

Minutes of the September 23, 2015 Meeting of the
Eastern Shore of Virginia Housing Alliance
The Enterprise Building
Accomac, Virginia

Directors Present

Jacqueline Chatmon
Louise Coles
Faith Custis
Diana Giddins
Richard Jenkins
Diane Musso

Ellen Richardson
Michael Selby
Laurence Trala
David Vaughn
Barbara Widgeon

Directors Absent

Delores Bailey
Angel Collins

Chris Bannon

Others Present

Elaine Meil
Susan Haycox
Brenette Hinmon

Kat Edwards
David Annis

1. Call to Order

President Richardson called the meeting to order at 7:05 p.m.

2. Invocation

Director Trala gave the invocation.

3. Minutes of July 22, 2015 Meeting

The Minutes of July 22, 2015 Meeting were presented.

Board approval of the minutes of the July 22, 2015 Meeting was requested.

Director Custis moved to approve the minutes of the July 22, 2015 meeting after the noted correction. Seconded by Director Vaughn, 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	July/August Expenses	\$ 26,019.98
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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 Jenkins 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 report through indicated that 13.81 percent of the Administrative Budget and 17.12 percent of the Construction/Client Services Budget had been expended while 16.67 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 Giddins, the motion carried by unanimous vote.

6. FY 2015 Audits

The draft FY 2015 Audit for the Pine Street Apartment Project prepared by Dunham & Aukamp, PLC was presented. The Executive Committee is scheduled to meet prior to the Board Meeting to review the FY 2015 Draft Audit. Any Board Members who would like to attend are welcome.

Pending Executive Committee recommendations, acceptance of the FY 2015 Pine Street Apartment Project Audit as prepared by Dunham & Aukamp, PLC was requested.

For your information, the annual Pine Street Audit is due to Rural Development by September 30. The FY 2015 combined audit for all financials related to the Eastern Shore of Virginia Housing Alliance is being completed by the auditor and will be presented at the November Board meeting.

Director Trala moved to adopt the FY 2015 Pine Street Apartment Project Audit as presented. Seconded by Director Custis, the motion carried by unanimous vote.

7. Property Management

Pine Street Apartments

Our property manager is reporting no vacancies as of September the 15th. Three tenants are behind in rent payments, but management expects payments will be made by all three soon. No unusual maintenance issues to report.

Accomack Manor

The property manager at Accomack Manor reported one vacancy which is scheduled to be filled before our meeting. There are currently 35 preliminarily approved persons on the waiting list. Since the current two regular bingo parties have been so well attended, management has added another monthly bingo event. There are no unusual maintenance issues to report.

8. Indoor Plumbing/Rehabilitation Program

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

Accomack's new replacement house, located on Payne Road just north of Bloxom, has been completed. The elderly lady who owns the house had asked if her replacement house would have a front porch, since she enjoyed spending time outside. In addition to not having indoor plumbing, her old house did not have porches. Staff was able to design a house with a full front porch that was built within the cost caps of the IP/R Program.

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

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

2016 IP/R Contract

The IP/R Rehab Review Board was asked to rank our current applicants for the 2016 IP/R contract year. Our 2016 contract with DHCD allocates \$250,000 for Accomack and Northampton Counties. Additionally, our hope is that we will be successful in accessing the IP/R incentive pool of funds that will be open for competition in November of this year. Our goal is to double our production levels from the past several years, from two new houses a year, to four.

Bayview Foreclosure

At July's Board Meeting, it was noted that Terrance Langston is 22 months past due on his mortgage payment. Several attempts have been made to collect payment, but to no avail.

Staff has also spoken with a neighbor and relative of Terrance Langston three times over the past 6 months. The relative has lost contact with Mr. Langston, but occasionally sees him in the neighborhood. The relative also relayed that the last time he had contact with Mr. Langston he learned that the water and sewer had been turned-off at the house due to past due bills.

Board guidance was requested.

Director Trala moved to authorize staff to begin foreclosure proceedings. Seconded by Director Custis, the motion carried by unanimous vote.

9. Housing Development Projects

Bailey Road Apartments USDA Project

As a response to our request for additional fund to support the Bailey Road project, the national office of Rural Development indicated that they could provide additional loan funds, but that all grant funds for this FY had been obligated. Staff revised our request to RD to include only loan funds as advised by the national office, and sent a letter to that effect to the national and state offices of Rural Development the first of August. To date, we have not received an official response from Rural Development.

Our engineer has submitted a full site plan to the Accomack Department of Planning and Community Development for their review of our storm water management plan and erosion and sediment control measures.

