

ACCOMACK-NORTHAMPTON REGIONAL HOUSING AUTHORITY

MINUTES OF THE

January 25, 2017

4:00 p.m.

The Enterprise Building

Accomac, Virginia

DIRECTORS PRESENT:

Richard Jenkins
John Andrejowski
Vincent Holt

Accomack County
Northampton County
Section 8 Representative

DIRECTORS ABSENT:

Steven B. Miner
Ernest H. Washington

Accomack County
Northampton County

OTHERS PRESENT:

Elaine Meil
Susan Haycox
Melissa Matthews

Kat Edwards
David Annis
Colin Kean

1. Call to Order

Vice-Chairman Jenkins called the meeting to order at 4:00 p.m.

2. Minutes of the November 30, 2016 Meeting

Presented were the minutes of the November 30, 2016 meeting.

Adoption of the presented minutes was requested.

Director Holt moved to approve the minutes of the November 30, 2016 meeting as presented. Seconded by Director Andrejowski, the motion carried by unanimous vote.

3. Bills Payable and Financial Statement

Commission approval is requested for the following Bills Payable and attached Financial Statements:

General Operating Account		
A-NPDC	A-NRHA Management Services, Nov./Dec.	\$ 1,206.52
A-NPDC	Crispus Attucks Management, Nov./Dec.	278.50
A-NPDC	Sunnyside Village Management, Nov./Dec.	364.13
A-NPDC	William Hughes Management, Nov./Dec.	1,803.31
A-NPDC	Virginia Street Management, Nov./Dec.	1,553.37
A-NPDC	Mill Run Management, Nov./Dec.	647.97
A-NPDC	Tax Credit Compliance, Nov./Dec.	<u>3,267.18</u>
	Total Due A-NPDC	\$ 9,120.98*
Section 8 Checking Account		
A-NPDC	Administration, Nov./Dec.	\$54,638.38*

* Detail is included with agenda item "Current A-NPDC Financial Report"

Director Holt moved to approve all the Bills Payable as presented. Seconded by Director Andrejowski, the motion carried by unanimous vote.

4. Current A-NPDC Projects Financial Report

The attached report indicates that 49.04 percent of the FY 2017 budget had been expended while 50 percent of the fiscal year had passed.

Board acceptance of the attached report was requested.

Director Andrejowski moved to accept the Current A-NPDC Financial Report as presented. Seconded by Director Holt, the motion carried by unanimous vote.

5. CY 2017 Budgets

Board adoption of the following attached CY 2017 Budgets was requested:

1. Mill Run Apartments
2. Crispus Attucks
3. Onancock Square Apartments (approved by USDA)
4. William Hughes Apartments (approved by USDA)

Director Holt moved to accept the CY 2017 Budgets as requested. Seconded by Director Andrejowski, the motion carried by unanimous vote.

6. Property Management

Mill Run Apartments – 26 Duplex Apartments

- Vacancies: Mill Run has one vacancy. A new tenant has been approved to move in.
- Rent: All rents are current.
- Maintenance Issues: Only routine maintenance and turning units for new tenants.
- Other: The December DHCD, HOME review and audit went very well. VHDA also conducted a review in October, but we haven't as yet received the report.

Sunnyside Village – 23 Single Family Houses

- Vacancies: Sunnyside is fully leased.
- Rent: Two families are behind and court action is scheduled for both. Our property manager believes that both will be resolved before the court date.
- Maintenance Issues: Management is working on a number of improvements as a result of an inspection by our hazard insurance company.
- Other: VHDA conducted an on-site inspection/audit in October and noted some items that needed corrections. Those revisions have been completed and submitted to VHDA. DHCD's audit went well, with only minor clarifications on a couple of issues. We can expect full reports from both agencies within 60 days.

Virginia Street – 10 Single Family Houses

- Vacancies: Virginia Street is fully leased.
- Rent: All rents are current.
- Maintenance issues: Only routine maintenance and unit turn over repairs.
- Other: Nothing to report.

Onancock Square – 40 Apartments in 4 Buildings

- Vacancies: Currently 2 vacant units, one of which has a move-in scheduled for the 16th, and the second on February 1st.
- Rent: Four families are behind with rent payments, two of which should become current by the 20th, and the remaining two by the end of January.
- Maintenance: Only routine maintenance items.
- Other: Nothing to report.

