

Minutes of the January 25, 2012 Meeting of the
Eastern Shore of Virginia Housing Alliance
The Enterprise Building
Accomac, Virginia

Directors Present

Delores Bailey
Chris Bannon
Jacqueline Chatmon
Faith Custis
Diana Giddens

Richard Jenkins
Ellen Richardson
Michael Selby
Laurence Trala
David Vaughn

Directors Absent

Louise Coles
Angel Collins

Diane Musso

Others Present

Elaine Meil
Kat Edwards
David Annis

Melissa Matthews
Susan Haycox

1. Call to Order

President Custis called the meeting to order at 7:06 p.m.

2. Invocation

Director Jenkins offered the invocation.

3. Minutes of November 30, 2011 Meeting

The Minutes of November 30, 2011 Meeting were presented.

Board approval of the minutes of the November 30, 2011 Meeting was requested.

Director Chatmon moved to approve the minutes of the November 30, 2011 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 is requested:

ESVHA Bills Payable

A-NPDC	November & December Expenses	\$10,323.93
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Financial Statements for ESVHA operating account and IP/R Construction funds were attached.

Pine Street Apartments

The current Pine Street Apartments budget report and financial statement were also attached.

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

5. FY 2012 Budget Amendment

Approval of the following FY 2012 Budget Amendments is requested:

1.	3110	NCALL Neighborworks Counseling Service	\$33,750.00
		Administration	<u>+16,250.00</u>
			\$50,000.00

ITEM 1 represents the amendment to include \$16,250 additional funds available for the project from NCALL. The 25% cash match requirement for these funds are allocated from the annual local contributions from the two counties.

The Budget Amendment requested is reflected on the current financial status report.

Director Chatmon moved to approve the FY 2012 Budget Amendment. Seconded by Director Bannon, the motion carried by unanimous vote.

6. FY 2013 Budget Request

Staff submitted the Board approved level funding requests to Accomack County and Northampton County, \$9,215 and \$4,747 respectively.

For your information, a copy of the additional information requested by Accomack County is attached.

7. Current Financial Status Report

The attached report through December 2011 indicated that 31.75 percent of the administrative budget had been expended while 50 percent of the fiscal year had passed.

Board approval of the presented reports was requested.

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

The Return of Organization Exempt From Income Tax Form must be filed by February 15, 2012.

Board approval to submit the Return of Organization Exempt From Income Tax Form was requested.

Director Trala moved to approve submission of the Return of Organization Exempt From Income Tax Form. Seconded by Director Chatmon, the motion carried by unanimous vote.

8. Election of FY 2013 Officers

Corporation By-Laws state that the election of the FY 2013 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, is requested.

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

President	Faith Custis Showell
Vice President	Michael Selby
Treasurer	Diana Giddens

Director Bannon from Northampton County and Directors Jenkins and Richardson from Accomack County were appointed to the Nominating Committee.

9. Property Management

Accomack Manor

The property manager at Accomack Manor reported that all units are occupied, and there are no scheduled move-outs. There are currently 17 families on the waiting list. The management continues to host monthly birthday parties. Over the holidays, the management held a Thanksgiving and a Christmas luncheon and provided door prizes for the residents, as well as the annual front-door decorating contest. There are currently no unresolved maintenance issues.

Pine Street Apartments

Vacancies: There are currently two vacancies. One was a move out at the end of December and the other was the unfortunate murder that occurred just before Christmas.

Rent: Currently there are 6 Tenants unpaid. Management has spoken with those tenants and is sure that these will be resolved with one possible exception. Legal action is pending. One other case where action has already been scheduled is just about completely resolved with the tenant making restitution and getting back into good standing.

Maintenance: The Fence system at Pine Street Apartments has had the main posts replaced (almost 85 in all) and has been put back up. This was a budgeted Reserve for Replacement item this year. The fence had become unstable and the in ground posts were failing after 21 years. There have been some issues with the roof recently that we have been dealing with. The roof was replaced almost 10 years ago, going over top of the original sheathing. While the new roofing materials are holding up very well, the sheathing underneath is buckling in places due to years of expansion and contraction with temperatures. The results have been leaks that need repair. The original vents were re-used as well, and there have been similar problems with a few of them over the past few years. We continue to address these as they happen.

Unit Vacancies have been the focus here in January. Beyond the two units that we are turning this month, a third will be necessary as a tenant with a physical need is being moved from an upstairs unit to a downstairs unit as part of a reasonable accommodation. The result is a third unit turn. The waiting list has more than enough applicants on it and we do not see a problem filling the vacancies.

Other: Kiara Corbin was fatally shot in her apartment just before Christmas this year. This was a domestic issue between her and an ex-boyfriend (non-resident), who was also the father of her youngest child. This was a terrible tragedy that has reverberated well beyond the Pine Street community. Management has assured everyone that this was an isolated incident and is not indicative of the type of community that we have here. This is a case of things going very wrong. We are working very hard to keep things moving forward. Management has spent a lot of time with tenants as they sort through their feelings and concerns that come from such an event. Kiara was a good person and is greatly missed.

