

Minutes of the November 30, 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
Ellen Richardson
Michael Selby
Dottie Swisher
David Vaughn

Directors Absent

Diane Musso

Barbara Widgeon

Others Present

Elaine Meil
Melissa Matthews
David Annis

Susan Haycox
Kat Edwards

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 28, 2016 Meeting

The Minutes of September 28, 2016 Meeting were presented.

Board approval of the minutes of the September 28, 2016 Meeting was requested.

Director Chatmon noted several typos in the minutes.

Director Duer moved to approve the minutes of the September 28, 2016 meeting after typo corrections were made. 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	September/October Expenses	\$ 31,701.64
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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 Custis, the motion carried by unanimous vote.

5. Current Financial Status Report

The report indicated that 30.83 percent of the Administrative Budget and 37.57 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 Custis moved to approve the current Financial Status Report as presented. Seconded by Director Selby, the motion carried by unanimous vote.

6. FY 2016 Audits

The draft FY 2016 Audit prepared by Dunham & Aukamp, PLC was attached. The Executive Committee was scheduled to meet prior to the Board Meeting to review the FY 2016 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 2016 Audit as prepared by Dunham & Aukamp, PLC was requested.

Director Chatmon noted that two numbers needed to be switched on the Statements of Financial Position located on page 4 of the audit. The auditor was called, and he agreed to make the correction.

Director Custis moved to accept the FY 2016 Audit with the corrections made to page 4. Seconded by Director Jenkins, the motion carried by unanimous vote.

7. FY 2018 Budget Requests

Northampton County has requested that FY 2018 Budget Requests be submitted to the County by December 2. In the past Accomack County has required that fiscal year Budget Requests be submitted by mid-December.

For FY 2017 Accomack County and Northampton County approved level funding in the amount of \$9,215 and \$4,747 respectively.

Board guidance concerning FY 2018 Budget Requests to the localities was requested.

Director Jenkins moved to request level funding from both Counties. Seconded by Director Selby, the motion carried by unanimous vote.

8. Property Management

Pine Street Apartments

Our property manager is reporting one vacancy which will be filled before the end of the month. Two families are behind with rent payments. Unit inspections are scheduled for December 2nd.

Maintenance issues are being limited to immediate needs only in preparation for the rehabilitation.

Accomack Manor

The property manager at Accomack Manor is reporting full occupancy, with a healthy waiting lists.

Rents continue to be capped at the tax credit rent restricted levels of \$338.00 for the 1-bedroom apartments, and \$370.00 for the 2-bedroom units.

Management continues to host monthly activities including nutrition classes, bingo, and blood pressure clinics hosted by Intrepid. Thanksgiving and Christmas potlucks are also being planned.

9. Indoor Plumbing/Rehabilitation Program

2016 IP/R Program

All audit questions and issues noted in DHCD's audit letter for the 2016 program have been resolved. The replacement house in Texaco Town has been completed. The replacement house under construction just outside of Painter has been completed. Construction on the replacement house located within the Town of Painter is 75% complete.

2017 IP/R Program

Staff is currently working to prequalify two families for the 2017 Program. Both applicants do not have indoor plumbing. The first is located just outside of Onancock, and the second is located near Sanford. Since the Sanford house is located in a flood zone, staff is working with the client and DHCD to facilitate a relocation of the family to an existing, standard replacement house in another neighborhood.

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 Bannon, the motion carried by unanimous vote.

10. Housing Development Projects

Bailey Road Apartments USDA Project

The full, revised construction plans and specifications have been completed. Rural Development has requested that the appraisal be updated to include the additional HOME funds promised by DHCD. Our consultant is working on the update, and we expect to receive it any day now.

For the past 3 months our attorney has been negotiating the language of a subordination agreement that will allow Community Capital Bank to have first position over the RD loans and grants for our construction loan. That issue was settled last week when the Office of General Council provided an agreement that was accepted by the Bank. It appears we are on track to close on the construction loan before Christmas.

Even though at the last meeting the Board voted to reaffirm their authorization to move forward with all documents required to construct the apartments, our attorney has drafted a resolution specific to closing on the construction loan.

The Board was asked to adopt the attached resolution authorizing the Executive Director to sign all documents required to close on the construction loan with Community Capital Bank of Virginia.

Director Custis moved to adopt the resolution authorizing the Executive Director to sign all documents required to close on the construction loan with Community Capital Bank of Virginia. Seconded by Director Vaughn, the motion carried by unanimous vote.

Jerusalem Road Apartments USDA Project

Staff received verbal approval from VHDA for a pre-development loan for Jerusalem Road Apartments. The loan would cover the costs of the property options, market study, appraisals, phase I environmental, and other required pre-development documents. The loan would be unsecured, with 0% interest for 36 months. As part of their REACH program, VHDA would defer payoff of the loan until the post-construction closing with Rural Development.

Board authority was requested to make application to VHDA's REACH Program for a pre-development loan to offset the costs of the documents required for closing of the Rural Development 514/516 Loan Grant for Jerusalem Road Apartments.

