

Minutes of the January 22, 2020 Meeting of the  
Eastern Shore of Virginia Housing Alliance  
The Enterprise Building  
Accomac, Virginia

Directors Present

Louise Coles  
Faith Custis  
Shenia Davis  
David Fauber  
Diana Giddins  
Richard Jenkins  
Alice Jones

Janice Langley  
Ellen Richardson  
Michael Selby  
Dottie Swisher  
David Vaughn  
Barbara Widgeon

Directors Absent

Angel Collins

Vacant

Others Present

Elaine Meil  
Russ Williams

Sandy Taylor  
Bobbie Jo Wert

1. Call to Order

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

2. Invocation

Director Jenkins gave the invocation.

3. ESVHA Bank Accounts

Director of Administration Taylor found that the ESVHA bank signatories for all BB&T accounts had not been updated for several years. A representative from BB&T attended the Board Meeting with appropriate documents to have all bank accounts updated.

Director Richardson moved to allow the necessary changes be made to the ESVHA accounts. Seconded by Director Vaughn, the motion carried by unanimous vote.

4. Minutes of September 25, 2019 Meeting

The Minutes of September 25, 2019 Meeting were presented.

Board approval of the minutes of the September 25, 2019 Meeting was requested.

Director Richardson moved to approve the minutes of the September 25, 2019 meeting as presented. Seconded by Director Widgeon, 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	November/December Expenses	\$ 35,393.23
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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 Richardson moved to approve the Bills Payable/Financial Statements as presented. Seconded by Director Vaughn, the motion carried by unanimous vote.

6. Current Financial Status Report

Financial Status Report

The attached report indicated that 74.76 percent of the Administrative Budget and 67 percent of the Construction/Client Services Budget had been expended while 50 percent of the fiscal year had passed.

Board acceptance of the attached report was requested.

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

7. FY 2021 Budget Request

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

8. Election of FY 2021 Officers

Corporation By-Laws state that the election of the FY 2021 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.

Directors Giddins, Davis & Jenkins were elected to the Nominating Committee.

For your information, having served three 1-year terms, the following officers are not eligible for re-election to their current positions.

President	Faith Custis
Vice President	Ellen Richardson
Treasurer	Barbara Widgeon

9. CY 2020 Budgets

Board adoption of the following attached CY 2020 Budgets was requested.

1. Pine Street Apartments Budget
2. Bailey Road Apartments Budget

Director Richardson moved to adopt the CY 2020 Budgets as presented. Seconded by Director Vaughn, the motion carried by unanimous vote.

10. Property Management

Pine Street Apartments

Our Pine Street property manager, Colin Kean reported the property has no vacancies. Four tenants are behind in their rent, the property manager has spoken with each, and is working to resolve by the end of the month. Staff continues to work on day-to-day items and inspection items. There was a shooting at Pine Street Apartments on December 18<sup>th</sup> around 2 AM. No one was hurt. One unit was targeted, and most of the repairs have already been completed.

Accomack Manor

Accomack Manor reported no vacancies and they are currently working from the waiting list to fill vacancies as they arise. As units become vacant, they are updating the carpet, flooring, and fresh paint, as needed. Rental increases will go into effect the first of the year.

One Bedrooms – from \$375 to \$400

Two Bedrooms – from \$410 to \$435

Activities continue in the Social Hall on a monthly basis.

11. Indoor Plumbing/Rehabilitation Program

2019 IPR Program

Two clients, one in Accomack County and one in Northampton County, have officially moved into their new homes.

2020 IPR Program

The PY 2020 IPR contract from VDHCD has been received. The contract is for \$300,000 for the rehabilitation of four units in Accomack and/or Northampton County.

Bid opening will be held on Friday, January 24, 2020, for two demolition and substantial reconstruction projects in Accomack County. Three homes in Northampton County are currently in the Environmental Review phase.

Updated Status

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

IP/R Program Income

No expenditures at this time.

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 Widgeon, the motion carried by unanimous vote.

12. Housing Development Projects

Bailey Road Apartments USDA Project

All units are fully leased as of December 2019. Two tenants are behind. The property manager has spoken with each and is working to resolve by the end of the month. Staff continues to work on day-to-day items. Staff worked to close on the HOME and AHP funds before the turn of the year. The closing was on December 30, 2019.

Josephine's Place 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 has expired. The staff has been able to work out a new deal with the Owner for a new Option Agreement. We are waiting on the owners Attorney. Staff continues to work with the owner's attorney to save the project, while actively search for alternative sites.

13. Housing Services Programs

HUD/VHDA Housing Counseling

Two families submitted a pre-qualification application with VHDA and have put contracts on homes. One client's USDA Certificate of Eligibility expired before she found a home, so a new application was submitted. One client completed the VHDA Credit Improvement Program that resulted in a positive impact on her household finances and her credit score. Reporting to VHDA is complete for the program. One client returned a permanent loan modification to his lender and will be allowed to remain in his home.

Homeownership calls and appointments have increased slightly, though activity is light during the holiday season. Foreclosure Intervention activity continues to decrease.

Virginia Homeless Solutions Program

Total Assessments as of 12/31/2019: 141 (110 from ESVHA and 31 from ESCADV)

Serving:

Prevention: 3

Rapid Rehousing: 13

Shelter: 0

Qualified and Searching:

Prevention: 1

Rapid Rehousing: 3

Closed Cases that have received funding:

Prevention: 7

Rapid Rehousing: 9

Shelter Operations: 1

Closed Cases that have NOT received funding:

Prevention: 3

Rapid Rehousing: 0

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

Open: 0

Closed: 0

Budget:

Prevention: \$40,000 - \$31,963.42 (\$8,036.58 remaining)

Rapid Rehousing: \$75,633 - \$54,260.36 (\$21,372.64 remaining)

Shelter Operations: \$6,860.00 - \$6,835 (\$25 remaining)

Estimated Date for Running out of Funds:

Shelter Operations: January 2020

Rapid Rehousing: May 2020

Prevention: April 2020

Continuum of Care (CoC)

Community Partners of the Eastern Shore (CPES) general membership met on January 8th. The primary focus of the meeting was planning for the upcoming calendar year and supporting the January 22, 2020 Point-In-Time Homeless Count. CPES Homeless Management Information System (HMIS) Committee is responsible for the Point-In-Time count, and they held the training for the count on January 14th. DHCD released the survey questionnaire on December 27th. CPES Public Relations & Resource Assistance Committee met on January 6<sup>th</sup>, at which time they reviewed the updating and enhancement of their website.

14. Executive Director's Report

Bayview Property Sale

All three Bayview houses are rented. A repair was made to the toilet in one unit. It was clogged with items that should not have been flushed and grease but it is unknown whether or not the material was from the current tenant or the previous tenant. The toilet had to be removed and reset to clear the clog. Staff explained that now they will be responsible if a similar clog redevelops.

Homeless Prevention and Rapid Rehousing Program

Staff expect to fully expend the program funds prior to the end of the year. The state has requested organizations let them know if there will be unexpended funds and agencies can also request to be put on the list for any funds that are unobligated.

15. Public Participation

There was no public participation at this time.

16. Other Matters

No other matters were discussed at this time.

17. Adjournment

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

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Faith Custis, President

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Elaine K. N. Meil, Executive Director