

Minutes of the September 22, 2021 Meeting of the
Eastern Shore of Virginia Housing Alliance
The Enterprise Building
Accomac, Virginia

Directors Present

Angel Collins	Alice Jones
Faith Custis	Ellen Richardson
Diana Giddins	Michael Selby
Richard Jenkins (Zoom)	

Directors Absent

Louise Coles	Vacant
Shenia Davis	Vacant
David Fauber	Vacant
Janice Langley	Vacant

Others Present

Elaine Meil	Sandy Taylor
Russ Williams	Melissa Matthews

1. Call to Order

President Richardson called the meeting to order at 6:07 p.m.

2. Invocation

Director Giddins gave the invocation.

3. Minutes of July 28, 2021 Meeting

The Minutes of July 28, 2021 Meeting were presented.

Board approval of the minutes of the July 28, 2021 Meeting was requested.

Director Custis moved to approve the minutes of the July 28, 2021 meeting as presented.
Seconded by Director Selby, the motion carried by unanimous vote.

4. Bills Payable/Financial Statement

ESVHA Bills Payable

The Bills Payable for July & August are unable to be printed until the A-NPDC FY21 has been closed in the GMS accounting software.

The auditors were originally scheduled to be at the A-NPDC office on Monday, September 13th – Wednesday, September 15th. However, due to the Federal extension of the corporation tax return deadline of September 15th, the auditing firm rescheduled the visit for Monday, September 20th – Wednesday, September 22nd.

No action is required at this time.

ESVHA Financial Statement

Financial Statements for ESVHA operating account and IP/R Construction funds are attached.

Board approval of the Financial Statements was requested.

Director Selby moved to approve the Financial Statements as presented. Seconded by Director Jones, the motion carried by unanimous vote.

Pine Street Apartments LLC BB&T Operating Reserves 8/30/2021 \$ 98,991.00

Pine Street Apartments

The current Pine Street Apartments budget report and financial statement are also attached.

Bailey Road Apartments

The current Bailey Road Apartments budget report and financial statement are also attached.

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

5. Current Financial Status Report

The Report for Expenditures for July & August are unable to be printed until A-NPDC FY21 has been closed in the GMS accounting software. Updated reports will be presented at the next meeting.

No action was required.

6. Property Management

Pine Street Apartments

- Vacancies: Two. Vacancies to be filled by the end of the month.
- Rent: COVID-19 Collection Policy. No late fees. Four families are currently behind.
- Maintenance: Working on unit turn and day to day items.
- Looking into improving the internet set up at the office to better support a security camera system. The hope is to address this during this last quarter of the year.

Bailey Road Apartments:

- Vacancies: None.
- Rent: COVID-19 Collection Policy. No late fees. Three families are currently behind.
- There are a number of COVID cases on the property.
- Internet has been slow with the families. Working with VABA to keep this moving forward.
- Maintenance Issues: Working on day to day items. We had a strange mildew issue develop on one unit that proved to be difficult to trouble shoot. Turned out to be and HVAC system issue with a control fan. Otherwise issues have been mostly day today issues.

Accomack Manor

- Vacancies: None. Accomack Manor is currently working off our waiting list when apartments become available. Still taking applications for our waiting list.
- Maintenance: Continuing to update apartments with flooring, paint and fixtures as they become available.
- The Community room is still closed due to COVID but the library and workout rooms are available with no more than two people at a time. Masks are required and sanitization of all equipment continues.

7. Indoor Plumbing/Rehabilitation Program

2020 IPR Program

No update.

IPR Program Rehab Oversight Board

Carolyn Northan moved into her home on 05/21/2021. The project is complete. Betty Johnson's repairs are completed as of 09/10/2021.

2021 IPR Flex Program

Staff continues to receive and review applications. Staff is working with two applicants to begin the process for construction.

IPR Program Income

Accomack County – The remainder of the Program Income will be drawn down to cover overage construction costs associated with the Gospel Temple Adams Crossing Community Development Block Grant.

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 Giddins, the motion carried by unanimous vote.

8. Housing Services Programs

VIRGINIA HOMELESS SOLUTIONS PROGRAM

Total Assessments as of 8/31/2021: 46 (33 from ESVHA and 13 from ESCADV)

Serving:

Prevention: 3

Rapid Rehousing: 7

Shelter: 2

Qualified and Searching:

Prevention: 3

Rapid Rehousing: 15

Closed Cases that have received funding:

Prevention: 0

Rapid Rehousing: 4

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: \$25,782.00 - \$4,130.00 (\$21,652.00 remaining)

Rapid Rehousing: \$75,633 - \$14,620.01 (\$61,012.99 remaining)

Shelter Operations: \$5,535 - \$1446.90 (\$4,088.10 remaining)

Estimated Date for Running out of Funds:

Shelter Operations: December 2021

Rapid Rehousing: January 2022

Prevention: December 2021

CONTINUUM OF CARE (CoC)

Point-In-Time count homelessness data for the Eastern Shore is being reviewed by DHCD. Staff has been advised that the report will be available soon. The HMIS committee has begun planning for the next PIT count in January. Community Partners General Membership took place on September 8th. The next meeting will take place in November.

9. Executive Director's Report

Bayview Property Sale

A hot water heater repair failed and flooded the apartment ruining two rugs. A repair was made and the two rugs are being replaced for the tenant.

Housing Plan

This is an informational item. Community meetings are being scheduled for October. Selection of five neighborhoods for onsite surveys is being determined now.

IPR Tax Sale

A past IPR client risked losing his home due to unpaid taxes. It was decided to loan Mr. Taylor the funds. The loan covered past due taxes, attorney fees, as well as the cost to record the DOT. This was an emergency situation and we only had three days to settle the debt before his home was lost. Funds were borrowed from the ESVHA Affordable Housing Development account.

Staff requests retroactive authority to loan these funds to Mr. Taylor.

Director Custis moved to grant retroactive authority to grant the loan. Seconded by Director Collins, the motion carried by unanimous vote.

10. Public Participation

There was no public participation at this time.

11. Other Matters

Due to the Thanksgiving holiday, it was decided by consensus to move the November meeting to Wednesday, November 17th at 6pm.

12. Adjournment

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

Ellen Richardson, President

Elaine K. N. Meil, Executive Director