



Board Minutes
National Housing Development Trust Board of Directors Meeting
Thursday, January 30, 2014
11:00 a.m.

1. Call to Order

The Chairman called the meeting to order at 11:15 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	✓	
Chief Officer, PLAHI or Designate Mrs. Tanya Vasquez-Ebanks	TV-E	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:

By: GP & HM

4. Chairman's Opening Remarks

5. Formal Approval of the Previous Board Minutes & Extra Ordinary Meeting Minutes

Minutes of the Board of Directors meeting held on January 16, 2014 to be confirmed.

Moved: **Rayburn Farrington**

Second: **Allan Bush**

Agreed: **All members present**

Matters Arising from Minutes

Affordable Housing Client Assessment:

6. Concerns were made by the Chairlady of the Finance Committee that upon her observation of reviewing four applicants file there were no job letters or bank references for three old applicants and one existing new applicant that currently occupies one of the new houses on a straight lease basis. It was further emphasized that this is of great concern.

Consequently, the GM advised that previously the job letters and bank references were not required when initially applying for an AHI House and would only be requested by NHDT upon being short listed. Previously, the new affordable houses were distributed on a rental basis and a bank reference was not required.

NHDT currently has received over 200 applications for the Bodden Town houses that date back to 2009 and there are some applicants that did provide job letters. However, now that the NHDT is selling these houses, it is only practical that the required information be submitted and necessitates that. For this means it would only be proper that directives be given on how 200+ applications will be assessed. Should the Trust reach out to the 200+ applicants to provide the required information or should there be some set criteria in short listing these clients? The Board was reminded that a set policy on distribution of these houses needs to be defined.

Agreed:

- NHDT to assess all applications and to further reach out to all applicants to provide the information as required on the AHI application check list. Once this exercise is completed these applications along with the required information will be forwarded to Finance Committee for review, short list and then submitted for Board Approval.
- New applications must be duly completed and submitted with all the information as outlined in the required check list.

7. Good Governance Survey

It was also brought to the Board's attention that further a local media the Trust was outlined as non-compliant in completing a survey that was provided by the Office of the Auditor General.

The requested survey dates back to May 2012 and for which was forwarded to the then Chairman. This survey runs in line with the requested Governance Policy that needs to be drafted and approved by the NHDT stakeholders.

Action: JR to complete the OAG's survey on Good Governance and provide for review at the next schedule board meeting.

8. Derelict Cars at Old Affordable Housing Site.

The Trust is waiting on the assistance from the DVES to assist with removing the derelict cars. It was outlined that the cost for this and any Government Department exercise billed/passed on between departments.

9. Task List from Board Meetings

It was requested that going forward a task list report be provided to the Board for all the tasks assigned in the board meetings. The GM advised that a task list process is something that is completed and maintained internally and readily available for review.

Action: JR to provide the task list from today's meeting for update and review at the next board meeting.

10. Audit/Accounting/Finance

Financial Audit Report 2011-12 – Review for Approval & Sign Off

Management Points – The Board completed the review process from the last meeting by reviewing all signed staff job descriptions and cross checking the cash handling and reporting functions for the employees that are tasked with these functions.

Agreed: The Board was fully satisfied that the management points as outlined by the Office of the Auditor General's Office for the 2011-12 reporting period have been addressed and approval was given for sign off on the Financial Statement for the 2011-12 reporting period.

Action: JR to update the management point report and provide as support/addendum the Office of the Auditor General's Office.

11. Affordable Housing Initiative Program – (AHI) Program

- a. **The Draft Resolution for the Sale of the New AHI Houses** – the attached resolution that outlines the sale of the affordable houses for existing client and prospective applicants was approved and signed off by the Board Members.
- b. **Old AHI Client Assessment** – A high level report was provided for review that outlined all existing clients and their balances with NHDT.
- c. **New AHI Client Assessment** – NHDT Administrators are currently reaching out to the prospective applicants to provide updated information to assist in finalizing the assessment.
- d. **The Department of Children and Family Services (DCFS) Houses** - The Board was advised that the DCFS has given notice to vacate the Eastern Avenue house by the end of February 2014 and will notify the Trust in due course of their position on the Old West Bay House. The Board was advised that the DCFS is backed up approximately \$30,000 in rent as at January 2014. The rent was also inclusive of utilities for which has been covered by NHDT.

Agreed: Provide notice to the DCFS that due to non-payment on their part, NHDT will discontinue utilities services for the two old affordable houses that have been assigned to them and that they are to make the necessary arrangements to relocate the tenants.

