

ACCOMACK-NORTHAMPTON REGIONAL HOUSING AUTHORITY
MINUTES OF THE
July 26, 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 |
| Kat Edwards | Russ Williams |
| Colin Kean | |

1. Call to Order

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

2. Minutes of the May 24, 2017 Meeting

Presented were the minutes of the May 24, 2017 meeting.

Adoption of the presented minutes was requested.

Director Holt moved to approve the minutes of the May 24, 2017 meeting as presented. Seconded by Director Andrejowski, 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, May/June | \$ 1,995.24 |
| A-NPDC | Crispus Attucks Management, May/June | 623.59 |
| A-NPDC | Sunnyside Village Management, May/June | 1,447.42 |
| A-NPDC | William Hughes Management, May/June | 947.22 |
| A-NPDC | Virginia Street Management, May/June | 4,696.77 |
| A-NPDC | Mill Run Management, May/June | 2,073.13 |
| A-NPDC | Tax Credit Compliance, May/June | <u>1,740.93</u> |
| | Total Due A-NPDC | \$13,524.30* |
| Section 8 Checking Account | | |
| A-NPDC | Administration, May/June | \$42,094.61* |

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

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

Executive Director Meil requested permission to transfer \$100,000 from the General Fund account to our LGIP account.

Director Mason moved to grant authorization to transfer \$100,000 from the General Fund account to our LGIP account. Seconded by Director Andrejowski, the motion carried by unanimous vote.

4. Current A-NPDC Projects Financial Report

The attached report indicated that 98.14 percent of the budget had been expended while 100 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 Andrejowski, the motion carried by unanimous vote.

5. FY 2018 Budget

Board adoption of the following presented FY 2018 Budget 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 Andrejowski moved to adopt the FY 2018 Budget as requested. Seconded by Director Mason, the motion carried by unanimous vote.

6. Property Management

Mill Run Apartments – 26 Duplex Apartments

- Vacancies: Mill Run has one vacancy.
- Rent: All rents are current.
- Maintenance Issues: One roof leak was repaired.
- Other: Nothing to report.

Sunnyside Village – 23 Single Family Houses

- Vacancies: Sunnyside if fully leased.
- Rent: Two tenants are behind, but are expected to become current this week.
- Maintenance Issues: Management is implementing a work plan that will assure that the wooden decks, steps, and stoops will be put on a regular maintenance schedule.
- 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: Onancock Square has two vacant units and a third that will become vacant this week. Two additional units are expected to be vacated by the end of the month due to non-payment of rent.
- Rent: Court proceedings have been filed on additional tenant for non-payment of rent.
- Maintenance: The exterior of the buildings are being power washed.

- Other: VHDA had scheduled a compliance audit of the units and files for July the 19th.

Crispus Attucks Apartments – 22 Duplex Apartments

- Vacancies: Two recent move-outs, both will be reoccupied before the end of the month.
- Rent: One family is behind with rent, but expected to become current next week.
- Maintenance: Management is pricing gutter guards for the units that are close to trees.
- Other: The apartments have become financially stable over the past year, but recent turnovers have had a negative impact on the operating budget.

William Hughes Apartments – 34 Apartments in 6 Buildings

- Vacancies: Three as of the end of June. One has already been filled, and a second will be reoccupied before the end of the month.
- Rent: All tenants are current.
- Maintenance issues: Management has installed additional speed bumps in the entrance driveway to discourage speeding.
- Other issues: Staff and management are working to establish written procedures and guidelines for internet service providers that will apply uniformly to all of our apartment complexes. The guidelines will be designed to encourage companies to offer and provide our tenants the same services and the same fees that are offered to individual homeowners, and to discourage clusters of unsightly equipment at our properties.

The guidelines will insure that:

Only minimally visible outside antennas and equipment will be allowed. All outside equipment will be approved by management before installation.

Service providers will contract directly with tenants.

Management will not be responsible for collecting fees or coordinating services.

Each tenant will be responsible for their own equipment and installation costs.

In the event no service provider is able or willing to comply with the guidelines, the property owner may consider installing equipment and/or cables, but owner-installed infrastructure will be limited to that which is compatible with equipment used by all area service providers. Tenants will have the right to purchase internet service from whichever provider they choose. No service provider will be given exclusive rights to any A-NRHA owned properties.

Director Holt moved to adopt the guidelines as presented. Seconded by Director Mason, the motion carried by unanimous vote.

