

**DRAFT OF MINUTES PROPOSED FOR ADOPTION  
THE AFFORDABLE HOUSING LOAN COMMITTEE  
Meeting Minutes  
Wednesday, May 13, 2015  
Greenville, North Carolina**

**Present:**

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

**Staff:**

<input type="checkbox"/> Merrill Flood	<input type="checkbox"/> Sylvia Brown
<input checked="" 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**

**C. Approval of meeting minutes from March 11, 2015**

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

*(Second to motion was not made. Committee will have to revisit this approval at their next meeting.)*

**D. Approval of meeting minutes from April 8, 2015**

Motion was made by Ms. Dixon and seconded by Mr. Conner to approve the meeting minutes from April 8, 2015 as presented. Motion carried unanimously.

**E. Old Business**

**None**

**F. New Business**

**1. Down Payment Assistance**

**a. 607 Roosevelt Avenue**

Mrs. Kesler mentioned to the committee that within the West Greenville Revitalization Area staff has been working towards purchasing houses that we've built, and funds were brought in to help fund families but existing properties also qualify for the down payment assistance program. Staff uses a 20% HOME grant which is issued from HUD money each year and it's 20% of the sales price of the house is 0% interest. Its forgiven 1/15 a year and it goes away as long as the tenant does not move out or sell the property. This is a way to help buy down the cost.

The Norman family has applied for a grant for the property at 607 Roosevelt Avenue. The sales price of the home is 87, 200.00. This is a new construction property and private development. This is not a property that the City has built or is a part of any non-profits. The house has been appraised for \$88,000. The amount of assistance based on the \$87, 200 is \$17, 440. That amount would go towards down payment assistance for this program. The family will need a \$70,000 loan opposed to having to do a loan in the amount of \$88,000.

Mrs. Kesler explained that families have to fall with certain debt to income ratios. Lenders use this method to make sure that applicants are not over spending on how much house they can afford. The City's program requires you to spend no more than 33% of your gross monthly income toward your household. The money is your PITI (Principle, Interest, Taxes, and Insurance). Their ratio is at 22.29% which is well within the guidelines. The family is debt free and is first time homebuyers. They have also completed the education requirements and one-on-one counseling in preparation to get the family ready for a mortgage. The family has also been approved for the down payment assistance program. They just need to know that the \$17,440 is available. They are also approved by Gateway Funding Diversified Mortgage Services, LLC. Based on a good faith estimate, their payments will be 464.09 with an interest rate of 4%. This is only a \$22.00 increase in their housing expense a month.

Mr. Kitchin asked is the house ready to move into at this time?

Mrs. Kesler responded that the house is ready now and that there are only two things left to do which include fixing a hot water heater and get the power turned back on.

Mr. Kitchin asked Mrs. Kesler if she needs any action from the Affordable Housing Loan Committee.

Mrs. Kesler responded by stating staff recommends the Affordable Housing Loan Committee approve the application for down payment assistance in the amount of \$17,440.00.

A motion was made by Mr. Conner to approve the down payment assistance for 607 Roosevelt Avenue in the amount of \$17,440. Motion was seconded by Mrs. Smith. Motion passed unanimously.

## 2. Subrecipient Funding Update (2014-2015)

Mr. Jones updated the committee on the Subrecipient Funding which included:

- a. Literacy Volunteers of America – Pitt County  
Funded: \$15,000  
Reimbursed: 1%

Mr. Jones anticipated the spending will increase within the next couple of months.

- b. Boys and Girls Club of the Coastal Plain  
Funded: \$20,000  
Reimbursed: 26%
- c. ECU/Lucille W. Gorham Intergenerational Community Center  
Funded: \$15,000  
Reimbursed: 16%
- d. Center for Family Violence Prevention  
Funded: \$25,000  
Reimbursed: 30%
- e. L.I.F.E. of NC, Inc. DBA STRIVE  
Funded: \$25,000  
Reimbursed: 29%

Mr. Jones mentioned that another update will be given at the July Affordable Housing Loan Committee meeting with expectations that the expenditures will be closer to 50%.

Mr. Kitchin asked Mr. Jones the lag time between the expenditure and the reimbursement, what does that normally run?

Mr. Jones stated that if a credit card is being used then it's a little different because they have to wait and see if the payments come through and comes off the credit card. That can take up to a month and a half. However, expects the average turnaround time to be a month.

## **G. Staff's Report**

Mr. Jones gave the following announcements:

2015 Financial Literacy Series  
Monday, May 18, 2015 – Money Matters  
Sheppard Memorial Library (Room B)  
530 South Evans Street  
5:30 p.m. – 7:30 p.m.  
Sylvia Brown, 329-4509

Mr. Jones mentioned that the attendance seems to fluctuate depending on the topic; however, there is still a good attendance overall to the class.

Homeownership Education Workshop  
Saturday June 13, 2015  
8:30 p.m. – 4:30 p.m.  
United Way of Pitt County, Cupola Building  
226 West 8<sup>th</sup> Street  
Gloria Kesler, 329-4226

Historic Preservation Day  
Thursday, July 30, 2015  
8:00 a.m. – 8:00 p.m.  
City Hall, Winslow's Deli, Intergenerational Center

Mr. Jones mentioned that the Historic Preservation Day will consist of educational opportunities to teach the community, property owners, contractors, and developers about Historic Preservation in conjunction with the Historic Preservationist who will conduct a workshop also. More information will be sent out via email, GTV9, and multiple media outlets to promote this day.

**H. Other**

None

**I. 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