

Minutes of the March 24, 2021 Meeting of the  
Eastern Shore of Virginia Housing Alliance  
The Enterprise Building and Virtual Zoom  
Accomac, Virginia

Directors Present

Angel Collins  
Faith Custis  
Shenia Davis \*\*  
Diana Giddins \*\*  
Alice Jones \*\*

Janice Langley \*\*  
Ellen Richardson \*\*  
Michael Selby \*\*  
Dottie Swisher \*\*

Directors Absent

Louise Coles  
David Fauber  
Richard Jenkins

David Vaughn  
Barbara Widgeon  
Vacant

Others Present

Elaine Meil  
Russ Williams

Sandy Taylor  
Melissa Matthews

\*\* Attendance thru Zoom

1. Call to Order

President Richardson called the meeting to order at 7:09 p.m.

2. Invocation

No invocation was given.

3. Minutes of November 18, 2020 Meeting

The Minutes of November 18, 2020 Meeting were presented.

Board approval of the minutes of the November 18, 2020 Meeting was requested.

Director Custis moved to approve the minutes of the November 18, 2020 meeting as presented. Seconded by Director Collins, 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	\$ 25,185.62
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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.

Bailey Road Apartments

The current Bailey Road Apartments budget report and financial statement were also presented.

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

Pine Street Apartments LLC

Virginia Community Development Corporation (VCDC) is requesting to set up and fund an operating reserves account for Pine Street Apartments LLC with BB&T/Truist Financial in the amount of \$99,000. These funds are held back tax credit equity to fund the operating reserves as outlined in the operating agreement. The ESVHA would control the operating reserves withdrawals.

Attached was an email from Project Development Manager Steven E. Bleile requesting transfer of funds.

Board approval of Virginia Community Development Corporation account request was requested.

Director Davis moved to grant permission to open the operating reserves account. Seconded by Director Custis, the motion carried by unanimous vote.

5. Current Financial Status Report

Financial Status Report

The attached report indicated that 21.44 percent of the Administrative Budget and 20.59 percent of the Construction/Client Services Budget had been expended while 66.67 percent of the fiscal year had passed.

Board acceptance of the attached report was requested.

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

6. FY 2021 Budget Amendments

Approval of the following FY 2021 Budget Amendment was requested:

1.	3114	CHERP	\$ 000.00
		Emergency Shelter	+ 2,500.00
		Rapid Rehousing	+ 3,500.00
		Administrative	+ <u>329.00</u>
			\$ 6,329.00

ITEM 1 represents the amendment to include DHCD Emergency Shelter/Rapid Rehousing and administrative funds to support emergency shelter operations for the fiscal year.

The Budget Amendment requested was reflected on the current financial status report.

Director Custis moved to approve the FY 2021 Budget Amendment as requested. Seconded by Director Davis, the motion carried by unanimous vote.

7. 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, is requested.

For your information, having served one 1-year terms, the following officers are eligible for re-election to their current positions:

President	Ellen Richardson
Vice President	Barbara Widgeon
Treasurer	Faith Custis

Director Custis made the motion to re-elect the existing slate of officers for a second term. Seconded by Director Collins, the motion carried by unanimous vote.

8. Property Management

Pine Street Apartments

No current vacancies, though one is expected at the end of March. Processing to fill the vacancy has begun East Coast Property Management (ECPM) implemented the COVID-19 Collection Policy, which states, late fees are waived, and rents are accepted in partial payments. Four families are behind. Also, evictions will not be processed.

Maintenance is working on day to day items with a heavy indoor social distancing from tenants. Management has limited office foot traffic, handling business by phone, email, and only if necessary by appointment. Maintenance is wiping down and disinfecting all surfaces in the laundry room, mailboxes, and drop boxes daily.

Tyvesha Turlington has joined Pine Street Apartments as the new site manager for the property. She will handle day to day operations for the property and tenants.

Bailey Road Apartments USDA Project

Our Bailey Road Apartment property manager, Colin Kean, reported the property has no vacancies. East Coast Property Management (ECPM) implemented the COVID-19 Collection Policy, which states, late fees are waived, and rents are accepted in partial payments. There are four families currently behind in their rent. Evictions will not be processed at this time.