- e. **Eastern Avenue Old Houses** - The houses that were constructed in 2004 did not have the relevant Certificates of Occupancy. Therefore, NHDT shared the costs for the water meter connection with the clients and paid for their water bills. NHDT then billed the clients for rent & water.

The Board was reminded that of the five clients that currently occupy the Eastern Avenue houses, there was only one client that maintained their monthly commitment payment.

Agreed: Notify the delinquent clients that due to nonpayment, NHDT will discontinue water services for their houses.

Agreed: Complete the assessment on the good standing client from Eastern Avenue. The client to be referred as a potential applicant for the new vacant houses.

12. GGHAM Program – Update

- a. **Quarterly Balances** – As expressed previously, the quarterly bank balance review for December 2013 is ongoing as NHDT is currently waiting on two of the participating banks to submit their balances.
- b. **Delinquency Update** – The delinquency process is ongoing and assessment are undertaking on clients that are over 2 months delinquent.
- c. **Banks notice on Demand Payment** – NHDT is currently looking into various notifications on demand payment requests from participating banks on clients that they have identified as severely delinquent and further advised that the relevant instructions have been given to their respective attorneys to act on and formally request the demand payment of the 35% liability on the mortgage from Central Government. The notifications were categorized as follows:
 - I. **Premature Case** - There is case that can argued as premature (i.e. in arrears for approx \$2,000) as the banks did not follow the protocols in working with the clients.
 - II. **Save the Mortgage Program** - There is an issue with one participating bank that applied, in 2012, proceeds from the Save the Mortgage Program to the client principal amount as opposed to the arrears position for three clients.
 - III. **Justified Cases** – There are a few cases whereby bank claims are justified as the clients did not make sufficient commitment to address their arrears.

Agreed: The Finance Committee and the Board to be updated on the above matters.

13. Project & Property Management – Update

- a. **Light House Gardens (West Bay) encroachment issue** – The Board was advised that the Ministry of PLAHI and the Lands & Survey Department are currently waiting on the adjacent land owner to sign on the relevant paper work.
Action: Pursue this matter with the Ministry of PLAHI.

b. **Destiny Heights (Bodden Town) easement grant** – The relevant notification and documentation have been provided to the adjacent land owners, Look Out Holdings Ltd and NHDT is currently waiting on their approval and sign off.

c. **Ongoing Project Works Update:**

I. **Remedial Work** on the vacant houses will be undertaken and completed within 2-3 weeks.

II. **Leaking Roof on Windsor Park New House** – It was reported that a complaint has been received on a house that was leaking through weather head.

Action: Request that the Contractor that was assigned the leaking house in Windsor Park do remedial work on rectify the issue. However due to the laps in the warranty period NHDT may be required to undertake the required works.

d. **Windsor Park Lot that was Graded:** The Board was advised that the homeowner that provided her house lot to be graded to assist with a safer and wider turn at the Windsor Park housing site is awaiting confirmation from NHDT on how much she will be refunded for conceding approximately 300 sq ft of the property that was initial assigned. It was outlined that it was estimated that the refund will be approximately \$3,500.

Agreed: Do the relevant calculation and apply to the clients account.

14. **Office Lease – Update**

The two proposed office layout floor plans as provided by the CIG Public Works Department was discussed and approved by the Board.

Agreed: The board decided that Option 2 was most practical option as it would require less fit out work and further identified as the most cost efficient option.

Action: Further liaise with the CIG Department of Land & Survey Department to outline the ongoing office lease renewal terms.

15. **Other Matters**

a. **Media Request** - The Board was provided with a request from Cayman Free Press that outlined questions on updates of NHDT Programs.

Action: JR to complete the questionnaire, provide by way of round robin to the Board then submit to the Ministry of PLAHI for vetting.

b. **Box Truck** - The NHDT Box truck has been parked and not utilized due to constant break downs. The truck has been fully depreciated and has accumulated a high maintenance and repair cost.


Action: Make all efforts to sell the truck or forward to the Department of Vehicles to place for auction.

16. **Adjournment**

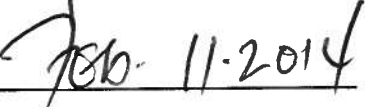
The meeting adjourned at 1:50pm.

17. **Next Meeting**

The next Board of Directors Meeting will be held on February 13, 2014 at 11:00am.



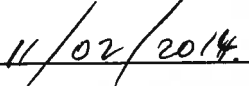
George Anthony Powell
Chairman



Date



Julio Ramos
General Manager



Date