

Minutes of the November 29, 2017 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
Richard Jenkins
Ellen Richardson
Dottie Swisher
David Vaughn
Barbara Widgeon

Directors Absent

Diana Giddins
Michael Selby

Vacant

Others Present

Elaine Meil
Melissa Matthews
David Annis

Susan Haycox
Kat Edwards
Bobbie Jo Wert

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 September 27, 2017 Meeting

The Minutes of September 27, 2017 Meeting were presented.

Board approval of the minutes of the September 27, 2017 Meeting was requested.

Director Duer moved to approve the minutes of the September 27, 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	September & October Expenses	\$ 34,867.71
--------	------------------------------	--------------

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 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 41.75 percent of the administrative budget and 35.68 percent of the client services budget has been expended while 33.33 percent of the fiscal year has passed.

Board acceptance of the presented Financial Status Report was requested.

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

6. FY 2019 Budget Request

Northampton County has requested that FY 2019 Budget Requests be submitted to the County by January 3. In the past Accomack County has required that fiscal year Budget Requests be submitted by mid-December.

For FY 2018 Accomack County and Northampton County approved level funding in the amount of \$9,215 and \$4,747 respectively.

Board guidance concerning FY 2019 Budget Requests to the localities was requested.

Director Duer moved to ask for level funding. Seconded by Director Richardson, the motion carried by unanimous vote.

7. FY 2017 Audit

The draft FY 2017 Audit prepared by Dunham & Aukamp, PLC was attached. The Executive Committee is scheduled to meet prior to the Board Meeting to review the FY 2017 Draft Audit. The auditor will be 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 2017 Audit as prepared by Dunham & Aukamp, PLC was requested.

One small error was found on page 20 of the draft audit. Director Duer moved to accept the FY 2017 Audit after this one error is corrected. Seconded by Director Richardson, the motion carried by unanimous vote.

8. Property Management

Pine Street Apartments

Our Pine Street property manager is reporting two vacancies in the building currently being rehabilitated. 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

There was a cooking grease fire in one of the third-floor units at Accomack Manor which triggered the sprinkler system and caused water damage to the unit as well as the unit directly below on the second floor. The fire was quickly extinguished by the automatic range hood fire extinguishers.

The rents, which are currently \$338.00 for the 1-bedroom apartments, and \$370.00 for the 2-bedroom units, will be increasing by \$25.00 per month starting the first of the year.

The property manager hosted Thanksgiving pot-luck dinner on the 20th, and will be hosting a Christmas dinner in December.

9. Indoor Plumbing/Rehabilitation Program

2017 IP/R Program

The closing date for our IP/R relocation client was postponed again, and rescheduled for November 13th. The closing documents were prepared by our attorney and signed by the client on the 13th, but we have not put them to record due to the Bank's inability to deliver the property, and inability to facilitate a pre-closing walk-through. We have given the Bank and the Bank's realtor until the end of the month to resolve their issues with this transaction.

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 continues to review applications, inspect houses, apply for sewer permits, and deal with ownership and zoning issues in order to identify 2 additional 2018 clients.

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

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

10. Housing Development Projects

Bailey Road Apartments USDA Project

The pre-construction meeting with Rural Development was held on October 11. Staff has submitted the application for the building permit and has provided the required performance bond for the storm water management and erosion control permit. Staff is attempting to schedule the on-site preconstruction conference with Accomack County for the E&S permit, but our contractor has been unable to give us a date as to when he can attend.

Jerusalem Road Apartments USDA Project

Staff met with the owners of the property for the proposed Jerusalem Road Apartments and has agreed on terms to extend the purchase option for the site. Our attorney is working on drafting the purchase option. Staff has requested a conference call with VHDA to discuss the terms of a pre-development loan that will pay for the documents required to close with Rural Development on the 514 loan/grant.

Pine Street Apartments Tax Credit Project

Construction is in progress on the first building at Pine Street Apartments. New subcontractors are on site, and the pace has improved over the past couple of weeks. The new brick and exterior siding is about 60% complete on the first building. Work has begun on the maintenance building. The contractor is making plans to remove the old siding and replace the windows on the second and third building within the next couple of weeks.

11. Housing Services Programs

NCALL Homeownership Program

Pre-Purchase Counseling	Current Month: Sept & Oct
# of orientations held	1
Orientation attendees	1
Client Intakes	14

Additional Counseling Sessions Held	9
# of final workshops held	0
Mortgage submissions	2
Mortgage closings	1
Financing leveraged	\$89,878

Growing Your Money Financial Literacy	Current Month: Sept & Oct
New GYM participants	10
GYM graduates	0

Default and Foreclosure Counseling	Current Month: Sept & Oct
Intake sessions	2
Additional Foreclosure Sessions	3
Positive Foreclosure Prevention Outcomes	1 modification
Homeowner Budget/Predatory lending Counseling	2

New VHSP-4

A Pre-Purchase Workshop is scheduled for November 8th and 9th at ESCC. Once again we will be partnering with the Eastern Shore Association of Realtors who will be providing the advertising and refreshments through a grant that they obtain for Housing Education.

One Financial Literacy Classes was held on September 11 for the families attending the Section Eight Briefings .There were ten families in attendance.

Virginia Homeless Solutions Grant

Total Assessments YTD: 124 (95 from ESVHA and 29 from ESCADV)

Serving:

Prevention: 4

Rapid Rehousing: 18

Shelter: 1

Qualified and Searching:

Prevention: 3

Rapid Rehousing: 1

Closed Cases that have received funding:

Prevention: 0

Rapid Rehousing: 5

Shelter Operations: 0

Closed Cases that have NOT received funding:

Prevention: 1

Rapid Rehousing: 2

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

Open: 0

Closed: 2

Budget:

Prevention: \$42,000 - \$9,289.48 (\$32, 710.52 remaining)

Rapid Rehousing: \$75,633 - \$38,793.83 (\$36,839.17 remaining)

Shelter Operations: \$6,535 – \$3,858.90 (\$2,676.10 remaining)

Estimated Date for Running out of Funds:

Shelter Operations: December 2017

Rapid Rehousing: March 31, 2017

Prevention: June 30, 2017

Continuum of Care (CoC)

The Community Partners of the Eastern Shore (CPES) held its annual Point in Time (PIT) count Team Building Kick-Off event on November 8, 2017 from 10 AM till 12 PM at the Eastern Shore Community College Workforce Development Center.

The annual PIT is a 24 hour snap shot of our community 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 County's. This data is critical as we move forward with the CPES strategic planning process in efforts to develop evidence based projects ensuring episodes of homelessness are rare, brief and non-reoccurring on the Eastern Shore of Virginia. The 2018 PIT count will be held on January 24, 2018.

The next HMIS Evaluation & Monitoring Committee meeting is scheduled for Monday, December 18, 2017 from 1 until 3. The meeting will be held at the Accomack-Northampton Planning District Commission office located at 23372 Front Street, Accomac, VA.

12. 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 toured the location of the indoor plumbing homes. His staff told him that HUD cannot assist. Director of Housing Development Annis persisted in indicating that the homes would be demolished but the HUD staff would not concede any points. HUD staff indicated it was a code violation and A-NPDC staff explained that Virginia does not require adoption of the maintenance part of the building code and it has not been adopted. HUD staff then stated it was a Fair Housing issue but did not elaborate.

It was the consensus of the Board to have staff draft a letter to our legislators regarding the Occohannock Neck Project.

13. Public Participation

There was no public participation at this time.

14. Other Matters

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

15. Adjournment

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

Faith Custis, President

Elaine K. N. Meil, Executive Director