

Minutes of the July 28, 2010 Meeting of the
Eastern Shore of Virginia Housing Alliance
The Enterprise Building
Accomac, Virginia

Directors Present

Delores Bailey
Louise Coles
Angel Collins
Valentine Evans
Diana Giddens

Sean Ingram
Lenora Mitchell
Michael Selby
Faith Showell
Lawrence Trala

Directors Absent

Chris Bannon
Betsy Jenkins

Diane Musso
Ellen Richardson

Others Present

Elaine Meil
David Annis
Melissa Matthews

Kat Edwards
Susan Haycox

1. Call to Order

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

2. Invocation

Director Trala offered the invocation.

3. Minutes of May 26, 2010 Meeting

The Minutes of May 26, 2010 Meeting were presented.

Board approval of the minutes of the May 26, 2010 Meeting was requested.

Director Trala moved to approve the May 26, 2010 Meeting minutes 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 was requested:

ESVHA Bills Payable

A-NPDC	May/June Expenses	\$13,131.74
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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 Mitchell moved to approve the Bills Payable/Financial Statement and Pine Street Apartment budget report and financial statement as presented. Seconded by Director Coles, the motion carried by unanimous vote.

5. Current Financial Status Report

The presented report indicated that 99.66 percent of the administrative budget had been expended while 100 percent of the fiscal year had passed.

Board approval of the presented reports was requested.

Director Mitchell moved to accept the current financial reports as presented. Seconded by Director Collins, the motion carried by unanimous vote.

6. FY 2011 Budget/Annual Work Program

The Proposed FY 2011 Budget/Annual Work Program was attached.

The major highlights included:

- The A-NPDC adopted its FY 2011 Budget/Annual Work Program at their July 19 Commission meeting, establishing the benefit and indirect rates for FY 2011.
- Anticipated work schedules and associated funding available have been reviewed by staff and revised as appropriate.

Board Adoption of the Proposed FY 2011 Budget/ Annual Work Program was requested.

Director Coles moved to adopt the Proposed FY 2011 Budget/Annual Work Program as requested. Seconded by Director Showell, the motion carried by unanimous vote.

7. Property Management

PINE STREET APARTMENTS

All tenants but 2 are current in their rent. One of those is moving out and will likely want to use their security deposit as rent. The second tenant will have the rent paid by the 23rd. There is one vacancy which will be filled by the end of the month. Another 2 unit will become vacant in August.

Maintenance and Repairs

There are no unusual maintenance items.

ACCOMACK MANOR

There are currently 4 vacancies, however 2 of those units will be used for tenants whose apartments suffered water damage due to the recent fire.

Maintenance and Repairs

A tenant had a grease fire which caused the sprinkler system to activate. The majority of the damage was water damage from the sprinkler system. The fire occurred on the third floor and water came all the way down to the first. Four apartments were heavily damaged and 18 others had minor water damage as water seeped in from the hall. There was also damage in the hallways. Management estimates it should take 2-3 weeks to address the severely damaged apartments and somewhat longer to retile the hallways and address the lesser damage. Ironically, the complex had just purchased Fire Stop units which attach to the range hood and are made to put out stove top fires. These had not been installed yet.

Other Matters

Management continues to have monthly birthday parties, bingo, movie night and nutrition classes. The Cooperative Extension Service will graduate its current nutrition class at the end of the month and will start a new one. Management held a cookout on July 3rd and will hold others in August and September.

8. Housing Development Projects

Indoor Plumbing Rehabilitation Program

Five (four in Northampton County, one in Accomack) new replacement dwellings (substantial reconstructions) are complete. Rehabilitation of an existing dwelling is substantially complete, with only punchlist items remaining. Three of the four permits for alternative septic systems have been received, and one of these projects was recently put under contract for construction. A second is anticipated to go under contract within the next week. The remaining two alternative system projects will begin under the coming year's contract. Therefore, completion of eight projects under the current contract is anticipated.

Documents and advertising required by DHCD in order to execute IPR contracts for the 2011 contract year have been completed and submitted and we are awaiting the 2011 contract. Once executed, two of the remaining three alternative septic system projects are ready to be set up with DHCD and contracted for construction. The next bid group of six to eight Rehab Board-approved applicants is being developed. Applicant intake, including property eligibility inspections, is ongoing.

9. Housing Development Projects

Mill Run Phase II

VHDA's comment period and rebuttal time period passed with no challenges to the award of credits to Mill Run. We should receive the allocation letter from VHDA any day now. To complete the development budget, we submitted an application to DHCD for HOME funds, and this week will be submitting an application to the Federal Home Loan Bank of Atlanta. If all goes well, we could close on the financing by the end of November, and start construction by the first of next year.

Mary N. Smith Apartments

The Mary N. Smith Project Planning Committee toured the school property Thursday the 15th. It was decided to invite representatives from DHCD and VHDA to tour the facility in hopes of receiving funds for the plans and studies required to go forward with the project. Preliminary discussions have begun with the Mark-Dana Corporation to determine what partnerships and ownership interests would result in the strongest FLIHTC application.

William Hughes Apartments

Staff will travel to Dover on August 5th to meet with Delmarva Rural Ministries for preliminary discussions on the possible transfer of ownership of William Hughes Apartments to local housing entity. Staff has toured the facility, and has been working with our consultant to try and determine what would be required by USDA, RD if such a transfer were to take place, and what types of funding would be accessible to compete repairs.

10. Housing Services Programs

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

An update was given at the meeting.