10. Indoor Plumbing Rehabilitation Program

As of last week, there has been very little news on the status of the IP/R Program from DHCD. In November we submitted a special request to DHCD for IP/R funds to replace a house that is located within the Culls CDBG project area. Staff met with DHCD on January 18th and was told that DHCD would provide additional CDBG funds to cover the cost of replacing the house, not IP/R funds. It appears that DHCD is trying to soften the impact of closing-down the IP/R Program by offering a scattered-site option within the 2012 CDBG Program, but the set-aside is only \$700,000 statewide, which would be enough to complete about 10 houses.

DHCD has scheduled a meeting for January 31st to receive input from localities and non-profits on how to allocate their HOME funds for 2012. The IP/R Program has been funded in past years primarily with Federal HOME funds.

IP/R Financial Statements were presented at the meeting. Board Approval is requested.

Board Approval of the attached Financial Statements was requested. Director Richardson moved to approve the attached Financial Statements. Seconded by Director Giddens, the motion carried by unanimous vote.

11. Housing Development Projects

Camille Run Homes

Staff continues to work with our consultants and funding agencies to identify programs and sources of funds to replace the lost IP/R set-aside and the Federal Home Loan Bank of Pittsburg AHP program.

NCALL Predevelopment Contract

Staff continues to investigate properties and sites for consideration as locations for the development of new affordable rental housing. The application deadline for the RD Farm Labor Housing Program has not yet been announced, but usually falls within July or August of the year.

12. Housing Services Programs

HOMEownership Down Payment Assistance Program (HOME)

HOME Down Payment Assistance grant funds have been transferred to the A-NPDC. This possibility was discussed at the last ESVHA meeting. The requirements for a non-profit to operate the program are much more stringent and require annual recertification.

These funds will continue to be available to ESVHA's homeownership program. (See below) There are currently 6 – 7 homeownership clients who are currently approved for these funds and are various stages of the homeownership process.

NCALL Homeownership Program

- Patricia Grove drove to Dover to meet with counselors Denise Freeman and Lisa Spellman to share some of the successes and challenges of Homeownership and Foreclosure Prevention counseling on the Eastern Shore and to obtain some tips and advice from their experience in the Dover office. It was very beneficial to hear another counselor’s perspective and solutions to some universal issues, especially in foreclosure prevention counseling. Some of the tips that Lisa had on Foreclosure prevention will be utilized immediately.
- Patricia Grove developed a Triage Plan after reviewing several from agencies around the country. There had been a plan in place, but it was not very effective. The desired outcome for the new plan is to enable the counselors to meet the demand and deliver timely service to the many needing immediate assistance. A meeting with administrative staff is set to review the new procedures and to implement the system immediately.
- The conditions were cleared and DHCD issued the funding award of \$40,000 in HOME funds for down payment and closing cost assistance. There are several families awaiting this funding to proceed with their home purchases.
- Goals for 2012 are being reviewed with an emphasis on homeownership and housing development. Appointments and calls were down for both homeownership and foreclosure prevention, but it appeared to be due to the holidays, not a trend.
- The A-NPDC was awarded funding from the REACH grant through VHDA. The funding is to be used for Housing Counseling and Foreclosure Prevention.
- The A-NPDC will be participating in Round 6 of the NFMC process. All files from Round 5 were uploaded and preparation is being made for participation in Round 6.

Pre-Purchase Counseling	Current Month: December	Cumulative Year 5	Total Cumulative
# of orientations held	0	0	17
Orientation attendees	0	0	112
Client Intakes	2	8	204
Additional Counseling Sessions Held	2	8	159
# of final workshops held	0	1	19
Mortgage submissions	0	1	34
Mortgage closings	0	0	18
Financing leveraged	\$ 0	\$ 0	\$ 1,854,028

Growing Your Money Financial Literacy	Current Month: December	Cumulative Year 5	Total Cumulative
New GYM participants	0	7	201
GYM graduates	0	5	96

Default and Foreclosure Counseling	Current Month: December	Cumulative Year 5	Total Cumulative
Intake sessions	4	10	210
Additional Foreclosure Sessions	10	44	412
Positive Foreclosure Prevention Outcomes	2	3	77
Homeowner Budget/Predatory lending Counseling	1	1	46

Positive Outcomes for this quarter

Homeownership - 0

Foreclosure Prevention - 2 brought current; 1 white male and female; 1 Hispanic female

13. Executive Director's Report

Bayview Property

Staff continues to manage the properties. Staff is pursuing eviction proceedings from one tenant who has not paid for several months. One home will be used as a short-term rental to relocate a Culls client while their home is being constructed. One additional Culls client will also use the rental after the first home is completed.

Affordable Housing Development Policy

As requested by the Board, a policy has been developed to assist staff with managing the Bayview property as well as encouraging homeownership among clients of the ESVHA seeking homeownership education. It was previously provided at the last meeting.

Approval was requested.

Director Chatmon moved to approve the Front Door Committee Policy that was initially provided at the last meeting. Seconded by Director Vaughn, the motion carried by unanimous vote.

14. Public Participation

There was no public participation at this time.

15. Other Matters

There were no other matters discussed at this time.

16. Adjournment

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

Faith Custis, President

Elaine K. N. Meil, Executive Director