

Minutes of the May 25, 2011 Meeting of the
Eastern Shore of Virginia Housing Alliance
The Enterprise Building
Accomac, Virginia

Directors Present

Delores Bailey
Chris Bannon
Angel Collins
Diana Giddens
Diane Musso

Ellen Richardson
Michael Selby
Faith Custis
Lawrence Trala

Directors Absent

Jacqueline Chatmon
Louise Coles
Valentine Evans

Betsy Jenkins
Lenora Mitchell

Others Present

Elaine Meil
David Annis
John Simpkins

Susan Haycox
Melissa Matthews

1. Call to Order

President Selby called the meeting to order at 7:07 p.m.

2. Invocation

Director Trala offered the invocation.

3. Minutes of March 23, 2011 Meeting

The Minutes of March 23, 2011 Meeting were presented.

Board approval of the minutes of the March 23, 2011 Meeting was requested.

Director Trala moved to approve the March 23, 2011 Meeting minutes as presented.
Seconded by Director Musso, 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	March/April Expenses	\$18,388.14
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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.

Form 990 for ESVHA

Form 990 (Return of Organization Exempt From Income Tax) was attached. The draft copy was distributed in April for comments and approval. All Board Members responding to the request voted to approve the Form 990 as presented. The return has been filed.

Director Bannon moved to approve the Bills Payable/Financial Statement and Pine Street Apartment budget report and financial statement as presented. Seconded by Director Richardson, the motion carried by unanimous vote.

5. Current Financial Status Report

The presented report indicated that 73.69 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 Richardson moved to accept the current financial reports as presented. Seconded by Director Giddens, the motion carried by unanimous vote.

6. FY 2012 Budget

FY 2012 ESVHA Budget

Deferral of adoption of the FY 2012 ESVHA Budget and authority to expend funds at the FY 2011 Budget levels until the next regular meeting is 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 2012 Budget which includes level funding of \$9,215 to the ESVHA. Northampton County has not adopted its FY 2012 Budget. A request for level funding of \$4,747 was submitted.

FY 2012 Pine Street Budget

Acceptance of the attached FY 2012 Pine Street Budget as approved by Rural Development is requested.

Director Bannon moved to defer adoption of the FY 2012 ESVHA Budget and to authorize the expend funds at the FY 2011 Budge levels until the next regular meeting. He also moved to accept the FY 2012 Pine Street Budget as approved by Rural Development. Seconded by Director Richardson, the motion carried by unanimous vote.

7. Property Management

Pine Street Apartments

There are no vacancies. All rent payments are current

Colin Kean presented a budget for review.

There are no major maintenance issues. Management intends to power wash the buildings next month.

Accomack Manor

100% of the units will be leased as of next week. There are now 24 people on the waiting list.

They will be constructing a new pavilion in June. Management is continuing to paint areas to give everything a fresh look.

They are still holding monthly birthday parties and other events for the residents including nutrition classes and a cook-out in July.

8. Housing Development Projects

2010 contract completion documents are being submitted for review by DHCD. Upon approval, the 2010 contract will be closed out.

Under the 2011 contract, two substantial reconstruction project are complete, two are under contract and one more that has been bid out is awaiting DHCD approval. Five projects, all requiring AOSE or engineer-designed wastewater systems, are being prepared for bid to well and septic contractors.

Applicant intake, including property eligibility inspections, is ongoing.

9. Housing Development Projects

Mill Run Phase II

The drawings and specifications for the rehabilitations and new units have been completed and submitted to the County Planning Department, and to the Health Department. Weekly conference calls are being held with the equity fund attorneys who are collecting, reviewing and revising the closing and supporting documentation. The goal is to close on the equity financing by June 15.

Community Housing Partners has been pricing the plans and specification over the past several weeks, and it's hoped that they will complete their pricing and have a construction contract ready for review by the end of the month.

Crispus Attucks Apartments

Staff will be scheduling the second of a series of resident empowerment workshops for the first part of July to comply with the requirements of the funding provided by Federal Home Loan Bank of Atlanta's AHP program. Included in the upcoming workshops will be a class in basic computer skills presented in corporation with the Community College for any resident of Crispus Attucks or New Road Apartment who signs-up for the classes.

NCALL

Staff has been conducting preliminary searches for possible sites for future rental housing in both Counties. Additionally, the National Council on Agricultural Life & Labor (NCALL) contract is providing funds to help resolve ownership/deed issues that are preventing families from being eligible for housing assistance through the IP/R program and CDBG housing programs.

