

Minutes of the May 23, 2018 Meeting of the
Eastern Shore of Virginia Housing Alliance
William Hughes Apartments
Eastville, Virginia

Directors Present

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

Diana Giddins
Richard Jenkins
Michael Selby
Dottie Swisher
David Vaughn
Barbara Widgeon

Directors Absent

Ellen Richardson
Vacant

Vacant

Others Present

Elaine Meil
Kat Edwards
Bobbie Jo Wert

Susan Haycox
Colin Keane
Kelly Addison

1. Call to Order

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

2. Invocation

Director Davis gave the invocation.

3. William Hughes Apartments Tour

Staff and Board Members present were taken on a tour of the William Hughes Apartments. Colin Kean, property manager, showed everyone the interior of one of the apartments, and described the renovations which had recently taken place throughout the entire complex.

4. Minutes of March 28, 2018 Meeting

The Minutes of March 28, 2018 Meeting were presented.

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

Director Jenkins moved to approve the minutes of the March 28, 2018 meeting as presented. Seconded by Director Bannon, the motion carried by unanimous vote.

5. Bills Payable/Financial Statement

Board approval of the following Bills Payable/Financial Statements was requested:

ESVHA Bills Payable

A-NPDC	March & April Expenses	\$ 25,013.68
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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 Bannon, the motion carried by unanimous vote.

6. Current Financial Status Report

The attached report through April 2018 indicated that 75.62 percent of the administrative budget and 59.39 percent of the client services budget has been expended while 83.33 percent of the fiscal year had passed.

Board acceptance of the presented Financial Status Report was requested.

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

7. FY 2019 Budget

FY 2019 ESVHA Budget

Deferral of adoption of the FY 2019 ESVHA Budget and authority to expend funds at the FY 2018 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.

CY 2018 Pine Street Budget

Acceptance of the attached CY 2018 Pine Street Budget as submitted to Rural Development was requested.

Director Duer moved to defer the FY 2019 ESVHA Budget and accept the CY 2018 Pine Street Budget. Seconded by Director Bannon, the motion carried by unanimous vote.

8. Director Term Report

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

Community Sector Directors	FY 2017 Attendance	Appointment Expiration Date
Shenia Davis	5 of 5	6-30-18
Louise Coles	5 of 5	6-30-20
Faith Custis	5 of 5	6-30-19
Diana Giddens	5 of 5	6-30-20
Michael Selby	5 of 5	6-30-18

Other Directors	FY 2017 Attendance	Appointment Expiration Date
Angel Collins	3 of 5	6-30-18
Vacant		6-30-18
David Vaughn	5 of 5	6-30-20
Barbara Widgeon	3 of 5	6-30-19
Dottie Swisher	5 of 5	6-30-19

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

Shenia Davis	6-30-21
Michael Selby	6-30-21
Angel Collins	6-30-21

Director Bannon moved to accept the Director Term Report and to reappoint the above officers for an additional three-year term. Seconded by Director Duer, the motion carried by unanimous vote.

9. Property Management

Pine Street Apartments

Our Pine Street property manager reported seven vacancies in the building currently being rehabilitated, Building 2. The remaining three tenants have relocated to other housing. Rehabilitation was mostly completed on Building 4, some outstanding punch list items remain. The building was fully leased as of April 20th. Three tenants are behind in rent payments to be resolved by end of week. No maintenance concerns at this time. Community Building, which includes the office, will need to temporarily relocate during rehabilitation by May 31st.

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. May is inspection month, scheduled for May 21st and 22nd.

The property manager reported Intrepid continues to host the Bingo/Blood Pressure Clinics and a Tenant Craft Night is held monthly. Mother's Day breakfast was held this month and a Father's Day breakfast will be held next month. Nutrition Classes will begin soon.

10. Indoor Plumbing/Rehabilitation Program

2017 IP/R Program

The relocation client has closed and moved into his new home. Demolition of the old house was completed.

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. Construction on the home is 65% complete.

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 clients.

IP/R Rehab Oversight Board

Bylaws state there are to be five members appointed by ESVHA. There are only three members, Custis, Richardson and Meil. There are two vacant seats.

Board appointment for the two vacant seats was requested.

Director Duer moved to appoint Directors Vaughn and Bannon to the IP/R Oversight Board. Seconded by Director Jenkins, the motion carried by unanimous vote.

