

**THE AFFORDABLE HOUSING LOAN COMMITTEE MEETING**

**Minutes**

**Wednesday, January 11, 2012  
Greenville, North Carolina**

**Present:**

- Alice Brewington
- Howard Conner
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- Lovella Perkins
- Melissa Grimes

- R. J. Hemby
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**Absent:**

- Alice Brewington
- Howard Conner
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- Lovella Perkins
- Melissa Grimes

- R. J. Hemby
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**Staff:**

- Merrill Flood
- Sandra Anderson

- Gloria Kesler
- Betty Moseley

- K. Scott Eaton
- Kandie Smith (City Council Liaison)

**A. Roll Call**

**B. Approval of Agenda**

Motion was made by Ms. Lovella Perkins and seconded by Ms. Alice Brewington to approve the amended agenda to include a Downpayment Assistance request for 915 Peed Drive. Motion carried unanimously.

**C. Approval of meeting minutes from December 14, 2011**

Motion was made by Ms. Perkins and seconded by Ms. Brewington to approve the meeting minutes from December 14, 2011 as presented. Motion carried unanimously.

**D. Old Business**

**1. Subrecipient Application & Scoring Process**

Ms. Sandra Anderson stated that she wanted to reiterate the process for the Subrecipient presentations in February. Staff has received six applications for funds, out of 44 attendees.

**E. New Business**

**1. Downpayment Assistance Requests**

**a. 504 Contentnea Street**

Ms. Gloria Kesler stated that a downpayment assistance request had been received for 504 Contentnea Street. It is a four bedroom house selling for \$40,000.00. The mortgage will result in a reduction in the applicant's monthly expenses. The amount of the downpayment assistance is \$4,000.00.

Motion was made by Ms. Perkins and seconded by Ms. Brewington to approve the downpayment assistance request for 504 Contentnea Street in the amount of \$4,000.00. Motion carried unanimously.

**b. 915 Peed Drive**

Ms. Kesler stated that a downpayment assistance request had been received for 915 Peed Drive. The house is selling for \$87,000.00. The mortgage will result in a reduction in the applicant's monthly expenses. The amount of the downpayment assistance is \$17,400.00.

Motion was made by Ms. Perkins and seconded by Ms. Brewington to approve the downpayment assistance request for 915 Peed Drive in the amount of \$17,400.00. Motion carried unanimously.

**2. Set Just Compensation – 1509 West 14<sup>th</sup> Avenue**

Mr. Scott Eaton stated the City would like to purchase 1509 West 14<sup>th</sup> Avenue. The appraisal and review appraisal came in at \$25,000.00. The parcel has two structures with one tenant in a duplex.

Ms. Brewington asked what the size of the lot was.

Mr. Eaton replied that it was .17 acres.

Mr. Hemby asked if the City planned to demolish the structures.

Mr. Eaton replied that the City owns the property next door and may need to combine the lots. The decision to demolish the structures would be made by Ms. Anderson.

Motion was made by Ms. Perkins and seconded by Ms. Brewington to set just compensation for 1509 West 14<sup>th</sup> Avenue at \$25,000.00. Motion carried unanimously.

**F. Housing Administrator's Report (Sandra Anderson)**

Ms. Anderson stated that there are currently four active members of the committee. Several critical events are taking place in February, which will require the attendance of at least a quorum.

A Neighborhood meeting has been scheduled for February 9, 2012 at 6:00 PM in the Sheppard Memorial Library. This meeting is designed to give the community a chance to comment on the Annual Action Plan.

At the February meeting, the committee will need to elect a new chairman and co-chairman.

Ms. Anderson presented the Subrecipient updates. A handout was given to the committee members.

<b>Subrecipient</b>	<b>Award Amount</b>	<b>Reimbursement</b>	<b>Percentage Used</b>
Boys & Girls Club	\$11,000.00	\$10,980.73	99%
North Carolina Rural Fund For Development	\$18,450.00	\$3,786.64	20%
North Carolina Rural Fund For Development	\$5,800.00	\$2,065.94	35%
L.I.F.E. of NC, STRIVE	\$20,000.00	\$6,124.98	31%
L.I.F.E. of NC, STRIVE	\$20,345.00	\$18,403.82	90%
Center for Family Violence Prevention	\$22,200.00	\$12,800.00	58%
Center for Family Violence Prevention	\$6,000.00	\$5,869.62	98%
Center for Family Violence Prevention	\$2,800.00	\$2,800.00	100%
Building Hope Community Life Center	\$15,000.00	\$14,090.67	94%
Building Hope Community Life Center	\$26,700.00	\$26,700.00	100%
Operation Sunshine, Inc.	\$11,795.00	\$11,542.32	98%
EXCEED, Inc.	\$5,000.00	\$3,209.48	64%

Ms. Brewington asked if the agencies will be able to use the balance of funds for the contracts that expired in September 2011.

Ms. Anderson replied that they will not be able to use the funds. All funds will be rolled over to other projects. When the committee is considering the applications, it is important to consider the agency's capacity to expend at least 85 percent of the funds.

Ms. Brewington asked if staff knew the problem for not expending the funds.

Ms. Anderson replied that for Public Service awards, agencies experience staff changes or are unable to maintain a staff person; or sometimes they plan to assist more citizens than they actually do. In addition, agencies will submit expenses that are not eligible for reimbursement. However, Facility Improvement funds usually get used 100 percent.

Ms. Brewington asked if staff has considered verifying the reasons for not expending the funds and offer assistance to the agencies.

Ms. Anderson replied that staff does offer technical assistance. Ms. Sylvia Brown works with the agencies quarterly.

Ms. Brewington asked if agencies that are struggling to use their funds could have requested assistance from a partner agency to use the funds.

Ms. Anderson replied that it is possible to use a viable nonprofit. None of the agencies requesting funds went without and no one asked for more funds. Many agencies do not have the capacity to meet HUD's reporting standards.

Ms. Brewington asked if staff could work with those agencies to help them qualify for funding.

Ms. Anderson replied that staff could work with those agencies. Also, the City could reduce the budget if there is not a need for the funds. It is not a requirement to do public service funding. Staff will look at other options, such as rehabilitation.

Ms. Perkins asked when did staff expect EXCEED to receive the pending reimbursement.

Ms. Anderson replied that there were unresolved problems with the request.

Mr. Hemby asked if EXCEED had reapplied for funding.

Ms. Anderson replied no.

Ms. Brewington asked if the agencies were receiving other funding.

Ms. Anderson replied that some agencies do have other grants and sources of funding; however, she is not aware of the funding sources for all agencies. For EXCEED, they found computers that were cheaper than originally proposed.

#### **G. Other**

Mr. Hemby encouraged committee members to participate in meetings and training opportunities. He encouraged the community to apply for positions on the committee.

Ms. Perkins asked if the committee could revisit discussions on the time the AHLC met each month.

Ms. Anderson replied that she is not sure who sets the meeting time.

#### **H. Adjournment**

Motion was made by Ms. Perkins and seconded by Ms. Brewington to adjourn the meeting. Motion carried unanimously.

Signature on file  
R.J. Hemby, Chair

Signature on file  
Sandra W. Anderson, Staff Liaison