

Minutes of the November 30, 2011 Meeting of the
Eastern Shore of Virginia Housing Alliance
The Enterprise Building
Accomac, Virginia

Directors Present

Delores Bailey
Chris Bannon
Jacqueline Chatmon
Angel Collins
Faith Custis

Richard Jenkins
Ellen Richardson
Michael Selby
Lawrence Trala
David Vaughn

Directors Absent

Louise Coles
Diana Giddens

Diane Musso

Others Present

Elaine Meil
Kat Edwards

Melissa Matthews

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 Trala moved to approve the minutes of the November 30, 2011 meeting as presented. Seconded by Director Bailey, 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	September & October Expenses	\$5,421.79
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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 Requests

Accomack County has advised that FY 2013 Budget Requests be submitted by December 16, 2011.

Staff recommends requesting level funding from Accomack County and Northampton County, \$9,512 and \$4,747 respectively.

Commission guidance and approval of FY 2013 Budget Request recommendation was requested.

Director Bannon moved to request level funding from Accomack & Northampton Counties. Seconded by Director Chatmon, the motion carried by unanimous vote.

6. Current Financial Status Report

The attached report through October 2011 indicated that 26.67 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 Collins, the motion carried by unanimous vote.

7. FY 2011 Audit

The draft FY 2011 Audit prepared by Dunham & Aukamp, PLC is attached. Please note the following:

- As noted on Page 17, “We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses...”
- There were no findings or questioned costs (Page 18)

The Executive Committee is scheduled to meet prior to the Board Meeting to review the FY 2011 Draft Audit. Any Board Members who would like to attend were welcome.

Pending Executive Committee recommendations, acceptance of the FY 2011 Audit as prepared by Dunham & Aukamp, PLC is requested.

Executive Committee consisted of Directors Giddens and Chatmon. They recommended the Board accept the FY 2011 Audit as prepared.

Director Richardson moved to approve the FY 2011 Audit as recommended by the Executive Committee. Seconded by Director Bannon, the motion carried by unanimous vote.

8. Property Management

The responsibility of Property Management is in the process of being transferred over to Director of Housing Development Annis. Due to this transfer, no update was available, but will be given at the January 2012 meeting.

9. Housing Development Projects

Indoor Plumbing Rehabilitation Program

As reported at our last meeting, the IP/R program has been suspended until further notice due to a cut in federal HOME funds. We are currently working to finish-up two houses that were started before receiving the notice from DHCD, one in Machipongo and one in Cheapside. DHCD has directed us to use a combination of the IP/R roll-over funds and program income to pay the final invoices from the two unfinished houses. Unless we see an unexpected change order, we will be able to close-out the two final jobs using only the roll-over funds without expending any program income funds.

DHCD continues to assess the financial health of the program, and has said that they hope to resurrect a scaled-back version of the program sometime next year.

Board Approval of the attached Financial Statements was requested.

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

10. Housing Development Projects

Mill Run Apartments

The closings with DHCD, VHDA, BB&T, our tax credit syndicator have been finalized. A notice to proceed was issued to the contractor, and a pre-construction meeting was held last week on site. The contractor has hired a surveyor to stake the property lines and the building corners. We expect that work will begin on the rental office/community room the last week of November.

William Hughes Apartments

USDA Rural Development has changed their position on how to dispose of William Hughes apartments. We had been told that the apartments would be conveyed to the A-NRHA as soon as the bankruptcy court trustee released them. Now Rural Development has announced that they will be releasing a RFP for open competition from all interested non-profits.

The RFP is scheduled to be released on November 22nd, with a very quick turn-around, possibility only two weeks. Staff will monitor the process, and plans to respond to the RFP on behalf of the A-NRHA.

Camille Run Homes

The Federal Home Loan Bank of Pittsburg has released the rankings for the Affordable Housing Program applications, and Camille Run will not be offered funding. Additionally, DHCD's IP/R program, which had committed to providing funds to the project, has been shut down until further notice due to a cut in federal HOME funds. With the loss of both of the major funding sources for Camille Run, staff is exploring different strategies and trying to identify other sources of funds that would allow us to go forward with the project.

NCALL Predevelopment Contract

Staff is continuing the preliminary searches for possible sites for future rental housing in both Counties. The Eastern Shore of Virginia Housing Alliance has been considering pursuing the development of new rental units in northern Accomack County. The application deadline for RD 514/516 Farm Labor Housing has passed for the 2011 round. Staff expects another round of completion by late summer of 2012.

11. Housing Services Programs

HOMEownership Down Payment Assistance Program (HOME)

The ESVHA has received a tentative contract for \$40,000 in HOME down payment assistance funds. Prior to the funds being released to the agency, the ESVHA must apply to become a HUD-approved agency. This process requires verification of the organization’s non-profit status as well as other certifications.

NCALL Homeownership Program

- Met with Allen Andrs, Mobile Mortgage Field Originator from VHDA, and Manager, Amy Schwartz who were visiting offices on the Shore along with another manger from VHDA. Discussion centered around challenges on the Shore in qualifying first time homebuyers and how VHDA could assist. The mobile van will continue to visit the area at least two days of the month in different locations to better service the residents of the Eastern Shore. VHDA provides a calendar each month for the dates and locations.
- It has become very challenging scheduling classes with area churches who are requesting the series of Growing Your Money Classes, but after dates and times are set, they are cancelling due to conflicts in their schedule. Unfortunately, since the cancellation is coming at the last minute, it is impossible to schedule another class in it’s place, and time is lost.
- The owner and property manager of Fairview Mobile Home Park in Cheriton has requested an Orientation and Growing Your Money Classes to be held at his rental office. He provided a list of ten tenants who are interested in the classes. This will be scheduled in early November.
- The grant application was submitted to DHCD for Down Payment Assistance funds (HOME funds). Awards will be announced in early November.

Underwriting of Purchase loans and Purchase Preapprovals seems to be getting even more stringent. Appraisals are part of then issue because comps are difficult to find due to the lack of recent sales.

Pre-Purchase Counseling	Current Month: October	Cumulative Year 4	Total Cumulative
# of orientations held	0	2	17
Orientation attendees	0	17	112
Client Intakes	9	63	196
Additional Counseling Sessions Held	2	32	151
# of final workshops held	2	6	18
Mortgage submissions	0	14	33
Mortgage closings	1	6	18
Financing leveraged	\$ 95,220	\$ 656,147	\$ 1,854,028

Growing Your Money Financial Literacy	Current Month: September	Cumulative Year 4	Total Cumulative
New GYM participants	6	89	194
GYM graduates	1	50	91

Default and Foreclosure Counseling	Current Month: September	Cumulative Year 4	Total Cumulative
Intake sessions	3	61	200
Additional Foreclosure Sessions	16	129	368
Positive Foreclosure Prevention Outcomes	1	19	73
Homeowner Budget/Predatory lending Counseling	1	26	45

12. Executive Director's Report

Bayview Property

Staff continues to manage the properties. One house is still available for long-term rental. It is currently being used as a short-term rental to relocate an IPR client while her home is being constructed.

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 and the policy was attached.

Executive Director Meil asked the Board to read through the Front Door Policy and will request approval at the January 2012 meeting.

13. Public Participation

There was no public participation at this time.

14. Other Matters

There were no other matters 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