Current financial reports for each property was attached for review.

7. Housing Development Projects

Rural Homeowner Rehabilitation

We were notified by letter dated June 16th that our application to the Virginia Department of Housing & Community Development and their new Virginia Rural Homeowner Rehabilitation Program will be funded (letter attached). We also received approval from DHCD and the Eastern Shore of Virginia Housing Alliance to use \$40,000 of Indoor Plumbing/Rehabilitation Program Income to leverage the \$280,000 of new funds from DHCD.

The notice of award is usually followed by instructions as to what pre-contract activities are required prior to receiving a grant agreement. DHCD has indicated that we should be receiving program guidelines very soon.

8. Housing Choice Voucher Section 8 Program

We are currently serving 530 families (up from 9 from last RHA report). We have 33 families pending action, either moving within the locality, or porting in or out or receiving a new voucher (22). Staff expects to 5 or more vouchers every month to keep ahead of attrition.

The fraud recovery effort is still very vigorous. At the current time we have 55 active agreements. Total collected in FY17 is \$24,426.37. For July, we have collected \$2,135.

We have received the latest revisions to the Administrative Plan from Nan McKay and Associates. These changes bring us into compliance with any HUD regulations and notices that have occurred since the last time and correct any errors in style or content.

However, a major change was made to Chapter 16, Program Administration under Part IX: Violence against Women Act (VAWA): Notification, Documentation, and Confidentiality. HUD required PHA's to take immediate action by implementing the policy changes identified by PIH Notice 2017-8. Policy changes were to go into effect by June 14th. Staff made those changes and put them into effect by the deadline.

Staff requests retroactive authority to implement changes to the Administrative Plan related to the Violence Against Women Act as required by HUD and adoption of the other proposed changes to the Administrative Plan.

Director Mason moved to grant retroactive authority to implement changes to the Administrative Plan related to the Violence Against Women Act as required by HUD, and also to adopt the other proposed changes. Seconded by Director Holt, the motion carried by unanimous vote.

Summary of major changes was included in your packet. A copy of Chapter 16 Section IX showing changes was available at the meeting. A document outlining all of the changes to the Administrative plan was also available.

9. Housing Counseling

| Pre-Purchase Counseling | Current Month: May & June |
|-------------------------------------|--------------------------------------|
| # of orientations held | 0 |
| Orientation attendees | 0 |
| Client Intakes | 10 |
| Additional Counseling Sessions Held | 15 |
| # of final workshops held | 0 |
| Mortgage submissions | 4 |
| Mortgage closings | 2 |
| Financing leveraged | \$177,878 |

| Growing Your Money Financial Literacy | Current Month: May & June |
|----------------------------------------------|--------------------------------------|
| New GYM participants | 4 |
| GYM graduates | 0 |

| Default and Foreclosure Counseling | Current Month: May & June |
|-----------------------------------------------|--------------------------------------|
| Intake sessions | 0 |
| Additional Foreclosure Sessions | 2 |
| Positive Foreclosure Prevention Outcomes | 0 |
| Homeowner Budget/Predatory lending Counseling | 1 |

New VHSP-1

Homeowner-non-delinquent-1

There was one Financial Literacy Class conducted on May 8 as part of the Briefing for Section eight clients

A Post Purchase Class was held on May 31 for clients who recently purchased homes through the Pre-Purchase Counseling Program and also for two of John Aigner's IPR clients. There were lots of giveaways that were donated by a local business. David Annis did a presentation on preventive maintenance for well and septic systems. There was a demonstration for repairing drywall and many handouts for DIY for small repairs. Another segment covered foreclosure prevention, record keeping, insurance, and protecting your credit rating. There were 8 people in attendance. A Pre-Purchase Workshop is scheduled for two nights in June to be held at ESCC. This will be a certificate class.

10. Executive Director's Report

Asset Management Activities

55 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. Staff completed a review of the fraud policies and found one policy that needs to be updated.

DHCD Scattered Site Home Repair Application

The Governor announced that the A-NRHA has been awarded \$280,000 for rehabilitation assistance for the homes of low and moderate income persons. A-NRHA was one of six successful applications statewide. DHCD required that program income funds be returned and this included the funds pledged as match to the A-NRHA application. However, DHCD when informed authorized the ESVHA to hold the funds to provide the match for this application.

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.

Copy teste:

Richard Jenkins, Chairman

Elaine K. N. Meil, Secretary/Treasurer