



**MINUTES**  
**National Housing Development Trust Board of Directors Meeting**  
**Thursday, April 16, 2015**  
**10:00 a.m.**

**1. Call to Order**

The Chairman called the meeting to order at 10:30am

**2. Attendance**

Name	Initials	Title	In Attendance	Apologies
Mr. George A. Powell	GP	Chairman	✓	
Mr. Kearney S. Gomez	KG	Deputy Chairman	✓	
Mr. Teddie C. Ebanks	TE	Director	✓	
Mr. Harwell A. McCoy	HM	Director	✓	
Ms. Lucille Barnes Rico	LR	Director	✓	
Ms. Louise Christine Burke-Richardson	LB	Director	✓	
Mr. Rayburn Farrington	RF	Director	✓	
Mr. Allan Bush	AB	Director	✓	
Deputy Chief Officer, PLAHI Mrs. Leyda Nicholson-Makasare	LM	Ministry's Representative (PLAHI)		✓
Ministry of PLAHI Designate Mrs. Tanya Vasquez-Ebanks	TV-E	Ministry's Representative (PLAHI)	✓	
Financial Secretary's Office Designate – Mr. Randy Myles	RM	FS's Office Representative	✓	
Mr. Julio Ramos	JR	General Manager/ Secretary	✓	

**3. Welcome and Prayer**

The Chairman welcomed all in attendance and HM led the meeting with a prayer.

**4. Chairman's Opening Remarks**

**5. Formal Approval of the Previous Board Meetings**

Minutes of the Board of Directors meeting held on January 13, 2015 were confirmed and approved.

Moved: KG

Second: RF

Agreed: All Members Present

**6. Matters arising from the last Board Meeting.**

**Eviction Notice Update** – There were 3 Clients out of the 42 in total that were due to be evicted. However as a last attempt to assist these individuals the Trust met and assessed the severely delinquent Clients to commit to addressing their arrears and ongoing commitment. The position has been taken to assist these individuals and other existing Clients, with the opportunity of homeownership thereby referring them to their banks to obtain financing to purchase the house that they currently occupy.

A report of the Client assessments is being prepared and will be forwarded to the Board and Ministry for further review.

**Staff Medical Insurance** – As follow from the previous Board Meeting it was requested that the NHDT shop around for medical insurance rate considering the current CINICO rates is significantly high. The Board was advised that as of recently the SAGCs were pooling together to undertake this exercise. To-date there have been two meetings held to agree on an approach that needs to be taken.

**Paid Up Water Charges Old Affordable Houses** – The water charges for the Old Affordable Houses that were vacated have now been paid. The NHDT also communicated it would also be in the best interest of Cayman Water to recover any unpaid water from the existing Clients as the Trust will not be liable for their water usage.

The Board was further informed that as of recently the Cayman Water sent over a package that contained new contract agreements for existing Clients that occupy the Old Affordable Houses in West Bay, whereby they are requesting for the NHDT to sign off as Landlord. The concern was raised that if the NHDT signs off on these agreements it would hold the Trust liable for unpaid water charges.

**Agreed:** The NHDT will not sign off on new water contract agreements as it is the responsibility of the Tenants to settle their utility bill.

**7. Audit & Accounts Report highlighted the following:**

**Financial Audit for 2013-14** – The FS Audit for the 2013-14 is still being reviewed by the Audit Principal on having to do they are also requesting a confirmation from the Property Insurance providers to confirm if there is any public liability insurance for the Old Affordable Houses.

The requested confirmation from the Insurance Provider was received minutes prior to the Board Meeting. From the correspondence it was acknowledged that there was coverage however the position was taken that this coverage will cease in light of the houses not being up to par with the standard building codes. Whilst this confirmation was somewhat disappointing to hear, the Trust cannot ignore the reality of this liability and will need work on way to have these houses vacated.

**Agreed:** Forward the Insurance Providers confirmation to the AOG's office.

**NHDT Cash Flow Report** was circulated and it was observed that the Trust currently has approximately \$2.3m as at March 2015, mainly due to the inflows house sales.

**Year to Date Performance** – Total income for the year to date is \$91K above budget as our rental income has surpassed the budgeted amount by app. \$80K. This is due to the fact that not many of the rented properties have not been sold to the occupying clients as projected. Our expenses are \$267K above budget due to a \$50K overage in maintenance costs and increases in health insurance premium, building insurance and depreciation charges based on revalued AHI Houses. Our net loss for the period July 1, 2014 to March 31, 2015 amounted to \$867K compared to a budgeted \$691K.

**Output & Equity Billing to CIG** - We have received payment for our 1<sup>st</sup> and 2<sup>nd</sup> Quarter Output Billings and are in the process of finalizing the 3rd Quarter Billing for the period ending March 31, 2015. The equity billing for Bond Commitments has been honored to date. There remains a \$450k from the Budgeted Project Refund that remains to be billed.

**Agreed:** Proceed with the required Output & Project Refund Billing to the CIG.

#### **8. Affordable Housing Initiative Program (AHI) Program**

**Update on AHI Bodden Town House Applications** – There are currently 4 Prospective Applicants that have moved into the Affordable Houses with the remaining applicants pursuing their applications with the Banks. The NHDT was faced with approximately 5 applications being withdrawn by applicants due to personal reason. The NHDT then had to re-assign these houses to new applicants. As of recently 3 were approved by the Committee and thereby providing the opportunity to pursue mortgage financing with the local banks.

