

Minutes of the March 28, 2018 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

Richard Jenkins
Ellen Richardson
Michael Selby
David Vaughn
Barbara Widgeon

Directors Absent

Jacqueline Chatmon
Diana Giddins

Dottie Swisher
Vacant

Others Present

Elaine Meil
Melissa Matthews
Bobbie Jo Wert

Susan Haycox
Kat Edwards

1. Call to Order

President Custis called the meeting to order at 7:04 p.m.

2. Invocation

Director Jenkins gave the invocation.

3. Minutes of January 24, 2018 Meeting

The Minutes of January 24, 2018 Meeting were presented.

Board approval of the minutes of the January 24, 2018 Meeting was requested.

Director Collins moved to approve the minutes of the January 24, 2018 meeting as presented. Seconded by Director Bannon, 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	January & February Expenses	\$ 23,488.59
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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 Jenkins 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

The attached report through February 2018 indicated that 62.46 percent of the administrative budget and 46.66 percent of the client services budget has been expended while 66.67 percent of the fiscal year had passed.

Board acceptance of the presented Financial Status Report was requested.

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

6. FY 2019 Budget Requests

On March 13, Accomack County Board had a public hearing scheduled concerning their FY 2019 Proposed Budget which includes level funding of \$9,215 to the ESVHA.

Northampton County's Budget Committee is in the process of scheduling work sessions.

7. Election of FY 2019 Officers

Corporation By-Laws state that the election of the FY 2019 President, Vice President, and Treasurer shall be held at the March Board meeting.

For your information, having served a 1-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

A report from the Nominating Committee consisting of Directors Bannon, Vaughn, and Davis was requested.

It was the suggestion of the Nominating Committee that all current officers be re-elected for FY 2019.

Director Vaughn moved to re-elect the current officers for FY 2019. Seconded by Director Collins, the motion carried by unanimous vote.

8. Property Management

Pine Street Apartments

Our Pine Street property manager reported four vacancies in the building currently being rehabilitated, Building 4. The remaining six tenants have relocated to other housing. Our property manager is assisting with the relocation of families from the units scheduled for rehabilitation. Holding two additional vacancies in the Building 2. Rehabilitation was mostly completed on Building 8, some outstanding punch list items remain. The building was fully leased as of January 31st. Two tenants are behind in rent payments to be resolved by March 23rd. Only emergency repairs are being addressed in preparation for the comprehensive rehabilitation. Community Building, which includes the office, may need to temporarily locate during rehabilitation.

Accomack Manor

Accomack Manor is fully leased. Property Manager is working from the waiting list. Apartment inspections are scheduled for May. New tile is scheduled to be installed in the kitchen and bathrooms as vacancies arise or as needed. No concerns at this time.

The property manager reported Intrepid continues to host the Bingo/Blood Pressure Clinics and a Tenant Craft Night is held monthly. An Easter Potluck and Tenant Breakfast is scheduled for April.

9. Indoor Plumbing/Rehabilitation Program

2017 IP/R Program

The relocation client has closed and moved into his new home. Demolition of the old house is being completed this week.

2018 IP/R Program

The first 2018 IP/R set-up, a replacement house for a couple who lives in Exmore, has been approved. The couple has been temporarily relocated. Demolition of the existing house has been completed. Due to weather, construction on the new home has not started.

Environmental review is being initiated for the house located in Culls. Staff continues to review applications, inspect houses, apply for sewer permits, and deal with ownership and zoning issues in order to identify additional 2018 clients.

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

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

10. Housing Development Projects

Bailey Road Apartments USDA Project

Staff continues to work with HDAdvisors to fill funding gap. Staff will submit an Affordable Housing Program (AHP) application to the Federal Home Loan Bank of Georgia within the next few months.

February 28th an on-site meeting with Architect, Builder, and Rural Development was held. No progress had been made at that time. Since then, the survey company has been on-site, flags are in place. Staff has not received an updated construction schedule since February 6th. Weather has not been conducive for site work. On-site meeting is scheduled for March 28th.

Jerusalem Road Apartments USDA Project

Staff was informed Rural Development intended to de-obligate the Section 514 Farm Labor Housing Loan funds for Jerusalem Road Apartments. The funds were awarded under the 2015 NOFA. According to RD, modifications to site location was not permitted under this NOFA and due to the length of time with no significant progress, the National Office has no choice. Staff, along with its advisors and local RD representative, have pleaded our case to avoid de-obligations. Official notification should be received within the next couple of weeks.

RD encouraged staff to submit a new application under the new NOFA, scheduled to be released shortly. Although not guaranteed, RD indicated with a strong application, they see no reason why we would not be awarded funds. With the funding gap from the previous budget, we anticipate requesting more funds than previously awarded in 2015. Staff continues to work with advisors to submit applications, securing additional funds to fill budget gaps.

