

ACCOMACK-NORTHAMPTON REGIONAL HOUSING AUTHORITY

MINUTES OF THE

November 30, 2016

4:00 p.m.

The Enterprise Building

Accomac, Virginia

DIRECTORS PRESENT:

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

Accomack County  
Accomack County  
Northampton County  
Section 8 Representative

DIRECTORS ABSENT:

John Andrejowski

Northampton County

OTHERS PRESENT:

Elaine Meil  
Susan Haycox  
Christine Ross

Bobbie Jo Wert  
David Annis  
Colin Kean

1. Call to Order

Chairman Miner called the meeting to order at 4:00 p.m.

2. Minutes of the September 28, 2016 Meeting

Presented were the minutes of the September 28, 2016 meeting.

Adoption of the presented minutes was requested.

Director Jenkins moved to approve the minutes of the September 28, 2016 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, Sept/Oct.	\$1,961.83
A-NPDC	Crispus Attucks Management, Sept/Oct.	149.40
A-NPDC	Sunnyside Village Management, Sept/Oct.	697.08
A-NPDC	William Hughes Management, Sept/Oct.	734.92
A-NPDC	Virginia Street Management, Sept/Oct.	619.66
A-NPDC	Mill Run Management, Sept/Oct.	1,206.76
A-NPDC	Tax Credit Compliance, Sept/Oct.	<u>3,920.26</u>
	Total Due A-NPDC	\$ 9,289.91*

Section 8 Checking Account		
A-NPDC	Administration, Sept/Oct.	\$45,304.38*

\* Detail was 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.

4. Current A-NPDC Projects Financial Report

The attached report indicates that 32.83 percent of the FY 2017 budget had been expended while 33.33 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 Washington, the motion carried by unanimous vote.

5. FY 2016 Audit

The draft FY 2016 Audit prepared by Dunham & Aukamp, PLC was attached. Please note the following:

- Management Discussion and Analysis is included on pages 3-5. Additional explanation can be added by the Board if deemed appropriate.
- There were no findings or questioned costs (Audit Page 22)

Mr. Aukamp will be available via conference call upon request to answer any questions.

Acceptance of the FY 2016 Audit as prepared by Dunham & Aukamp, PLC was requested.

Director Jenkins moved to accept the FY 2016 Audit as prepared by Dunham & Aukamp, PLC. Seconded by Director Holt, the motion carried by unanimous vote.

6. Property Management

Mill Run Apartments – 26 Duplex Apartments

- Vacancies: Mill Run is fully leased. One move out is expected soon, and a new tenant has been approved to move in before the end of the year.
- Rent: Two families are behind with rent payments.
- Maintenance Issues: Only routine maintenance.
- Other: New tables and chairs for the community room have been purchased with funds from the operating budget. DHCD will be conducting an on-site audit of the HOME funded units in December. VHDA completed an audit in October, but we have not as yet received the report. Management performed unit inspections in October and found only a few tenants that need improvements in housekeeping.

Sunnyside Village – 23 Single Family Houses

- Vacancies: One vacant unit. Both units have approved families who will be moving in soon.
- Rent: One family is past-due.
- Maintenance Issues: A new plank flooring system was installed in one unit to replace the original 1998 flooring. Management is developing a plan to pressure wash and treat the wooden steps and decks on all of the houses.
- Other: VHDA conducted an on-site inspection/audit in October, and VHDA is scheduled to do the same in December. Management will be conducting unit inspections starting December 6.

Virginia Street – 10 Single Family Houses

- Vacancies: Virginia Street is fully leased.
- Rent: All rents are current.
- Maintenance issues: New flooring has been installed in one of the 2-bedroom houses.
- Other: Unit inspections are scheduled to begin on December 2<sup>nd</sup>.

Onancock Square – 40 Apartments in 4 Buildings

- Vacancies: Four vacant units, 2 of which will be leased on 12-1-16. Management is currently pre-qualifying another family for a possible 12-1 move-in.
- Rent: Two families are behind with rent payments, but both are expected to become current before December 1.
- 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: Unit inspections were completed in October. Management is working with 2 families whose apartments failed due to housekeeping issues. VHDA completed an audit/inspection in October, and DHCD's audit is scheduled for December 1.

#### William Hughes Apartments – 34 Apartments in 6 Buildings

- Vacancies: William Hughes is fully leased.
- Rent: All rents are current.
- Maintenance issues: Management installed dehumidifiers in several units as part of our ongoing issues with interior moisture problems during the hot late-summer months.
- Other issues: Management spoke with and emailed a representative of Nubeam who promised to try and restart efforts to provide internet service to William Hughes Apartments. VHDA has completed their annual audit, and DHCD will perform their audit in December. Management has scheduled unit inspections for December 6.

