



**Minutes**  
**National Housing Development Trust Board of Directors Meeting**  
**Thursday, March 20, 2014**

**1. Call to Order**

The Chairman called the meeting to order at 11:25a.m.

**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)	✓	
Financial Secretary or Designate - Mr. Randy Myles	RM	FS's Office Representative	✓	
Mr. Julio Ramos	JR	General Manager/ Secretary	✓	

**3. Welcome and Prayer**

The welcome and prayer were done by **GP & HM**

**4. Chairman's Opening Remarks**

The Chairman thanked everyone for attending.

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

Minutes of the Board of Directors meeting held on February 27, 2014 were confirmed and approved.

**Moved: TE**

**Second: LB**

**Agreed: All present**



**6. Matters arising from the last Board Meeting were reviewed and discussed as follows:**

**6.1 Discontinuance of utilities for the selected Old AHI Client** – The Board was advised that the disconnection of utilities (for the selected old AHI Clients) was temporary suspended at the request of the Ministry (PLAHI). Directives were given that this exercise is held off pending the outcome from the scheduled assessments that will be undertaken by the Department of Children & Family Services (DCFS).

**6.2 Revaluation of the NHDT Eastern Avenue Property:** It was outlined that the required revaluation exercise of the NHDT Eastern Avenue property is ongoing and coordinated by the Lands & Survey Department.

**Ministry's Proposal to vest property**

The representative from the Ministry of Planning Lands Agriculture Housing & Infrastructure communicated a proposal for the CIG to vest the two adjoining Crown Properties to NHDT in an effort to increase the NHDT site and increase value for the propose sale. It was further identified that the two adjoining lots are (Block 13E 152 & 151) the existing courts lot and the old National Trust lot.

Members of the Board welcomed the proposal as these would increase the NHDT property and in turn increase the value. In addition to this it was further outlined that acquiring these two lots would facilitate more road frontage.

On an off set to the proposal, members raised the concern that if the NHDT acquires these lots then there would be a possibility that NHDT may inherit the commitment of having to relocate or find alternative properties for the two facilities that are these lots (mainly the basket ball courts), for which will be difficult to complete. It was further proposed that a valuation on these two adjoining lots would assist in determining the practicality of acquiring versus replacement cost if faced with the commitment.

**Agreed:** Defer the decision to accept these two adjoining lots pending a valuation of the proposed lots and to incorporate unto the current valuation that is being undertaken on the NHDT property.

**Action:** Request that the CIG Lands & Survey Department assist by undertaking the valuation of the two proposed lots and to incorporate unto the current valuation that is being undertaken on the NHDT property.

**6.3 Update on Easement Grant for the Bodden Town Housing Site.** – The Board was advised that we are still awaiting a response on the easement grant request that was submitted to [REDACTED] and needs to be pursued further with [REDACTED].

\* Redacted under section 23 of the Freedom of Information Law, 2007

The easement grant issues for the Bodden Town were never dealt with properly and concerns were raised as to how the Bodden Town Site was developed without the required easements access. It was proposed that since this has delayed the Trust would need to pursue alternative easement grant with [REDACTED].

**Agreed:** Pursue the required easement grant with [REDACTED] and with [REDACTED].

**Matters arising from the last Board Meeting were reviewed and discussed as follows: (continued)**

**6.4 Maintenance Officer's calculated acting allowance** – the Board confirmed and approved the calculated acting allowance for the Maintenance Officer.

**6.5 Returning AHI East End Applicant** –The applicant that was extended the opportunity to re-apply for a home under the homeownership option has withdrawn his application. In doing so the approval was given for the calculated equity refund to be refunded. The Chairman advised that the refund process for this particular Client was required as the Trust was being negatively affected by the nature of complaints raised.

**Agreed:** The commitment to extend the “calculated equity” to existing lease clients will only be made to prospective applicants that have gained approval for a mortgage from a financial institution. The calculated equity will be utilized for closing cost and paid directly to the financial institution.

**Action:** The trust is to outline this condition to the prospective applicants on the Offer to Purchase letter.

**6.6 AHI Restrictive Covenants** – An outline of Restrictions Vs Preemptive Rights was circulated. It was outlined that the restriction on the resale of the AHI House is outlined as a contractual obligation between the AHI Client and the Trust and would only be contractually enforced if there is a non compliance from both parties. Generally the Preemptive Right would cover this restriction.

