

Minutes of the September 27, 2017 Meeting of the  
Eastern Shore of Virginia Housing Alliance  
The Enterprise Building  
Accomac, Virginia

Directors Present

Louise Coles  
Angel Collins  
Faith Custis  
Shenia Davis  
Robert Duer

Diana Giddins  
Richard Jenkins  
Ellen Richardson  
Dottie Swisher  
Barbara Widgeon

Directors Absent

Chris Bannon  
Jacqueline Chatmon  
Michael Selby

David Vaughn  
Vacant

Others Present

Elaine Meil  
Melissa Matthews  
David Annis

Susan Haycox  
Kat Edwards

1. Call to Order

President Custis called the meeting to order at 7:02 p.m.

2. Invocation

Director Giddens gave the invocation.

3. Minutes of July 26, 2017 Meeting

The Minutes of July 26, 2017 Meeting were presented.

Board approval of the minutes of the July 26, 2017 Meeting was requested.

Director Jenkins moved to approve the minutes of the July 26, 2017 meeting as presented. Seconded by Director Duer, 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	\$ 36,148.05
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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 Collins, the motion carried by unanimous vote.

5. Current Financial Status Report

The attached report indicates that 21.25 percent of the administrative budget and 27.84 percent of the client services budget has been expended while 16.67 percent of the fiscal year has passed.

Board acceptance of the presented Financial Status Report was requested.

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

6. FY 2018 Budget

FY 2018 Pine Street Budget

Acceptance of the attached FY 2018 Pine Street Operating Budget was requested.

Note that this is a one-year operating budget for reference, but it will only be used for July 1-Dec 31, 2017. The Budget will need to be updated for CY 2018, most likely in January 2018, and approved for the calendar year since a Tax Credit project must operate on a calendar year basis. This budget reflects less spending on repairs and contracts because of the construction that is underway.

Director Coles moved to adopt the FY 2018 Pine Street Budget. Seconded by Director Collins, the motion carried by unanimous vote.

7. Property Management

Pine Street Apartments

Our Pine Street property manager is reporting two vacancies in the building currently being rehabilitated, and one additional vacancy. The remaining 8 tenants in the building being rehabilitated have relocated to other housing. All rents are current. Our property manager is assisting with the relocation of families from the units scheduled for rehabilitation. Only emergency repairs are being addressed in preparation for the comprehensive rehabilitation.

Accomack Manor

All units are occupied at Accomack Manor and the property manager is reporting a healthy waiting list of applicants for both bedroom sizes. Rents continue to be capped at the tax-credit restricted levels of \$338.00 for the 1-bedroom apartments, and \$370.00 for the 2-bedroom units. Kitchen and bathroom floor coverings are being replaced during unit turnovers, and otherwise as needed.

The property manager continues to host monthly activities including nutrition classes, bingo, and blood pressure clinics hosted by Intrepid and Briggs Home Health. The manager has added a monthly craft night event which has been well attended.

8. Indoor Plumbing/Rehabilitation Program

2017 IP/R Program

The IP/R replacement house located just outside of Onancock has been completed and the owner has moved-in.

A closing date of the 12<sup>th</sup> of October has been set for the IP/R relocation client who lives in Jenkins Bridge. The IP/R purchase funds have been escrowed by the closing attorney. The existing house will be demolished as soon as the client moves into the relocation house, which is located in the Nelsonia area.

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

Director Duer moved to approve the IP/R financial records as requested. Seconded by Director Richardson, the motion carried by unanimous vote.

2018 IP/R Program

Staff is working to identify a group of 3 applicants for the next round of IP/R projects. We are reviewing applications, inspecting houses, applying for sewer permits, and dealing with ownership and zoning issues.

We are continuing efforts to convince the Department of Historic Resources to provide a clearance on their review of our proposal to replace a house located in the Eastville area. We had hoped to provide a replacement house for this family through the 2017 IP/R Program, but were unable to complete the required environmental review due to the lack of a formal response from DHR.

9. Housing Development Projects

Bailey Road Apartments USDA Project

We have closed with Rural Development on the Bailey Road grant and loans and with Virginia Community Capital Bank on the construction loan. The NCALL predevelopment loan has been paid off. We are scheduling a pre-construction meeting in Richmond with Rural Development, and will be scheduling an on-site preconstruction meeting with Accomack County as soon as our contractor is available.

Jerusalem Road Apartments USDA Project

NCALL continues to provide technical support through a grant from the Department of Labor. The DOL funds are used to hire a Richmond based consultant to help work through the maze of Rural Development regulations, and to help encourage Rural Development staff to give our projects priority.

