



**MINUTES**

**National Housing Development Trust Board of Directors Meeting**

**Thursday, July 31, 2014**

**11:00 a.m.**

**1. Call to Order**

The Chairman called the meeting to order at 11:12a.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**

The Chairman welcomed all attendees and JR led the meeting with a prayer.

**4. Chairman's Opening Remarks**

The Chairman expressed that issues discussed at the Board meeting are to be internal and to be careful in the way things are conveyed outside of the board room as they may be interpreted wrongly and can demerit the Board.

It was concluded that at times there may be conflicts internally that are attributed to personalities for which should be put aside and aim at meeting the objectives of the Trust.

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

Minutes of the Board of Directors meeting held on July 3, 2014 was confirmed with minor edits.

**Moved:** TE

**Second:** LR

**Agreed:** All Members Present

**6. Matters arising from the last Board Meetings** - A Review of the task list from the previous board meeting were made and the following confirmed.

6.1 Revaluation of the NHDT Eastern Avenue Property (Block13E Parcel166) - As a follow up from the previous discussions the following were concluded on the valuations that were requested for the NHDT Eastern Avenue property and the two adjoining Crown lots.

<b>Location</b>	<b>Block &amp; Parcel</b>	<b>Current Zoning</b>	<b>Valuation</b>
NHDT Eastern Avenue Property	13E 166	High Density Residential	CI\$680k based on current zoning HDR and CI\$2,7m if zoned General Commercial (@\$15 per sqft)
National Trust-Lot (Size 0.322acres/14,052sqft)	13E 151	High Density Residential	CI\$91,000 (@6.50per sqft)
George Town Courts -Lot (Size 0.4324 acres/18,835 sqft)	13E 152	Part High Density Residential & Part General Commercial	CI\$348,000 (@18.50per sqft) & nominal value of \$9k for the existing sports use.

It was further confirmed that protocols for the Sale of Government Property was outlined and to start off a resolution would need to be passed for the sale of the property. Additionally it was recommended that the formalities of acquiring the adjoining lots be made in writing to the Ministry.

**Agreed:** Write a memo to the Ministry outlining the outcomes of the valuation and the Boards conclusions with respect to the Eastern Avenue Properties. Additionally request that a confirmation be given with respect to these properties.

6.2 Property & Project Works - The assessment of the required works for the remedial work for Bodden Town Site has been completed. It was further recommended that thorough review of the stages of the project development be made for any planned project works.

6.3 Staff and Operational Issues – As a formality and to follow on from the meeting with the Staff it was concluded that all staff issues and complaints are to be made in writing by way hard copy(i.e. memo or letter) and addressed to the General Manager. As a formality the issues or complaints are not to be submitted or forwarded by email.

6.4 Financial Performance – The detail review of the Financial Performance was deferred to the next meeting. In the interim it was outlined that the accumulated overtime as reflected in the Profit & Loss for 2013-14 reporting period was mainly attributed to the required assessment of the Old Affordable Housing Tenants and the New AHI applicants.

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

7.1 The 2012-13 Financial Audit – The trust is currently waiting on the opinion for the Financial Audit for the 2012-13 reporting period.

7.2 2013-14 Equity and Output Billing to Cabinet update, the following breakdown was provided.

- The balance of C\$984k from the Equity Billing has been refunded to the Trust and now deposited to the Project Development Account.
- The Trust is currently finalizing billing for Quarters 3 & 4 for Operational Outputs.

7.3 Preparation for NHDT Audit 2013-2014 – The preparation of the 2013-14 Financial Performance Draft is currently being undertaken and will be completed prior to the August month end deadline.

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

8.1 Finance Committee's Update on the AHI Client Assessment- An overview of the Client Application Review & Assessment was presented by the Chairlady of the Finance Committee and the following points were tabled for discussion from the most recent meeting.

- Short Listed Clients - A second review was conducted on short listed clients and it was concluded that the applicants need provide further information that would assist in referring them to the banks. It was also outlined that standing check list and correspondence letters be drafted.
- Property Owners - Further to the review of the database it was identified that there were individuals that own land for were developed and undeveloped. A concern was raised if consideration will be given to individuals that acquired jointly with siblings by way of inheritance.

**Agreed:** Individuals with property do not meet the AHI Criteria and the Trust should advise property owners that they can obtain financing by utilizing their property whether independent or jointly.

- Special Case Applicant – The Committee advised that it reviewed an application of an individual that owned jointly with siblings that was acquired by way of inheritance. On hind sight the applicant would never be able to own or live in the property as the property is currently occupied by relatives.

On an overview the applicant fulfills the requirement under the AHI needs assessment as she has a special needs dependent that requires special attention. Based on the financial assessment she has provided proof her savings and opted to utilize her pensions that would be sufficient to finance the purchase of the affordable house. Based on her circumstances this

particular client has been referred to the Board for consideration.

