

Minutes of the November 28, 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
Richard Jenkins

Diane Musso
Michael Selby
Laurence Trala
David Vaughn
Barbara Widgeon

Directors Absent

Louise Coles
Angel Collins

Diana Giddens
Ellen Richardson

Others Present

Susan Haycox
Kat Edwards

Brenette Hinmon
David Annis

1. Call to Order

President Custis called the meeting to order at 7:05 p.m.

2. Invocation

Director Trala offered the invocation.

3. Minutes of September 26, 2012 Meeting

The Minutes of September 26, 2012 Meeting were presented.

Board approval of the minutes of the September 26, 2012 Meeting was requested.

Director Jenkins moved to approve the minutes of the September 26, 2012 meeting as presented. Seconded by Director Trala, 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	\$10,547.31
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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 Chatmon moved to approve the Bills Payable/Financial Statements as presented. Seconded by Director Bannon, the motion carried by unanimous vote.

5. Current Financial Status Report

The attached report indicated that 27.47 percent of the administrative budget had been expended while 33.33 percent of the fiscal year had passed.

Board approval of the presented reports was requested.

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

6. FY 2014 Budget Requests

Accomack County has requested that FY 2014 Budget Request be submitted by December 16.

Staff recommends requesting level funding from Accomack County and Northampton County, \$9,215 and \$4,747 respectively.

Board guidance and approval of FY 2014 Budget Request recommendation was requested.

Director Chatmon moved to request level funding from Accomack County for the FY 2014 Budget. Seconded by Director Musso, the motion carried by unanimous vote.

7. FY 2012 Audit

The draft FY 2012 Audit for the Pine Street Apartment Project prepared by Dunham & Aukamp, PLC was attached. The FY 2012 audit for all financials related to the Eastern Shore of Virginia Housing Alliance is being completed by the auditor and will be presented at the November 28 meeting.

The Executive Committee was scheduled to meet prior to the Board Meeting to review the FY 2012 Draft Audit. Any Board Members who would like to attend are welcome.

Pending Executive Committee recommendations, acceptance of the FY 2012 Audits as prepared by Dunham & Aukamp, PLC was requested.

Director Chatmon recommended that the title of the audit be changed to “Consolidated Statement of Financial Position”.

Director Trala moved to approve the audit pending Executive Committee review. Seconded by Director Chatmon, the motion carried by unanimous vote.

8. Property Management

Pine Street Apartments

There are currently no vacancies at Pine Street Apartments. All tenants are current with rent payments. The Eastern Shore Area Agency on Aging/Community Action Agency held a pre-bid conference on the 9th of November for contractors who are bidding on the replacement of the roof. The bid documents are specifying the removal of the existing shingles and sheathing, and the installation of new 5/8” roof sheathing and architectural-style shingles. All other weatherization work will be completed by employees of the ESAAA/CAA.

Accomack Manor

Jessica Goodwind is reporting that there are currently no vacancies at Accomack Manor, and that all tenants are current with rents. There are 24 approved persons/families on the waiting lists.

Management continues to hold monthly birthday parties and bingo games, and monthly nutritional classes. A Thanksgiving lunch is planned for the 20th of November, and plans are being made for a Christmas lunch for next month. There are no repair issues to report other than routine maintenance.

9. Indoor Plumbing Rehabilitation Program

Staff published an add notifying the public that the IP/R program is again accepting applications from LMI homeowners who do not have indoor plumbing. The IP/R Rehabilitation Oversight Board met earlier this evening and prioritized the current applications. Staff will begin the process of certifying incomes and ownership information, and completing the evaluation of the houses and bid documents for the first four projects.

Board approval of the attached Financial Statements was requested.

Director Chatmon moved to approve the attached Financial Statements. Seconded by Director Trala, the motion carried by unanimous vote.

10. Housing Development Projects

Bailey Road Apartments

Staff submitted an application on behalf of the Alliance to USDA–RD for grant and loan funds to develop 24 units of affordable apartments on property located on Bailey Road, between Parksley and Fisher’s Corner. The current design includes a combination of one-story and two-story duplex buildings facing a large area of common grounds, with parking and road access at the rear of the buildings. The bedroom mix is 4 - one bedroom units, 12 - two bedroom units, and 8 – three bedroom units. The plans show an on-site rental/management office and laundry room.

The targeted clientele will be lower income, working families, including persons who work at Perdue and Tysons. Staff will begin the process of obtaining the required special use permit as soon as we receive a completed site plan from our architect.

