

Minutes of the May 24, 2023 Meeting of the  
Eastern Shore of Virginia Housing Alliance  
The Enterprise Building  
Accomac, Virginia

Directors Present

Diana Giddins  
Faith Custis  
Shenia Davis  
Gracie Milbourne

Michael Selby  
Mildred Blake  
Alice Jones

Directors Absent

Louise Cole  
Earnest Smith, Jr.  
Vacant  
Vacant

Bridgechelle Warner  
Ellen Richardson  
Angel Collins

Others Present

Elaine Meil  
Eric Luchansky  
Russ Williams

Leanna Bowden  
Sandy Taylor

1. Call to Order

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

2. Invocation

Director Davis gave the invocation.

3. Minutes of the March 22, 2023 Meeting

Minutes of the March 22, 2023 Meeting were presented.

Board approval of the March 22, 2023 Minutes was requested.

Director Selby moved to approve the March 22, 2023 Minutes, while it was seconded by Director Jones. 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: March and April Expenses: \$18,336.07

Pine Street Apartments:

Taylor Bank Operating Reserves \$99,686.05

Bailey Road Apartments:

LGIP Reserve \$90,909.31

Director Davis 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 64.61 percent of the Administrative Budget and 45.99 percent of the Construction / Client Services Budget has been expended while 84 percent of the fiscal year has passed.

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

6. FY 2024 Budget

The FY 2024 Budget was presented to the Directors. The A-NPDC was scheduled to adopt its FY 2024 Budget at their June Commission meeting, establishing the benefit and indirect rates for FY 2024.

Board adoption of the proposed FY 2024 Budget was requested.

Director Davis made the motion to adopt the proposed FY 2024 Budget as presented. Seconded by Director Jones, the motion was carried by unanimous vote.

7. Property Management

Pine Street Apartments

There were no vacancies. Two were expected, one in June and one in July. There were two families that were behind on rent. Court action was pending on several, and two evictions were pending.

The gutters had been cleaned, and a dehumidifier was replaced. Jacquan Kellam had been hired as the Maintenance Supervisor.

#### Bailey Road Apartments USDA Project

The Bailey Road Apartment property manager, Colin Kean, reported the property had two vacancies. One unit was in the process of being turned, while another was being transferred from a two bedroom unit to a three bedroom unit. Doing so would create another unit to turn. Three vacancies were expected through July. Three families were delinquent and court action was pending. Jacquan Kellam had been hired as the Maintenance Supervisor. Potholes and driveways were an issue. Pressure washing was incomplete.

#### Accomack Manor

There were no vacancies. There were no families delinquent on rent.

Maintenance was updating all apartments as they became available with new paint, carpet, vinyl and lighting fixtures.

#### 8. Indoor Plumbing / Rehabilitation Program

- IPR Program Rehab Oversight Board:
  - No update
- 2022 IPR Flex Program:
  - The home in Northampton County was 75% complete. Interior work was being completed. The house in Accomack County was 75% complete and interior work was being completed.
- IPR Program Income:
  - No update

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

#### 9. Housing Services Programs

Total Assessments as of December 31, 2022: 112 (130 from ESVHA and 29 from ESCADV)

Serving:

Prevention: 1  
Rapid Rehousing: 6 (2 pending transfer to other housing programs)

Qualified and Searching:

Prevention: 8  
Rapid Rehousing: 0

Closed Cases that have received funding:

Prevention: 3  
Rapid Rehousing: 7

Closed Cases that have not received funding:

Prevention: 4  
Rapid Rehousing: 14

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

Open: 5  
Closed: 2

Budget:

Prevention: \$28,000.00 - \$9,800.56 (\$18,199.44 remaining)  
Rapid Rehousing: \$47,480.00 - \$47,480.00 (\$0 remaining)

Estimated Date for Running out of Funds:

Rapid Rehousing: March 2023. Actual date was April 2023.  
Prevention: June 2023

Continuum of Care (CoC)

The Year 2 applications for the two-year recurring project had been completed and submitted. Level funding was expected. Community Partners of the Eastern Shore's General Membership met on May 10th. A free movie showing of the film "Encanto" was offered at the Onanock Elks on May 21st. The PIT data was submitted to the Virginia Department of Housing and Community Development. Final report results were usually distributed mid-summer.

10. Executive Director's Report

Bayview Property Sale:

No updates.

Board Application Received

A Board application had been received from Doreen B. Simmons. There was one Board vacancy.

Consideration was requested.

Director Davis moved to approve the application for Doreen B. Simmons. The motion was seconded by Director Selby, and was carried unanimously.

Director Louise Coles made a virtual resignation to the Board. Board acceptance of the resignation was requested.

Director Davis moved to accept the resignation of Director Coles. The motion was seconded by Director Selby, and was carried unanimously.

As a reference, the current Board membership minus the appointed Directors is shown.

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

<b>Community Sector Directors</b>		<b>Appointment Expiration Date</b>
Shenia Davis		6-30-24
Doreen Simmons		6-30-25
Faith Custis		6-30-25
Diana Giddens		6-30-26
Michael Selby		6-30-24
<b>Other Directors</b>		
Angel Collins		6-30-24
Alice Jones		6-30-24
Mildred Blake		6-30-26
Gracie Milbourne		6-30-25
Bridgechelle Warner		6-30-25

According to the Article of Amendment other directors may be;

- A) Representatives of the business sector, preferring but not limited to, persons with experience in housing supply, construction, or finance.
- B) Housing consumers who are not connected with housing production, distribution, sales, or financing.
- C) Representatives from private sector lending institutions.
- D) Representatives from community organizations.
- E) 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.

11. Public Participation

There was no public participation at this time.

12. Other Matters

There were no other matters.

13. Adjournment

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