Current financial reports for each property were attached for review.

### 7. Housing Development Projects

#### William Hughes Apartments

Our construction contractor has arranged for a weatherization specialists to perform an analyst of the moisture problem at William Hughes. This specialists has been working with dozens of apartment complexes mainly in the Tidewater area, and others east of I-95 that have similar issues. It is generally thought that these problems were created as a result of the extremely strict energy efficiency standards that have been adopted by VHDA and required when building or rehabbing with tax credit funds.

#### Virginia Street Houses

The Virginia Street tenant who expressed an interest in purchasing the house she occupies on Virginia Street continues to work on credit issues.

8. Housing Choice Voucher Section 8 Program

We are currently serving 514 families (down from 526 at last RHA report). We have 47 families pending action, either moving within the locality, receiving a new voucher or porting in or out. A recent pull of 80 families from the waiting list resulted in 26 vouchers counted in the number above. Last week staff pulled an additional 60 families from the waiting list to increase the number of families served in the early part of next year. 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 for the year.

Staff completed the annual SEMAP review and submitted August 29<sup>th</sup>. We received our final SEMAP rating from HUD and have been rated a Standard Performer. See attached.

The board was polled by email regarding approval of the utility allowances for this year as we decided at the last meeting. Majority approval was received and the utility allowances are in effect December 1<sup>st</sup>, which means that staff has already been using them to calculate December rents.

Staff requested ratification of the Board's email decision to adopt the utility allowance for the coming year.

Director Holt moved to accept the amendment to adopt the utility allowance for the coming year. Seconded by Director Washington, the motion carried by unanimous vote.

In October we received a revision to the administrative plan with minor changes.

Staff requested adoption of the attached changes.

Director Holt moved to adopt the revised administrative plan. Seconded by Director Washington, the motion carried by unanimous vote.

Director of Housing Services Edwards attended the Governor's Housing Conference in Roanoke this month. She chose to attend mostly sessions regarding homelessness and rapid rehousing due to PDC/ESVHA participation in the Virginia Homeless Solution's program. Carrie Schmidt, Richmond HUD Field Office Director made a plea during one of the sessions for agencies operating the Section 8 programs to adopt a local preference for homelessness in waiting list admissions. HUD is a big player in the effort to end homelessness.

This request was also made a few years ago and the Board declined to adopt this preference. Discussion of the latest appeal was requested.

The Board requested this appeal be brought back before them at the January meeting.

9. Housing Counseling

<b>Pre-Purchase Counseling</b>	<b>Current Month: October</b>		
# of orientations held	0		
Orientation attendees	0		
Client Intakes	4		
Additional Counseling Sessions Held	7		
# of final workshops held	0		
Mortgage submissions	2		
Mortgage closings	0		
Financing leveraged	\$0		

<b>Growing Your Money Financial Literacy</b>	<b>Current Month: October</b>		
New GYM participants	1		
GYM graduates	0		

<b>Default and Foreclosure Counseling</b>	<b>Current Month: October</b>		
Intake sessions	2		
Additional Foreclosure Sessions	4		
Positive Foreclosure Prevention Outcomes	2		
Homeowner Budget/Predatory lending Counseling	1		

New VHSP	1
Follow Up VHSP	2
Lease/Purchase	1

10. Executive Director's Report

Asset Management Activities

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

Section 8 Housing Choice Voucher Program

Staff met and reviewed the performance for the year and set strategic goals for the New Year. Up through October, there were 59 families that left the program for various reasons. Twelve of these families ended their participation because the household income increased and stayed above the income limits for over six months. Seventeen families ported out of the Eastern Shore to other areas and one family ported in. The waiting list has 189 families waiting for a voucher and staff is pulling additional families now, approximately 80. It is anticipated that in the early part of next year the waiting list will be opened. This year thirty-six families moved within the region to a new unit. As of October, staff was able to successfully admit 134 families to the program (the family was eligible, and also they found an eligible, affordable unit). Through September, 385 existing participant families were screened for their annual appointment and their units were re-inspected.

11. Other Matters

No other matters were discussed at this time.

12. Public Participation

No public participation took place at this time.

13. Adjournment

There being no further business, the meeting was adjourned.

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Steve Miner, Chairman

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Elaine K. N. Meil, Secretary/Treasurer