Crispus Attucks Apartments – 22 Duplex Apartments

- Vacancies: Fully leased.
- Rent: All rents are current.
- Maintenance: Only day-to-day routine maintenance.
- Other: VHDA completed an audit/inspection in October and found one asset correction on a certification that did not affect the rent calculations. Otherwise, the audit went very well. DHCD's December audit also went very well. We expect to receive the full reports within 60 days.

William Hughes Apartments – 34 Apartments in 6 Buildings

- Vacancies: William Hughes is fully leased.
- Rent: All rents are current.
- Maintenance issues: Nothing to report other than working to repair items damaged by last summer’s humidity issues.
- Other issues: No word from Nubeam. DHCD’s December audit went very well. We still haven’t received a report from VHDA’s October audit and inspections.

Current financial reports for each property were attached for review.

7. Housing Development Projects

William Hughes Apartments

Our property manager is repairing some drywall that was damaged by moisture from the ongoing humidity problems in a few of the one-story units. The problem has disappeared for now, but may very well reappear during the hottest summer months. Our construction contractor had arranged for a weatherization specialists to perform an analyst of the moisture problems, but has yet to confirm a date for that visit.

Virginia Street Houses

The Virginia Street tenant who had expressed an interest in purchasing the house she occupies on Virginia Street has not followed-through with repairing credit issues, and has missed appointments with our housing counselor.

8. Housing Choice Voucher Section 8 Program

We are currently serving 513 families (down from 1 from last RHA report). We have 62 families pending action, either moving within the locality, receiving a new voucher or porting in or out.

The Section 8 waiting list opened on January 17th. Almost 200 applications were given out on the first day. The waiting list will remain open until close of business day on January 27th.

9. Housing Counseling

Pre-Purchase Counseling	Current Month: Nov & Dec
# of orientations held	0
Orientation attendees	0
Client Intakes	7
Additional Counseling Sessions Held	7

# of final workshops held	1
Mortgage submissions	3
Mortgage closings	1
Financing leveraged	\$199,000

Growing Your Money Financial Literacy	Current Month: Nov & Dec
New GYM participants	23
GYM graduates	23

Default and Foreclosure Counseling	Current Month: Nov & Dec
Intake sessions	1
Additional Foreclosure Sessions	1
Positive Foreclosure Prevention Outcomes	2
Homeowner Budget/Predatory lending Counseling	1

Facilitated a two night Pre-Purchase Workshop at ESCC Nov 16 & 17th with 24 people in attendance-largest group to date

Met with the new Outreach Pastor, Antoine Brown, from Cape Charles Baptist Church. Pastor Brown has a vision for organized outreach on the Shore and was anxious to learn more about the programs and services through the A-NPDC.

The Community Partners of the Eastern Shore (CPES) will be participating in the annual statewide Homeless Point in Time (PIT) count. This annual count is a 24 hour snapshot of homeless individuals/families in Accomack and Northampton Counties. It will be conducted on January 25, 2017.

Attached is the flier to distribute about the count and volunteer training.

10. Executive Director's Report

Asset Management Activities

Fifteen individuals are also being managed for debt owed to the Housing Choice Voucher Program.

Staff has increased fraud investigation activities and expects the number of individuals managed to increase. Over the past year, staff identified over \$52,000 in overpayments made due to unreported income.

USDA Visit

Staff will be meeting with USDA representatives about their multi-family housing programs on February 8, 2017.

Lack of Indoor Plumbing Study

The count of homes without indoor plumbing on the seaside of Northampton County is complete. A cursory count of addresses shows 13 homes without indoor plumbing. The Eastern Shore of Virginia Housing Alliance is assisting homeowners with accessing the Indoor Plumbing Rehabilitation Program.

11. Other Matters

Vice-Chairman Jenkins asked Director of Housing Development Annis to provide more information about tax credits at the next Board Meeting.

12. Public Participation

No public participation took place at this time.

13. Adjournment

There being no further business, the meeting was adjourned.

Copy teste:

Steve Miner, Chairman

Elaine K. N. Meil, Secretary/Treasurer