

**THE AFFORDABLE HOUSING LOAN COMMITTEE MEETING**  
**Minutes**  
**October 10, 2007**  
**Greenville, North Carolina**

**Present:**     Dallas Taylor     John Tullos     Faye Brewington     Vila Rosenfeld     Leslie Cox  
 Brian Becker     James Tucker     Rose Glover (City Council Liaison)

**Absent:**     Dallas Taylor     John Tullos     Faye Brewington     Vila Rosenfeld     Leslie Cox  
 Brian Becker     James Tucker     Rose Glover (City Council Liaison)

**Staff:**     Sandra Anderson     Gloria Kesler     Karen Gilkey     Pauline High     Thom Moton     Dondra Perkins

**A. Roll Call**

**B. Old Business**

- **Review of Meeting Minutes from September 12, 2007**

Motion was made by Vila Rosenfeld and seconded by Leslie Cox to approve the minutes from September 12, 2007 as presented. Motion carried unanimously.

**C. New Business**

- **Set Just Compensation for the following properties:**

Property Owner	Property Address	Parcel	Offer Price
Wallace & Violet Crandall	413 Cadillac Street	15787	\$7,000.00

According to Karen Gilkey, the property at 413 Cadillac Street was an old rental property with code violations. Ms. Gilkey stated to the committee that the property was appraised at \$7,000.00. After a brief review of the appraisal report, a motion was made by Vila Rosenfeld and seconded by Mr. Leslie Cox to accept Just Compensation for the property at 413 Cadillac Street owned by Mr. Wallace & Violet Crandall, for the recommended appraisal value of \$7,000.00. Motion carried unanimously.

Elmer Leary, Patrick Leary & Kenneth Leary	606 Contentnea Street	09030	\$3,500.00
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Ms. Gilkey stated to the committee that the property at 606 Contentnea Street was a vacant lot. Ms. Gilkey continued by stating to the committee that the review appraisal for this property was \$3,500.00. With no further questions, a motion was made by Leslie Cox and seconded by Ms. Vila Rosenfeld to accept the Just Compensation for the recommended value of \$3,500.00 for property at 606 Contentnea Street owned by Mr. Elmer Leary, Patrick Leary & Kenneth Leary. Motion carried unanimously.

**D. Other**

- **Preparation of Analysis of Impediments (AI) to Fair Housing**

Ms. Sandra Anderson advised the committee that a Request for Proposal for the Preparation of an Analysis of Impediments to Fair Housing had been mailed to several consultants. Ms. Anderson stated that the last AI to Fair Housing prepared for the City was in 1999. Ms. Vila Rosenfeld questioned if the consultant would be a full time employee. Ms. Anderson responded by stating that the contracted consultant would have ninety (90) days to complete the Analysis.

- **Review Employee University Area Downpayment Assistance Program**

Ms. Anderson stated that at the October 11, 2007 City Council meeting, staff will give an update on the Employee's University Homebuyer's Program. At present time only three (3) persons had made inquiry of the program. Staff believes the funds offered for assistance had not been utilized because the properties were too expensive to purchase with the current \$7,500.00 down payment incentive. So with little interest from city employees, staff would like to see this program opened to the general public.

Council Member Rose Glover informed the Committee that the Council increased the maximum sales price from \$150,000.00 to \$200,000.00 back in April and requested a program update in 6 months. Cost of the homes within the University Area has made it hard for employees to find affordable properties within the area, with the more affordable properties being rental property in need of repairs; the \$7,500.00 incentive wasn't enough to assist with the purchase and possible rehab of the property.

Ms. Rosenfeld questioned how the program was being advertised. Ms. Anderson responded by stating that staff has advertised by way of city wide email to all employees, a sponsored homebuyers fair to the public with invites to city employees, flyers in employee pay stubs, and during CDBG week. Mr. Leslie Cox questioned the solution to make this program more efficient? Ms. Anderson stated to the committee that staff believes that by increasing the down payment incentive the potential homebuyer would be able to put a substantial down payment on the sale of the home. Ms. Anderson stated that the total amount budgeted for this program was \$30,000.00.

With further discussion from the committee on the amount to increase the down payment assistance, a motion was made by Leslie Cox and seconded by Vila Rosenfeld for recommendation to City Council to open the program up to the general public and increase the incentive from \$7,500.00 to \$10,000.00. Motion carried unanimously.