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

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

11. Housing Development Projects

Bailey Road Apartments USDA Project

Staff continues to work with HD Advisors 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.

The monthly on-site meeting with Architect, Builder, and Rural Development for March 28th and April 25th were re-scheduled. Minimum progress had been made at that time. Since then, the site contractor has been on-site, trees have been removed for the retention pond and construction of the road has begun. 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 May 28th.

Jerusalem Road Apartments USDA Project

Staff received notification Rural Development de-obligate the Section 514 Farm Labor Housing Loan funds for Jerusalem Road Apartments. RD encouraged staff to submit a new application under the new NOSA, 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 Building 8 and 4, with some outstanding punch list items remaining. Building 8 was placed in service as anticipated, based on revised construction schedule. Rehabilitation on Building 4 began first week of February, residents moved in April 20th. Building 2 rehabilitation is in process. Two-week outlook, building 2 is to be completed. The Community/Office room is still under construction. The office will need to relocate by May 31st to finalize the building.

Staff is reviewing one change order, replacing shingles on the community building and the maintenance building. The overall construction schedule has not been updated since March. At such time, the anticipated completion date was May. Staff projects the project will not be completed until mid-July or later.

12. Housing Services Programs

NCALL Homeownership Program

Pre-Purchase Counseling	Current Month: April
# of orientations held	0
Orientation attendees	0
Client Intakes	4
Additional Counseling Sessions Held	1
# of final workshops held	2
Mortgage submissions	2
Mortgage closings	0
Financing leveraged	\$0

Growing Your Money Financial Literacy	Current Month: April
New GYM participants	10
GYM graduates	0

Default and Foreclosure Counseling	Current Month: April
Intake sessions	2
Additional Foreclosure Sessions	2
Positive Foreclosure Prevention Outcomes	1 repayment plan
Homeowner Budget/Predatory lending Counseling	2

Homeless Recertifications: 1

New VHSP Prevention: 0

The Pre-Purchase Workshop was held on April 25th and 26th at ESCC. Two representatives from USDA presented on the first evening for the Working with a Lender portion of the class. A Home Inspector, Realtor, and Loan Closer all presented on the second night. Twenty people attended the first evening and eighteen people returned for the second session and received certificates.

Virginia Homeless Solutions Program

Total Assessments YTD: 249 (208 from ESVHA and 41 from ESCADV)

Serving:

Prevention: 13

Rapid Rehousing: 4

Shelter: 0

Qualified and Searching:

Prevention: 2

Rapid Rehousing: 0

Closed Cases that have received funding:

Prevention: 0

Rapid Rehousing: 20

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 - \$34,167.29 (\$7,832.71 remaining)

Rapid Rehousing: \$75,633 - \$72, 659.99 (\$2,973.01 remaining)

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

Estimated Date for Running out of Funds:

Shelter Operations: January 2018

Rapid Rehousing: June 2018

Prevention: June 2018

Continuum of Care (CoC)

The Community Partners of the Eastern Shore (CPES), the local Continuum of Care, will host its General Membership meeting on July 11, 2018 at the Eastern Shore Community College –Workforce Development Center.

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.

13. Executive Director's Report

Bayview Property Sale

The tenant has been evicted.

Articles of Incorporation

Staff is compiling the requirements to send to the attorney to draft potential amendments.

Occohannock Creek Houses

Staff is working on developing a project that would result in acquiring the property, demolition of the existing housing, and eventual replacements with home owner occupied housing. Other ESVHA funds would assist the tenants with relocation.

Authorization to apply for a grant for acquisition and demolition was requested.

Director Duer moved to grant authorization for staff to apply for an acquisition and demolition grant. Seconded by Director Bannon, the motion carried by unanimous vote.

By-Laws Revision

Staff requests authorization to add the following words to Article III, Purpose following "...shall be familiar.":

The corporation shall further ensure that any projects will carry out the charitable purposes of the corporation by providing decent, safe, sanitary and affordable housing for low income persons and families (including for the elderly and physically handicapped, where appropriate) and related social services thereto in accordance with the statutory and regulatory requirements of Section 42 of the Code, as amended, and other relevant government programs.

Director Jenkins moved to add the above words to Article III of the ESVHA By-Laws. Seconded by Director Collins, the motion carried by unanimous vote.

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