

**DRAFT OF MINUTES PROPOSED FOR ADOPTION  
THE AFFORDABLE HOUSING LOAN COMMITTEE**

**Meeting Minutes**

**Wednesday, August 12, 2015  
Greenville, North Carolina**

**Present:**

- |   |   |  |
|---|---|--|
| <input checked="" type="checkbox"/> Howard Conner | <input checked="" type="checkbox"/> Melinda Dixon | <input checked="" type="checkbox"/> Thomas Hines |
| <input checked="" type="checkbox"/> Kevin Fuell   | <input type="checkbox"/>                          | <input checked="" type="checkbox"/> Walt Kitchin |
| <input checked="" type="checkbox"/> Matt Smith    | <input checked="" type="checkbox"/> Sarah Smith   |  |

**Absent:**

- |  |  |                                       |
|--|--|---------------------------------------|
| <input type="checkbox"/> Howard Conner | <input type="checkbox"/> Melinda Dixon | <input type="checkbox"/> Thomas Hines |
| <input type="checkbox"/> Kevin Fuell   | <input type="checkbox"/>               | <input type="checkbox"/> Walt Kitchin |
| <input type="checkbox"/> Matt Smith    | <input type="checkbox"/> Sarah Smith   |                                       |

**Staff:**

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> Merrill Flood | <input checked="" type="checkbox"/> Sylvia Brown                 |
| <input type="checkbox"/> Niki Jones               | <input checked="" type="checkbox"/> Christine Wallace            |
| <input checked="" type="checkbox"/> Gloria Kesler | <input type="checkbox"/> Marion Blackburn (City Council Liaison) |

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**A. Roll Call**

**B. Approval of Agenda**

Mr. Kitchin mentioned his advisement of the removal of agenda item 1a under New Business.

Motion was made by Mr. Conner and seconded by Ms. Dixon to approve the agenda as presented. Motion carried unanimously.

**C. Approval of meeting minutes from July 8, 2015**

Motion was made by Mr. Conner and seconded by Ms. Dixon to approve the meeting minutes from March 11, 2015 as presented. Motion carried unanimously.

**D. Old Business**

None

**E. New Business**

**1. Down Payment Assistance**

**a. 4212 Brook Creek Lane (10% No-Interest Loan)**

Mrs. Kesler explained down payment assistance for property located at 4212 Brook Creek Lane, Unit A which is a townhouse. The sales price for the unit is \$73,500. The appraised value is \$75,000. With the assistance of the 10% No-Interest Loan, the loan

amount is \$7,350 which will be repaid over 120 months with a monthly payment of \$61.25. This is a 1 person household with a 72.88% annual median income (AMI). Mrs. Kesler mentioned that this program requires the applicant to be at or under 120%. Ms. Alston is first time homebuyer and has completed the homeownership workshop. Mrs. Alston has also been approved by BB&T in the amount \$583.83 with an interest rate of 4.375%. due to the loan being a VA foreclosure property.

Mr. Kitchin asked for Mrs. Kesler to elaborate on where Brook Creek Lane is located.

Mrs. Kesler explained that the property is located near Porter Town Road, near the cemetery on 10<sup>th</sup> Street. Brook Creek Lane is a quarter mile down the road from Porter Town Road.

Motion was made by Mr. Conner and seconded by Ms. Dixon to approve staff recommendation to approve the application for down payment assistance to Ms. Alston in the amount of 7,350.

## **2. Draft CAPER**

Mr. Flood explained the Draft Consolidated Annual Performance Evaluation Report (CAPER) 2014-2015. Mr. Flood stated that each year staff is required to do an assessment of activities where Community Development Block Grant (CDBG) and HOME funds have been spent through the fiscal year which begins July 1, and ends June 30. Staff is required by the federal government to provide an accounting of federal dollars and activities. Along the way, staff asks that the Affordable Housing Loan Committee and the City Council review the report and approve it. The 2014-15 Annual Report has been distributed to the Affordable Housing Loan Committee that gives a summary of all the programs and what has taken place within those programs.

Mr. Flood briefly described the highlights of the CAPER which is available for public comment. The Affordable Housing Loan Committee is asked to make a recommendation that goes before City Council where a similar presentation is presented to them and request their approval. Once an approval is given from the City Council, the CAPER goes to HUD for approval and they send us a management letter or notes that staff may need to pay attention to.

Mr. Flood showed an informational only presentation that included:

- a) Brief Description (HUD requirements)
- b) Year-to-Year Funding Chart
- c) HOME Program Income
- d) CDBG Program Income
- e) Summary of Accomplishments

Mr. Conner asked that the public service which was listed what were they?

Mr. Flood replied that the two (2) public facility improvements were the Lincoln Park area and the Skinner & Watauga Avenue sidewalks that were built in the West Greenville neighborhood.

## F. Staff's Report

Mrs. Brown gave the following announcements:

2015 Financial Literacy Series  
August 24<sup>th</sup> – To Your Credit  
5:30 p.m. – 7:30 p.m.  
Sheppard Memorial Library (Room B)  
530 South Evans Street  
Sylvia Brown, 329-4509

Non-Profit Workshop  
Wednesday, September 30, 2015  
12:00 p.m. – 2:00 p.m. and 6:00 p.m. – 8:00 p.m. (*attend only one session*)  
Municipal Building, 201 W. 5<sup>th</sup> Street  
Sylvia Brown, 329-4509

Mrs. Brown mentioned that the “To Your Credit” class is to teach participants how to understand and read a credit report, how to build and repair their credit history, and, will define credit and explain why credit is important. This class will also describe the purpose of a credit report and how it is used. A demonstration will be done in the class on how to get a copy of their credit report, how to read and analyze the report, and how to differentiate between good and bad credit. A discussion will be held on the implications of good and bad credit scores, identify ways to build and repair their credit history, how to correct errors on the report, and, how to guard and protect yourself against identity theft. The Financial Literacy Class is advertised in the Daily Reflector and the Sheppard Memorial Library.

Mrs. Brown mentioned that the Affordable Housing Loan Committee is encouraged to attend one of the Non-Profit Workshop sessions and an Affordable Housing Loan Committee Meeting Schedule for 2015 was distributed to each of the committee members.

Mr. Kitchin asked if there will be one more meeting before the Non-Profit Workshop on September 30<sup>th</sup>?

Mrs. Brown replied that there will be one more meeting prior to the workshop and if the committee is aware of any non-profits that might be interested in attending this workshop to please have them give her a call. Mrs. Brown also mentioned that she will be distributing letters to the organizations on her mailing list.

Mr. Hines asked if he is limited to attending the workshop considering that he has a non-profit organization and serves on the committee.

Mrs. Brown asked Mr. Hines what is his role in the non-profit?

Mr. Hines replied that he is the founder of the workshop.

Mrs. Brown responded that it would be a conflict of interest.

Mr. Conner elaborated on an experience he encountered while serving on a non-profit organization board and always had to exclude himself.

Mr. Flood elaborated further by mentioning that the basic rule is if you are part of the decision making process, you cannot participate in those deliberations and considerations because it is a conflict of interest. Therefore, you would have to exclude yourself if your organization decided to submit an application; you would have to abstain and recuse yourself from voting

**G. Other**

None

**H. Adjournment**

Motion was made by Mr. Conner and seconded by Ms. Dixon to adjourn the AHLC meeting. Motion carried unanimously.

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Walt Kitchin, Chairman

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Sylvia D. Brown, Staff Liaison