

Minutes of the January 23, 2019 Meeting of the
Eastern Shore of Virginia Housing Alliance
The Enterprise Building
Accomac, Virginia

Directors Present

Chris Bannon
Louise Coles
Angel Collins
Faith Custis
Shenia Davis
Robert Duer

Diana Giddins
Richard Jenkins
Ellen Richardson
Dottie Swisher
David Vaughn

Directors Absent

Michael Selby
Barbara Widgeon

Vacant
Vacant

Others Present

Elaine Meil
Melissa Matthews
Kat Edwards

Susan Haycox
Bobbie Jo Wert

1. Call to Order

President Custis called the meeting to order at 7:02 p.m.

2. Invocation

Director Jenkins gave the invocation.

3. Minutes of November 28, 2018 Meeting

The Minutes of November 28, 2018 Meeting were presented.

Board approval of the minutes of the November 28, 2018 Meeting was requested.

Director Duer moved to approve the minutes of the November 28, 2018 meeting as presented. Seconded by Director Jenkins, 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	November & December Expenses	\$ 26,415.11
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Financial Statements for ESVHA operating account and IP/R Construction funds were presented.

Pine Street Apartments

The current Pine Street Apartments budget report and financial statement were also presented.

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

5. Current Financial Status Report

Financial Status Report

The attached report indicates that 57.52 percent of the Administrative Budget and 30.78 percent of the Construction/Client Services Budget has been expended while 50 percent of the fiscal year has passed. Please note that Budget Amendments were included in a later agenda item.

Board acceptance of the attached report was requested.

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

Form 990 Federal Tax Return

Our auditors, Dunham Aukamp & Rhodes, PLC, have completed the required tax return for the fiscal year ending June 30, 2018.

Board acceptance of the attached Form 990 Tax Return was requested.

It was noted that the list of Officers was incorrect.

Director Duer moved to accept Form 990 Tax Return with the correction of the list of Officers. Seconded by Director Richardson, the motion carried by unanimous vote.

CY 2019 Pine Street Budget

The CY 2019 Budget for Pine Street Apartment was submitted to Rural Development for approval and was attached.

Board acceptance of the attached CY 2019 Budget for Pine Street Apartments was requested.

Director Richardson moved to accept the CY 2019 Budget for Pine Street Apartments. Seconded by Director Vaughn, the motion carried by unanimous vote.

6. FY 2019 Budget Amendments

Approval of the following FY 2019 Budget Amendment was requested:

- | | | |
|----|--|------------|
| 1. | 3110 Pine Street Apartments Tax Credit Project | \$3,000.00 |
| | | + 2,000.00 |
| | | \$5,000.00 |

ITEM 1 represents the amendment to include additional developer fees towards administrative completion of the Pine Street Tax Credit Project.

The Budget Amendment requested will be reflected on the next financial status report.

Director Davis moved to approve the FY 2019 Budget Amendments as requested. Seconded by Director Richardson, the motion carried by unanimous vote.

7. FY 2020 Budget Request

FY 2020 budget requests were submitted to Accomack County and Northampton County for level funding in the amount of \$9,215 and \$4,747 respectively.

8. Election of FY 2020 Officers

Corporation By-Laws state that the election of the FY 2020 President, Vice President, and Treasurer shall be held at the March Board meeting. It is recommended that a Nominating Committee be appointed so the Election of Officers can be held at the next regular meeting.

Chair appointment of a 3-member Nominating Committee, one from Northampton and two from Accomack, was requested.

For your information, having served a 2-year term (of a 3-year maximum), the following officers are eligible for re-election to their current positions:

President	Faith Custis
Vice President	Ellen Richardson
Treasurer	Barbara Widgeon

Directors Giddins, Bannon & Collins were appointed to the Nominating Committee.

9. Property Management

Pine Street Apartments

Our Pine Street property manager, Colin Kean reported the property is 100% leased. Rehab on all rental units have been completed. Six tenants are behind, the property manager has spoken with each, and is working to resolve by the end of the month. No major maintenance concerns, continue to work on day-to-day items and inspection items. Mr. Kean is working on first year tax credit recertification and year-end audit items for Auditor & VHDA.

Accomack Manor

Accomack Manor has two vacancies, scheduled to be rented February 1st. The property manager is working from the waiting list to fill vacancies. New tile is scheduled to be installed in the kitchen and bathrooms as vacancies arise or as needed. Rents have increased, 1 bedroom - \$375 and 2 bedrooms - \$410. Quarterly inspections are underway, no concerns at this time.

The property manager reported Intrepid continues to host the Bingo/Blood Pressure Clinics, Tenant Craft Night and nutrition classes hosted by the Extension Office are held monthly. The planning process has begun for the tenants' Valentine's Day dance.

10. Indoor Plumbing/Rehabilitation Program

2018 IPR Program

On September 7th, VDHCD representative, Doug Ellis completed an IPR Compliance Review. Although staff was encouraged by the visit, a final report has not been received.

2019 IPR Program

The IPR Oversight Board met on November 28th to review the status for three (3) previously approved clients. One (1) client had another agency pay for the installation of a sewage pump, they no longer meet the eligibility requirements for IPR, Referred to USDA. One (1) client has never obtained life-time rights for their heir property. The board voted to place them in a pending status until they obtain life-time rights. Client is still pending. One (1) client resides in a home that was registered by Northampton County as a Historic Property. The board voted to place them in a pending status while staff works with DHCD and Northampton County to explore all options. New information was received just prior to the meeting, Board closed the case.

