



**Minutes**  
**National Housing Development Trust Board of Directors Meeting**  
**Thursday, November 20, 2014**  
**10:00 a.m.**

**1. Call to Order**

The Chairman called the meeting to order at 10:30 a.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)		✓
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**

A warm welcome was made by the Chairman and HM led the meeting with a prayer.

**4. Chairman's Opening Remarks**

Apologies were expressed for and on behalf of absent Members & Ministry Representatives.

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

5.1 Minutes of the Board of Directors meeting held on September 25, 2014 were confirmed.

**Moved:** HM

**Second:** KG

**Agreed:** All Members Present

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

### **The Chairman emphasized on the following that required Board Ratification:**

6.1 Housing Assistance- On October 25, 2014 the Trust assisted with an urgent request from the Cayman Islands Government to provide housing assistance to the dependents of the late Anna Evans. The logistics to finalize the housing arrangements are currently being undertaken and based on the information provided the assigned affordable house will be bought by way of direct purchase.

To further reconfirm the position taken, the Board was informed that Ms. Anna Evans was an Affordable Housing Tenant and if she were alive the opportunity of homeownership would have been extended to her and her family. Given the circumstances the opportunity of homeownership should be extended to Mrs. Anna Evan's dependents.

**Ratification:** In an effort to assist with the requested exercise a 3Bedroom affordable house in Bodden Town is being made available to Mrs. Anna Evans Dependents and their care taker.

**Agreed:** The NHDT is to do the necessary follow up with the relevant Government Ministry to finalize the housing arrangement that has been made for this family.

6.2 Approval of Short Listed Applications - On October 27, 2014 approval was given to authorize 6 Purchase Offers for the Bodden Town Affordable Houses. It was concluded that these applicants provided sufficient information that would assist in referring them to the local banks to obtain mortgage financing.

The Trust has undertaken the burdensome exercise of processing and assessing approximately 243 applications. It is now safe to conclude that the Trust is now in a position to properly assess the shortlisted applicants and prospective new applications with a simplified process. Recommendations were made for the application and review process to be further streamline to reduce the time and efforts on the part of applicants and that the requested documentation be consistent with those as required under the standard banking practices.

**Agreed:** The Finance Committee revisit the application process in view of the above recommendations and to reduce existing check list to be consistent with that of the local banking institutions.

## **7. Audit & Accounts Report**

7.1 Update on the Financial Audit for 2012-13 – this matter was deferred

7.2 Update on the Financial Audit for 2013-14 – this matter was deferred

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

8.1 AHI Client Assessment – An update on the Bodden Town Applicants was presented and the following were concluded:

- Shortlisted Approved Applicants - There were 12 applicants that were provided Purchase Offers by the Trust. Below is update on the status of these Purchase Offers:
  - 8 Applicants are currently pursuing mortgage financing application with the local banks.
  - 2 Applicants have yet to confirm if they will proceed with the application process.
  - 2 Applicants dropped off as they are no longer interested.

It was explained that the applicants that are currently pursuing financing, will be further delayed in their financing application process as they will all be required to apply for waiver of stamp duty and also will be requesting funds from their pensions to contribute to their closing cost and down payment on the proposed property.

**Agreed:** The NHDT is to do a follow up with the Clients and if possible with their bank representatives and to provide the necessary assistance in the administrative process.

- Closed Files – The Trust is in the process of mailing the unsuccessful letters to applicants that did not qualify under the affordable housing initiative program. It should also be noted that the equivalent correspondence has been sent to applicants that did not provide the Trust with updated information despite the multiple requests.
- Pending Applications – There are 8 applications that are pending to be reviewed by the Committee. These applications were submitted on November 5, 2014 and were deferred as the Committee requested that applicants provide the additional information as requested on the AHI Assessment Check List.
- Caymanian Status Holders/Persons or Caymanians married Non-Caymanian Spouse - Applicants that are Status Holders and Applicants married to Non-Caymanian Spouse have been enquiring on their applications that have been deferred by the Finance Committee. The Committee maintains that these will be reviewed after they are completely satisfied that priority has been given to Bodden Residents/Caymanians.

**Agreed:** The Trust must not marginalize Caymanians Vs Caymanian Status Holders. Whilst it is ideal that we seek to have the houses occupied by Bodden Towner's it cannot negate the opportunity for Caymanian Status Holders for homeownership under the affordable housing initiative program.

8.2 AHI Administration – As an update to the ongoing Administration of the AHI, the following overview was provided:

- AHI Houses Sales - A few of the current affordable housing Clients are expressing interest in purchasing their affordable houses and have been assessed by the Trust. There are now 4 Clients that are currently pursuing their applications for mortgage financing with their respective banks.
- Affordable Housing Delinquent Clients – As a follow up from the previous directive to gradually work with Clients to reduce their arrears, it has been noted that there are a few Clients that have not made any commitment on their part to reduce their current or outstanding balance. The Trust has now exhausted all means in working with these individuals as there is no willingness on the Client's part to address their delinquency balance.

