

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

Directors Present

Louise Coles
Angel Collins
Faith Custis
Robert Duer
Diana Giddins

Diane Musso
Ellen Richardson
David Vaughn
Barbara Widgeon

Directors Absent

Chris Bannon
Jacqueline Chatmon

Richard Jenkins
Michael Selby

Others Present

Susan Haycox
Melissa Matthews

Kat Edwards
David Annis

1. Call to Order

President Richardson called the meeting to order at 7:03 p.m.

2. Invocation

Director Widgeon gave the invocation.

3. Minutes of November 18, 2015 Meeting

The Minutes of November 18, 2015 Meeting were presented.

Board approval of the minutes of the November 18, 2015 Meeting was requested.

Director Collins moved to approve the minutes of the November 18, 2015 as presented.
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	November & December Expenses	\$ 28,980.84
--------	------------------------------	--------------

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 Duer 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 through December 2015 indicated that 44.53 percent of the Administrative Budget and 48.86 percent of the Construction/Client Services Budget had been expended while 50 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 Giddens, the motion carried by unanimous vote.

6. FY 2016 Budget Amendments

Approval of the following FY 2016 Budget Amendments is requested:

1.	3103	IP/R HOME Program Management Administration	\$ 6,000.00 + 8,000.00 <u>\$ 14,000.00</u>
2.	4103	IP/R HOME Program Management Housing Specialist and Inspection	\$ 6,000.00 + 4,000.00 <u>\$ 10,000.00</u>

ITEMS 1 and 2 represent the amendment to include additional funds awarded by DHCD to continue and expand the Indoor Plumbing/Rehab program.

The Budget Amendments requested will be reflected on the next financial status report.

Director Custis moved to approve the FY 2016 Budget Amendments as requested. Seconded by Director Widgeon, the motion carried by unanimous vote.

7. FY 2017 Budget Requests

The FY 2017 budget requests were provided and had been submitted to Accomack County and Northampton County for level funding in the amount of \$9,215 and \$4,747 respectively.

8. Election of FY 2017 Officers

Corporation By-Laws state that the election of the FY 2017 President, Vice President, and Treasurer shall be held at the March Board meeting. It is recommended that a Nominating Committee be appointed so the Election of Officers can be held at the next regular meeting.

Chair appointment of a 3-member Nominating Committee, one from Northampton and two from Accomack, was requested.

For your information, having served two 1-year terms (Three terms can be served.), the following officers are eligible for re-election to their current positions:

President	Ellen Richardson
Vice President	Richard Jenkins
Treasurer	Faith Custis

President Richardson appointed Directors Musso, Vaughn and Giddens to the Nominating Committee.

9. Property Management

Pine Street Apartments

Our property manager is reporting one vacancy. A family was pulled from the waiting lists, approved, and should be moving in before the end of the month. Three families are behind with rent payments, but are expected to become current soon. Our property manager has had reports of bedbugs in 3 units and is taking aggressive actions to eradicate the problem in those units.

There was a shooting reported at Pine Street Apartments on Friday January 8, 2016. The shooting occurred outside of the apartments, close to the playground. No tenants were hurt, or involved in the shooting. Staff will have additional details at the meeting.

Accomack Manor

An update was provided at the meeting.

10. Indoor Plumbing/Rehabilitation Program

2016 IP/R Contract

DHCD's allocation for the 2016 IP/R Program for the Shore is \$250,000. Staff is working towards completing 4 jobs this year, which would take us well over budget. The first 3 jobs will cost approximately \$268,000. We expect that DHCD will require us to access Program Income Funds to complete the third house. We believe we can access DHCD's Incentive Fund, at some point, to complete the fourth job.

DHCD has approved the set-up for a replacement house in Cheriton. Approving the set-up means funds have been obligated by DHCD and can be accessed in increments on a reimbursement basis for funds expended to complete the work. The contractor is ready to begin the project, but staff has run into an unexpected zoning issue. Work will begin as soon as the zoning issue is resolved.