Reservations were made in that if the Trust is selling the AHI Houses then these should be on a free hold basis and there should be no restriction on the Client. Restricting Clients does not outline homeownership. In addition the resale to the Trust further obligates the Trust to these houses and extends a further liability. However the restriction on resale after 5 years should be outlined.

**Agreed:** The Restrictive Covenants be amended by removing the restriction on resale to the Trust and also put in a restriction of resale after 5 years of acquisition.

**Agreed:** Once the edits are finalized the Trust would need to rectify these edit to the AHI houses that have been sold thus far.

**Action:** NHDT to make the relevant edits to the restrictive covenants. Legal counsel will not be required for the require edits.

**7. Affordable Housing Initiative Program – (AHI) Program**

An AHI Report Update report was circulated that highlighted the following:

- **Update on Old AHI Client Assessment** – The clients have now been scheduled to be assessed by the Needs Assessment Unit (NAU) which is a division of the Department of Children and Family Services (DCFS).

- **Release of Information Form (ROI)** – A Release of information Form was presented for vetting and approval. The Board approved the ROI form and further suggested that the NHDT Logo and CIG crest be included into the form.
- **Assessment on the New AHI Clients:**
  - The Existing AHI Clients have been assessed and there are approximately 4 that have commenced the purchase option process.
  - New Applicants – the pre-assessment and client information update is approximately 90% and will be ready for review by the Finance Committee on March 26, 2014.
- **AHI House Sales – to existing AHI Applicants:**
  - 1 Client has made full payment of \$54,014 on her property without a mortgage facility. The required Transfer documents was signed off today at 11:45am by the GM and NHDT Chairman.
  - 3 Other clients are currently processed by their respective banks and attorneys.
  - 4 Other applicants are currently being reviewed internally and will be referred to the Finance Committee to sign off on.
- **Ongoing Assessment** – The assessment is on going and will be finalized in the coming weeks.
- **Discontinuance of Water & Electricity for Old AHI Clients** – The notice of discontinuance of water and electricity for houses that was being settled by the Trust was submitted and it would be acted on the Friday February 28, 2014.
- **AHI Current and Pending Matters:**
  - **Delinquency Process** – The delinquency process is ongoing and there are currently 3 severe cases that need to be action by the committee.

#### **8. Government Guarantee Home Assistant Mortgage Program – (GGHAM) Program**

A GGHAM Report Update report was circulated that highlighted the following:

- **GGHAM Quarterly Balances**– The quarterly balance reporting is complete and ready for the Finance committee to review.
- **GGHAM Delinquency** – The delinquency process review is ongoing.
- **GGHAM Administration:**
  - GGHAM Client Discharge of Second Charge – 2 currently being processed.
  - Banks request to rewrite loan – 1 currently being processed.
- **GGHAM Current and Pending Matters:**
  - Awaiting feedback from the Participating Banks on the New proposed GGHAM.
  - Overpayment the Demand Payments for 4 clients remain to addressed.

- o Banks requesting to restructure client mortgage by including property insurance and strata fees.

**9. Property Management & Projects**

A GGHAM Report Update report was circulated that highlighted the following:

• **New AHI Houses:**

- o Remedial work and yard maintenance required on the vacant houses
- o Fencing at the Bodden Town Site next to the pond is completed.
- o Fencing at the West Bay Site: Works to be undertaken however to address the encroachment with adjacent property owners.
- o Quotes provided for grading around the Bodden Town houses: The quotes were reviewed and it was agreed that the grading works be forwarded to the homeowners. The NHDT is to further liaise with Scotts Heavy Equipment (the lowest bidder) to extend this reduced cost to the prospective homeowners.
- o Termite Treatment: It was identified that remedial work and termite treatment was required in East End. East End houses have been subject to termite problems for the past year.

**Agreed:** Get bids on the required treatment to address the issue on all the houses.

• **Old AHI Houses:**

- o 5 Soon to be vacated houses have been identified that can and will be vacated in due course. The 5 houses consist of:
  - 1 Client that has advised that she will be relocating
  - 4 Clients houses are occupied by unauthorized individuals. It was outlined the authorized individuals have recently moved on.

**Agreed:** Issue a 2 weeks notice to the unauthorized individuals to vacate these houses and have these houses demolished.

**10. Adjournment**

The meeting adjourned at 1:20 pm.

**11. Next Meeting**

The next Board of Directors Meeting will be held on April 17, 2014 at 11:00am.

  
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 George Anthony Powell  
 Chairman

  
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 Julio Ramos  
 General Manager

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 15/05/2014  
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