

Minutes of the November 20, 2024 Meeting of the  
Eastern Shore of Virginia Housing Alliance  
The Enterprise Building  
Accomac, Virginia

Directors Present

Faith Custis  
Mildred Blake  
Bridgechelle Warner  
Ellen Richardson  
Gracie Milbourne

Angel Collins  
Diana Giddins

Directors Absent

Shenia Davis  
Ivory Turner  
Earnest Smith Jr.  
Michael Selby

Doreen Simmons  
Alice Jones

Others Present

Elaine Meil  
Eric Luchansky  
Russ Williams

Faith Lewis  
Sandy Taylor

1. Call to Order

President Custis called the meeting to order at 6:04 p.m.

2. Invocation

Director Warner gave the invocation.

3. Minutes of the September 25, 2024 Meeting

Minutes of the September 25, 2024 Meeting were presented.

Board approval of the September 25, 2024 Minutes were requested.

Director Richardson moved to approve the September 25, 2024 Minutes, while it was seconded by Director Collins. The motion was carried by unanimous vote.

4. Bills Payable / Financial Statement

Board approval of the Financial Statements were requested:

The Bills Payable for July / August / September / October Expenses totaled \$38,476.48.

Pine Street Apartments:	\$102,712.82
Taylor Bank Operating Reserves	

Bailey Road Apartments:	\$ 98,585.33
LGIP Reserve	

Director Collins moved to approve the Bills Payable as presented. Seconded by Director Richardson, the motion was carried by unanimous vote.

Financial Statements for ESVHA operating account and IP/R Construction funds were included in the packet.

Director Collins moved to approve the Financial Statement as presented. Seconded by Director Richardson, the motion was carried by unanimous vote.

5. Current Financial Status Report

The report through October indicates that 52.17 % of the administrative budget and 49.54% of the client services budget has been expended while 33.33% of the fiscal year has passed. Ms. Taylor stated in the next six months they would be trimming back on the wages and salaries.

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

6. FY 2024 Audit

Ms. Taylor presented the FY 2024 Audit. She stated the Executive Committee had met prior to this meeting to review the audit. There were no issues.

Director Collins moved to approve the FY 2024 Audit, while it was seconded by Director Richardson. The motion was carried by unanimous vote.

7. CY 2025 Budgets

USDA has approved the Pine Street Apartments budget and the Bailey Road Apartments budget.

Director Richardson moved to approve the CY 2025 Budgets, while it was seconded by Director Collins. The motion was carried by unanimous vote.

8. FY 2026 Budget Requests

FY 2026 Accomack County and Northampton County approved level funding in the amount of \$29,215 and \$24,747 respectively.

Director Giddins moved to approve the FY 2026 Budget Requests, while it was seconded by Director Richardson. The motion was carried by unanimous vote.

9. Property Management

Pine Street Apartments

There was one vacancy, currently working with applicants. Expected to be filled in a few weeks. Five tenants were delinquent on rent. Maintenance was working on fall annual items. Obtaining quotes for tree cutting and trimming. Day to day items.

Bailey Road Apartments USDA Project

There were no vacancies. Eleven tenants were late on rent. Maintenance - Staff was working on day to day items found during unit inspections. Bentley Road's chip and tar road surface was showing wear. Potholes and driveways were thin and have gotten worse since the last report. The recent weather has not helped the situation. Dumpster signs and caution signs have been placed around the retention pond. This had not deterred outside people from bringing large items and trash into the property and dumping. Maintenance has been constantly cleaning outside trash and removing items.

Accomack Manor

There were no vacancies. There were no tenants delinquent, and a \$40.00 rent increase will be in effect in January. Staff is updating all apartments as they become available with new paint, light fixtures, and floor coverings.

10. Indoor Plumbing / Rehabilitation Program

- IPR Program Rehab Oversight Board:
  - No update
- 2022 IPR Flex Program:
  - No update

- 2023 IPR Flex Program
  - The homes are complete in both counties.
- IPR Program Income:
  - No update

Director Collins moved to approve the IP/R financial records. The motion was seconded by Director Richardson, and was carried unanimously.

#### 11. Housing Services Programs

Total Assessments as of November 01, 2024: 56 (47 from ESVHA and 9 from ESCADV)

##### **Serving:**

VHSP Rapid Rehousing: 4 (2 pending)

##### **Qualified and Searching:**

VHSP Rapid Rehousing: 23

Pending Formal Intake into Program: 2

##### **Closed Cases that have received funding:**

VHSP Rapid Rehousing: 1

##### **Closed Cases that have not received funding:**

VHSP Rapid Rehousing: 1

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

Open: 0

Closed: 0

##### **Budget:**

VHSP State Rapid Rehousing: \$78,419.00 - \$15,026.20 = \$63,392.80 (remaining)

*\*Increase in budget amount by \$34,286 due to Federal funds being awarded and received.*

##### **Estimated Date for Running out of Funds:**

VHSP State Rapid Rehousing: May 2025

*\*VHSP Prevention funds were not requested or awarded during this 2024-2026 grant cycle.\**

Community Partners of the Eastern Shore's General Membership met on November 13th at ESCC. The Homeless Management Information System (HMIS) Committee met November 12th. This committee is responsible for the Homeless Point-In-Time count, which is scheduled for January 22, 2025. A-NPDC staff will again be participating in the overnight canvas.

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**Pending****Heir Property Education and Remediation Pilot Project****Russ Williams**

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Accomack and Northampton Counties will be awarded \$20,000 from each county to support the pilot project. Staff is currently trying to procure legal services to aid with the project. Issues with the transfer of property through clear title and required authorizations and releases for subsidized rehabilitations have been prevented or otherwise hindered by confusion of ownership or heirship.

**12. Executive Director's Report****Bayview Rental Houses**

No update.

**Seabreeze Apartments Condemned**

A-NPDC has been working with HUD multi-family and other entities. They have conducted weekly meetings since 02/2024. Section 8 has housed 6 families. Some of the clients have ported out. They are ending the program this Friday. One client is currently still in the hotel. Several attempts have been made to get this client to respond to no avail. The last information collected was they were going to live with family.

**13. Public Participation**

There was no public participation at this time.

**14. Other Matters**

Ms. Taylor stated the packets would be emailed to the Directors and a hard copy would be here for the Directors to have a physical packet and agenda.

15. Adjournment

There being no further business brought before the Board of Directions, the meeting was adjourned at 6:39 p.m.

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Faith Custis, President

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Elaine K. N. Meil, Executive Director