Jerusalem Road Apartments USDA Project

We have received unofficial, verbal notice that our application for 24 units of affordable apartments to be built in a rural area of Temperanceville will be offered funding. Staff is currently trying to get official confirmation.

Pine Street Apartments Tax Credit Project

Staff has been working to put together a development team of professional consultants to begin collecting and creating the documents required to move to the next phase of this process, which will be an application for a tax credit reservation from VHDA due November 2nd of this year. We have a project attorney, architect, engineer, and investor partner on board, all of whom have years of experience working with Virginia's tax credit program.

10. Housing Services Programs

NCALL Homeownership Counseling

Pre-Purchase Counseling	Current Month: July	Cumulative FY 2015	Total RIF Cumulative
# of orientations held	0	0	11
Orientation attendees	0	0	39
Client Intakes	5	44	174
Additional Counseling Sessions Held	2	36	143
# of final workshops held	0	3	9
Mortgage submissions	4	8	28
Mortgage closings	0	3	16
Financing leveraged	\$42,000	\$ 42,000	\$ 1,732,514

Growing Your Money Financial Literacy	Current Month: July	Cumulative FY 2015	Total Cumulative
New GYM participants	0	88	119
GYM graduates	0	0	20

Default and Foreclosure Counseling	Current Month: July	Cumulative FY 2015	Total Cumulative
Intake sessions	2	24	95
Additional Foreclosure Sessions	8	37	229
Positive Foreclosure Prevention Outcomes	1	5	33
Homeowner Budget-Predatory lending counseling	2	8	18

Positive Outcomes:

-Default: 1 mortgage brought current with Emergency Assistance funds and homeowner's funds-Black Female 50% AMI

-Closing: 1 client with a new construction loan closed on the lot-will have final closing when house is complete (did not include in totals)

Provided information on programs and services at monthly meeting at the VA Office-this will be a monthly participation.

Participated in a Poverty Simulation which was conducted for the benefit of new school teachers in Accomack County

A Pre-Purchase Class is scheduled for September at the community college

Virginia Homeless Solutions Grant

Director of Housing Services Edwards notified the Board that there is a great need for supplies and food for the homeless clients being placed into hotels. Director Musso stated if her organization (ESAAA/AAA) could have a representative on the RRT (Rapid Response Team) committee, then her organization could possibly provide services.

Director Vaughn made a motion for staff to ask the Salvation Army if they would have any funds, approximately \$10,000, for the VHSP program to purchase hotel vouchers. Seconded by Director Trala, the motion carried by unanimous vote.

11. Executive Director's Report

Line of Credit

The line of credit has been increased to its maximum limit for predevelopment costs of the Pine Street Apartments renovation and Bailey Road Apartments construction. At the time of discussion, Jerusalem Road Apartments was not authorized. Instead of seeking a further increase to the line of credit, staff would like to examine other loan products for Pine Street Apartments. If a product can be found, possibly from the A-NRHA or another entity such as a bank, the proceeds of such a loan could be used to pay down the line of credit leaving a portion available for pre-development costs for Bailey Road Apartments and Jerusalem Road Apartments. The estimated predevelopment costs for Pine Street Apartments are attached.

Authorization was requested for the Executive Director to examine other loan options for Pine Street Apartments pre-development and, if a better loan can be found, execute loan closing documents up to \$135,000 and use the proceeds to pay Pine Street expenses and repay Pine Street expenses to the line of credit.

Director Jenkins made the motion to grant authorization for the Executive Director to examine other loan options, with a maximum of \$175,000. Seconded by Director Custis, the motion carried by unanimous vote.

Jerusalem Road apartments

The application was submitted and staff expects news soon.

Bayview Property

The property has been listed and it has been viewed although no offers have been received.

CHDO Reauthorization

The ESVHA is a designated Community Housing Development Organization for Accomack and Northampton Counties. Staff has prepared the reauthorization of the designation but there is not a requirement to have a 2/3 majority affirmative vote to continue to apply for the designation. This designation allows ESVHA to apply for HOME funds for affordable housing projects.

Retroactive authority to apply for the CHDO designation was requested.

Director Custis moved to grant retroactive authority for staff to apply for the CHDO designation. Seconded by Director Coles, the motion carried by unanimous vote.

12. Public Participation

There was no public participation at this time.

13. Other Matters

It was noted that Director Delores Bailey resigned from the ESVHA Board effective September 14, 2015.

Director Trala made the motion to send her a Certificate of Appreciation for her years of service. Seconded by Director Jenkins, the motion carried by unanimous vote.

14. Adjournment

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

Ellen Richardson, President

Elaine K. N. Meil, Executive Director