

**THE AFFORDABLE HOUSING LOAN COMMITTEE MEETING**

**Minutes**

**Wednesday, September 8, 2010  
Greenville, North Carolina**

**Present:**

- Alice Brewington
- R. J. Hemby
- Brian Becker

- Lovella Perkins
- Latisha Harris
- Craig Rouse

- Melissa Grimes
- Howard Conner (Alternate)

**Absent:**

- Alice Brewington
- R. J. Hemby
- Brian Becker

- Lovella Perkins
- Latisha Harris
- Craig Rouse

- Melissa Grimes
- Howard Conner (Alternate)

**Staff:**

- Merrill Flood
- Kandie Smith (City Council Liaison)
- Sandra Anderson

- Sylvia Brown
- Betty Moseley
- Thom Moton

- Scott Eaton
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**A. Roll Call**

Ms. Alice Brewington has asked to be excused.

**B. Approval of meeting minutes from August 11, 2010**

Motion was made by Ms. Lovella Perkins and seconded by Mr. Craig Rouse to approve the August 11, 2010 meeting minutes as presented. Motion carried unanimously.

**C. Old Business**

**1. West Greenville New Homes Sales Update**

Ms. Sandra Anderson gave the following update for the West Greenville Homes Sales.

907 Douglas Avenue	Closed
903 Douglas Avenue	Set to close on September 14, 2010
604 Ford Street	Set to close in October
414 Cadillac Street	Set to close in mid-October
600 Ford Street	Set to close mid-October
605 Hudson Street	Pending closing – no date set yet
410 Cadillac street	No contract
909 Douglas Avenue	No contract

**1. Set Just Compensation**

Mr. Scott Eaton stated that all four properties are vacant.

**a. 802 Vanderbilt Lane**

Mr. Scott Eaton stated that there are no buildings on 802 Vanderbilt Lane. The owner has signed a waiver of appraisal and will accept tax value. The value of the land is \$2,545.00.

**b. 710 Fleming Street**

Mr. Eaton stated that 710 Fleming Street appraised at \$5,000.00. The review appraisal concurred.

**c. 801 Fleming Street**

Mr. Eaton stated that the owner requested an appraisal for 801 Fleming Street. The appraisal set the value at \$5000.00 however the review appraisal recommended \$6000.00 due to the zoning.

**d. 817 Fleming Street**

Mr. Eaton stated that the owner requested an appraisal for 817 Fleming Street. The appraisal set the value at \$5000.00 however the review appraisal recommended \$6000.00 due to the zoning.

Mr. RJ Hemby asked if the properties were located in the 45-Block.

Mr. Eaton replied yes.

Motion was made by Mr. Rouse and seconded by Ms. Perkins to set just compensation for 802 Vanderbilt Lane at \$2,545.00, 710 Fleming Street at \$5000.00, 801 Fleming Street at \$6000.00 and 817 Fleming Street at \$6000.00. Motion carried unanimously.

**2. Consolidated Annual Performance and Evaluation Report (CAPER) Review**

Mr. Hemby clarified the criteria for a quorum.

Ms. Anderson discussed the 2009 – 2010 Consolidated Annual Performance and Evaluation Report. This is the required end of year report that outlines all the accomplishments of the Housing Division. This report represents the second year of the FY 2008 – 2013 Consolidated Plan.

The 2009 – 2010 CAPER will be submitted to City Council on September 9, 2010 for approval.

In addition, each fiscal year, the Housing Division will submit an Annual Action Plan that outlines the projects to be accomplished.

**One- year FY 2009-2010 Goals**

<b>ACTIVITY</b>	<b>FY 2009-10 GOALS</b>	<b>ACCOMPLISHMENT</b>
Housing Rehabilitation	10	9
Downpayment Assistance	5	12
Acquisition of properties	2	12
Relocation assistance	5	1
Clearance & demolition	8	14
Public facility improvement	3	2
HOME Consortium Rehabs	5	6
New Construction	3	1
Public Service (nonprofits)	6	6
Lead Testing & abatement	35	71

Public comments concerning the CAPER will be received until September 10, 2010. All comments will be submitted to HUD with the CAPER.