Maintenance is working on day to day items with a heavy indoor social distancing from tenants. Management has limited office foot traffic, handling business by phone, email, and only if necessary by appointment. Maintenance is wiping down and disinfecting all surfaces in the laundry room, mailboxes, and drop boxes daily.

Wifi/internet update: We are working to update the list of people interested in receiving Eastern Shore of Virginia Broadband at the homes. We have put out an updated for based on the current cost projections for the property and hope to put a plan into motion shortly that will make this available for all families at an affordable cost. Currently there are no local internet providers servicing this property. The only internet families have operated with has been either their own mobile phone carriers hot spot or Hughes net. What was available through some smaller options no longer works.

Accomack Manor

Accomack Manor reported two vacancies. As units become vacant, they are updating the carpet, flooring, and fresh paint, as needed. Due to COVID-19, the social hall is closed, and no activities are being held. Masks are required in the building, and the office is by appointment only.

9. Indoor Plumbing/Rehabilitation Program

2020 IPR Program

Doug Ellis, DHCD Community Specialist, requested a desk audit for the PY2020. The staff complied by sending all the requested items. DHCD has not responded.

IPR Program Rehab Oversight Board

Due to staff turnover, no report is offered for this meeting. The work is being reassigned, and a full IPR report will be offered at the May meeting.

2021 IPR Flex Program

Staff continues to receive and review applications. Two waiting lists have been created, and inspections continue. Staff continues to apply for sewer permits and address concerns with ownership and zoning.

IPR Program Income

Accomack County - No program income funds have been expended or requested at this time.

Northampton County - No program income funds have been expended or requested at this time.

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

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

10. Housing Development Projects

Josephine's Place Apartments USDA Project

Staff continues to work to identify alternative locations in northern Accomack that will meet Accomack County's Future Land Use requirements for Village Development Areas. Several options are being considered, and we are working on the proforma for the best plan.

Staff met with our Architect to visit several projects in Accomack and Northampton County.

11. Housing Services Programs

VIRGINIA HOMELESS SOLUTIONS PROGRAM

Total Assessments as of 2/26/2021: 209 (164 from ESVHA and 45 from ESCADV)

Serving:

Prevention: 4

Rapid Rehousing: 7

Shelter: 0

Qualified and Searching:

Prevention: 2

Rapid Rehousing: 10

Closed Cases that have received funding:

Prevention: 3

Rapid Rehousing: 7

Closed Cases that have NOT received funding:

Prevention: 0

Rapid Rehousing: 5

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

Open: 0

Closed: 1

Budget:

Prevention: \$40,000 - \$16,390.36 (\$23,609.64 remaining)

Rapid Rehousing: \$75,633 - \$33,305.60 (\$42,327.40 remaining)

Shelter Operations: \$5,535 - \$5,535 (\$0 remaining)

Estimated Date for Running out of Funds:

Shelter Operations: December 2020

Rapid Rehousing: June 2021

Prevention: June 2021

Continuum of Care (CoC)

Community Partners of the Eastern Shore (CPES) general membership meeting was held virtually on March 10th. A review was presented of Standard Operating Procedures for Coordinated Entry into the VHSP program, and HUDs definition of homeless. The Homeless Management Information System (HMIS) committee met virtually on March 9th. A review was presented of the Point-In-Time count conducted on January 27, 2021. Raw data indicated the number of homeless counted to be significantly higher than 2020. All Point in Time Count data was submitted to DHCD on time, and they will issue a detailed report in the summer.

12. Executive Director's Report

Bayview Property Sale

One tenant passed away and staff is seeking a new tenant. The other houses are rented.

Broadband – Public Wifi Hotspots Update

Accomack County approved the use of CARES Act funds to install a Wifi Hotspot at Bailey Road Apartments and Pine Street Apartments. Staff have requested an updated quote for installation of fiber services directly to the apartments. This will be much less expensive due to the installation of the fiber line to support the hotspot near the office.

Director Davis asked Executive Director Meil if Pine Street Apartments had ever thought of adding a gate that would only allow residents and their guests in. Director of Housing Services Williams said he would ask Colin Kean, the property manager, and inform the Board at the next meeting.

Executive Director Meil mentioned the idea of possibly changing the meeting time from 7pm to 6pm. The Board all agreed they would be willing to discuss this possibility at the next meeting.

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.

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Ellen Richardson, President

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Elaine K. N. Meil, Executive Director