**Agreed:** The Trust proceeds in providing an opportunity as a one off case for this applicant to acquire one of the affordable houses.

8.2 Old AHI Client Assessment – The Trust was advised that it was in receipt of a partially completed assessment report from the Needs Assessment Unit (NAU) of the Department of Children and Family Services that identified a mixture of clients that require Government assistance and Clients that operate at surplus. The NAU apologizes for the delay in the completing the required report, as they have been short staffed. A confirmation was given that this exercise will be completed within the first week of August 2014.

9. GGHAM Program - The routine administrative has been ongoing. The Ministry & the Trust is waiting on the CIBA's feed back on the ongoing discussion with respect to resolving the pertinent issues that have been identified with the GGHAM Program.

**Agreed:** Provide the updated GGHAM quarterly reports for June 2014 at the next board meeting.

## 10. Property Management & Projects

Property & Project works A progress report on the Property & Project works was circulated for review and the following were table for discussion:

### 10.1 Bodden Town 43D 176 (New Development)

- Remedial Works - The exterior remedial works is now complete and the remedial on the interior works has started. It is anticipated that the remedial works will be completed by the end of August 2014.
- Boundary Markers - Some of the boundary markers will need to be relocated and re-established as these were damaged and covered up with when the infrastructure works were completed. Based on a referral through Land & Survey Department it is estimated that it would cost the Trust approximately \$3,500 to replace these markers.
- Proposed Fencing – It has been proposed that the Trust install fencing to the rear and sides of the lots in Bodden Town to enclose for privacy and to instill pride in homeownership as initially outlined in mandates of the Trust.

Reservations were made with respect to undertaking this additional work as it would be costly to the Trust, concerns were also raised that there will not be any maintenance of this fence. That being said it would be more practical for homeowner to erect their fence.

**Agreed:** That the Trust is to coordinate a communicate meeting to update the Clients on the

mandate of the Trust. In the meeting it will recommend that a Community Committee be established and the Trust will make arrangements to further partner with other Community Development Committees to address the social aspects of the Community.

#### **10.2 West Bay (4B 673) Light House Gardens (New Housing Site)**

- **Remedial Work** - A Walkthrough on the remedial works to be carried out for 4 additional houses that are up for sale has been completed and is now waiting on Bodden Town remedial works to be completed, and once completed works will commence right after.
- **Rental Client Refitting AHI New House** – It was brought to the attention of the Board that an existing AHI Rental Client undertook the exercise of refitting the 2Bedroom house to accommodate space for their 5 kids plus wife is expecting another child. A site visit was carried out by the Trust and it was concluded that it would cost approximately \$12,000 to correct.

The Board was advised with two options in addressing

1. Evict the Individuals
2. Proposed that the Client buy the House as is and move on.

**Agreed:** Call in the Client to a meeting and advice on the two options they are faced with. Additionally write a strong letter advising of the breach on the rental agreement.

#### **10.3 West Bay (4C 585) APPLE BLOSSOM (Old Housing Site)**

- **General Maintenance** - Sewage and common area being maintained as per Board Resolution. However, due to Environmental Dept not picking up garbage once a week due to shortage on Trucks sometime there is an overflow of garbage whereas Maintenance Officer have to collect and take to George Town landfill.

#### **10.4 Windsor Park (14E 719) (New Housing Site)**

- **General Maintenance** - Routine maintenance and yard work undertaken when required.

### **11. Other Matters**

11.1 **New Affordable Housing Property Insurance.** It was confirmed that the relevant property insurance that was approved by way of round robin is now in place with Derek Bogle Insurance Broker via Island Heritage Insurance Company.

11.2 **Bodden Town Site - Alternative Access** An adjacent owner to the Bodden Town housing site

property has that previously proposed an alternative access point has requested if consideration can be give to be compensated for the property the lot that will be proposed as access to the Bodden Town site.

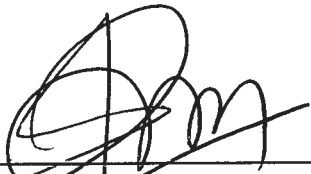
**Agreed:** Communicate to the adjacent land owner that there will be no compensation for the lot will be facilitated as this was not initially agreed in the initial proposal. It was concluded that upon being granted access the developer will obtain benefit as the road would eventually be gazette.

**12. Adjournment**

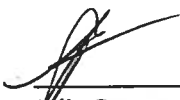
The meeting adjourned at 1:40pm.

**13. Next Meeting**

The next Board of Directors Meeting will be held on Wednesday August 20, 2014 at 11:00am.

  
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George Anthony Powell  
Chairman

02/09/2014  
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Date

  
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Julio Ramos  
General Manager

21/8/2014  
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Date