

Minutes of the May 25, 2016 Meeting of the
Eastern Shore of Virginia Housing Alliance
New Road Apartments
Exmore, Virginia

Directors Present

Chris Bannon
Jacqueline Chatmon
Louise Coles
Faith Custis
Robert Duer
Richard Jenkins

Diane Musso
Ellen Richardson
Michael Selby
David Vaughn
Barbara Widgeon

Directors Absent

Angel Collins

Diana Giddins

Others Present

Elaine Meil
Susan Haycox
Melissa Matthews

David Annis
Kat Edwards
Taylor Dukes

1. Call to Order

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

2. Invocation

Director Jenkins gave the invocation.

3. Minutes of March 23, 2016 Meeting

The Minutes of March 23, 2016 Meeting were presented.

Board approval of the minutes of the March 23, 2016 Meeting was requested.

Director Bannon moved to approve the minutes of the March 23, 2016 meeting.
Seconded by Director Selby, 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	March & April Expenses	\$ 29,597.38
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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 Jenkins, the motion carried by unanimous vote.

5. Current Financial Status Report

The report through April 2016 indicated that 72.42 percent of the Administrative Budget and 77.46 percent of the Construction/Client Services Budget had been expended while 83.33 percent of the fiscal year had passed.

Board acceptance of the presented Financial Status Report was requested.

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

6. FY 2017 Budget

FY 2017 ESVHA Budget

Deferral of adoption of the FY 2017 ESVHA Budget and authority to expend funds at the FY 2016 Budget levels until the next regular meeting was requested for the following reason:

Since the A-NPDC has not adopted its budget, the benefit and indirect rates have not yet been established.

For your information, Accomack County adopted its FY 2017 Budget which includes level funding of \$9,215 to the ESVHA. Northampton County has advertised its recommended FY 2017 Budget which includes level funding of \$4,747 to the ESVHA.

Director Jenkins moved to defer adoption of the FY 2017 ESVHA Budget and expend funds at the FY 2016 level until the next meeting. Seconded by Director Chatmon, the motion carried by unanimous vote.

FY 2017 Pine Street Budget

Acceptance of the attached FY 2017 Pine Street Budget as approved by Rural Development is requested.

Director Chatmon moved to accept the FY 2017 Pine Street Budget as approved by Rural Development. Seconded by Director Custis, the motion carried by unanimous vote.

7. Director Term Report

The following is a list of Directors appointed directly by the ESVHA and Terms of Office:

Community Sector Directors	FY 2016 Attendance	Appointment Expiration Date
Delores Bailey --resigned		6-30-18
Louise Coles	5 of 5	6-30-17
Faith Custis	5 of 5	6-30-16
Diana Giddens	5 of 5	6-30-17
Michael Selby	4 of 5	6-30-18

Other Directors	FY 2016 Attendance	Appointment Expiration Date
Angel Collins	4 of 5	6-30-18
Diane Musso	3 of 5	6-30-18
David Vaughn	5 of 5	6-30-17
Barbara Widgeon	4 of 5	6-30-16
Vacant		6-30-16

Acceptance of the Director Term Report and reappointment of the following for an additional three-year term is requested:

Faith Custis	6-30-19
Barbara Widgeon	6-30-19
Other Director Vacant	6-30-19

Director Chatmon moved to accept the Director Term Report and reappoint the listed Directors for an additional three-year term. Seconded by Director Custis, the motion carried by unanimous vote.

8. Property Management

Pine Street Apartments

Our property manager is reporting that Pine Street is fully leased. One tenant is facing court action and possible eviction due to unpaid rents. Only routine maintenance issues are being addressed in preparation for the upcoming tax credit funded compensative rehabilitation.

Accomack Manor

The property manager at Accomack Manor did not submit a report in time for the packet. Staff will attempt to have an update at the meeting.

9. Indoor Plumbing/Rehabilitation Program

2016 IP/R Contract

DHCD has approved our request for IP/R Incentive Funds that will allow us to complete 4 replacement houses under the 2016 contract.

The Northampton County IP/R replacement house has been completed. The mobile home that the house replaced will be demolished as soon as the owner finishes moving all of the personal items from the home.

One of the Accomack County IP/R jobs has begun. This replacement house will be constructed in the Texaco Town area for a disabled veteran who had been sleeping in his car for several months prior to receiving assistance from our Homelessness Prevention Program. The site has been cleared of a large amount of debris, and the contractor is working on the foundation.

Work has also begun on a second house in Accomack County. This house is located just east of the Town of Painter. The contractor has demolished the existing unrepairable house and is working on the foundation of the replacement home.

The 4th house under the 2016 contract is also in Painter. We expect to have contracts and the deed of trust executed before the end of May.

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

Director Jenkins moved to approve the IP/R financial records as presented. Seconded by Director Custis, the motion carried by unanimous vote.

