

Minutes of the May 22, 2013 Meeting of the
Eastern Shore of Virginia Housing Alliance
The Enterprise Building
Accomac, Virginia

Directors Present

Delores Bailey
Chris Bannon
Jacqueline Chatmon
Louise Coles
Angel Collins
Faith Custis
Diana Giddens

Richard Jenkins
Diane Musso
Michael Selby
Laurence Trala
David Vaughn
Barbara Widgeon

Directors Absent

Ellen Richardson

Others Present

Susan Haycox
Kat Edwards
John Aigner

David Annis
Melissa Matthews

1. Call to Order

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

2. Invocation

Director Trala gave the invocation.

3. Minutes of March 27, 2013 Meeting

The Minutes of March 27, 2013 Meeting were presented.

Board approval of the minutes of the March 27, 2013 Meeting was requested.

Director Bannon moved to approve the minutes of the March 27, 2013 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 | March & April Expenses | \$16,153.77 |
|--------|------------------------|-------------|

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 was also attached.

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

5. Current Financial Status Report

The attached report through April 2013 indicated that 77.88 percent of the administrative budget had been expended while 83.33 percent of the fiscal year had passed.

Board approval of the presented reports was requested.

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

6. FY 2014 Budget

FY 2014 ESVHA Budget

Deferral of adoption of the FY 2014 ESVHA Budget and authority to expend funds at the FY 2013 Budget levels until the next regular meeting was requested for the following reason:

Since the A-NPDC has not adopted its budget, the benefit and indirect rates have not yet been established.

For your information, Accomack County adopted its FY 2014 Budget which includes level funding of \$9,215 to the ESVHA. Northampton County has advertised its recommended FY 2014 Budget which includes level funding of \$4,747 to the ESVHA.

FY 2014 Pine Street Budget

Acceptance of the attached FY 2014 Pine Street Budget as approved by Rural Development was requested.

Director Trala moved to approve both budget requests: To defer the ESVHA FY 2014 Budget and continue expending funds at FY 2013 Budget until current one is adopted, and to approve the FY 2014 Pine Street Budget as approved by Rural Development. Seconded by Director Musso, the motion was carried by unanimous vote.

7. Director Term Report

The following is a list of Directors appointed directly by the ESVHA and Terms of Office:

| Community Sector Directors | FY 2013 Attendance | Appointment Expiration Date |
|----------------------------|--------------------|-----------------------------|
| Delores Bailey | 4 of 5 | 6-30-15 |
| Louise Coles | 2 of 5 | 6-30-14 |
| Faith Custis | 5 of 5 | 6-30-13 |
| Diana Giddens | 4 of 5 | 6-30-14 |
| Michael Selby | 5 of 5 | 6-30-15 |

| Other Directors | FY 2013 Attendance | Appointment Expiration Date |
|-----------------|--------------------|-----------------------------|
| Angel Collins | 1 of 5 | 6-30-15 |
| Diane Musso | 3 of 5 | 6-30-15 |
| David Vaughn | 5 of 5 | 6-30-14 |
| Barbara Widgeon | 4 of 5 | 6-30-13 |

Acceptance of the Director Term Report and reappointment of the following for an additional three-year was requested:

Faith Custis 6-30-16
Barbara Widgeon 6-30-16

Director Jenkins moved to accept the Director Term Report and reappoint Faith Custis and Barbara Widgeon to the Board for an additional three-years. Seconded by Director Coles, the motion carried by unanimous vote.

8. Property Management

Pine Street Apartments

There are currently two vacancies at Pine Street Apartments. Two new tenants have been identified and processed. Both families are scheduled to move-in before the end of May. Six tenants are behind with rent payments and have been sent late notices. The property manager expects all six will become current before the end of the month. There are no major maintenance issues to report, only the usual unit turn-over painting and repairs. Unit inspections were performed at all 30 units, and went very well. With few exceptions, the units are being well cared for by the families

Accomack Manor

Jessica Goodwind, the on-site property manager, is reporting that there are currently no vacancies at Accomack Manor and that all tenants are current with rents. The waiting list of approved persons/families has increased from 24 reported at our last meeting to 31. Management continues to hold monthly birthday parties and bingo games, and monthly nutritional classes. There are no repair issues to report other than routine maintenance.