Pine Street Apartments Tax Credit Project

Construction has started at Pine Street. The first building, consisting of 10, one-bedroom units, has been gutted. Building materials are on-site including windows, doors, flooring and siding. Construction is behind schedule due to the unavailability of sub-contractors. Our GC is experiencing difficulty with finding licensed, qualified sub-contractors in all trades.

Five tenants from the first building have been relocated to apartments in Melfa, and two are staying with friends or family.

Staff is working on a budget modification with the Federal Home Loan Bank of Atlanta that will incorporate the additional funds into the schedule of values and scope of work. Staff has negotiated additional items with the GC, including the replacement of the old wood fence with a new vinyl fence to run along the entire north and south property lines.

10. Housing Services Programs

**NCALL Homeownership Program**

<b>Pre-Purchase Counseling</b>	<b>Current Month: July &amp; August</b>
# of orientations held	0
Orientation attendees	0
Client Intakes	12
Additional Counseling Sessions Held	14
# of final workshops held	0
Mortgage submissions	3
Mortgage closings	3
Financing leveraged	\$433,699

<b>Growing Your Money Financial Literacy</b>	<b>Current Month: July &amp; August</b>
New GYM participants	45
GYM graduates	0

<b>Default and Foreclosure Counseling</b>	<b>Current Month: July &amp; August</b>
Intake sessions	1
Additional Foreclosure Sessions	3
Positive Foreclosure Prevention Outcomes	0
Homeowner Budget/Predatory lending Counseling	0

New VHSP-4

Homeowner-non-delinquent-1

Follow-up Rental-5

A Pre-Purchase Workshop was held two evenings, July 19<sup>th</sup> and 20<sup>th</sup> At ESCC. Eighteen people completed the class and earned a Homeownership Certificate.

Three Financial Literacy Classes were held on August 21 for the families attending the Section Eight Briefings with forty five families in attendance.

Jen Hope, Brenette Hinmon, and Patricia Grove attended a Conference in Richmond August 16<sup>th</sup> and 17<sup>th</sup> entitled “Housing Virginia’s Most Vulnerable”. Numerous sessions were offered that addressed housing focused case management and challenges to housing stability in permanent supportive housing.

**Virginia Homeless Solutions Grant**

**2017**

Total Assessments YTD: 66 (42 from ESVHA and 24 from ESCADV)

Serving:

Prevention: 3

Rapid Rehousing: 11

Shelter: 0

Qualified and Searching:

Prevention: 2

Rapid Rehousing: 6

Closed Cases that have received funding:

Prevention: 0

Rapid Rehousing: 4

Shelter Operations: 0

Closed Cases that have NOT received funding:

Prevention: 1

Rapid Rehousing: 1

Shelter Operations: 0

Receiving Budgeting and Case Management (does not qualify for financial assistance):

2

Budget:

Prevention: \$42,000 - \$5,070 (\$36,930 remaining)

Rapid Rehousing: \$75,633 - \$15,726.10 (\$59,906.90 remaining)

Shelter Operations: \$6,535 - \$1,502.20 (\$5,032.80 remaining)

**2016**

Total Assessments YTD: 49

Serving:

Prevention: 3

Rapid Rehousing: 9

Shelter: 0

Qualified and Searching:

Prevention: 1

Rapid Rehousing: 2

Closed Cases that have received funding:

Prevention: 1  
Rapid Rehousing: 2  
Shelter Operations: 0

Closed Cases that have NOT received funding:

Prevention: 0  
Rapid Rehousing: 2  
Shelter Operations: 0

Budget:

Prevention: \$42,000 - \$4,976.31 (\$37,023.69 remaining)  
Rapid Rehousing: \$75,633 - \$17,245.25 (\$58,387.75 remaining)  
Shelter Operations: \$6,535 - \$1820.10 (\$4,714.90 remaining)

Continuum of Care (CoC)

No update at this time.

11. Executive Director's Report

NCALL Line of Credit

The Bailey Road Apartments construction loan has closed the NCALL line of credit has been paid off in full.

Bayview Property Sale

No issues to report.

Indoor Plumbing Rehabilitation Program Income Funds

The HUD regional administrator is making a visit to the Eastern Shore. Staff informed the HUD staffer of the issue regarding the nine homes without indoor plumbing in Exmore. When the administrator comes, staff intends to take him to the area and let him see the condition of the homes and explain how twice the project has appeared to be moving forward but that both times the state indicated they could not use funds because of HUD's regulations.

November Meeting

The next meeting would be on the eve of Thanksgiving. Staff suggests the Board consider rescheduling the meeting.

12. Public Participation

There was no public participation at this time.

13. Other Matters

Director Selby agreed to be an associate for the Perdue Grant if needed.

14. Adjournment

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

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Faith Custis, President

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Elaine K. N. Meil, Executive Director