

MINUTES OF THE REGULAR MEETING  
OF THE  
BOARD OF DIRECTORS  
WEST VIRGINIA HOUSING DEVELOPMENT FUND  
March 27, 2019

The regular meeting of the Board of Directors of the West Virginia Housing Development Fund (the "Fund") was held on Wednesday, March 27, 2019, at the offices of the West Virginia Housing Development Fund, 5710 MacCorkle Avenue, SE, Charleston, West Virginia. The Chair called the meeting to order at 9:07 a.m. with the following members present throughout, except where noted:

Ann Urling, Chair  
Norman Bailey, Representative for the Honorable Kent Leonhardt,  
Commissioner of Agriculture (via phone)  
John Gianola, Member (via phone)  
Sam Kapourales, Member (via phone)  
Bob Nistendirk, Member (via phone)  
Mary Skeens, Member (via phone)  
Josh Stowers, Representative for the Honorable John Perdue, Treasurer (via phone)

Members Absent:

David Gardner, Member  
Steven Travis, Representative for the Honorable Patrick Morrissey, Attorney General

Staff present:

Erica Boggess, Executive Director  
Julie Davis, Deputy Director - Production  
George Gannon, Communications Administrator  
Chad Leport, Division Manager - Accounting and Finance  
Martha Lilly, Legal Assistant  
Kelley Ridling, Senior Manager - Internal Audit  
Kristin Shaffer, Senior Legal Counsel  
Nathan Testman, Senior Division Manager – Multifamily Lending  
Dorothy White, Federal Compliance Officer

Others Present:

Michael Fisher, Jackson Kelly PLLC (via phone)  
Samme Gee, Jackson Kelly PLLC (via phone)

Kelley Goes, Jackson Kelly PLLC

APPROVAL OF THE MINUTES OF FEBRUARY 27, 2019  
MEETING

Member John Gianola moved the approval of the minutes of the February 27, 2019 meeting. His motion was seconded by Representative Norman Bailey, and, upon the affirmative vote of six (6) members present, the Chair declared the motion adopted.

FINANCIAL STATEMENTS FOR THE PERIOD ENDED  
FEBRUARY 28, 2019

Member Mary Skeens joined the meeting by telephone.

Chad Leport reviewed the financial statements for the period ended February 28, 2019. The financials were accepted as presented.

CONSIDERATION OF HOME CHDO PROGRAM LOAN  
TO BLACKWATER AVENUE APARTMENTS

Nathan Testman presented a loan request from Woodlands Development Group, Inc. ("WDG") to finance the construction of an eight (8) unit HOME CHDO Rental Program Project located in Davis, West Virginia known as Blackwater Avenue Apartments.

Mr. Testman stated that the Project will consist of two (2) residential quadplexes, each containing three (3) two-story townhouses and one (1) one-story garden-style apartment. Two (2) units are designated for tenants with income at or below 50% of Area Median Income (AMI) and six (6) units are designated for tenants with an income at or below 60% of AMI for initial occupancy, then 80% of AMI thereafter.

Mr. Testman informed the Board that the Borrower, Owner and Developer for the Project is WDG. Staff has a high level of confidence in WDG's ability to develop the proposed Project, given its extensive experience developing HOME-funded affordable housing units.

Mr. Testman stated that staff is requesting construction and permanent loan financing of up to \$1,450,000 with interest at the rate of 0% for a term of 20 years. The loan will be secured by a first lien deed of trust on the land and improvements known as Blackwater Avenue Apartments and the replacement and preservation reserve accounts associated with the Project. The loan will also be secured by an Irrevocable Letter of Credit equal to 10% of the total loan account during construction.

Member Bob Nistenderk moved to approve the request for the HOME CHDO Program loan for construction and permanent financing of Blackwater Avenue Apartments as presented. His motion the was seconded by Representative Josh Stowers, and, upon the affirmative vote of seven (7) members present, the Chair declared the motion adopted.

INFORMATIONAL ITEM – WV PROPERTY RESCUE  
INITIATIVE (WVPRI) LOAN TO WOODLANDS  
DEVELOPMENT GROUP (CITY OF ELKINS)

Erica Boggess informed the Board that she approved a WV Property Rescue Initiative Program loan to the Woodlands Development Group, Inc. ("WDG") in the amount of \$120,000 to finance the demolition of dilapidated dwellings and buildings in the City of Elkins. WDG is collaborating with the City of Elkins under a Memorandum of Understanding to demolish the structures which will provide much needed vacant lots in the community for future development.

There being no further business, Member Gianola moved to adjourn the meeting. His motion was seconded by Representative Stowers. Meeting adjourned at 9:20 a.m.

  
Martha Lilly, Assistant Secretary