The three remaining 2016 jobs can begin once we receive the water and sewer construction permits. Since two of the jobs will require sewer pretreatment, the sewer systems must be designed by a certified AOSE (Authorized On-site Soil Evaluator). We expect that work will be completed and submitted to the Health Department this week.

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 Musso, the motion carried by unanimous vote.

11. Housing Development Projects

Bailey Road Apartments USDA Project

We have identified 2 contractors who have agreed to bid on the construction of Bailey Road Apartments. One is located in Pocomoke, and the second Christiansburg. Staff met with the Health Department, the project engineer, and the AOSA consultant who is designing the sewer systems just before Christmas. After reviewing the sewer designs, the Health Department indicated that they would accept a less expensive sewer treatment system design due to the quality of the high, well-drained soils. The AOSA has been working on the redesign which should be completed next week. Also, our engineer received comments from the engineering firm that is completing the site plan review on behalf of Accomack County. Staff has received assurances from our architect that the project will be ready to bid by mid-February. We have not yet received the same assurances from our engineer.

Jerusalem Road Apartments USDA Project

As we reported at the last meeting, we have received the letter from Rural Development announcing their intent to provide the loan and grant funds required to develop Jerusalem Road Apartments. 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. We hope to be able to start construction on Bailey Road before going before the BZA requesting zoning approvals for Jerusalem Road.

Pine Street Apartments Tax Credit Project

Our architect is in the process of procuring an engineer to provide the site plans for the rehabilitation of Pine Street Apartments. The architect is also scheduling a site visit that will include representatives from the electrical and mechanical engineers so that that tenants will only need to make arrangements to open their apartments once for all of the design inspections.

The capital needs assessment required by RD will be completed by a professional consulting firm that specializes in Rural Development CNAs. The appraisal and market study updates will be completed once we are within 60 days of closing with our equity fund.

12. Housing Services Programs

NCALL Homeownership Program

Pre-Purchase Counseling	Current Month: December		
# of orientations held			
Orientation attendees	0		
Client Intakes	4		
Additional Counseling Sessions Held	3		
# of final workshops held	0		
Mortgage submissions	0		
Mortgage closings	0		
Financing leveraged	0		

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

Default and Foreclosure Counseling	Current Month: December		
Intake sessions	0		
Additional Foreclosure Sessions	2		
Positive Foreclosure Prevention Outcomes	4	3 Trial modifications	1 Permanent modification
Homeowner Budget/Predatory lending Counseling	2		
New VHSP	1		
Follow Up VHSP	4		

Virginia Homeless Solutions Grant

An update will be provided at the meeting.

Community Partners of the Eastern Shore

The Community Partners of the Eastern Shore (CPES) will be participating in the Virginia Homeless Point In Time (PIT) count on January 27, 2016.

The annual PIT is a snap shot of our community homeless needs. This data provides statistical evidence used by our Community Partner members as they seek funding for community resources and services for persons/families living within Accomack and Northampton Counties. This data is critical as we move forward with the CPES strategic planning process in efforts to develop evidence based projects to ensure that episodes of homelessness are rare, brief and non-reoccurring on the Eastern Shore of Virginia.

13. Executive Director’s Report

Housing Development Loans

The predevelopment loan from the Accomack-Northampton Regional Housing Authority for Pine Street Apartments Rehabilitation has been closed. Construction financing is expected in fall of 2016.

Bayview Property

The property has been relisted and no offers have been received.

CHDO Reauthorization

The CHDO application has been completed and submitted. Nothing new to report.

14. Public Participation

There was no public participation at this time.

15. Other Matters

Director Duer was introduced as the new Board Member from Northampton replacing Larry Trala. Director Custis made the motion to give former Board Member Larry Trala a Resolution for his service over the years. Seconded by Director Collins, the motion carried by unanimous vote.

Director of Housing Development Annis presented a memo detailing the results of the Skeo Solutions Indoor Plumbing Survey conducted on behalf of the National Fish & Wildlife Foundation. A full copy of the report was provided for anyone interested.

16. Adjournment

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

Ellen Richardson, President

Elaine K. N. Meil, Executive Director