DIRECTORS PRESENT:

Richard Jenkins  
Ernest H. Washington  
Vincent Holt  

Accomack County  
Northampton County  
Section 8 Representative

DIRECTORS ABSENT:

Vacant  
John Andrejowski  

Accomack County  
Northampton County

OTHERS PRESENT:

Elaine Meil  
Susan Haycox  
Melissa Matthews  
Mike Mason  

David Annis  
Bobbie Jo Wert  
Colin Kean  
Christine Ross

1. **Call to Order**

Vice-Chairman Jenkins called the meeting to order at 3:58 p.m.

2. **Minutes of the January 25, 2017 Meeting**

Presented were the minutes of the January 25, 2017 meeting.

Adoption of the presented minutes was requested.

Director Holt moved to approve the minutes of the January 25, 2017 meeting as presented. Seconded by Director Washington, the motion carried by unanimous vote.
3. **Bills Payable and Financial Statement**

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

<table>
<thead>
<tr>
<th>Account Name</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Operating Account</td>
<td>A-NRHA Management Services, Jan./Feb.</td>
<td>$219.41</td>
</tr>
<tr>
<td>A-NPDC A-NPDC</td>
<td>Crispus Attucks Management, Jan./Feb.</td>
<td>640.02</td>
</tr>
<tr>
<td>A-NPDC A-NPDC</td>
<td>Sunnyside Village Management, Jan./Feb.</td>
<td>462.28</td>
</tr>
<tr>
<td>A-NPDC A-NPDC</td>
<td>William Hughes Management, Jan./Feb.</td>
<td>737.34</td>
</tr>
<tr>
<td>A-NPDC A-NPDC</td>
<td>Virginia Street Management, Jan./Feb.</td>
<td>961.27</td>
</tr>
<tr>
<td>A-NPDC A-NPDC</td>
<td>Mill Run Management, Jan./Feb.</td>
<td>1,200.65</td>
</tr>
<tr>
<td>A-NPDC A-NPDC</td>
<td>Tax Credit Compliance, Jan./Feb.</td>
<td>1,906.44</td>
</tr>
<tr>
<td>Total Due A-NPDC</td>
<td></td>
<td>$6,127.41*</td>
</tr>
</tbody>
</table>

| Section 8 Checking Account                        | Administration, Jan./Feb.                       | $48,475.59*|

* 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 Washington, the motion carried by unanimous vote.


The presented report indicated that 65.47 percent of the FY 2017 budget had been expended while 66.67 percent of the fiscal year had passed.

Category 3157 for Section 8 (HCV) Management Services is made up of Revenues from HUD in the amount of $258,000 and fraud collection revenues in the amount of $2,000. These have been combined in past reports under one category for a total of $260,000. However, fraud collection effort and success has increased in the last few months. A total of $9,511 was collected and deposited in this FY through February 2017 with an additional deposit made in March in excess of $4,000. One half of the revenues collected can go automatically towards administration of fraud collection efforts. In addition, HUD will allow actual fraud collection management fees when tracked separately.

Board acceptance of the attached report was requested.

Director Holt moved to accept the Current A-NPDC Financial Report as presented. Seconded by Director Washington, the motion carried by unanimous vote.
5. **Election of FY 2018 Officers**

The Authority By-Laws state that officers of Chairman and Vice Chairman should be elected at least two months in advance of the end of the fiscal year, normally our March meeting.

The Authority By-Laws further state that the Chair and Vice Chair serve for one-year terms and may serve up to three consecutive terms. Having served two terms, Vice Chairman Jenkins is eligible for re-election. Chairman Miner has retired as County Administrator and no longer wishes to participate as a Board member.

For your information, the Executive Director serves as Secretary-Treasurer and serves at the pleasure of the Board.

Board election of FY 2018 Chairman and Vice Chairman was requested.

By consensus, the Board moved to postpone the election until the next meeting.