Director Jenkins moved to grant authority for staff to apply to VHDA's REACH Program for a pre-development loan to offset the costs of the documents required for closing of the Rural Development 514/516 Loan Grant for Jerusalem Road Apartments. Seconded by Director Duer, the motion carried by unanimous vote.

Pine Street Apartments Tax Credit Project

Our architect completed the construction plans and specifications for the rehabilitation of Pine Street Apartments. The plans and specifications have been approved by Accomack County, and the construction permit has been issued. Our consultants has delivered the update to the Phase I Environmental Report, and the Capital Needs Assessment. Virginia Community Capital has provided a commitment/term letter for a construction loan. We now have everything we need to submit the property transfer request package to Rural Development. The transfer is required in order to allow our tax credit investors to enter the L.L.C. as a partner and take ownership of the credits in exchange for the capital required to complete the rehabilitation.

The Board was asked to reaffirm their authorization for our Executive Director and President to execute all documents required to proceed with the tax credit funded rehabilitation of Pine Street Apartments including the ownership transfer to our L.L.C, the closing of a construction loan with Virginia Community Capital, the closing with the equity tax credit fund and their inclusion as a partner in our L.L.C., and the AIA contraction contract. The Documents include, but may not be limited to, the attached Resolutions, Affidavits, and Certifications.

Director Bannon moved to grant authorization for the Executive Director and President to execute all documents required to proceed with the tax credit funded rehabilitation of Pine Street Apartments. Seconded by Director Selby, the motion carried by unanimous vote.

11. Housing Services Programs

Homeownership Program

Pre-Purchase Counseling	Current Month: October		
# of orientations held	0		
Orientation attendees	0		
Client Intakes	4		
Additional Counseling Sessions Held	7		
# of final workshops held	0		
Mortgage submissions	2		
Mortgage closings	0		
Financing leveraged	\$0		

Growing Your Money Financial Literacy	Current Month: October		
New GYM participants	1		
GYM graduates	0		

Default and Foreclosure Counseling	Current Month: October		
Intake sessions	2		
Additional Foreclosure Sessions	4		
Positive Foreclosure Prevention Outcomes	2		
Homeowner Budget/Predatory lending Counseling	1		

New VHSP	1
Follow Up VHSP	2
Lease/Purchase	1

Virginia Homeless Solutions Grant

Total Assessments YTD: 106

Serving:

Prevention: 4

Rapid Rehousing: 10

Shelter: 0

Qualified and Searching:

Prevention: 1

Rapid Rehousing: 4

Closed Cases that have received funding:

Prevention: 2
Rapid Rehousing: 3
Shelter Operations: 0

Closed Cases that have NOT received funding:

Prevention: 0
Rapid Rehousing: 4
Shelter Operations: 0

Budget:

Prevention: \$42,000 - \$16,042.89 (\$25,957.11 remaining)
Rapid Rehousing: \$75,633 - \$30,938.88 (\$44,694.12 remaining)
Shelter Operations: \$6,535 - \$6,122.15 (\$412.85 remaining)

Estimate Projection Date to Exhaust Funding:

Prevention: April 2017
Rapid Rehousing: May 2017
Shelter Operations: November 2016

WE HAVE CLIENTS THAT ARE ON OUR RAPID REHOUSING PROGRAM THAT WERE BURNED OUT OF THEIR HOME WE HAD HOUSED THEM IN ON TUESDAY. OUR HOTEL MONEY WILL BE EXTINGUISHED ON FRIDAY TO HOUSE THEM WITH THE LAST WEEK OF FUNDING THAT WE HAVE. IF ANYONE HAS ITEMS THEY ARE WILLING TO DONATE, PLEASE CALL PATRICIA GROVE AT 757-787-2800 X124. THEY HAVE 3 SMALL CHILDREN, ALL BOYS.

Virginia Homeless Solutions Opportunities

Smile Amazon – For those who shop regularly on Amazon, the Amazon folks offer an option called Amazon Smile. A small percentage of your purchase price is donated to a charity without raising the cost of your item. You can use your existing account and Smile will pick up all your saved preferences. It is very easy.

The ESVA is now an organization that is eligible for Smile donations. I have attached some information about how the process works.

12. Executive Director's Report

NCALL Line of Credit

No update. The line of credit has been extended.

Bayview Property Sale

Staff sent out an email providing details regarding a potential buyer of one of the Bayview houses. No objections were received and staff proceeded with the sale. The house is the three bedroom house. The house needs some work and staff worked with the buyer for a sale price of \$49,000 to be completed with a five year lease purchase and he has agreed to do the painting himself. ESVHA leased the house to him for \$525 with \$100 per month going toward the purchase. The entire amount will be forfeit if he fails to complete the purchase in the five year period. He has also provided a \$350 security payment which will be applied to the purchase price upon the sale.

Retroactive Authorization for the Executive Director to execute the sale of 22256 Woodcock Circle for \$49,000 was requested.

Director Custis moved to grant retroactive authority for the Executive Director to execute the sale of 22256 Woodcock Circle for \$49,000. Seconded by Director Bannon, the motion carried by unanimous vote.

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