10. Housing Development Projects

Bailey Road Apartments USDA Project

We opened bids for the construction of Bailey Road Apartments on May the 16th. Community Housing Partners (CHP) was the low bidder, but unfortunately, the bid was well over our budget. Our budget numbers were based on estimates we had received from our architect and engineer. In particular, the engineer's estimates for the site work were a little over half of the actual bids.

Since the bid opening we have been talking with the low bidder to try to find ways to bring their costs in line with our budget. One thing we learned was that the local subcontractors who provided the prices to complete the site work were all very busy, and didn't seem interested in submitting competitive prices at this time.

CHP has agreed to work with our architect and engineer to find areas of cost savings, and to renegotiate the prices they received from their subcontractors to try to bring their costs closer to our budget. Staff is also looking at a couple of sources that might provide additional funds to the project.

Jerusalem Road Apartments USDA Project

As of last week, we have not received the letter from RD with specific instructions and a list of documents required for the final application.

Pine Street Apartments Tax Credit Project

Starting on April 18th, our architect began the on-site evaluation of the apartments, community room, parking lot and playground site to compile the data required for construction plans and specifications. Along with the architect, the civil, structural and electrical engineers were also on-site. We are expecting the first drafts of the plans for the rehabilitation by the middle of June

11. Housing Services Programs

NCALL Homeownership Program

Pre-Purchase Counseling	Current Month: April		
# of orientations held	0		
Orientation attendees	0		
Client Intakes	5		
Additional Counseling Sessions Held	6		
# of final workshops held	0		
Mortgage submissions	0		
Mortgage closings	2		
Financing leveraged	\$327,000		

Growing Your Money Financial Literacy	Current Month: April		
New GYM participants	6		
GYM graduates	0		

Default and Foreclosure Counseling	Current Month: April		
Intake sessions	1		
Additional Foreclosure Sessions	5		
Positive Foreclosure Prevention Outcomes	2	1 Permanent modification	1 Trial modification
Homeowner Budget/Predatory lending Counseling	1		

New VHSP 0

Follow Up VHSP 1

The next Pre-Purchase Workshop has been scheduled for May at ESCC.
Met with Area Director of USDA Courtland Office about their support for the Eastern Shore.

Virginia Homeless Solutions Grant

Total Assessments: 141

Serving:

Prevention: 6

Rapid Rehousing: 8

Shelter: 0

Qualified and Searching:

Prevention: 1

Rapid Rehousing: 0

Closed Cases that have received funding:

Prevention: 4

Rapid Rehousing: 19

Shelter Operations: 9

Budget:

Prevention: \$40,000 - \$32,225.48 (\$7,774.52 remaining)

Rapid Rehousing: \$83,633 - \$83,633 (\$0 remaining)

Shelter Operations: \$5,300 - \$5,293.50 (\$6.50 remaining)

Estimate Projection Date to Exhaust Funding:

Prevention: 6/30/2016

Rapid Rehousing: N/A

Shelter Operations: N/A

At least 2 of the clients that were housed through Rapid Rehousing have their court ordered eviction dates and will transfer over to Prevention. Their past due rent and current rent will be paid for with Prevention funds.

Director of Housing Services Edwards asked for permission for the Executive Director to sign the new VHSP contract once it is received.

Director Jenkins moved to grant the Executive Director permission to sign the new VHSP contract once it has been received. Seconded by Director Bannon, the motion carried by unanimous vote.

Community Partners of the Eastern Shore

No report.

12. Executive Director's Report

NCALL Line of Credit

The NCALL Line of Credit is up for renewal. Currently, the line of credit is for \$175,000 and is the predevelopment costs of Bailey Road Apartments. Staff is working on comparing loan products to arrange to receive the best interest rate and terms for this item. It may be possible to roll this into the construction loan, obtain a loan from the RHA, NCALL or other lender. It will be necessary to renew or find a new product before the next meeting. Staff requests authorization to execute the necessary documents to obtain or renew the line of credit or loan of \$175,000.

Authorization for the Executive Director and President to execute all necessary documents was requested.

Director Duer moved to grant authorization for the Executive Director and President to execute all necessary documents to renew the NCALL Line of Credit. Seconded by Director Custis, the motion carried by unanimous vote.

Board Appointments

As previously discussed, the Board has two vacancies. The first position is for a Community Sector Director and the second is for an Other Director.

Staff has received an application for the Community Sector Director position, Ms. Shenia Davis of Parksley. Her application is attached.

Staff has received an application for the Other Director position, Ms. Dottie Swisher. Her application is attached.

Consideration of the applicants for appointment was requested.

Director Custis made the motion to appoint both Shenia Davis and Dottie Swisher to the ESVHA Board of Directors to fill the two vacant positions. Seconded by Director Musso, the motion carried by unanimous vote.

Bayview Property

Staff is relisting the property and no offers have been received.

13. Public Participation

There was no public participation at this time.

14. Other Matters

No other matters were discussed at this time.

15. Adjournment

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

Ellen Richardson, President

Elaine K. N. Meil, Executive Director