6. **Property Management**

**Mill Run Apartments – 26 Duplex Apartments**
- **Vacancies:** Mill Run is fully leased.
- **Rent:** One tenant is behind with rent payments.
- **Maintenance Issues:** One unit has developed a roof leak. Management has hired a contractor to make repairs.
- **Other:** Nothing to report.

**Sunnyside Village – 23 Single Family Houses**
- **Vacancies:** Sunnyside is fully leased.
- **Rent:** Two families are behind with rent payments.
- **Maintenance Issues:** Management is working on a plan to begin repairing or replacing heat pumps. The units at the original Phase 1 houses are about 18 years old. One unit has failed, and we expect the others will become increasingly unreliable. Also, several storm doors are being replaced along with some general roof repairs.
- **Other:** VHDA conducted an on-site inspection/audit in October and noted some items that needed corrections. The corrections were completed and submitted to VHDA. The audit is now completed and closed (letter attached).

**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 two, 2-bedroom vacant units, and one, 1-bedroom are vacant. Applications are being processed for all of the units with move-ins expected by mid-April.
- **Rent:** Only one family is behind, with payment expected soon.
- **Maintenance:** Only routine maintenance items.
- **Other:** Management performed unit inspections last week at Building 164.

Crispus Attucks Apartments – 22 Duplex Apartments

- **Vacancies:** Two vacancies. Both expected to be filled by the end of the month.
- **Rent:** One family is behind with rent payments.
- **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. The correction was submitted to VHDA, and the audit has been completed and closed (see attached letter).

William Hughes Apartments – 34 Apartments in 6 Buildings

- **Vacancies:** William Hughes is fully leased.
- **Rent:** Four or past due, but all expect to become current soon.
- **Maintenance issues:** Nothing to report other than the usual unit turnover work. Management is shopping for a shed to store maintenance items and tools, since the current maintenance room is overloaded. Management is also looking into installing additional speed bumps closer to the entrance of the apartments.
- **Other issues:** Nothing else to report.

Current financial reports for each property were attached for review.

7. **Housing Development Projects**

**Rural Homeowner Rehabilitation**

The Virginia Department of Housing & Community Development is accepting applications for a new housing program entitled the Virginia Rural Homeowner Rehabilitation Program. The Program would provide funds to offer housing rehabilitation assistance to low and-moderate income homeowners. The assistance would be in the form of a five-year forgivable loan, and would be capped at $30,000.00 per house. Only houses that can be brought up to State and DHCD’s housing codes for $30,000.00 or less would be eligible for the Program.

Staff requested authorization to submit an application for Virginia Rural Homeowner Rehabilitation funds on behalf of the Authority, and for authorization for the Executive Director to execute all documents required to apply for the Program, and to contract with DHCD for the implementation of the Program.
Director Holt moved to grant authorization for staff to submit an application for Virginia Rural Homeowner Rehabilitation funds on behalf of the Authority, and for authorization for the Executive Director to execute all documents required to apply for the Program, and to contract with DHCD for the implementation of the Program. Seconded by Director Washington, the motion carried by unanimous vote.

8. **Housing Choice Voucher Section 8 Program**

We are currently serving 521 families (up from 1 from last RHA report). We have 34 families pending action, either moving within the locality, or porting in or out and receiving a new voucher.

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. We received 289 applications. Staff has finished checking the eligibility of applicants and the appeals process is underway for those who have been denied.

The fraud recovery effort is still very active. Attempts to execute agreements is complete with a very high success rate. Staff is conducting follow-up with those who have not responded or have not executed their agreement. Since January the A-RHA has collected $13,606.