10. Housing Services Programs

Sponsoring Partnership And Revitalizing Communities (SPARC) & HOMEownership Down Payment Assistance Program (HOME)

There has been no new activity for these programs.

NCALL Homeownership Program

- There has been a definite increase in purchase calls in recent weeks. Referrals are coming from a variety of sources, including realtors, prior clients, other agencies, and banks. Most clients who are coming in are faced with credit challenges, medical collections being the primary issue. High rental rates have been a driving force for many of the families who are calling. Also, the low prices of current listings as well as the impending threat of rising interest rates have been additional incentives. The key is to keep clients motivated when faced with a long, challenging period of repairing and building credit. Regular monthly appointments and well written work plans for the clients to follow will hopefully keep them on track.

- The Veteran’s Workshop was held at the Eastern Shore Community College on Saturday, April 16. The turnout was light, but a table was provided for materials about home purchasing and VA loans and time was scheduled for presentations. Patricia Grove spoke to the vets about the advantages of homeownership and steps to take to apply for a VA mortgage.
- Both of the families scheduled to close in April got moved out to May due to minor last minute issues, none being the fault of the home buyers. Both are rescheduled for settlement in early May.
- An Orientation Class was scheduled for potential home buyers, but an afternoon tornado threat that was extended into the evening kept everyone away. Another class will be scheduled for May as well as a daytime GYM class to accommodate the clients who work the night shift.
- A one on one Homeownership Class was held for a family who was in need of the Homeownership Certificate, but missed the class in March and could not wait for another class to be scheduled. As homeownership picks up, a more regular schedule for the All Day Class will be set up.
- New foreclosure calls have slowed down, but there has still been a lot of follow up on clients who have been awaiting solutions for many months. A number of families have finally received trial modification plans, but many are still pending. As mentioned in this report before, many of the families being seen do not have high housing ratios, but rather, have poor budgeting and money management skills. It has been difficult getting these families to attend the Growing Your Money Classes, but they have been heeding the advice given in one-on-one sessions, which is the goal.

Pre-Purchase Counseling	Current Month: April	Cumulative Year 4	Total Cumulative
# of orientations held	1	2	17
Orientation attendees	0	17	112
Client Intakes	8	36	169
Additional Counseling Sessions Held	1	17	136
# of final workshops held	1	3	15
Mortgage submissions	0	5	24
Mortgage closings	0	2	14
Financing leveraged	\$	\$ 174041	\$ 1,371,922

Growing Your Money Financial Literacy	Current Month: April	Cumulative Year 4	Total Cumulative
New GYM participants	8	67	172
GYM graduates	7	30	71

Default and Foreclosure Counseling	Current Month: April	Cumulative Year 4	Total Cumulative
Intake sessions	2	37	176
Additional Foreclosure Sessions	8	55	294
Positive Foreclosure Prevention Outcomes	1	13	56
Homeowner Budget/Predatory lending Counseling	2	12	31

11. Executive Director's Report

Bayview Property

Staff continues to manage the properties. One house is still available for rent.

Fugitive Policy

The policy adopted by the A-NPDC is attached.

Adoption was requested.

Director Trala moved to adopt the Fugitive Policy as presented. Seconded by Director Richardson, the motion carried by unanimous vote.

Occohannock Creek Road Tenant Houses

Staff is requesting authority to apply for funding to purchase 9 homes and ½ acre lots without indoor plumbing from Edward O. Kellam in Exmore. These homes are located on Occohannock Neck Road just inside the Exmore Town limits. In order for the application for funding to be considered for approval, we must show site control of the property. These homes will be purchased by the current tenants and the houses will be rehabilitated or substantially reconstructed with Indoor Plumbing/Rehab Funds through the Virginia Department of Housing and Community Development.

Board approval is requested for the Executive Director to apply for acquisition funds and to execute a purchase option agreement, contingent on an appraisal of the property, and health department approval.

Director Trala moved to allow the Executive Director to apply for acquisition funds and to execute a purchase option agreement, contingent on an appraisal of the property, and health department approval. Seconded by Director Richardson, the motion carried by unanimous vote.

Next Meeting

The next meeting will be July 27, 2011 at 7:00 PM.

12. Public Participation

There was no public participation at this time.

13. Other Matters

There were no other matters discussed at this time.

14. Adjournment

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

Michael Selby, President

Elaine K. N. Meil, Executive Director