

Minutes of the
HOME Board Meeting
May 15, 2008

Members Present: Duane Paulson, Ron Buchanan, Mark Baldwin, Alan Schupp, Joe Birbaum, Kathleen Schilling, Mark Hoefert, Scott Seefeldt, Jill Haupt, John Hilber, Maria Watts and Greg David

Staff: Glen Lewinski, Kathy Kamp, Kristin Silva and Nancy Mojica

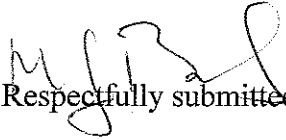
Guest: Lee Martinson, Slinger Housing Authority, Robin Lulich, Hartford C.D.A., Dennis Heling, Jefferson County Economic Development, Lauren Cravens, Jefferson County Habitat for Humanity, Tim Rowe, Bernie Juno, Hebron House of Hospitality, Steve Schnoll, General Capital Group and Rose Sura, hbc services, inc.

- I. The meeting was called to order by the Chair with a quorum of the Board present at 9:01 a.m.
- II. On a motion by Duane Paulson and seconded by Ron Buchanan, the minutes from the April 17, 2008 were unanimously approved.
- III. No Public or Staff Comments were heard
New Board members were introduced Greg David and Scott Seefeldt; both will be represent Jefferson County.
- IV. Staff indicated that previous loan records from CHI would be moved and delivered to WI Partnership next Tuesday, May 20, 2008. The Partnership will service the loans thereafter including but not limited to assignment documents prepared for transfer to Waukesha County, payoff, subordinations, satisfactions and additional loan expenditures. Interest buydown files are on hold until the participating lenders select a servicing agent. The interest buydown portion of the loan will need to be assigned to Waukesha County.
- V. WI Partnership Reports
 - a. The Fund Balance Report was accepted without action.
 - b. WI Partnership indicated that 1/3 of Dennison Report findings have been resolved, 1/3 is in process and 1/3 will be addressed through HUD consultant contract. Specific report findings were discussed during the April Board meeting as presented by Marcia Bergeson.
 - c. It was agreed at the April meeting to transfer Marketing cost from an Administration budget cost to a direct program cost. WI Partnership indicated that each DPA and Rehab loan would incur a \$250.00 marketing cost. None of these costs will be paid by the homeowner but will be absorbed as part of the program cost.
 - d. WI Partnership discussed in depth a problem with a Housing Rehab loan in Jefferson County and attempts to get the owner and contractor to agree to arbitration. Staff will continue to try to resolve this issue.

- VI. County Allocation Set-aside Applications Received
- a. Staff explained that each county would need to develop a review and approval process, prepare a public notice that proposals will be reviewed and comments requested prior to funding and approve local recommended funding for action by the HOME Board.
 - b. Current available funds for local allocations projects were outlined in the Fund Balance Report.
- VII. Based on the monitoring report presented by Marcia Bergeson, HUD at the previous meeting and regulatory provisions related to "Waukesha County" liability for rental rehab developments, on a motion by Joe Birbaum and seconded by Duane Paulson, the Board unanimously agreed to place a moratorium on funding rental development (with the exception of the current received applications) until an analysis of liability and staffing can be completed.
- VIII. Applications accepted –
- a-c. On motion by Ron Buchanan and seconded by Kathleen Schilling, the three applications submitted for land purchase from the Jefferson County Habitat for Humanity were unanimously accepted. Habitat Director Cravens indicated that funds would be accepted as a loan with continuous deferred payment provided until sale, title transfer or re-financing unless the new buyer was low or moderate income. If the buyer is not low moderate income (LMI), the loan for the land purchase must be repaid in full at 0% interest. Any funding for land purchase would be allocated from available program income. The Jefferson County Habitat for Humanity is currently not a CHDO.
 - d. On a motion by Duane Paulson and seconded by Ron Buchanan, the application for funding submitted by Washington County Hartford Community Development for rent/security deposit, Tenant Based Rental Assistance (TBRA) was tabled by unanimous vote until a similar application for the Washington County local set-aside allocation is acted upon.
- IX. Action Items.
- a. On a motion by Joe Birbaum and seconded by Duane Paulson, the Board by unanimous vote reduced the funding for Washington County Habitat for Humanity Rural Street in Hartford property from \$28,000 to \$27,000 a reduction of \$1,000 based on the final Closing.
 - b. After a presentation by Steve Schnoll, representing General Capital and discussion regarding Waukesha County liability, on a motion by Jill Haupt seconded by Joe Birbaum, the funding request for Oak Hill Village was tabled until clarification on affordability and liability can be resolve.
 - c. Kristin Silva, WI Partnership led a discussion on the issue of loan to value and how the current 110% maximum affects households seek Rehab and / or Purchase/Rehab assistance.
On a motion by Kathleen Schilling and seconded by Maria Watts with Joe Birbaum abstaining, the Board approved subject to a one year review increasing the loan to value ratio from 110% to 120%, the motion was approved with the one abstention.
 - d. On a motion by Duane Paulson and seconded by Ron Buchanan, the board approved re-allocating Administrative funds from Marketing (\$11,588) to assist in cost related to file transfer to include but not limited to the following: moving costs, personnel, assignment of loans, filing fees, payoff / satisfaction or subordination documents and storage.

e. On a motion by Joe Birbaum and seconded by Duane Paulson, the term of Board members clause in the by-law was approved by unanimous vote.

X. On a motion by Ron Buchanan and seconded by Mark Hoefert, the meeting was adjourned at 10:44 a.m.


Respectfully submitted,

Mark Baldwin
Chair, HOME Board