

ACCOMACK-NORTHAMPTON REGIONAL HOUSING AUTHORITY
MINUTES OF THE
May 24, 2017
4:00 p.m.
The Enterprise Building
Accomac, Virginia

DIRECTORS PRESENT:

Richard Jenkins	Accomack County
Mike Mason	Accomack County
John Andrejowski	Northampton County
Ernest H. Washington	Northampton County
Vincent Holt	Section 8 Representative

DIRECTORS ABSENT:

None

OTHERS PRESENT:

Elaine Meil	David Annis
Susan Haycox	Melissa Matthews

1. Call to Order

Vice-Chairman Jenkins called the meeting to order at 4:01 p.m.

2. Minutes of the March 22, 2017 Meeting

Presented were the minutes of the March 22, 2017 meeting.

Adoption of the presented minutes was requested.

Director Holt moved to approve the minutes of the March 22, 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:

General Operating Account		
A-NPDC	A-NRHA Management Services, Mar./Apr.	\$ 624.15
A-NPDC	Crispus Attucks Management, Mar./Apr.	549.79
A-NPDC	Sunnyside Village Management, Mar./Apr.	468.14
A-NPDC	William Hughes Management, Mar./Apr.	1,841.07
A-NPDC	Virginia Street Management, Mar./Apr.	1,364.50
A-NPDC	Mill Run Management, Mar./Apr.	609.56
A-NPDC	Tax Credit Compliance, Mar./Apr.	<u>5,722.03</u>
	Total Due A-NPDC	\$11,179.24*
Dunham, Aukamp & Rhodes, PLC. Audit Services		<u>1,000.00</u>
		\$12,179.24
Section 8 Checking Account		
A-NPDC	Administration, Mar./Apr.	\$48,475.59
A-NPDC	Fraud Recovery, Mar./Apr.	<u>5,946.13</u>
	Total Due A-NPDC	\$54,421.72*
Dunham, Aukamp & Rhodes, PLC, Audit Services		<u>2,500.00</u>
		\$56,921.72

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

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

4. Current A-NPDC Projects Financial Report

The presented report indicated that 82.11 percent of the FY 2017 budget had been expended while 83.33 percent of the fiscal year had passed.

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. FY 2017 Budget Amendments

Adoption of the following budget amendments was requested:

1.	3157	Section 8 (HCV) Management Services	\$258,000.00
		For Accomack and Northampton	<u>+ 20,000.00</u>
			\$278,000.00

ITEM 1 represents the amendment to include additional funds available through HUD for Section 8 administrative services. Staff has continued to assure that the program has sustained its higher lease rate resulting in additional funds available for Administrative Services.

2.	315710	Section 8 Fraud Recovery/Investigation	\$ 2,000.00
		Collection and Administration Services	<u>+ 14,000.00</u>
			\$ 16,000.00

ITEM 2 represents the amendment to include additional funds available through the Section 8 Fraud Recovery Program. A total of \$15,911 was collected through April 30, and an additional \$5,000 is projected through the end of the fiscal year.

The requested amendments will be reflected on the next projects financial report.

Director Mason moved to adopt the FY 2017 Budget Amendments as requested. Seconded by Director Holt, the motion carried by unanimous vote.

6. FY 2018 Budget

Deferral of adoption of the FY 2018 A-NRHA Budget and authority to expend funds at FY 2017 Budget levels until the next regular meeting was requested for the following reason:

Since the A-NPDC has not adopted its budget, benefit and indirect rates for FY 2018 have not yet been established.

Director Holt moved to defer the adoption of the FY 2018 A-NRHA Budget and grant authority to expend funds at the 20147 Budget level until the next regular meeting. Seconded by Director Andrejowski, the motion carried by unanimous vote.

7. Election of FY 2018 Officers

The Election of FY 2018 was deferred until May meeting:

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 is no longer an A-NRHA 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.

Director Washington nominated Director Jenkins to serve as Chairman. Director Holt volunteered to be the Vice-Chairman.

Director Mason moved to elect Director Jenkins as Chairman and Director Holt as Vice-Chairman. Seconded by Director Andrejowski, the motion carried by unanimous vote.

8. Property Management

Mill Run Apartments – 26 Duplex Apartments

- Vacancies: Mill Run is fully leased.
- Rent: All rents are current.
- 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 if fully leased.
- Rent: All rents are current.
- 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. Also, the wooden steps and decks will require ongoing maintenance.
- Other: Nothing else to report.

