

ACCOMACK-NORTHAMPTON REGIONAL HOUSING AUTHORITY

MINUTES OF THE

July 27, 2016

4:00 p.m.

The Enterprise Building

Accomac, Virginia

DIRECTORS PRESENT:

Richard Jenkins
Steven B. Miner
Katherine H. Nunez
Ernest H. Washington
Vincent Holt

Accomack County
Accomack County
Northampton County
Northampton County
Section 8 Representative

DIRECTORS ABSENT:

None

OTHERS PRESENT:

Susan Haycox
Kat Edwards
Melissa Matthews

David Annis
Colin Kean

1. Call to Order

Chairman Miner called the meeting to order at 4:03 p.m.

2. Minutes of the May 25, 2016 Meeting

Presented were the minutes of the May 25, 2016 meeting.

Adoption of the presented minutes was requested.

Director Holt moved to approve the minutes of the May 25, 2016 meeting as presented. Seconded by Director Nunez, the motion carried by unanimous vote. Due to his absence at the last meeting, Chairman Miner abstained.

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, May/June | \$ 2,212.22 |
| A-NPDC | Crispus Attucks Management, May/June | 343.74 |
| A-NPDC | Sunnyside Village Management, May/June | 730.94 |
| A-NPDC | William Hughes Management, May/June | 1,188.04 |
| A-NPDC | Virginia Street Management, May/June | 758.16 |
| A-NPDC | Mill Run Management, May/June | 1,199.05 |
| A-NPDC | Tax Credit Compliance, May/June | <u>4,767.81</u> |
| | Total Due A-NPDC | \$11,199.96* |

| Section 8 Checking Account | | |
|----------------------------|--------------------------|--------------|
| A-NPDC | Administration, May/June | \$42,968.36* |

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

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

4. FY 2016 Budget Amendments

Adoption of the following FY 2016 budget amendments was requested:

| | | | |
|----|------|----------------------------|---------------------|
| 1. | 3157 | Section 8 (HCV) Management | \$247,000.00 |
| | | Administrative Services | + 7,571.09 |
| | | | <u>\$254,571.09</u> |

ITEM 1 represents the amendment to include additional funds to complete FY 2016 Section 8 Management activities. Additional funds were awarded from HUD due to increase in leasing.

| | | | |
|----|-------|------------------------------|-----------------------|
| 2. | 31571 | Section 8 (HCV) HAP Payments | \$2,520,000.00 |
| | | -Client Services | + 10,454.20 |
| | | | <u>\$2,530,454.20</u> |

ITEM 2 represents the amendment to include additional HAP revenues for FY 2016 as authorized and distributed by HUD.

Director Jenkins moved to adopt the FY 2016 Budget Amendments as presented. Seconded by Director Holt, the motion carried by unanimous vote.

5. FY 2017 Budget

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

- A-NRHA Administrative and Client Services Budget
- Virginia Street Properties
- Sunnyside Village Subdivision

William Hughes Apartments, Mill Run Apartments, Crispus Attucks and Onancock Square are calendar year budgets and were previously adopted.

Director Holt moved to adopt the above listed FY 2017 Budgets as presented. Seconded by Director Jenkins, the motion carried by unanimous vote.

6. Current A-NPDC Projects Financial Report

The attached report indicates that 100.4 percent of the FY 2016 budget had been expended while 100 percent of the fiscal year had passed.

Board acceptance of the attached report was requested.

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

7. Property Management

Mill Run Apartments – 26 Duplex Apartments

- Vacancies: Mill Run is fully leased.
- Rent: All rents are up to date.
- Maintenance Issues: Our property manager is experiencing reoccurring maintenance issues with sewer pumps, and washing machines.
- Other: No additional issues to report.

Sunnyside Village – 23 Single Family Houses

- Vacancies: No vacancies.
- Rent: Three past-due, but expected to become current soon.
- Maintenance Issues: Driveways are being repaired.
- Other: One unit turned last month, and another family will be moving out of the area next month.

Virginia Street – 10 Single Family Houses

- Vacancies: Virginia Street is fully leased.
- Rent: One family behind with rent, and an eviction notice has been served.
- Maintenance issues: The flooring in one unit is being replaced. Two units are being treated for bed bugs.
- Other: No additional issues to report.

Onancock Square – 40 Apartments in 4 Buildings

- Vacancies: One vacant unit that is expected to be filled this month.
- Rent: Three tenants are past due. Two are expected to become current soon.
- Maintenance: Only routine maintenance items.
- Other: Nothing to report.

