

Minutes of the January 24, 2018 Meeting of the
Eastern Shore of Virginia Housing Alliance
The Enterprise Building
Accomac, Virginia

Directors Present

Chris Bannon
Jacqueline Chatmon
Louise Coles
Faith Custis
Shenia Davis

Robert Duer
Richard Jenkins
Ellen Richardson
Dottie Swisher
David Vaughn

Directors Absent

Angel Collins
Diana Giddins
Michael Selby

Barbara Widgeon
Vacant

Others Present

Elaine Meil
Melissa Matthews
Bobbie Jo Wert

Susan Haycox
Kat Edwards

1. Call to Order

President Custis called the meeting to order at 7:00 p.m.

2. Invocation

Director Jenkins gave the invocation.

3. Minutes of November 29, 2017 Meeting

The Minutes of November 29, 2017 Meeting were presented.

Board approval of the minutes of the November 29, 2017 Meeting was requested.

Director Duer moved to approve the minutes of the November 29, 2017 meeting as presented. Seconded by Director Richardson, 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	\$ 24,224.65
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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 were also presented.

Director Duer moved to approve the Bills Payable/Financial Statements as presented. Seconded by Director Richardson, the motion carried by unanimous vote.

5. Current Financial Status Report

The attached report indicates that 56 percent of the administrative budget and 42.55 percent of the client services budget has been expended while 50 percent of the fiscal year has passed.

Board acceptance of the presented Financial Status Report was requested.

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

6. FY 2018 Budget Amendments

Approval of the following FY 2018 Budget Amendment was requested:

1.	3590 Pine Street Apartments Tax Credit Project	\$40,000.00
		<u>+20,000.00</u>
		\$60,000.00

ITEM 1 represents the amendment to include additional funds awarded for the Pine Street Tax Credit Project.

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

Director Jenkins moved to approve the FY 2018 Budget Amendment as requested. Seconded by Director Duer, the motion carried by unanimous vote.

7. FY 2019 Budget Requests

FY 2019 budget requests were submitted to Accomack County and Northampton County for level funding in the amount of \$9,215 and \$4,747 respectively.

8. Election of FY 2019 Officers

Corporation By-Laws state that the election of the FY 2019 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 a 1-year term (of a 3-year maximum), the following officers are eligible for re-election to their current positions:

President	Faith Custis
Vice President	Ellen Richardson
Treasurer	Barbara Widgeon

The Nominating Committee was appointed, and consists of Directors Bannon, Vaughn and Davis.

9. Property Management

Pine Street Apartments

Our Pine Street property manager is reporting two vacancies in the building currently being rehabilitated. The remaining eight tenants in the building being rehabilitated have relocated to other housing. Our property manager is assisting with the relocation of families from the units scheduled for rehabilitation. Holding five additional vacancies in the other two buildings. Six tenants are behind in rent payments. Only emergency repairs are being addressed in preparation for the comprehensive rehabilitation.

Accomack Manor

Accomack Manor is fully leased. Property Manager is working from the waiting list. Apartment inspections are scheduled for January.

The property manager reported Intrepid continues to host the Bingo/Blood Pressure Clinics and a Tenant Craft Night is held monthly. A Valentine's Day dance is scheduled for February.

10. Indoor Plumbing/Rehabilitation Program

2017 IP/R Program

The closing date for our IP/R relocation client was postponed again, and rescheduled for January 29th. Pre-closing walk-through was completed on January 18th. Staff and client are satisfied with the condition of the home. Final walk-through is scheduled for the morning of closing.

2018 IP/R Program

Staff has submitted all pre-contract documents required to set-up the first 2018 IP/R job, which is a replacement house for a couple who lives in Exmore. Staff is awaiting for the set-up approval letter from DHCD. A new Community Development Specialist has been assigned to our area, Douglas Ellis as our new representative.

Staff has conducted a pre-bid for a job in Culls. The bids received were over budget and program income from Culls CDBG may need to be utilized to complete the project. Staff continues to review applications, inspect houses, apply for sewer permits, and deal with ownership and zoning issues in order to identify additional 2018 clients.

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

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

11. Housing Development Projects

Bailey Road Apartments USDA Project

On-site preconstruction conference was held December 19th with Accomack County for the E&S permit. VDOT permit has been submitted. Once approved, Accomack County will release issue the land disturber permit. The building permit has been issued.

Staff submitted an Affordable Housing Program (AHP) application to the Federal Home Loan Bank of Pittsburg. The application was not funded. They received 153 applications, funded 52. Erica Simms, HDAdvisors Housing Virginia representative, received guidance from our FHLBank representative on ways to improve our future applications. Should the project not be complete by December, we could apply again. Staff will continue to work with HDAdvisors to fill this funding gap.