It was noted that 5 of the approved applications are held up the CI Credit Union as it was requested that a guarantee be put in place by the CIG or NHDT in the event that these applicants were to default on their mortgage arrangement.

**Agreed:** It was requested that the Ministry Representative from the Ministry of PLAHI do a follow up with the Minister to pursue directly with the Credit Union.

**To Action:** Make the relevant arrangements with GIS and the Media to coordinate a “Hand Over of the Key Ceremony” for the most recent sale of the New Affordable Houses in Bodden Town.

**Update on AHI West Bay House Applications** – The Trust is currently reviewing applications for the 8 vacant houses as of recently 2 Applicants were approved and given the opportunity to pursue mortgage financing with the local banks.

**Update on AHI East End House Applications** – The Trust is currently reviewing the applications for 3 vacant houses and is reaching out to individual to provide updated information to complete their application for review.

**Update on AHI Windsor Park Houses** – The Trust has sold 1 of the Affordable Houses to a Tenant that was previously in a Lease Arrangement. It has also referred 4 other Tenants to pursue mortgage financing with the bank. One of which has been pre-approved by the Bank and will close in the coming weeks.

**Windsor Park** – The Affordable Housing Community Meeting was held on March 23, 2015. From the meeting the following was discussed:

1. **Newly Developed Park** – The presentation of the newly developed park was made and this motivated the community to establish a Homeowners Committee. In an effort to further assist, it was requested if NHDT could assist with providing park amenities to enhance the park.
2. **Homeownership Approach** – The opportunity was taken to provide the Community on the steps that can be taking with respect to homeownership. On this note the Trust was tasked with providing clarity on the existing covenants that run with the property and also advising that upon achieving homeownership the property is transferred with free title.
3. **Requested Works** – Assistance was requested from the NHDT to fencing off the steep drop off on 4 house lots that are located at the top of the hill.

**Agreed:** The NHDT look into providing park amenities to further enhance the Community Park and also to look into the steep drop offs on the lots on the hill.

**AHI Administration** –The routine administration has been ongoing as there is a steady interest on existing Tenants expressing interest in homeownership.

**Evictions of New Affordable Housing Clients** – Based on our records approximately 3 Clients out of the 42 in total were due to be evicted. However as a last attempt to assist these individuals the Trust met and assessed the severely delinquent Clients to commit to addressing their arrears and ongoing commitment. This position has been taken to assist these individuals and other existing Clients, with the opportunity of homeownership thereby referring them to their banks to obtain financing to purchase the house that they currently occupy.

**To Action:** The Board is presented with the requested Client Assessment of the 12 severely delinquent clients.

## 9. **GGHAM Program**

The Trust has been limiting it service to the routine administration of the existing GGHAM Clients and is waiting on the CIG's position with respect to extending or renewing the Agreement with the participating banks that expired in November 2012.

The Board was advised that this initiative is currently being pursued with the Ministry of Finance for

whom will be reaching out to the participating banks on the position taken with respect to the issues previously raised. It anticipated that once these are resolved the program will be revitalized as planned.

**Agreed:** It was requested that the Ministry Representative from the Ministry of PLAHI do the relevant follow up with the Ministry of Finance and PLAHI and to keep the NHDT informed on any updates.

## **10. Property Management & Projects**

### **Bodden Town Project Update**

1. Final preparation on remedial work is undertaken on two of the new houses to have these turn key ready for the two prospective applicants.
2. There was a break in reported on one of the houses that is occupied, as the Tenant had left the bathroom window open.

### **West Bay Light House Gardens (New Project)**

1. Speed bumps have been installed and we have had positive feed back from the community. Assistance was also provided by the NHDT in blocking the short cuts (for the old and new affordable housing site) that motorist utilize in evading the RCIP.
2. Remedial work has been planned out for the vacant houses that are currently assigned to prospective applicants.
3. Major works is to be assessed for two of the houses that was recently vacated by rental clients, for which will run the trust approximately \$8k per house.
4. The equivalent redevelopment park that was undertaken at the Windsor Park Site will be planned out for the Light House Garden Community.
5. The encroachment issue that is affecting 4 vacant houses from obtaining the block and parcel numbers remains to be resolved despite the NHDT having the relevant Certificate of Occupancy for these houses. It was outlined that this issue has been drawn out and all efforts should be made to have this resolved.

**Agreed:** The encroachment issue is followed up with a request for the Ministry of PLAHI to assist the NHDT in obtaining the required Block & Parcel numbers.

**Windsor Park (14E 719) (New Project)**

1. The routine maintenance of the grounds and the lease houses has been ongoing.
2. The NHDT will be looking into a request made of the steep drop offs on four house lots located on top of the hill.

**West Bay Apple Blossoms & Eastern Avenue (Old Housing Site)**

1. The NHDT has continued to limit its services to maintaining the common areas and servicing the septic system.
2. One of the four houses in Eastern Avenue was demolished as the previous occupant was successful on obtaining one of the affordable houses located in Bodden Town.
3. The issue of high water charges for the Eastern Avenue Tenants needs to be resolved. This has been an ongoing issue as these houses did not have individual water meters which resulted in shared water meters between tenants.

**Agreed:** Advise the Eastern Avenue Tenants that the NHDT will not be settling any water charges and they are now faced with settling these charges directly with the Cayman Water Authority.

**11. Adjournment**

The meeting adjourned at 12:45pm.

**12. Next Meeting**

The next Board of Directors Meeting will be held on May 14, 2015 at 10:00am.

  
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Chairman  
  
9/7/2015  
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Date

  
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General Manager  
  
9/7/2015  
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Date