Pine Street Apartments Tax Credit Project

Interior and exterior construction has been completed on the first building at Pine Street Apartments, with some outstanding punch list items remaining. First building was placed in service as anticipated. Rehabilitation on second building began first week of February. Siding is 95% complete and masonry is 90% complete. Drywall anticipated to be completed with painting to begin within next two weeks. Two-week outlook indicates flooring will begin and cabinets to be installed on second building. Demo will begin on the vacant units in the third building. The siding, windows and exterior doors have been completed on the maintenance building. The inoperable sprinkler system was abandoned in place. Demolition has begun on the community building, office space needs to relocate so that demo may progress.

Staff is reviewing two change orders, one for the installation of curb rail on accessible unit and one for replacing shingles on the community building and the maintenance building. The overall construction schedule has not been updated since January. At such time, the anticipated completion date was May. Staff projects the project will not be completed until mid-July or later.

11. Housing Services Programs

NCALL Homeownership Program

Pre-Purchase Counseling	Current Month: January & February
# of orientations held	0
Orientation attendees	0
Client Intakes	8
Additional Counseling Sessions Held	4
# of final workshops held	0
Mortgage submissions	2
Mortgage closings	2
Financing leveraged	\$209,141

Growing Your Money Financial Literacy	Current Month: January & February
New GYM participants	12
GYM graduates	0

Default and Foreclosure Counseling	Current Month: January & February
Intake sessions	1
Additional Foreclosure Sessions	4
Positive Foreclosure Prevention Outcomes	
Homeowner Budget/Predatory lending Counseling	

Homeless Recertifications - 6

Two Community Outreach Classes are scheduled for March. A Homeownership Orientation Class will be held at the New Allen AME Church in Exmore and a Credit Class will be held for the parents at the Head Start in Accomac.

A Pre-Purchase Workshop is scheduled for April 25th and 26th at ESCC in Melfa. This again will be a partnership with the Eastern Shore Association of Realtors.

Two loans closed and a third received Loan Commitment and will close in March.

Patricia Grove completed two NeighborWorks On-Line courses that were offered as a scholarship by VHDA. One Class was Mortgage Math Made Simple for Homeownership Professionals and the other was Understanding Credit Reports and Credit Scoring.

Virginia Homeless Solutions Program

Total Assessments YTD: 203 (167 from ESVHA and 36 from ESCADV)

Serving:

Prevention: 6

Rapid Rehousing: 13

Shelter: 0

Qualified and Searching:

Prevention: 1

Rapid Rehousing: 0

Closed Cases that have received funding:

Prevention: 0

Rapid Rehousing: 11

Shelter Operations: 0

Closed Cases that have NOT received funding:

Prevention: 3

Rapid Rehousing: 2

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

Open: 0

Closed: 3

Budget:

Prevention: \$42,000 - \$25,839.78 (\$16,160.22 remaining)

Rapid Rehousing: \$75,633 - \$67,277.99 (\$8,355.01 remaining)

Shelter Operations: \$6,535 – \$6535 (\$0 remaining)

Estimated Date for Running out of Funds:

Shelter Operations: January 2018

Rapid Rehousing: April 2018

Prevention: June 2018

Continuum of Care (CoC)

The Community Partners of the Eastern Shore (CPES) conducted its annual Point in Time (PIT) count on January 24, 2018. The PIT is a 24-hour snap shot of our homeless population. Data collected provides statistical evidence used by our Community Partner members as they seek funding for community resources and services for persons/families living within Accomack and Northampton County's. Additional resources will ensure episodes of homelessness are rare, brief and non-reoccurring on the Eastern Shore of Virginia. 76 surveys were completed. Only 17 surveys met the federal homeless definition. Of the 17, 12 adults and 12 children were housed either in a local shelter or hotel paid by a local agency while 5 adults were unsheltered residing in a place not meant for human habitation. Of the 5 unsheltered individuals, 3 were males, 2 were females and their average age was 66.

CPES members continues 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.

12. Executive Director's Report

Bayview Property

The trial date required for eviction was on March 1st. The tenant did not show up. We are currently waiting on the Writ of Possession for Unlawful detainer.

Legal Opinion of Town Membership

Staff contacted ESVHA's attorney. His opinion is attached. It appears that there is a lack of clarity and also an internal inconsistency. At this time, staff is requesting authorization to work with the attorney to create an amended Articles of Incorporation that meets the requirements of the ESVHA grants and also simplifies the Board structure and provides an understandable direction regarding all Director memberships, including Town membership. Staff intends to bring back a draft for Board approval. At this time, no town has a grant administration or assistance agreement.

Authorization was requested.

Director Jenkins moved to grant authority for staff to work with the attorney to create an amended Articles of Incorporation. Seconded by Director Richardson, the motion carried by unanimous vote.

Occohannock Creek Houses

Staff has contacted a resource for additional homeless prevention funds to assist the families upon the demolition on the unit. While no additional funds are currently available the entirety of the prevention funds for FY19 will be available in July. Staff is seeking funding from other agencies to pay for the acquisition of the units.

13. Public Participation

There was no public participation at this time.

14. Other Matters

No other matters were discussed at this time.

15. Adjournment

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

Faith Custis, President

Elaine K. N. Meil, Executive Director