Housing Opportunities for People With Aids (HOPWA) Program -

The Eastern Shore Health District was awarded funding to administer the HOPWA program for the upcoming year. Staff will assist with inspections and will help wherever necessary to ensure a smooth transition.

NCALL Homeownership Program

- The first all day Saturday Homeownership Class was held on June 12 with five attendees. The invitations to this class were sent to those families or individuals at the final lap of homeownership. Jane Bulette, managing broker of Weichert, Realtors Mason-Davis spoke to the class about the role of the realtor and also brought along a new agent, Lori Ridington who enjoyed meeting and speaking with the new potential home buyers. Scott Howard, a licensed home inspector gave the class very useful information about what he looks for during a home inspection. Accomack Title provided sample HUD I settlement sheets for the class to review as a preliminary to what they would be looking at on settlement day. Another Saturday class will be scheduled as soon as another group is ready for their final certification. Emails and letters will go out in advance of the class to inform local lenders of the next class for the clients they have that are in need of the certification often required by USDA, VHDA, and local FHA lenders.
- Phone calls and appointments are increasing for clients interested in homeownership. The article and photo in the newspaper about the five new homeowners seemed to spark new interest in home buying. Again, credit is the major stumbling block, but seeing the success of their coworkers, neighbors, and friends has made this achievement more tangible to more people. Class size has increased for the Growing Your Money Classes and follow up appointments are more consistent for those clients trying to clear credit issues and increase assets in order to prepare for purchasing a home.
- Two financial presentations are scheduled for August, one at Metompkin Elementary School and one at the Accomack County School Parent Resource Center. One presentation will be on foreclosure prevention and the other on basic budgeting and financial independence skills. Patricia Grove will be conducting the presentations. The classes are part of several adult classes and activities being offered this summer in Accomack County. Information about the summer offerings went home with students at the end of the school year.
- An Eastern Shore Housing Collaborative Meeting was held at the Shore Bank Community Meeting Room on June 24. The Eastern Shore Area on Aging presented recent changes in the Weatherization Program. Their agency, with the aid of Stimulus Funds has gone from assisting 3-5 families per year to 180 per year. Bob Adams, a Housing and Development Advisor spoke to the group about Housing Virginia, a statewide partnership of public and private organizations and individuals who are committed to high quality, affordable housing. It was decided as a next step that the group would meet quarterly to expand on housing needs for the Eastern Shore of Virginia.
- There has been a definite increase in permanent modifications by most loan servicers. Many mortgage default clients who have been in counseling for sometimes a year or more are finally receiving the financial relief they have been seeking.

Pre-Purchase Counseling	Current Month: June	Cumulative Year 3	Total Cumulative
# of orientations held	0	4	13
Orientation attendees	0	21	79
Client Intakes	10	41	107
Additional Counseling Sessions Held	3	46	107
# of final workshops held	1	8	11
Mortgage closings	2	7	12
Financing leveraged	\$ 211,413	\$ 661,881	\$ 1,197,881

Growing Your Money Financial Literacy	Current Month: June	Cumulative Year 3	Total Cumulative
New GYM participants	7	37	88
GYM graduates	7	18	28

Default and Foreclosure Counseling	Current Month: June	Cumulative Year 3	Total Cumulative
Intake sessions	9	46	122
Additional Foreclosure Sessions	10	82	212
Positive Foreclosure Prevention Outcomes	2	16	39
Homeowner Budget Counseling	0	3	15

Statistical Information for Positive Outcomes for 2nd quarter

3 Purchases- 2 Black females, 1 white male and female couple

7 positive mortgage outcomes- 1 black female, 2 white male, 1 white female, 3 white male and female couples

11. Executive Director's Report

Fairview Rental Property

The sale is still pending. The sales contract was signed prior to April 30. Final inspection items are being repaired and the USDA has ordered the funds. Closing will occur once the listed items are repaired. The sale is slowly progressing.

Bayview Property

Bayview Citizens for Social Justice found and moved in a HPRP client into the Tenant House without requesting permission. ESVHA staff discovered this had occurred when BCSJ requested \$1,000 for a security deposit and first month's rent. Staff had not relock the house upon the transfer of the property since a tenant was still living in it at the time. Staff has counseled the client to continue looking for another place to live as no funds from that program can be paid to the entity that controls the program or any of its partners. The locks will be changed at the end of July when the client moves out. The Murray McDonald house has been rekeyed and remains vacant. After reviewing the costs to repair the properties and the appraisal information, staff recommends that the former Murray McDonald house be rented out potentially to a Housing Choice Voucher family for at least one year.

Staff requested authority to rent the Murray McDonald house for a year in an amount sufficient to defray the costs of repairs, maintain the property, and pay taxes and insurance costs.

Staff also requests guidance regarding whether the Board wishes to rent out the Tenant House after the current client moves out or continue to hold it vacant.

Director Trala moved to grant authority to rent out the Murray McDonald house for one year. He also moved to rent out the Tenant House. Seconded by President Selby, the motion carried by unanimous vote.

Bayview – N. Coles Potential Tax Sale

ESVHA has received notice that N. Coles, an IPR client, has not paid his taxes and may be sold for back taxes at public auction. On July 8, 2011, staff sent a letter to him explaining how the failure to pay taxes will impact him and asked him to contact us. He pays no monthly payment to us due to his income. He has not contacted us.

Staff requested the Board's guidance.

Director Trala moved to let the property go to tax sale. Seconded by Director Showell, the motion carried with nine Directors for, and Director Mitchell against.

Next Meeting

The next meeting will be September 22, 2010 at 7:00 PM.

Informational Items

Regional Housing Authority Minutes were attached.

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