

Minutes of the July 27, 2016 Meeting of the
Eastern Shore of Virginia Housing Alliance
The Enterprise Building
Accomac, Virginia

Directors Present

Chris Bannon
Jacqueline Chatmon
Louise Coles
Angel Collins
Faith Custis
Shenia Davis
Robert Duer
Diana Giddins

Richard Jenkins
Diane Musso
Ellen Richardson
Michael Selby
Dottie Swisher
David Vaughn
Barbara Widgeon

Directors Absent

None

Others Present

Susan Haycox
Melissa Matthews

David Annis
Kat Edwards

1. Call to Order

President Richardson called the meeting to order at 7:04 p.m.

2. Invocation

Director Vaughn gave the invocation.

3. Minutes of May 25, 2016 Meeting

The Minutes of May 25, 2016 Meeting were presented.

Board approval of the minutes of the May 25, 2016 Meeting was requested.

Director Duer moved to approve the minutes of the May 25, 2016 meeting. 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	May & June Expenses	\$ 30,670.31
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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 Bannon, the motion carried by unanimous vote.

5. Current Financial Status Report

The report through June 2016 indicated that 87.73 percent of the Administrative Budget and 97.20 percent of the Construction/Client Services Budget had been expended while 100 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 Vaughn, the motion carried by unanimous vote.

6. FY 2017 Budget/Annual Work Program

The Proposed FY 2017 Budget/Annual Work Program was attached.

The major highlights include:

- ✓ The A-NPDC adopted its FY 2017 Budget/Annual Work Program at their June 20 Commission meeting, establishing the benefit and indirect rates for FY 2017.
- ✓ Anticipated work schedules and associated funding available have been reviewed by staff and projections revised as appropriate.

Board Adoption of the Proposed FY 2017 Budget/ Annual Work Program was requested.

Director Chatmon moved to adopt the Proposed FY 2017 Budget/Annual Work Program as presented. Seconded by Director Giddens, the motion carried by unanimous vote.

7. 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

There are currently no vacancies, and there are 38 on the waiting lists. Only routine maintenance issues have occurred.

8. Indoor Plumbing/Rehabilitation Program

2016 IP/R Program

DHCD completed a 3 day, comprehensive compliance review of our Indoor Plumbing/Rehabilitation Program last month. Everything seemed to go well, but we haven't as yet received the official letter from DHCD.

The Cheriton house has been completed. The replacement house being constructed in Texaco Town is 50% complete. The replacement house being constructed just outside of Painter is about 25% complete. The replacement house located within the Town of Painter will begin as soon as the owner's furniture is moved into storage.

2017 IP/R Program

Staff has been gearing-up for the 2017 IP/R Program, and has been authorized to submit 3 projects to DHCD for review once all preliminary work has been completed. Staff is updating the waiting lists of applications on file and will submit them to the Rehabilitation Review Board once the families have been determined to be eligible for assistance. The long process of completing the Environmental Reviews for each application will begin as soon as the Board ranks the applicants.

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

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

9. Housing Development Projects

As reported at our last meeting, we opened bids for the construction of Bailey Road Apartments on May the 16th, and the low bidder, Community Housing Partners (CHP) submitted a price that 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 negotiating CHP, and have agreed to cut back on some of the specifications at Bailey Road which has lowered his bid price by \$450,000. The major cuts include deleting the community room, changing the exterior siding from painted cement-fiber board to vinyl, changing the subsurface material for the streets from stone to crushed concrete, and changing the street surface treatment from asphalt to tar and chip. Our engineer will be presenting the site work changes to Accomack County to assure their compliance with the County's erosion and sediment control / ground disturbance ordinances.

Also, staff met with DHCD officials in Richmond on July 12th, and got an unofficial offer of an additional \$200,000 of HOME funds for the project. We're hoping to receive conformation of that offer this week. A new scope of work, development budget, and long-range financial pro-forma is being finalized and will be submitted to Rural Development for their approval this week.

At the time of the meeting, we received word that the \$200,000 offer of additional HOME funds was approved

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

Our architect has completed the preliminary plans and specifications for the rehabilitation of Pine Street Apartments. On the 18th of July, staff from Dominion Due Diligence was on site to complete the preliminary work for the Phase I Environmental, which is one of the documents required by our funders. Also, on the 20th of July, staff from Newbanks Consulting was on site to complete the field work required for the Capital Needs Assessment, which is a report required by Rural Development.

Our goal is to obtain Rural Development approvals for the transfer to the LLC, and to close with the equity funders by the middle of November.

10. Housing Services Programs

Homeownership Program

Pre-Purchase Counseling	Current Month: May		
# of orientations held	0		
Orientation attendees	0		
Client Intakes	7		
Additional Counseling Sessions Held	3		
# of final workshops held	1		

Mortgage submissions	0		
Mortgage closings	1		
Financing leveraged	\$405,956		

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

Default and Foreclosure Counseling	Current Month: May		
Intake sessions	0		
Additional Foreclosure Sessions	3		
Positive Foreclosure Prevention Outcomes	0		
Homeowner Budget/Predatory lending Counseling	1		

New VHSP 0
Follow Up VHSP 2

The Pre-Purchase Workshop held at ESCC had 18 in attendance-several have already followed up with face to face appointments

The first of three construction loans closed this month. The remaining two are expected to close in June

Patricia Grove and Bobbie Wert attended the Virginia Association of Housing Counselors Conference in Chesapeake from May 2-5 to update their CEU's

Virginia Homeless Solutions Grant

Total Assessments YTD: 14

Serving:

Prevention: 4
Rapid Rehousing: 5
Shelter: 1

Qualified and Searching:

Prevention: 1
Rapid Rehousing: 1

Closed Cases that have received funding:

Prevention: 0

Rapid Rehousing: 0

Shelter Operations: 0

Budget:

Prevention: \$42,000 - \$1,135 (\$40,865 remaining)

Rapid Rehousing: \$75,633 - \$5,121.70 (\$70,511.30 remaining)

Shelter Operations: \$6,535 – \$910.05 (\$5,624.95 remaining)

Community Partners of the Eastern Shore

A Grant Agreement has been entered into between the Virginia Department of Housing and Community Development (DHCD), and the Accomack-Northampton Planning District Commission (A-NPDC) for the period of July 1, 2016 to June 30, 2017 in the amount of \$27, 109. Included in this amount is state general funds to be expended for shelter operations, prevention/diversion activities, rapid re-housing activities, centralized/coordinated entry, CoC planning, HMIS, and/or administration as indicated in the DHCD approved budget.

CoC Planning activities will include:

- Planning activities including implementation of the CPES Strategic Plan, development of a 10-year plan to end homelessness, goal setting and success metrics for the CPES Crisis Response System
- Outreach and capacity building activities designed to increase community awareness, of CPES as a community resource and issues related to homelessness, expansion of partnerships contributing to CPES and the Rapid Response Team (RRT) and, participation in training in crisis response and/or other relevant training
- General operation of the CPES community network

11. Executive Director's Report

NCALL Line of Credit

Staff continued the NCALL Line of Credit.

Pit Privy Survey

The seaside count of pit privies is almost complete for Northampton County. The rough count at this time is 24 homes without indoor plumbing. As long as funding allows, staff and Area on Aging will continue the count on the seaside of Accomack County.

Bayview Property

The property is listed but staff is now seeking a renter as well.

12. Public Participation

There was no public participation at this time.

13. Other Matters

No other matters were discussed at this time.

14. Adjournment

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

Ellen Richardson, President

Elaine K. N. Meil, Executive Director