Minutes of the March 23, 2022 Meeting of the
Eastern Shore of Virginia Housing Alliance
The Enterprise Building
Accomac, Virginia

Directors Present

Angel Collins                Diana Giddins
Faith Custis                Ellen Richardson
Shenia Davis                Michael Selby
Nzinga Henderson            Ernest Smith, Jr.

Directors Absent

Louise Coles                Vacant
Alice Jones                 Vacant
Vacant                      Vacant

Others Present

Elaine Meil                 Russ Williams
Eric Luchansky              Sandy Taylor
Leslie Mason

1. Call to Order

President Richardson called the meeting to order at 6:05 p.m.

2. Invocation

Director Davis gave the invocation.

3. Minutes of the January 26, 2022 Meeting

The Minutes of the January meeting were presented.
Board approval of the minutes of the January 26, 2022 meeting was requested.

Director Custis moved to approve the minutes, while it was seconded by Director Collins. The motion was 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 and February Expenses: $16,540.88

Pine Street Apartments:
BB&T Operating Reserves $0.00
Taylor Bank $99,011.80

Bailey Road Apartments:
LGIP Reserve $88,012.51

Director Custis moved to approve the Bills Payable / Financial Statement as presented. Director Selby seconded the motion and was carried by unanimous vote.

5. Current Financial Status Report

The report indicated that 51.78 percent of the Administrative Budget and 52.22 percent of the Construction / Client Services Budget has been expanded while 66.67 percent of the fiscal year has passed.

Director Davis moved to accepted the report as presented. Director Selby seconded the motion and was carried by unanimous vote.

6. Election of the Fiscal Year 2023 Officers

Corporation By-Laws state that the election of the FY 2023 President, Vice President, and Treasurer shall be held at the March Board Meeting.

Director Giddens made the report for the nominating committee; Director Faith Custis for President, Director Angel Collins for Vice President and Director Michael Selby for Treasurer. Seconded by Director Davis the officers were elected by acclamation.
7. **Property Management**

**Pine Street Apartments**

There was one vacancy that will be filled by March 31, 2022. There were three families that’s behind on rent. Two are working with Rent Relief Program funds. One was approved for four thousand dollars, but has not been received yet. No current COVID cases in the complex.

Maintenance was working on unit turns, day to day items, blind replacements, and plumbing issues. No major times presented at that time. Planned to have the buildings pressure washed have been scheduled, weather permitting. There was a Town/Now Hampton Roads Sewer leak that was backed up twice at the street level. Both times the new authority came to clear it. In Mr. Kean’s twenty-five years with the property, that never occurred before. Teams are monitoring the situation and no reasoning to the cause has been identified.

**Bailey Road Apartments USDA Project**

The Bailey Road Apartment property manager, Colin Kean, reported the property had no vacancies. Five families were delinquent. One family had applied for RRP assistance, and a second had started the application process. No payments had been received from the RRP Program. Maintenance had experienced recent heat pump failures due to compressor failure. The units are under manufacturer warranty. Two systems have failed, and monitoring has begun to occur. System appeared to be operating properly. Pressure washing is scheduled, weather permitting. Wifi/Internet access update open to the residents that wished to apply.

**Accomack Manor**

Ms. Hicks was out of the office until March 23rd. No reported data was submitted.

8. **Indoor Plumbing / Rehabilitation Program**

- 2020 IPR Program: No update was listed.
- IPR Program Rehab Oversight Board: No update was listed.
- 2021 IPR Flex Program: Staff was waiting for DHCD to reopen the funding. Once available, the next two candidates would be addressed.
- IPR Program Income:
Accomack County - The remainder of the Program Income would be drawn down to cover overage construction costs associated with the Gospel Temple Adams Crossing Community Development Block Grant.

Director Custis moved to approve the financial records. The motion was seconded by Director Selby, and was carried unanimously.

9. **Housing Services Programs**

Total Assessments as of February 28, 2022: 123 (93 from ESVHA and 30 from ESCADV)

**Serving:**
Prevention: 4
Rapid Rehousing: 4
Shelter: 0

**Qualified and Searching:**
Prevention: 3
Rapid Rehousing: 23

**Closed Cases that have received funding:**
Prevention: 1
Rapid Rehousing: 7

**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: 1

**Budget:**
Prevention: $25,782.00 - $20,833.56 ($4,948.44 remaining)
Rapid Rehousing: $75,633 - $30,568.01 ($45,064.99 remaining)
Shelter Operations: $5,535 - $5,535 ($0 remaining)

**Estimated Date for Running out of Funds:**
Shelter Operations: October 2021
Rapid Rehousing: June 2022
Prevention: May 2022

Continuum of Care (CoC)
The 2022 Point-in-Time Count was conducted overnight on January 26th. Raw members were returned in late February, and the final report is expected sometime in the Summer. A movie showing of the film “Inside Out” was scheduled for Saturday, April 23rd at 8:00 p.m. at the Exmore Park. Community Partners General Membership meeting took place March 9th. CPES was reorganizing their leadership structure to add an Advisory Board to work with the Executive Committee. The change will provide for input from more partners at the executive level. The reorganization is expected to be completed by July 1, 2022.

10. **Executive Director’s Report**

**Bayview Property Sale:**
No issues

**Housing Plan:**
The draft was received. An update was presented at the meeting.

**Pine Street Apartments Initial Monitoring:**
The final monitoring activity was completed and submitted to the Federal Home Loan Bank of Atlanta.

**Board Member Application:**
Staff has received two applications from Mildred Blake and Gracie Milbourne.

Consideration was requested.

As a reference, the current board membership monus the appointed Directors is shown. The following is a list of Directors appointed directly by the ESVHA and Terms of Office:

<table>
<thead>
<tr>
<th>Community Sector Directors</th>
<th>Appointment Expiration Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shenja Davis</td>
<td>6-30-24</td>
</tr>
<tr>
<td>Louise Coles</td>
<td>6-30-23</td>
</tr>
<tr>
<td>Faith Custis</td>
<td>6-30-22</td>
</tr>
<tr>
<td>Diana Giddens</td>
<td>6-30-23</td>
</tr>
<tr>
<td>Michael Selby</td>
<td>6-30-24</td>
</tr>
<tr>
<td>Other Directors</td>
<td>Appointment Expiration Date</td>
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<tr>
<td>-----------------------------</td>
<td>----------------------------</td>
</tr>
<tr>
<td>Angel Collins</td>
<td>6-30-24</td>
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<tr>
<td>Nzinga Henderson</td>
<td>6-30-24</td>
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<tr>
<td>Vacant (David Vaughn)</td>
<td>6-30-23</td>
</tr>
<tr>
<td>Vacant (Barbara Widgeon)</td>
<td>6-30-22</td>
</tr>
<tr>
<td>Vacant (Dottie Swisher)</td>
<td>6-30-22</td>
</tr>
</tbody>
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According to the Article of Amendment other directors may be:

- Representatives of the business sector, preferring but not limited to, persons with experience in housing supply, construction, or finance.
- Housing consumers who are not connected with housing production, distribution, sales, or financing.
- Representatives from private sector lending institutions.
- Representatives from community organizations.
- Persons from other sectors of the service area who are by experience, training, or other skills able to contribute to the purposes and activities of the Corporation.

Director Custis moved to appoint Ms. Blake and Ms. Milbourne to Other Director positions. Seconded by Director Davis. It was then carried by unanimous vote.

11. **Public Participation**

There was no public participation at this time.

12. **Other Matters**

No other matters of business were discussed.

13. **Adjournment**

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