9. Indoor Plumbing/Rehabilitation Program

Indoor Plumbing Rehabilitation Program

Staff has received the approvals from DHCD of the project set-ups for both the Winterville and Treherneville houses. Construction contracts have been signed for the Winterville house, and Bundick Well & Pump Co. has begun the engineering required to obtain the final permit for the secondary treatment sewer system.

Contracts for the Treherneville house will be signed as soon as we receive final approval of the site plan from Northampton County.

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

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

10. Housing Development Projects

Bailey Road Apartments

Based on our continuing conversations with USDA officials, we're expecting a new NOFA for the Section 514/516 rental housing program will be published at any time. Once released, staff will begin assembling the documents to submit the new application for the next round of funding.

11. Housing Services Programs

NCALL Homeownership Program

A Budgeting and Predatory Lending Class was held on April 17 at the AP'S Freedom Apartments in Exmore, Virginia. This class was requested by the Center for Independent Living for their clients. The attendance for the class was good and the feedback from those attending was very positive. In these challenging economic times, people are looking to hear and share ideas on saving money and avoiding potential financial traps. More of these two hours presentations are being planned. There has been discussion with the Accomac Cooperative Extension Office to partner on some of these presentations. They have already been providing some materials for recipes and making good food choices on a budget which have been very useful in the Growing Your Money Classes.

There is currently one client in underwriting at USDA and several other families who are currently looking at properties. There does not seem to be one particular trend at this time in the types of properties that clients are seeking. They have been running the gamut from existing manufactured, to existing fixer uppers to new construction. It is difficult at this time to pinpoint a particular direction to go in to best utilize funds directed to Housing Development. We currently have one family looking at a lot in Northampton County and are examining their options between modular and stick built housing. I'm not sure at this time that we can define one best usage for a line of credit to be used for either rehab or building new. It appears it may need to be on a case by case basis.

| Pre-Purchase Counseling | Current Month: April | Cumulative FY 2013 | Total RIF Cumulative |
|--|---------------------------------|-------------------------------|---------------------------------|
| # of orientations held | 0 | 3 | 4 |
| Orientation attendees | 0 | 16 | 17 |
| Client Intakes | 4 | 40 | 49 |
| Additional Counseling Sessions Held | 6 | 28 | 38 |
| # of final workshops held | 0 | 1 | 2 |
| Mortgage submissions | 1 | 3 | 6 |
| Mortgage closings | 1 | 2 | 2 |
| Financing leveraged | 177,551 | \$ 312,551 | \$ 312,551 |

| Growing Your Money Financial Literacy | Current Month: April | Cumulative FY 2013 | Total Cumulative |
|--|---------------------------------|-------------------------------|-----------------------------|
| New GYM participants | 0 | 16 | 21 |
| GYM graduates | 2 | 12 | 13 |

| Default and Foreclosure Counseling | Current Month: April | Cumulative FY 2013 | Total Cumulative |
|---|---------------------------------|-------------------------------|-----------------------------|
| Intake sessions | 4 | 22 | 26 |
| Additional Foreclosure Sessions | 17 | 53 | 59 |
| Positive Foreclosure Prevention Outcomes | 2 | 7 | 12 |
| Homeowner Budget/Predatory lending Counseling | 2 | 7 | 7 |

Positive Outcomes: 1 Purchase- Black female 80% of AMI
1 Modification- Black female 50% AMI

Continuum of Care (Coc)

Member of the CPES continue to make progress in the development of a Rapid Response Team (RRT) for the Eastern Shore. The RRT should be operational by September 2013. CPES also continues to work with the Prisoner Re-Entry group in the development of a Pocket Resource Directory. The directory should be released by September as well. The CPES has voted to collaborate with the Eastern Shore Health District in creating a Standing Committee responsible for reviewing and supporting the progress and activities of the Nurse Family Partnership program.