Crispus Attucks Apartments – 22 Duplex Apartments

- Vacancies: One, 3-bedroom unit.
- Rent: All rents are current.
- Maintenance: Only day to day routine issues.
- Other: Filling vacant units has become challenging. Potential applicants express concerns about recent crime and reputation of the neighborhood

William Hughes Apartments – 34 Apartments in 6 Buildings

- Vacancies: William Hughes is fully leased.
- Rent: All rents are current.
- Maintenance issues: Only routine maintenance issues. No complaints about the water since Bundick Well & Pump addressed the issue.
- Other issues: Our property manager continues to work with Nubeam to try to identify a way of providing internet service to the tenants without installing an outside antenna for every unit.

Current financial reports for each property were attached for your review.

Discussion ensued regarding the concerns about crime in and around the Crispus Attucks Apartments. Some possible solutions discussed were installing security cameras, requesting more police patrol and/or establishing a community watch program.

8. Housing Development Projects

William Hughes Apartments

So far, the upgrades to 4 of the apartments that experienced humidity and moisture problems last summer seem to be working. The property manager and maintenance personnel have been monitoring the apartments and have not seen the problems we experienced last year with interior humidity and moisture.

Virginia Street Houses

The Virginia Street tenant who expressed an interest in purchasing the house she occupies on Virginia Street has been given a financial work plan that includes clearing-up a few small medical bills and opening up a checking account that will help establish a credit rating. Our on-staff, housing councilor continues to monitor her progress.

Mill Run Apartments

As directed by the Board at our May meeting, staff sent the attached letter to the Town of Belle Haven Zoning Administer.

9. Housing Choice Voucher Section 8 Program

We are currently serving 542 families. While this is over our total allocation of 538, we are at a 99.1% leased rate for the year. Staff anticipates about 8 families will be ending their program participation this month. We will be monitoring the leasing rate very closely to ensure that we assist as many families without going over our allotted Unit Months Leased or Budget Authority.

Staff is conducting the annual SEMAP review which is due August 29th. We do anticipate a desk audit of this year’s SEMAP based on our response regarding discrepancies in last year’s HUD Confirmatory Review.

10. Housing Counseling

| Pre-Purchase Counseling | Current Month: May | | |
|-------------------------------------|---------------------------|--|--|
| # of orientations held | 0 | | |
| Orientation attendees | 0 | | |
| Client Intakes | 7 | | |
| Additional Counseling Sessions Held | 3 | | |
| # of final workshops held | 1 | | |
| Mortgage submissions | 0 | | |
| Mortgage closings | 1 | | |
| Financing leveraged | \$405,956 | | |

| Growing Your Money Financial Literacy | Current Month: May | | |
|--|---------------------------|--|--|
| New GYM participants | 0 | | |
| GYM graduates | 0 | | |

| Default and Foreclosure Counseling | Current Month: May | | |
|---|---------------------------|--|--|
| Intake sessions | 0 | | |
| Additional Foreclosure Sessions | 3 | | |
| Positive Foreclosure Prevention Outcomes | 0 | | |
| Homeowner Budget/Predatory lending Counseling | 1 | | |

New VHSP 0
Follow Up VHSP 2

The Pre-Purchase Workshop held at ESCC had 18 in attendance-several have already followed up with face to face appointments.

The first of three construction loans closed this month. The remaining two are expected to close in June.

Patricia Grove and Bobbie Wert attended the Virginia Association of Housing Counselors Conference in Chesapeake from May 2-5 to update their CEU's.

11. Executive Director's Report

Asset Management Activities

Nineteen individuals are also being managed for debt owed to the Housing Choice Voucher Program. Currently eleven clients are paying on their collections.

William Hughes Apartments Water

A letter asking the county whether they would consider accepting William Hughes Apartments as a customer and indicating the willingness of the A-NRHA to enter into discussions was sent on July 20.

Project Planning

Director Annis was able to obtain a recommendation on a person who could help us assess the overall housing market. His name is Andrew McCoy at the Virginia Tech Center for Housing Research. He is submitting an estimate.

12. Other Matters

No other matters were discussed at this time.

13. Public Participation

No public participation took place at this time.

14. Adjournment

There being no further business, the meeting was adjourned.

Copy teste:

Steve Miner, Chairman

Elaine K. N. Meil, Secretary/Treasurer