**Agreed:** Kindly provide one month notice to these individuals to address their delinquency balance and also provide if necessary the option that they seek financing to purchase the affordable house that they currently occupy. Further advice that failure comply with these conditions will result in an eviction.

8.3 Old AHI Client Assessment - A brief overview was given on the status and the Assessment of the Affordable Housing Clients that currently occupy the Old Affordable Houses in West Bay and Eastern Avenue.

The Trust initially referred 32 tenants however the assessment report was only submitted for 20 tenants. Confirmation was given from the Needs Assessment Unit (NAU) that only tenants that attended the sessions and provided the requested documentation were assessed. The NAU further advised that they have been understaffed and an exercise to assess the remaining clients cannot be arranged, tenants wishing to be assessed will need to attend a walk in session.

It was acknowledged that there are some issues that extend beyond the housing and the remit of the Trust. On that note an updated report along with the NAU assessment report is to be submitted to the respective Government Ministry to review and act on.

**Agreed:** NHDT to update the report on the Clients position with the Trust and to forward the NAU assessment to Ministry for consideration.

## 9. GGHAM Program

9.1 Update on the Program – The routine work has been ongoing with administration of the Clients that obtain the ownership under this program. The Trust is in the final stage of completing the Quarterly reports from the respective participating banks.

**10. Property Management & Projects**

**10.1 New AHI Houses in East End, Windsor Park, and West Bay & Bodden Town.**

- **Routine Maintenance** - The works have been ongoing with minor repairs and maintenance on the new houses.
- **Remedial Work on Vacant Houses** – The remedial on the vacant Houses in Bodden Town is complete and work has commenced gradually in the other vacant houses in East End & West Bay.

**10.2 Old AHI Houses**

- **Routine Maintenance** - As mandated the works has been limited to septic and common area maintenance. Clients continue to complain with the deterioration of these houses, however there are a few Tenants that are doing their own clean up and touch up in preparation for the festive season.
- **The Old AHI Houses** are being demolished once they are vacant. To date there are 29 Old AHI houses (25 in WB and 4 in Eastern Ave) that are currently being occupied.
- **Clearing of vacant lots** – Approval has been given that grading and lawn service to be undertaken for the 19 vacant lots in the Old West Bay Housing Site. The following cost bids were provided for Board review and approval.

Company Name	Total Lots	Cost	Monthly Maintenance Cost	Description of Job
Proplus Maintenance & Gardening Service	19	\$1,050		String trim grass, cut back shrubs and over hanging branches along fence, blow and rake debris by trucking to landfill.
Dawkins Landscaping	19	\$5,500	\$3,500	Cutting vacant lots and common area.
Larosa Gardening	19	\$1,830	\$1,235	Cutting vacant lot and common area.
A & A Heavy Equipment	19	\$2,500		Grading vacant lots and common area

**Agreed:** The clearing of the 19 lots be awarded to A&A Heavy Equipment. Also agreed that the monthly maintenance cost bid for vacant lots be revisited at a later date and to be decided by the Project & Building Committee.

**Agreed:** The equivalent clearing of the grounds is to be undertaken at the Eastern Avenue Housing Site to facilitate the Kids Christmas Party that is currently being planned.

**11. Other Matters**

11.1 NHDT Kids Christmas Party – As a follow from the Boards’ directives that all efforts be made to partner in with local vendors to import toys for the kids Christmas Party, the Board was advised that the leading toy vendors confirmed that they do not generally do batch orders of toys for charities or non for profit organization. The vendors further confirmed that the stocks of toys imported are for their sales. It was also communicated that the leading charity organizations on the Islands do their own shopping overseas as they maximize on the capacity of toys for the festive season.

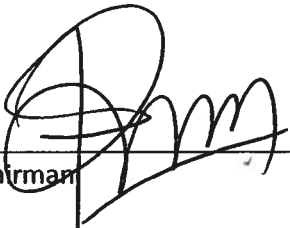
**Agreed:** It was agreed that the NHDT do the relevant arrangement to shop for the toys overseas and also commence a toy drive locally. Approval was also given to proceed with planning the Annual Kids Christmas party and stay within the budgeted costs.


**12. Adjournment**

The meeting adjourned at 12:15 pm.

**13. Next Meeting**

The next Board of Directors Meeting will be held on Wednesday, January 14, 2014 at 10:00a.m.

  
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Chairman  
  
3/2/2015  
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Date

  
\_\_\_\_\_  
General Manager  
  
13/01/2015  
\_\_\_\_\_  
Date