The Board authorized staff to proceed with the preliminary approval of the next highest ranked applicants. Staff assessed four (4) new applicants, three (3) in Accomack County and one (1) in Northampton County. All four (4) units are substantial reconstructions. Staff opened bids for all unit for demolition, construction of new homes, and installation of handicap ramps. The bids all appear to be under budget at this time. Staff will open the water and sewer bids on November 30th. Once all budget numbers are received, staff will begin the environmental review phase and title search.

Staff continues to receive and review applications. A waiting list has been created and inspections continue to be conducted. Staff continues to apply for sewer permits, and address concerns with ownership and zoning.

IP/R Rehab Oversight Board

The IPR Oversight Board met prior to ESVHA Board Meeting at 6:30. An update was provided at the meeting.

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

Director Richardson moved to approve the IP/R financial records as requested. Seconded by Director Bannon, the motion carried by unanimous vote.

11. Housing Development Projects

Bailey Road Apartments USDA Project

Staff worked with HD Advisors to draw down the \$1,000,000 RD Grant funds to repay VCC, reducing interest expense. We have drawn down the \$1,000,000 RD loan, interest payments were scheduled to begin in October. Staff has requested for RD defer interest payments until the project is complete. The local RD office is seeking guidance from the DC office. RD referred our case to Tierra del Sol. They are a non-profit affordable housing developer in New Mexico that has a contract with USDA-RD to provide technical assistance to non-profits using RD's programs for housing.

The weekly conference calls and monthly on-site meetings continue to be held. Substantial progress continues to be made, drywall is complete and flooring is being installed. There has been some delay in getting utilities to the unit, however, installations is to begin next week. Staff has received an updated construction schedule with anticipated completion in March 2019. Our next on-site meeting is scheduled for January 23rd.

Jerusalem Road Apartments USDA Project

Staff will continue to meet monthly with HD Advisors and Virginia Community Development Corporation (VCDC) to move the project forward. The Option Agreement is scheduled to expire in February 2019. Staff is working with Owner and Attorney on a new Option Agreement. Once the agreement is executed, Staff will file for Accomack County BZA approval.

Board approval execute new Option Agreement was requested.

Director Davis moved to execute the new Option Agreement. Seconded by Director Richardson, the motion carried by unanimous vote.

The Board voted unanimously to rename the Jerusalem Road Apartments Project, "Josephine's Place" in honor of past employee Josephine James.

Pine Street Apartments Tax Credit Project

The rehabilitation is complete. The updated property sign has not been installed as of yet, per the contractor it should be installed within the next two weeks. Staff, with the guidance of our accountant, lawyer and consultants, submitted the required 8609 and Cost Certification to VHDA and DHCD. Staff continues to work with VCDC, VCC, HD Advisors, DHCD, and FHLB-AHP to close out the project.

12. Housing Services Programs

HUD/VHDA Housing Counseling

Two Financial Literacy Classes were held in November in the Community Room at Onancock Square Apartments. The A-NPDC partnered with the Northampton County Extension Office to provide an educational evening for the residents of Onancock Square. The Extension Office provided a presentation on healthy eating and the A-NPDC followed with presentations on budgeting and credit. A Homeownership Orientation Class was also held in November which provided an overview of the Home-buying Process for people just beginning to think about purchasing their first home. A two-day First Time Homebuyer Class is scheduled for January at ESCC. Homeownership calls and appointments have been increasing.

Virginia Homeless Solutions Program

Total Assessments YTD: (116 from ESVHA and 23 from ESCADV)

Serving:

Prevention: 3

Rapid Rehousing: 9

Shelter: 0

Qualified and Searching:

Prevention: 1

Rapid Rehousing: 5

Closed Cases that have received funding:

Prevention: 6

Rapid Rehousing: 4

Shelter Operations: 12

Closed Cases that have NOT received funding:

Prevention: 0

Rapid Rehousing: 0

Receiving Budgeting and Case Management (does not qualify for financial assistance):

Open: 0

Closed: 0

Budget:

Prevention: \$40,000 - \$24,015.90 (\$15,984.10 remaining)

Rapid Rehousing: \$75,633 - \$33,264.35 (\$42,368.65 remaining)

Shelter Operations: \$17,535 – \$17,535 (\$0 remaining)

Estimated Date for Running out of Funds:

Shelter Operations: January 2019

Rapid Rehousing: June 2019

Prevention: June 2019

Continuum of Care (CoC)

The Community Partners of the Eastern Shore (CPES), the local Continuum of Care, will host its General Membership meeting on January 9, 2019, at the Eastern Shore Community College – Workforce Development Center. Save the Date: January 23, 2019, we will conduct the county-wide Point In Time count.

CPES members continue to work on standardizing the Coordinated Entry procedure for our most vulnerable population. This system is designed to ensure clarity, transparency, consistency, and accountability for those who are having a housing crisis.

CPES continues to partner with Virginia State Police and Community Service Board to address the opioid epidemic and its impact on homelessness. Staff participates on the Community Opioid Panel of Experts (COPE) committee and the Eastern Shore Overdose Fatality Review Team.

13. Executive Director's Report

Bayview Property Sale

All three Bayview houses are rented.

Occohannock Creek Houses

The application has been completed and we have submitted to our agency contact for clearance. The Town of Exmore has considered the project and are supportive and have sent us a letter for submission to VHDA. The application request is for \$164,710 to purchase the property, complete legal work to separate the building lots from the larger parcel, funds to manage relocation of the families, and demolition of the existing structures.

14. Public Participation

There was no public participation at this time.

15. Other Matters

No other matters were discussed at this time.

16. Adjournment

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

Faith Custis, President

Elaine K. N. Meil, Executive Director