### **3. Annual Report**

Ms. Anderson stated that a copy of the Annual Report has been given to all committee members

### **4. Cumulative Report**

Ms. Anderson stated that the Cumulative Report outlined all of the activities for the West Greenville 45-Block. The Cumulative Report represents a history, by address, of accomplishments and is continually being updated.

### **5. EXCEED Funding Amendment Request**

Ms. Anderson stated that during the 2010 funding year, \$5000.00 was awarded to EXCEED for housing counseling activities. A Housing Counselor has not been fully certified. One of the functions of EXCEED is small business development. EXCEED is requesting that the \$5000.00 be approved for a different activity.

Mr. Carlton Gay gave a brief overview of EXCEEDs services and programs. EXCEED was incorporated in 2001.

Target clients are low to moderate income. Counseling is given to Entrepreneurs and New or emerging micro-businesses. In addition, homeownership counseling is given to clients in the West Greenville area.

The one-year goal for this funding is to create two new businesses in West Greenville and facilitate the creation of ten (10) minimum wage jobs. In addition, the goal includes increasing homeownership in the West Greenville area from 50% to 60%.

Ms. Perkins asked how EXCEED would sustain the program after funds have been expended.

Mr. Gay answered that they will purchase equipment with the money.

Ms. Perkins asked if services have started yet.

Mr. Gay replied that they are moving the services to the West Greenville area to the Intergenerational Center. They have been conducting computer skills training for the last five years.

Ms. Perkins asked how they planned to advertise the new location.

Mr. Gay replied that they were advertising on radio, and with flyers throughout the community.

Mr. Rouse asked if the computer training was counterproductive to the objectives of this committee.

Mr. Gay stated that the request for proposals asked for housing counseling and creation of new jobs. EXCEED does both.

Ms. Anderson stated that the computer skills program is on Financial Literacy and Budgeting for existing and potential homeowners and small businesses. \$4000.00 is budgeted for computers and \$1000.00 is budgeted for printers. The project is for a 12 month period only.

Motion was made by Ms. Perkins and seconded by Mr. Rouse to approve the funding amendment request by EXCEED. Motion carried unanimously.

## **6. Subrecipient Mandatory Workshop**

Ms. Anderson reminded the committee of the mandatory workshop for the FY 2010 – 2011 funding. The workshop has been scheduled for September 29, 2010 at the Sheppard Memorial Library in training room A. The times are 12:00 – 2:00 PM and 6:00 – 8:00 PM. Nonprofit representatives only need to attend one session.

Ms. Perkins asked how the information was relayed to the community.

Ms. Anderson replied that advertisements ran in the local newspapers.

Ms. Sylvia Brown stated that emails and letters have been sent to all nonprofits.

## **D. Housing Administrator's Report**

No report

## **E. Other**

### **1. Owner Occupied Rehabilitation Program**

Ms. Brown discussed the procedure for the Owner Occupied Rehabilitation program.

The following steps are followed for clients seeking rehabilitation assistance:

1. Client completes a pre-application
2. Once pre-application is received in Housing, the clients name is added to the waiting list
3. When clients name comes up on the waiting list, an appointment letter is mailed
4. During interview, required information is collected, and copies are made of documentation
5. If applicant is missing required documents, additional time is allotted to submit documents

6. If documents are not returned, the file is closed
7. If applicant is income qualified, additional reports will be requested
  - a. Credit Report
  - b. Title Search
  - c. Initial assessment of the property
8. If applicant is over income, the file is closed
9. If reports are within guidelines, the request is forwarded to SHPO (State Historic Preservation Office)
10. If SHPO approved, a final cost estimate is completed
11. If final cost exceeds the limit, which is \$60,000.00, approval will be needed by the City Council
12. If final costs are under \$60,000.00
13. If SHPO does not approve the rehabilitation project, the file is closed
14. An Environmental Review is completed
15. File is send to management for approval
16. Once approved by management, a pre-construction meeting is setup with the homeowner, Housing Rehabilitation Specialist and Planner
17. Bids are requested from contractors
18. Contractors commence work within seven days of award and are given a completion date
19. A meeting is setup for homeowner to sign final paperwork with final costs
20. File is closed

#### **G. Adjournment**

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

Signature on file

Alice F. Brewington, Chair

Signature on file

Sandra W. Anderson, Staff Liaison