Jerusalem Road Apartments USDA Project

Staff met with the owners of the property for the proposed Jerusalem Road Apartments. An alternative site, with road frontage, directly north of the original property was discussed. Note the original property was land locked. Staff and our consultant agreed the alternative site was better. The owners have agreed on terms to extend the purchase option for the alternative site. Our attorney has drafted the purchase option. Staff will follow up with VHDA on the pre-development loan that will pay for the documents required to close

with Rural Development on the 514 loan/grant. Staff continues to seek additional funding sources with our advisors.

Pine Street Apartments Tax Credit Project

Interior and exterior construction is nearly complete on the first building at Pine Street Apartments. Anticipate placing the first building in service by the end of January. Work on the ramps and curb cuts have not begun, excessive cold weather. The new brick and exterior siding is about 25% complete and windows and exterior doors have been replaced on the second and third buildings. Change order was necessary to extend footers on the third building to support brick. Work has begun on the maintenance building. A pipe on the sprinkler system burst during the last winter storm. Staff is seeking advice from the county building official to determine if they system is necessary, the use of this building has changed. The overall construction schedule has been updated with anticipated completion date in May.

12. Housing Services Programs

NCALL Homeownership Program

Pre-Purchase Counseling	Current Month: Nov & Dec
# of orientations held	0
Orientation attendees	0
Client Intakes	6
Additional Counseling Sessions Held	5
# of final workshops held	2
Mortgage submissions	2
Mortgage closings	1
Financing leveraged	\$157,500

Growing Your Money Financial Literacy	Current Month: Nov & Dec
New GYM participants	0
GYM graduates	0

Default and Foreclosure Counseling	Current Month: Nov & Dec
Intake sessions	3
Additional Foreclosure Sessions	3
Positive Foreclosure Prevention Outcomes	1 brought mortgage current
Homeowner Budget/Predatory lending Counseling	1 budget, 1 post-purchase

New VHSP-3

There are several loans in process at this time and should have closed in December, but are being delayed primarily due to repair issues on the property. This has been very frustrating for the buyers, especially when it affects their rate locks.

The Pre-Purchase Workshop was very successful with 23 people in attendance the first evening and 21 the second night. ESVHA plans to partner again with the Eastern Shore Association of Realtors to conduct a two night Pre-Purchase Workshop in February.

Virginia Homeless Solutions Grant

Serving:

Prevention: 6

Rapid Rehousing: 18

Shelter: 1

Closed Cases

Prevention: 1

Rapid Rehousing: 8

Shelter Operations: 0

Budget:

Prevention: \$42,000 - \$16,653.41 (\$23,346.59 remaining)

Rapid Rehousing: \$75,633 - \$56,078.99 (\$19,554.01 remaining)

Shelter Operations: \$6,535 - \$6535 (\$0 remaining)

Estimated Date for Running out of Funds:

Shelter Operations: January 2018

Rapid Rehousing: April 2018

Prevention: June 2018

Director of Housing Services Edwards stated that there is currently \$15,000 available in a VHDA Homeless Assistance Grant. Permission to apply for these funds was requested.

Director Richardson moved to grant authority for staff to apply for the VHDA Homeless Assistance Grant. Seconded by Director Vaughn, the motion carried by unanimous vote.

Continuum of Care (CoC)

The Community Partners of the Eastern Shore (CPES) will conduct its annual Point in Time (PIT) count on January 24, 2018. The PIT is a 24 hour snap shot of our homeless population. Data collected 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 County's. Additional resources will ensure episodes of homelessness are rare, brief and non-reoccurring on the Eastern Shore of Virginia.

CPES members are working to standardize the Coordinated Entry procedure for our most vulnerable population. This system is designed to ensure clarity, transparency, consistency and accountability for those who are having a housing crisis. The HMIS Evaluation and Monitoring Committee will host a planning session on January 19, 2018 from 1-3 at the Community Service Board Prevention Office in Belle Haven, VA.

CPES continues to partner with Virginia State Police and Community Service Board to address the opioid epidemic and its impact on homelessness. Staff participates on the Community Opioid Panel of Experts (COPE) committee.

13. Executive Director's Report

Bayview Property Sale

The tenants at 22256 Woodcock Circle are in arrears in the amount of \$3,217.64. This includes legal fees for eviction process, balance of utility payment owed since moving in, and several months of rent that has gone unpaid. We have begun the eviction process.

Occohannock Neck Road Houses

Executive Director Meil sent a letter requesting assistance with the Occohannock Neck Road houses. Paula Sherman, Senator Kaine's Constituent Services Representative, contacted us and requested additional information. Staff explained the situation. Subsequently, staff received a call from Matt Weaver of the Virginia Department of Housing and Community Development. Staff also indicated that Exmore might consider changing the activities they fund, if the state was willing to pay for the demolition. He indicated he did not know that could be a potential option and he would investigate that aspect and arrange a conference call.

14. Public Participation

There was no public participation at this time.

15. Other Matters

No other matters were discussed at this time.

16. Adjournment

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

Faith Custis, President

Elaine K. N. Meil, Executive Director