



2043 Montgomery Highway, P.O. Box 7002, Dothan, AL 36302
Office (334)792-8453 Fax (334)678-7361
www.wiregrasshabitat.org

Homeowner Services Report March 2014

Mortgage Initiation/ Servicing/ Foreclosures

- Satisfaction of Mortgage received for 865 Chickasaw Street.
- Closed on 1191 S. St Hwy 103 Slocomb, Alabama
- Prepared GFE and TIL documents in preparation for closing on 205 Adkins Court and 210 Adkins Court. Prepared Closing Orders and forwarded to attorney.
- Drafted and mailed delinquency letters.
- Monitoring 9 repayment agreements.
- Managed ACH mortgage accounts.
- One ACH mortgage pay-off was returned due to insufficient funds. Emailed homeowner regarding this issue. Awaiting response.
- Delinquencies: Please see accompanying report.

Home Maintenance / Re-hab Issues

- 203 Adkins Court has undergone sheetrock repair and has been primed and received one coat of paint. Additional painting needed. Flooring will have to be replaced, the plumbing and electrical as well as the HVAC inspected.
- 3 Concours Court has undergone plumbing, electrical and sheetrock repair.
- WHFH fence separating Diamond Grove from the railroad track was set on fire and reported to us by one of our homeowners. The homeowner reported that she called the fire department and the fire was contained and extinguished. I investigated the vandalism and took photos of the damage.
- 1207 Persimmon needs additional painting and floor work.
- Ordered whirlpool refrigerators and ranges for new re-cycled home homeowners.

Family Selection

- Acceptance agreements drafted, reviewed and signed by families selected to purchase 210 Adkins Court, 203 Adkins Court, 1207 Persimmon Street and 315 Pleasant Road.
- WHFH Family Selection Committee nearing the end of the selection process for the upcoming new construction program. Served as liaison to this committee. Attending all meetings, completing all paperwork to include letters of Adverse Action as required by law.

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Construction/ Critical Home Repair / Weatherization/ Wheelchair Ramp

- 13 homes are being assessed for the Critical Home Repair Program.
- 1 CDBG Critical Home Repair project completed.
- 1 WEC ADECA Weatherization project complete.
- 1 WEC ADECA Weatherization project underway.
- Continued to perform intake/follow-up. Screen frequent calls of applicants in queue.
- Followed up with one home maintenance issue.
- Attended pre-construction meeting for Ashford build.
- Attended meeting with ED and Ashford mayor regarding Ashford build.
- Secured survey for Ashford Build.
- Ordered construction items from myhabitat....Cree, Dow, Valspar.
- Supervised volunteers at 203 Adkins Court.

Land Acquisition/Maintenance

- Working with donor regarding possible donation of lot and home at 107 Woods Drive Dothan, AL. **Update: Accountant advised donor to sell the home, which they did.**
- Ordered bush hogging of Ashford property.
- WHFH lots continue to be maintained by current contractor. Contract is about to expire. The current contractor informed me that he would continue to maintain the lots at his current rate of reimbursement. He has performed well thus we may will to extend his contract for the upcoming year.

Homeowner Education, Empowerment and Engagement

- Continue with planning for upcoming Homeowner Education Program.
- Working with the Wiregrass Master Gardener's Association to facilitate the annual plant giveaway to new WHFH homeowners to be held April 12th.

Supervision

- Ongoing training and supervision of Senior Aide receptionist.
- Working with Vaughn Blumberg to provide onsite job training for one of their participants who is eligible for job placement. She will be volunteering her services to WHFH at the receptionist's desk on Tuesdays and Thursdays.

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Counseling/ Referral

- Drafted and mailed letters to the Alabama Department of Human Resources as needed for various homeowners for payment verification.
- Updated New Construction Interested Applicant List.
- Provided ongoing counseling and social service referral to Homeowners, Partner Families and general callers.