- **Return of CDBG 07/08 Funds- Martin County Community Action**

Gloria Kesler stated to the committee that she received an email from Mr. Regional Speight; Executive Director of Martin County Community Action, stating that they (Martin County Community Action) were returning the 07/08 allocation of funding to the city in the amount of \$25,900.00. Ms. Kesler stated to the committee that staff would like to generate a mini cycle to all applicants who applied for funding in the 07/08 period. Ms. Kesler stated that during this mini cycle, the applicants would have to re-submit an application. Ms. Kesler continued by stating that once the applications were returned; staff would bring the applications before the committee for review and approval and then the disbursed funding of the \$25,900.00 would be submitted to City Council for approval. With no further questions, a motion was made by Faye Brewington and seconded by Mr. Leslie Cox to generate a mini cycle to re-allocate the funding amount returned from Martin County Community Action in the amount of \$25,900.00 to the eligible applicants that applied for funding in the 07/08 funding period. Motion carried unanimously.

- **Application Process / Time Line for 08/09 CDBG Subrecipient Funding**

According to Ms. Kesler, fifty-eight (58) applications were mailed out for the 08/09 CDBG Subrecipient Funding. Ms. Kesler continued by stating that due to the fact that the meeting was **mandatory**; only the attendees of the workshop will be eligible to apply. Ms. Kesler stated that during the mandatory meeting on November, 1, 2007, the applicants would receive a notebook to include the entire guidelines and procedures. Ms. Kesler referred the committee to their packets for review of the Public Service Announcement that was placed in the "City Page" of the *Daily Reflector* announcing the upcoming meeting for all Subrecipients.

- **06/07 Non Profit Funding Update**

Ms. Kesler stated that at the end of the October, she was scheduled to have a monitoring visit with the five (5) nonprofit organizations on their progress of expending their allocated funding for the 06/07 funding cycle. Ms. Kesler referred the committee to their packet for review of the contract amount, amount spent to date, and the outstanding balance and comments from the 06/07 funding cycle.

- **07/08 Non Profit Funding Update**

Ms. Kesler stated that three (3) out of the five (5) nonprofit organizations have returned their contracts; the deadline is November 5<sup>th</sup>. Ms. Kesler referred the committee to their packet for review of the contract amount, amount spent to date, and the outstanding balance and comments from the 07/08 funding cycle.

- **Downpayment Assistance Update**

According to Ms. Kesler the property at 1503 West 5<sup>th</sup> Street closed on Friday, October 5, 2007. Ms. Kesler stated to the committee that this was the first closing for the new homes built on West 5<sup>th</sup> Street. Ms. Kesler continued by stating that the next closing was scheduled for October 22, 2007 for 1509 West 5<sup>th</sup> Street. Ms. Kesler stated that at present she has two (2) conditional approvals pending on the two (2) remaining homes on West 5<sup>th</sup> Street.

- **Affordable Housing Loan Committee Member Appointed**

Council Member Rose Glover informed the committee that Ms. Levella Perkins, an employee of Burney & Burney Construction will be appointed on Thursday, October 11, 2007 to fill the Alternate seat for the Affordable Housing Loan Committee.

- **10-year Plan to End Chronic Homelessness Committee**

Ms. Anderson stated to the committee that the 10 –Year Plan to End Chronic Homelessness Committee has been working to establish a Blue Ribbon Task Force of thirty (30) members to serve to prepare a 10-year plan to end homelessness. Ms. Anderson continued by stating that City Council along with the County Council members will appoint the members. The projected start date will be January 2008 with a seven or eight month process.

- **Continuum of Care Committee**

Ms. Anderson informed that the Continuum of Care Committee will do a Point in Time study in January to count the homeless persons living in Pitt County.

## **E. Adjournment**

After a brief discussion on the lack of business for the next Affordable Housing Loan Committee meeting scheduled for November 14, 2007, a motion was made by Vila Rosenfeld and seconded by Faye Brewington to cancel the meeting scheduled in November and meet again at the December 12, 2007 meeting. With no further questions or concerns, a motion was made by Vila Rosenfeld and seconded by Leslie Cox to adjourn. Motion carried unanimously.

Signature on File

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Dallas Taylor, Chair

Signature on File

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Gloria H. Kesler, Staff Liaison