

**DRAFT OF MINUTES PROPOSED FOR ADOPTION
THE AFFORDABLE HOUSING LOAN COMMITTEE
Virtual Meeting Minutes
Wednesday, July 14, 2021
Greenville, North Carolina**

Present:

- | | | |
|---|--|---|
| <input checked="" type="checkbox"/> Jack Brock | <input checked="" type="checkbox"/> Ronita Jones | <input type="checkbox"/> Martin Tanski |
| <input type="checkbox"/> Derick Cherry | <input type="checkbox"/> Deborah Spencer | <input checked="" type="checkbox"/> Judy Wagner |
| <input checked="" type="checkbox"/> Anne Fisher | <input type="checkbox"/> Kevin Howard | |

Absent

- | | | |
|---|---|---|
| <input type="checkbox"/> Jack Brock | <input type="checkbox"/> Ronita Jones | <input checked="" type="checkbox"/> Martin Tanski |
| <input checked="" type="checkbox"/> Derick Cherry | <input checked="" type="checkbox"/> Deborah Spencer | <input type="checkbox"/> Judy Wagner |
| <input type="checkbox"/> Anne Fisher | <input checked="" type="checkbox"/> Kevin Howard | |

Staff:

- | | | |
|--|---|---|
| <input type="checkbox"/> Thomas Barnett | <input checked="" type="checkbox"/> Gayla Johnson | <input type="checkbox"/> Monica Daniels
(City Council Liaison) |
| <input checked="" type="checkbox"/> Tiana Berryman | <input checked="" type="checkbox"/> Christine Wallace | |
| <input type="checkbox"/> Sylvia Brown | <input type="checkbox"/> Renee Skeen | |
| <input checked="" type="checkbox"/> Phoenix Hinson | | |

A. Roll Call

Ms. Jones called for a roll call. Ms. Wallace did the roll call.

B. Approval of Agenda

Ms. Jones called for a motion and a roll call. Motion was made by Ms. Fisher and seconded by Ms. Wagner to approve the amended agenda. Ms. Wallace did the roll call. Motion carried unanimously.

C. Approval of meeting minutes from June 9, 2021

Ms. Jones called for a motion. Motion was made by Ms. Fisher and seconded by Ms. Wagner to approve the meeting minutes. Ms. Jones called for a roll call. Ms. Wallace did the roll call. Motion carried unanimously.

D. Old Business

None

E. New Business

1. Down Payment Assistance

a. 915 Douglas Avenue

Ms. Hinson informed the committee of the down payment assistance program provided by the HOME grant. The grant is 20% of the sales price with a cap of \$20,000. The grant is provided to low-to-moderate income families who are first time homebuyers. The grant funds can be applied to down payment assistance and/or towards closing costs. Funds are available to applicants that meet all of the HUD guidelines. The grant is 1/15 a year, over a fifteen (15) year period is

forgiven. The location of the property must be within the City limits of Greenville and meet minimum housing standards. The maximum sales price of the house is determined annually by HUD's home sale's price limits. The 2021 price limits for Pitt County is \$159,000 for an existing house and \$243,000 for a new construction. The home located at 915 Douglas Avenue was built in 2012 and was a part of Metropolitan Housing. This home was a CHDO (Community Housing Development Organization) project with a lease-purchase opportunity and has been converted from a rental property into a homeownership property.

Ms. Reid is contracted on the property of 915 Douglas Avenue. The sales price for the home is \$158,000 and the appraised value is currently pending. The City of Greenville is providing 20% from the HOME grant which is \$20,000 from the sales price. Additional funding of \$30,000 will be provided from the NCHFA's (North Carolina Housing Finance Agency) New HOME Loan Pool to assist with down payment. The loan is forgiven 1/15 a year.

There are (2) two people in the household and their income is under the 80% median income per program guidelines. Ms. Reid meets the debt to income ratio and is a first time homebuyer. Ms. Reid has completed the Homeownership Workshop and has been approved for a mortgage through America Security Mortgage Corporation.

Staff is requesting approval of the HOME grant in the amount of \$20,000, contingent upon final appraised value of no less than \$158,000 and a successful Minimum Housing Inspection.

Ms. Fisher asked what was the other \$30,000?

Ms. Hinson replied that North Carolina Housing Finance is a state agency that receives funding from HUD as well to provide down payment assistance in addition to the City's down payment assistance to make purchasing a home more affordable.

Ms. Fisher asked does that mean the homeowner will have \$50,000 toward down payment?

Ms. Hinson replied yes.

Ms. Fisher asked if it all was from a grant?

Ms. Hinson responded that the City's down payment assistance is a grant but NCHFA program is a forgivable program meaning the homeowner does not have to pay it back until the end when they pay off their first mortgage.

Ms. Wagner asked if Ms. Hinson stated the home is being converted from a rental to a purchase home, are the people purchasing the home currently living there and were they the renters?

Ms. Hinson replied that the prior family has moved out of the home. With the type of project it is being a lease to purchase project, there were certain guidelines that you had to meet. Metropolitan has two (2) other houses that will come up in a couple of months. The goal was to turn the homes into homeownership after renting for 2 years. After 2 years you had to buy the home or the contract was voided. You either moved or you rented the home again.

Ms. Jones called for a motion. Motion was made by Mr. Brock and seconded by Ms. Fisher to approve the staff recommendation. Ms. Jones called for a roll call. Ms. Wallace did the roll call.