9. **Housing Counseling**

<table>
<thead>
<tr>
<th>Pre-Purchase Counseling</th>
<th>Current Month: Jan &amp; Feb</th>
</tr>
</thead>
<tbody>
<tr>
<td># of orientations held</td>
<td>0</td>
</tr>
<tr>
<td>Orientation attendees</td>
<td>0</td>
</tr>
<tr>
<td>Client Intakes</td>
<td>17</td>
</tr>
<tr>
<td>Additional Counseling Sessions Held</td>
<td>4</td>
</tr>
<tr>
<td># of final workshops held</td>
<td>2</td>
</tr>
<tr>
<td>Mortgage submissions</td>
<td>3</td>
</tr>
<tr>
<td>Mortgage closings</td>
<td>2</td>
</tr>
<tr>
<td>Financing leveraged</td>
<td>$202,268</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Growing Your Money Financial Literacy</th>
<th>Current Month: Jan &amp; Feb</th>
</tr>
</thead>
<tbody>
<tr>
<td>New GYM participants</td>
<td>15</td>
</tr>
<tr>
<td>GYM graduates</td>
<td>0</td>
</tr>
<tr>
<td>Default and Foreclosure Counseling</td>
<td>Current Month: Jan &amp; Feb</td>
</tr>
<tr>
<td>-----------------------------------</td>
<td>--------------------------</td>
</tr>
<tr>
<td>Intake sessions</td>
<td>4</td>
</tr>
<tr>
<td>Additional Foreclosure Sessions</td>
<td>1</td>
</tr>
<tr>
<td>Positive Foreclosure Prevention Outcomes</td>
<td>0</td>
</tr>
<tr>
<td>Homeowner Budget/Predatory lending Counseling</td>
<td>2</td>
</tr>
</tbody>
</table>

Patricia Grove facilitated a two night Pre-Purchase Workshop at ESCC on February 22nd and 23rd with 38 people in attendance. Patricia Grove partnered with Amy Higgins from the Eastern Shore Association of Realtors in the planning of this class. Amy Higgins was awarded a grant that she was able to use toward advertising, refreshments, and the facility for the class. Another class is being planned for early spring.

Mike Urban, Single Family Program Director from USDA, Matt Underwood, Community Economic Development Specialist, USDA, and David Foster, Area Director, USDA, visited the Shore in February to introduce Mike Urban, who is new to Virginia and to discuss strategies to further housing initiatives on the Eastern Shore.

10. Community Partners of the Eastern Shore (CPES)

The Community Partners of the Eastern Shore (CPES) is the local Continuum of Care (CoC) whose mission is to develop, sustain and coordinate a comprehensive CoC for the homeless and near homeless citizens of the Eastern Shore of Virginia. Our CPES is a member of the Department of Housing and Community Development (DHCD) Balance of State (BoS) Continuum of Care (CoC).

CPES members and local volunteers completed the annual Point in Time (PIT) count on January 25, 2017. The PIT is a 24 hour count of our homeless population in Accomack and Northampton Counties. Attached are the results of the count. Please note, these numbers do not include people who may be double and tripled up.

11. Executive Director’s Report

Asset Management Activities
50 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.
Grant Accountant Matthews, Administrative Assistant Hinmon, and Director of Housing Service Edwards have together actually collected close to $10,000 of the overpayment since the start of the year. They are doing an outstanding job.

USDA Visit
Staff met with USDA about their multi-family housing programs. Much of the meeting was informational.

Lack of Indoor Plumbing Study
Some confusion was reported regarding the last update to the Indoor Plumbing study. The 13 homes without indoor plumbing in Northampton County were only on the seaside of the county and are additions to the 100+ homes found last year that were identified on the bayside of both Accomack and Northampton Counties.

12. Other Matters
Vice-Chairman Jenkins asked Director of Housing Development Annis how he thought the Federal Budget was looking for other types of Housing Programs. A brief discussion ensued.

13. Public Participation
No public participation took place at this time.

14. Adjournment
There being no further business, the meeting was adjourned.

___________________________________
Richard Jenkins, Vice-Chairman

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Elaine K. N. Meil, Secretary/Treasurer