

Minutes of the November 18, 2015 Meeting of the
Eastern Shore of Virginia Housing Alliance
The Enterprise Building
Accomac, Virginia

Directors Present

Chris Bannon
Louise Coles
Angel Collins
Faith Custis
Diana Giddins

Richard Jenkins
Ellen Richardson
Michael Selby
Laurence Trala
David Vaughn

Directors Absent

Jacqueline Chatmon
Diane Musso

Barbara Widgeon

Others Present

Elaine Meil
Susan Haycox
Melissa Matthews

Kat Edwards
David Annis

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 September 23, 2015 Meeting

The Minutes of September 23, 2015 Meeting were presented.

Board approval of the minutes of the September 23, 2015 Meeting was requested.

Director Custis moved to approve the minutes of the September 23, 2015 as presented.
Seconded by Director Jenkins, 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	September & October Expenses	\$ 28,873.56
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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 indicated that 29.14 percent of the Administrative Budget and 25.52 percent of the Client Services Budget had been expended while 33.33 percent of the fiscal year had passed.

Board acceptance of the presented Financial Status Report was requested.

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

6. FY 2017 Budget Requests

Northampton County has requested that FY 2016 Budget Requests be submitted to the County by December 4. In the past Accomack County has required that fiscal year Budget Requests be submitted by mid-December.

For FY 2016 Accomack County and Northampton County approved level funding in the amount of \$9,215 and \$4,747 respectively.

Board guidance concerning FY 2017 Budget Requests to the localities was requested.

Director Trala moved to ask both Counties for level funding. Seconded by Director Custis, the motion carried by unanimous vote.

7. FY 2015 Audit

The draft FY 2015 Audit prepared by Dunham & Aukamp, PLC was attached. The Executive Committee was scheduled to meet prior to the Board Meeting to review the FY 2015 Draft Audit. The auditor was available to answer any questions via conference call at that time. Board members who would like to attend were welcome.

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

The 990 was received the day of the meeting. The Auditor wanted approval with the few corrections of Director's names made.

Director Jenkins moved to approve the FY 2015 Audit with the corrections made to the Director's names. Seconded by Director Custis, the motion carried by unanimous vote.

8. Property Management

Pine Street Apartments

Our property manager is reporting one vacancy which should be filled by the end of the month. One family is behind with rent payments. Our property manager will be procuring repairs to the sprinkler system in the next few weeks.

Accomack Manor

An update was provided at the meeting.

9. Indoor Plumbing/Rehabilitation Program

2016 IP/R Contract

Staff has completed all of the pre-contract documents required to set-up the 4 new projects with DHCD. The only remaining item is a clearance letter from DEQ for the 4 environmental reviews completed for the 4 projects. DEQ has verbally committed to providing the clearance letter before the end of the month. Once the letter is received and the project set-ups are approved by DHCD, construction will begin on one replacement house in Northampton County, and one in Accomack County.

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

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

10. Housing Development Projects

Bailey Road Apartments USDA Project

We have received the long-awaited letter from the Richmond RD office confirming that they will provide the additional loan funds that we requested in August (attached). We had been working with Community Housing Partners over the past year to provide the plans and specifications, cost estimates, and were hopeful that their construction division would build the apartments. Community Housing Partners is a well-respected, non-profit agency based in Christiansburg that has designed and constructed numerous affordable housing complexes up and down the East Coast, and were the general contractor for Crispus Attucks Apartments, Mill Run Apartments, and more recently, William Hughes Apartments. Recently however, CHP has been undergoing an internal reorganization, and has been unresponsive to our request for progress updates and required documents.

Staff has been working to identify contractors who would be willing to bid on the construction of Bailey Road Apartments. So far, we have only been able to identify one contractor who seems interested. Once a couple of more contractors are identified, the work will be bid.

Additional, Virginia Community Capital has agreed to provide the construction loan we will need to pay contractor invoices and other expenses during the construction phase of the project. We will be closing on the construction loan once we bid the project and obtain a firm contract price.

Jerusalem Road Apartments USDA Project

We have received the letter from Rural Development announcing their intent to provide the loan and grant funds required to develop Jerusalem Road Apartments (letter attached). Next, we should receive a letter from RD with specific instructions and a list of documents required for the final application. Staff will be strategizing on the best approach for obtaining the required zoning approvals in the coming months.

Pine Street Apartments Tax Credit Project

We have provided Rural Development with the corporate documents they need to approve the conveyance required in order to close on the tax credits. Staff will be procuring a capital needs assessment and updating the appraisal and market study, along with the other documents required to close with the equity fund. We hope to close on the equality fund and construction loan by May of 2016, which would allow us to start construction by early summer of next year.

11. Housing Services Programs

NCALL Homeownership Program

Pre-Purchase Counseling	Current Month: October	Cumulative FY 2015	Total RIF Cumulative
# of orientations held	0	0	11
Orientation attendees	0	0	39
Client Intakes	3	49	179
Additional Counseling Sessions Held	0	40	147
# of final workshops held	0	4	10
Mortgage submissions	0	9	29
Mortgage closings	2	5	18
Financing leveraged	\$292,000	\$334,000	\$2,024,514

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

Default and Foreclosure Counseling	Current Month: October	Cumulative FY 2015	Total Cumulative
Intake sessions	3	30	101
Additional Foreclosure Sessions	5	48	240
Positive Foreclosure Prevention Outcomes	0	9	37
Homeowner Budget/Predatory lending Counseling	5		

Virginia Homeless Solutions Grant

Total Assessments: 81

Serving:

Prevention: 4

Rapid Rehousing: 16

Shelter: 0

Qualified and Searching:

Prevention: 0

Rapid Rehousing: 3

Closed Cases:

Prevention: 1

Rapid Rehousing: 9

Shelter Operations: 3

Budget:

Prevention: \$40,000 - \$12,105.48 (\$27,894.52 remaining)

Rapid Rehousing: \$75,633 - \$55,420.94 (\$20,212.06 remaining)

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

Estimate Projection Date to Exhaust Funding:

Prevention: 6/30/2015

Rapid Rehousing: mid-February 2016

Shelter Operations: N/A

Needed Support:

Since we are out of funding for Shelter Operations, I have started to collect hotel samples to pass out to the homeless. If you have any at home or any upcoming travel stays, it would be appreciated if you could get those and give them to me so I can pass them out to those who would benefit. Specifically bars of soap, shampoo, conditioner, toothpaste and toothbrushes.

12. Executive Director's Report

Line of Credit

The Accomack-Northampton Regional Housing Authority has approved funding of the pre-development loan for Pine Street Tax Credit pending attorney recommendation if the A-NRHA is able to serve as a lender under State law.

Bayview Property

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

CHDO Reauthorization

The CHDO application has been completed and submitted.

13. Public Participation

There was no public participation at this time.

14. Other Matters

Executive Director Meil mentioned that the Board still needs to fill the spot left vacant by Delores Bailey's resignation. President Richardson stated someone may want to ask Mrs. Bailey if she recommends someone. Director of Housing Development Annis mentioned Yvette Morris who is very active in the Withams area.

15. Adjournment

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

Ellen Richardson, President

Elaine K. N. Meil, Executive Director