handled by Doughty's Lawn Service this year.

There was a recent fight between a tenant and her boyfriend that is currently being investigated by the police. Management is closely monitoring the investigation and is prepared to terminate the lease if criminal charges result in a conviction.

Accomack Manor

Staff was unable to get a report from Jessica Goodwind, the on-site property manager, in time to include it with the memos. An update was provided at the meeting.

10. Indoor Plumbing/Rehabilitation Program

2013 Indoor Plumbing Rehabilitation Program

DHCD has postponed the compliance review for the two 2013 contract year replacement houses until next month.

2014 Indoor Plumbing Rehabilitation Program

Contracts have been signed, and work has begun on the 2014 IPR replacement house located in Painter. The sewer system has been installed, and the demolition of the existing house has begun. The project is a few weeks behind schedule due to the extremely wet conditions of the site.

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

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

11. Housing Development Projects

Bailey Road Apartments

We have been notified that USDA plans to fund our application for the loan/grant to development Bailey Road Apartments (see attachment). We are currently working with USDA to provide the additional documentation required to move forward. Those additional documents include site plans, detailed building elevations, drawings and specifications. Staff is in the process of procuring the services of a project engineer and architect to complete the plans and specifications.

Since our January meeting was cancelled, the Board was provided the motion below and was contacted by e-mail and phone to obtain the authority to go forward with the project. A majority of the Board responded positively. We are asking that the Board reaffirm that action by voting on the following motion.

Board approval was requested to move forward with the development of Bailey Road Apartments by authorizing the Executive Director to sign all documents required to submit applications for funds, to procure and engage development professionals, to acquire ownership of the project site, and to close on pre-development, construction, and permanent loans on behalf of the Eastern Shore of Virginia Housing Alliance.

Director Chatmon moved to grant authorization for the Executive Director to sign all documents required to submit applications for funds, to procure and engage development professionals, to acquire ownership of the project site, and to close on pre-development, construction, and permanent loans on behalf of the Eastern Shore of Virginia Housing Alliance. Seconded by Director Vaughn, the motion carried by unanimous vote.

12. Housing Services Programs

Our Agency was approved for the HOME funds grant request which will be a benefit for our low income borrowers who need assistance for down payment and/or closing cost help. There are two clients at this time in the “ready to purchase” category that may be able to utilize the funds once they find a home to purchase.

A Pre- Purchase Class was held on Saturday, January 25 and attendance was good. A realtor from Coldwell Banker spoke on the role of the realtor and his presentation was well received. It is very beneficial to have other speakers during a long class because it gives time to prepare for a lunch break as well as the second half of the session and it adds diversity and interest for the group. It is however, very challenging to get a loan officer or a home inspector since they are very limited in the immediate area.

New purchase calls and appointments have been steadily increasing and new foreclosure calls have been declining. Numbers aren't as high as they may have been if the office had not been closed four days for snow and two days for State and Federal holidays. This made it challenging for scheduling classes also. There is still a trend toward lease with option to purchase agreements. Two clients who have been in lease/purchase agreements should be mortgage ready by March of this year and they are both very excited. Another client just entered an agreement this month. In all of the cases, it has been imperative that the client/counselor communication is continuous and a written action plan is being followed. Another observation has been that many of the pre-purchase clients are still interested in new homes only, but the income is often not high enough to support even a modest home. Several clients are traveling to Delaware to look at manufactured homes since the local Clayton Homes office has closed. Prices are more affordable on the manufactured homes, but there is still a challenge obtaining affordable, buildable lots. It would be very beneficial to have the USDA Direct loans available again since so many families on the Shore are very low income.

As was mentioned earlier, class scheduling this month has been very challenging, partly due to weather. A plan is in place to conduct a series of Growing Your Money Classes in partnership with the Accomack Extension office. We are waiting for confirmation from

the church pastor where the classes will be held to schedule the date and send out fliers. The difficulty in getting people to attend the Financial Literacy classes has been extremely frustrating because the need in this area is still so great. Every day, I am seeing the same devastating financial habits being practiced over and over. Even with clients earning higher incomes, the poor habits seem to remain. They are still utilizing Cash Advance loans, Renting to Own instead of purchasing, and still not saving for emergencies. We are going to plan an event to be held in April for Financial Literacy month, and hopefully that will generate interest. I'm thinking that there needs to be a new approach to make the classes more appealing. It may be helpful to send out a survey to the community or contact local businesses about conducting some after work or lunchtime presentations. I am also talking to other agencies in the area for feedback because many other agencies deal with the challenge of attendance also for meetings and presentations.