Disaster Relief Assistance – Victims of Hurricane Sandy

Staff has been coordinating with Accomack County Public Safety to come up with a master list of families with damage resulting from Hurricane Sandy who need assistance to complete repairs. To date we have processed 21 applications and expect to receive just a few more.

Five families remain in emergency housing while repairs are completed or homes are replaced. The Virginia Baptist Mission Board (VBMB) has provided funds to house these families through the month of May since they reached their maximum dollar amount in April from the Virginia Department of Emergency Management (VDEM). It is anticipated that all families will be able to move back into their homes by June 1st even though repairs may not be totally complete.

This week the first of two mobile homes to be purchased with Disaster Relief Funds was delivered to the lot and set up. There are still a number of things that must be done before the family can move back in. Staff is expecting approval of two more applications before the end of the week to purchase mobile homes and install them.

The VBMB provided a qualified volunteer who did cost estimates for 6 houses in March. He will be returning in May to provide cost estimates for additional families. VBMV expects to have a group of volunteers on the Shore in early June to work on some of these houses. Resurrection Disaster Relief expects to have volunteers on the Shore in June as well.

The Eastern Shore News published an article about the donation of funds to the ESVHA by American Legion Post 93 which is included in this packet. None of these funds have been expended to date. They will be reserved to pay for items that cannot be paid for from other sources.

Virginia Individual Development Account (VIDA)

Staff has not taken action on this application due to the time commitment of the work with victims of Hurricane Sandy. However, it is anticipated that the application will be submitted well before the next ESVHA board meeting.

ESVHA Annual Project

Last month staff suggested that the Board consider raising funds in some manner for the victims of Hurricane Sandy. Discussion of this item was tabled until the May meeting. The Board's pleasure is requested.

Due to lack of interest, the Board decided not to participate in an Annual Project.

12. Executive Director's Report

Bayview Property

Staff continues to manage the properties. Staff has advertised the two vacant units in the newspapers. Several applications have been distributed and one family has moved into a unit.

Tangier Replacement House

Bills are being paid as they are prepared. An additional sum has been sent and upon receipt a final bill to pay for a second barge load will be prepared. The volunteer group is also preparing a grant request to Home Depot for cabinets and/or other improvements for the replacement home and wishes to use the Alliance as the sponsor. The final proposal has not been received. The Alliance may want to grant authority to the Executive Director to review the grant conditions and determine whether the proposal should be sponsored or a special meeting can be called.

Authorization for the Executive Director to review grant funding conditions and approve or disapprove sponsorship was requested.

Director Jenkins moved to authorize Executive Director Meil to review grant funding conditions and approve or disapprove sponsorship. Seconded by Director Chatmon, the motion carried by unanimous vote.

Line of Credit

Staff has had a conference call and is working toward putting together the final items and identify the first project so the loan will close.

Closed Session

It is requested that the Alliance Board move to enter Closed Session for the purpose of:

Discussion or consideration of the disposition of real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the Alliance.

***PURPOSE:
Disposition of Real Estate***

Director Musso recused herself from the Closed Session, and withdrew from the meeting citing that she is the sister-in-law of the Principal of the business that has made the offer.

Director Trala moved to enter the Closed Session. Seconded by Director Vaughn, it was carried by unanimous vote.

The Board certifies that (i) only business matters lawfully exempted from open meeting requirements and (ii) only such business matters as were identified in the motion by which the closed meeting was convened were heard, discussed or considered in the meeting by the Alliance Board.

Director Trala moved to go forward with the agreement that Mr. Musso purchase the 14 undeveloped Bayview lots with the conditions that he pay \$12,500 at closing followed by an annual balloon payment over the next three years. He will be financed at a rate of 3%. Seconded by Director Vaughn, a vote was taken. There was 12 ayes, with Director Chatmon voting nay.

13. Public Participation

There was no public participation at this time.

14. Other Matters

President Custis thanked the Board for their gift of flowers at her mother's passing.

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