Virginia Street – 10 Single Family Houses

- Vacancies: Virginia Street is fully leased.
- Rent: One tenant is behind, but is expected to become current soon.
- Maintenance issues: Only routine maintenance and unit turn-over repairs.
- Other: Nothing to report.

Onancock Square – 40 Apartments in 4 Buildings

- Vacancies: Only one vacant unit at Onancock Square which is scheduled to be filled before the meeting. That's the lowest vacancy rate we've seen in a long time.
- Rent: Three families are behind, one of which has made arrangements to pay the balance. Court filings are in process for the remaining two.
- Maintenance: Only routine maintenance items.
- Other: Nothing else to report.

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. Court action is pending.
- Maintenance: Management is pricing gutter guards for the units that are close to trees.
- Other: Nothing else to report.

William Hughes Apartments – 34 Apartments in 6 Buildings

- Vacancies: Two vacancies, both of which are scheduled to be filled this month.
- Rent: All tenants are current.
- Maintenance issues: Nothing to report.
- Other issues: Nubeam has again proposed the same plan for providing internet service to the tenants that was rejected a year ago. It would require that the Project pay for the installation infrastructure, and proposes that the Property be responsible for the monthly fees.

Current financial reports for each property were attached for review.

9. Housing Development Projects

Rural Homeowner Rehabilitation

Staff submitted an application to the Virginia Department of Housing & Community Development for funds through their new Virginia Rural Homeowner Rehabilitation Program, as authorized at the March meeting. DHCD is currently ranking the applications and is expecting to be able to announce the awards soon. If funded, the Program would provide the fund to rehabilitate about 8 houses over the next two years.

10. Housing Choice Voucher Section 8 Program

We are currently serving 529 families (up from 8 from last RHA report). We have 50 families pending action, either moving within the locality, or porting in or out and receiving a new voucher 7. Staff continues to monitor the leasing rate very closely to ensure that we assist as many families without going over our allotted Unit Months Leased or Budget Authority for the year.

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 \$15,911.

GF Horne, a facility in Onancock for developmentally delayed individuals, has recently closed its doors. Most of the residents have been relocated to other housing facilities by the Eastern Shore Community Services Board; however, they still have some people in residence at GF Horne under a rental situation which is a temporary housing solution. CSB is interested in helping these residents through the use of the vouchers we designated as Olmstead Act vouchers. This would mean opening the waiting list for only persons eligible for a voucher under that category which is allowed by HUD. Staff has been in contact with HUD again about the process. We will be keeping the board updated as we move toward implementing this strategy. Depending on the housing identified for these individuals, it may also be necessary for staff to request that the Board consider a change to the administrative plan to allow rental assistance to group homes. This is also eligible per HUD regulations. This process will take some time to unfold and is not expected to be completed before the next meeting. Updates will be provided by email.

11. Housing Counseling

Pre-Purchase Counseling	Current Month: March & April
# of orientations held	0
Orientation attendees	0
Client Intakes	10
Additional Counseling Sessions Held	12
# of final workshops held	0
Mortgage submissions	0
Mortgage closings	1
Financing leveraged	\$131,572

Growing Your Money Financial Literacy	Current Month: March & April
New GYM participants	38
GYM graduates	0

Default and Foreclosure Counseling	Current Month: March & April
Intake sessions	3
Additional Foreclosure Sessions	1
Positive Foreclosure Prevention Outcomes	0
Homeowner Budget/Predatory lending Counseling	2

There were three Financial Literacy Classes conducted in March and April as part of the Briefings for Section Eight clients.

A Homeowner Class is being planned for the end of May for families who have recently purchased homes. The class will be teaching some simple “do it yourself” repairs and providing information on home maintenance. We will also cover topics about protecting their investment.

12. Executive Director’s Report

Asset Management Activities

54 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 to continue to increase.

DHCD Scattered Site Home Repair Application

The application was written and submitted.

13. Other Matters

No other matters were discussed at this time.

14. Public Participation

No public participation took place at this time.

15. Adjournment

There being no further business, the meeting was adjourned.

Copy teste:

Richard Jenkins, Vice-Chairman

Elaine K. N. Meil, Secretary/Treasurer