Roll call:

- Jack Brock: Yay x Nay _____
- Derick Cherry Yay _____ Nay _____
- Anne Fisher Yay x Nay _____
- Ronita Jones Yay x Nay _____
- Deborah Spencer Yay _____ Nay _____
- Kevin Howard Yay _____ Nay _____
- Martin Tanski Yay _____ Nay _____
- Judy Wagner Yay x Nay _____

Motion carried unanimously.

b. 709 Vanderbilt Lane

Ms. Hinson informed the committee that the house is fully completed and it is a Habit for Humanity of Pitt County New Home construction Project. This is the second of three (3) houses the organization is completing on Vanderbilt. The home is scheduled to be completed by August 1st. Habitat for Humanity of Pitt County has partnered with City on previous projects. The City donates the lot to the organization to bring down the cost to be able to build on it. Ms. Riddick has contracted on the property. The sales price is \$150,000 and the appraised value is pending. Ms. Hinson informed the committee that if both homes are appraised at a lesser value, the sales price will have to be reduced and recalculate the homeowner debt to income ratios. Ms. Riddick qualifies for the 20% HOME grant in the loan amount of \$20,000 which is forgiven 1/15 a year. There is (4) people in the home and the income is under 80% of median income per program guidelines. Ms. Riddick meets the debt to income ratios and is a first time homebuyer. Ms. Riddick has completed the homeownership workshop and is mortgage through Habit for Humanity of Pitt County which means the homeowner does not pay interest. They only pay the principal, taxes and insurance which makes purchasing the home an affordable deal because they can pay off the loan in 25 years.

Staff is requesting approval of the HOME grant in the amount of \$20,000, contingent upon final appraised value of no less than \$150,000 and a successful minimum housing inspection.

Ms. Hinson stated that they haven't been able to inspect the home since they do not have a CO and that it's ready to move forward.

Ms. Jones stated how amazing to see the cost of housing and how much they've increased in such a short time. However, she is glad to see that the City is still able to provide affordable housing.

Ms. Jones called for a motion. Motion was made by Ms. Fisher and seconded by Mr. Brock to approve the staff recommendation. Ms. Jones called for a roll call. Ms. Wallace did the roll call.

Roll call:

- Jack Brock: Yay x Nay _____
- Derick Cherry Yay _ Nay _____
- Anne Fisher Yay x Nay _____
- Ronita Jones Yay x Nay _____
- Deborah Spencer Yay _____ Nay _____
- Kevin Howard Yay _____ Nay _____
- Martin Tanski Yay _____ Nay _____
- Judy Wagner Yay x Nay _____

Motion carried unanimously.

F. Staff Report

a. COVID-19 Emergency Rental Assistance Program

Ms. Johnson informed the committee of the two (2) new COVID relief programs. They include the emergency rental assistance program and the emergency business assistance program. The emergency assistance program is designed to assist low-moderate income renters that live within the City limits and have experienced some sort of financial hardship due to the pandemic as a result of being behind on their rent. Applications are available online at Greenvillenc.gov. The program pays back rent up to three (3) months and not to exceed \$1,500. The program is available until the funds are expended. Last day to submit applications is July 30.

The emergency business assistance program is designed to assist small businesses with fewer than 50 employees and must be within the City limits. The program provides up to \$15,000 to assist with rent/mortgage, payroll and/or business insurance expenses. Applications are also online at Greenvillenc.gov.

Citizens that are interested in applying for the programs are encouraged to view the website for information on applying.

Ms. Jones asked if several citizens taken advantage of the Emergency Rental Assistance Program?

Ms. Johnson replied yes.

Ms. Berryman stated that we've had close to 200 approvals.

b. Lead Hazard Control/Healthy Homes Program

Ms. Johnson displayed a short video of Ms. Sylvia Brown informing the community about the Lead Hazard Control & Healthy Homes Program. Citizens units must be located in the City limits of Greenville, built before 1978, owner occupied as well as rental housing units, must be occupied or visited frequently by a child under the age of six (6) or a pregnant woman. Some effects of lead poisoning include developmental delays, learning difficulties, premature births and low birth rates as well as slowed growth. There are health issues for adults as well but this

program targets homes of young children. What we would do is work with a third party to test the housing unit for lead, abate lead in the home and replace contaminated topsoil as well as address healthy housing hazards such as damp & mold growth, entry by intruders, lighting and falls associated with baths (etc.).For more information, please contact Sylvia Brown at 252-329-4509.

c. Homeownership Education Workshop

Ms. Johnson displayed a short video that informs the public about the Homeownership Education Workshop. Below is the posted schedule for those interested in attending the workshop that there will be limited seating so an RSVP is required and due to COVID-19, temperature checks will be done at the door and is required for all. A mask is also required and will be provided if needed. If anyone is interested in signing up for the workshop, please call 252-329-4056.

Homeownership Education Workshop Schedule 2021

- January 16,2021
- February 20, 2021
- March 20, 2021
- April 17, 2021
- May 15, 2021
- June 19, 2021
- July 17, 2021
- August 21, 2021
- September 18, 2021
- October 16, 2021
- November 20, 2021
- December 18, 2021

d. City Offices open to the public

- Monday through Friday (8 a.m. – 5 p.m.)
- Please wear a mask unless fully vaccinated & maintain social distance (6ft)

e. Next AHLC meeting

- August 11, 2021
- 4:00 p.m.
- City Hall Council Chambers

G. Other

Affordable Housing Loan Committee 2021 Meeting Schedule:

January 13	July 14
February 10	August 11
March 10	September 8
April 14	October 13
May 12	November 10

June 9

December 8

H. Adjournment

Ms. Jones called for a motion. Motion was made by Ms. Wagner and seconded by Ms. Fisher to adjourn. Ms. Jones called for a roll call. Ms. Wallace did the roll call. There were no objections to adjournment.

Ronita Jones, Chairman

Gayla Johnson, Staff Liaison