The United Way grant request was sent, but there has been no yet as to the outcome.

Pre-Purchase Counseling	Current Month: January	Cumulative FY 2014	Total RIF Cumulative
# of orientations held	0	1	8
Orientation attendees	0	4	32
Client Intakes	3	10	84
Additional Counseling Sessions Held	3	11	73
# of final workshops held	1	1	4
Mortgage submissions	3	3	12
Mortgage closings	0	2	9
Financing leveraged		\$ 191,738	\$ 784,438

Growing Your Money Financial Literacy	Current Month: January	Cumulative FY 2014	Total Cumulative
New GYM participants	0	3	27
GYM graduates	0	0	17

Default and Foreclosure Counseling	Current Month: January	Cumulative FY 2014	Total Cumulative
Intake sessions	1	11	56
Additional Foreclosure Sessions	6	33	145
Positive Foreclosure Prevention Outcomes	1	4	23
Homeowner Budget/Predatory lending Counseling	0	0	8

Positive foreclosure Outcome: One Black female, below 50%AMI-mortgage modified

Continuum of Care (Coc)

No update was available.

Disaster Relief Assistance – Victims of Hurricane Sandy

Staff is still working with the last 3 families to be assisted with replacement housing after hurricane Sandy. All three replacement mobile homes are in place. One family is still unable to move in due to scheduling a new underground electrical connection. Each family has either completed their steps/decking or is in process.

Eastern Shore Area on Aging will has completed weatherization work on one of the mobile homes and will be working with the other two families in the near future.

There is one final construction piece that must be completed for these families. Skirting is required for all mobile homes. These mobile homes have been raised anywhere from 5' to 6' in the air so regular skirting is not a possibility. A simple framework (like a wall in a house) must be built and vinyl siding will be attached and flood vents installed. The Disaster Relief Fund will pay for the materials for this final piece but they will not pay for labor. We had some difficulty finding volunteers to do this work. It may be mid-April before a group will be available to work on it.

Staff will be giving a presentation to the Virginia Emergency Management Symposium March 20th along with Doug Jones from Accomack County Department of Public Safety and Amanda Reidelbach of the Virginia Department of Emergency Management on the recovery efforts from Hurricane Sandy.

Virginia Homeless Solutions Grant

The A-NPDC will be taking part in a community based Virginia Homeless Solutions Grant in cooperation with the local Continuum of Care. This grant if successful will provide funding for the Domestic Violence Shelter, homelessness prevention and rapid re-housing.

The PDC and the regional housing authority are not eligible to administer the rapid re-housing funds. These funds would be used to quickly re-house families who have become homeless. The ESVHA is eligible to administer those funds because it is a non-profit organization. The exact amount of funding to be requested has not been determined at this time. Funds would provide direct assistance in the form of security deposits, utility deposits and short term rental assistance. Funds would also be used to fund staff time to provide case management services to eligible families.

Staff would like to request the Board to consider applying for these much-needed funds and if agreeable, authorize the Executive Director to sign the application.

Director Jenkins moved to grant authorization for the Executive Director to apply for and sign the application for the Virginia Homeless Solutions Grant. Seconded by Director Chatmon, the motion carried by unanimous vote.

13. Executive Director's Report

Bayview Property

USDA has released the property and staff closed on the property sale on February 13th.

Tangier Replacement House

VHDA has awarded a grant of \$9,000 to address housing needs on Tangier. Staff has received an invoice for electrical finishing work on the Tangier house. The group is working to raise additional funding to complete the house.

Line of Credit

Executive Director Meil met with Karen Koliass, NCALL, and Karen Speakman, NCALL, to close the pre-development financing of Bailey Road Apartments on March 11th.

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.

Faith Custis, President

Elaine K. N. Meil, Executive Director