In addition to the UDSA-RD loan and grant, the development budget includes funds from DHCD’s Affordable Housing Program, which is funded with Federal HOME funds. The application for HOME funds is due at the end of December.

Board authority was requested for the Executive Director to execute all documents and agreements required to submit an application, to accept an award, and to close on the permanent financing with DHCD for HOME funds under their Affordable Housing Program.

Director Chatmon moved to grant authority for the Executive Director to execute all documents and agreements required to submit an application, to accept an award, and to close on the permanent financing with DHCD for HOME funds under their Affordable Housing Program. Seconded by Director Musso, the motion carried by unanimous vote.

11. Housing Services Programs

- Elaine Meil and Patricia Grove attended a seminar at the Community College presented by DHCD. One of the sessions was on Virginia Individual Development Accounts (VIDA). The program has been available on the Shore for a number of years, but not widely used. DHCD has made some changes to the program and now if an agency wishes to be an intermediary, they must apply. At the time of the seminar, there were no agencies in this area who had applied to be an intermediary. Elaine Meil was possibly interested in having our agency apply. We received a lot of helpful information and the DHCD representative was able to answer all of our questions about the VIDA program. We are hoping to make this an integral part of our Homeownership Program to enhance our potential homebuyer's ability to save toward their home purchase.
- Patricia Grove met with a Developer at the old Parksley Shirt Factory in downtown Parksley to view the space of this building which he would like to convert to condominiums. This has not been a housing type that the Shore is familiar with, but the prices he mentioned were affordable, and it could be a good option for housing for many families not wanting the upkeep of a yard. It is a great location, very convenient to shopping, restaurants, and jobs.
- One closing is listed in this report, however, another family was counseled and referred to a lender, but did not attend the classes, therefore was not included. Another client was in process with the lender and nearing final submission to underwriting, when an updated credit pull revealed a decrease in credit score. This is very frustrating as a counselor, when clients continue to do the things you repeatedly advise them against doing while in the process of purchasing a home. I can only use these examples when counseling others, to hopefully, have them avoid the same mistakes.
- Foreclosures increased this month and the cases have been extremely challenging. Clients are not seeking counseling until their sale dates are imminent and have a limited concept of the process of foreclosure prevention. This makes these cases very time consuming, but the improvements in Loss Mitigation Servicing has helped. The communication from the servicers has also greatly improved.

Pre-Purchase Counseling	Current Month: October`	Cumulative Year 5	Total Cumulative
# of orientations held	0	4	21
Orientation attendees	0	11	123
Client Intakes	8	63	259
Additional Counseling Sessions Held	3	44	201
# of final workshops held	0	5	23
Mortgage submissions	1	14	47
Mortgage closings	1	7	25
Financing leveraged	\$135,000	\$ 886,065	\$ 2,740,093

Growing Your Money Financial Literacy	Current Month: October	Cumulative Year 5	Total Cumulative
New GYM participants	1	60	246
GYM graduates	5	42	136

Default and Foreclosure Counseling	Current Month: October	Cumulative Year 5	Total Cumulative
Intake sessions	5	42	242
Additional Foreclosure Sessions	9	113	481
Positive Foreclosure Prevention Outcomes	1	18	89
Homeowner Budget/Predatory lending Counseling	1	4	49

Foreclosure Outcomes:

1 Permanent Modifications/black male/77% of Accomack County area median income

Purchase outcome:

1 white male/83% of Accomack County area median income

12. Executive Director's Report

Bayview Property

Staff continues to manage the properties. The second Culls temporary relocation tenant has moved out and the unit is being held for another Culls temporary relocation. Staff has advertised the two vacant units in the newspapers.

Accomack County Attendance Policy Change

A memorandum describing the new Accomack County Attendance Policy from Administrator Miner is attached. Staff is forwarded attendance records as requested.

VDEM

The Virginia Department of Emergency Management has asked for the ESVHA's assistance in helping families made homeless by Hurricane Sandy. A limited amount of funds to pay for a month's assistance in housing has been approved.

Authority to apply and manage the VDEM funds was requested.

Director Jenkins moved to grant authority for the Executive Director to apply and manage the VDEM funds. Seconded by Director Bannon, the motion carried by unanimous vote.

13. Public Participation

There was no public participation at this time.

14. Other Matters

No other matters were discussed at this time.

15. Adjournment

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

Faith Custis, President

Elaine K. N. Meil, Executive Director