

ACCOMACK-NORTHAMPTON REGIONAL HOUSING AUTHORITY

MINUTES OF THE

March 28, 2018

4:00 p.m.

The Enterprise Building

Accomac, Virginia

DIRECTORS PRESENT:

Richard Jenkins
Mike Mason
Charles Kolakowski
Ernest H. Washington
Vincent Holt

Accomack County
Accomack County
Northampton County
Northampton County
Section 8 Representative

DIRECTORS ABSENT:

None

OTHERS PRESENT:

Elaine Meil
Susan Haycox
Christine Ross

Bobbie Jo Wert
Melissa Matthews

1. Call to Order

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

2. Minutes of the January 24, 2018 Meeting

Presented were the minutes of the January 24, 2018 meeting.

Adoption of the presented minutes was requested.

Director Mason moved to approve the minutes of the January 24, 2018 meeting as presented. Seconded by Director Holt, 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, Jan./Feb.	\$ 230.86
A-NPDC	Crispus Attucks Management, Jan./Feb.	93.44
A-NPDC	Sunnyside Village Management, Jan./Feb.	88.77
A-NPDC	William Hughes Management, Jan./Feb.	149.64
A-NPDC	Virginia Street Management, Jan./Feb.	203.05
A-NPDC	Mill Run Management, Jan./Feb.	169.01
A-NPDC	Onancock Square Apts, Jan./Feb.	1,026.16
A-NPDC	Mill Run Management, Jan./Feb.	169.01
A-NPDC	Tax Credit Compliance, Jan./Feb.	1,152.65
A-NPDC	DHCD-Homeowner Rehab Proj, Jan./Feb.	<u>6,032.60</u>
	Total Due A-NPDC	\$ 9,146.18*

Section 8 Checking Account

A-NPDC	Administration, Jan./Feb.	\$69,994.34*
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* 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.

4. Current A-NPDC Projects Financial Report

The attached report indicated that 69.38 percent of the budget had been expended while 66.67 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 Mason, the motion carried by unanimous vote.

5. Election of FY 2019 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 Chairman and Vice Chairman serve for one-year terms and may serve up to three consecutive terms. Having served one term, Chairman Jenkins and Vice Chairman Holt were eligible for re-election.

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

Board election of FY 2019 Chairman and Vice Chairman was requested.

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

6. Property Management

Mill Run Apartments – 26 Duplex Apartments

- Vacancies: Mill Run is fully leased.
- Rent: All rents are current.
- Maintenance Issues: Resolving day to day work orders. For the past two months, three water and sewer issues have been addressed. A new well pump was installed, replacing the 1995 unit. Due to a failed sewer pump, tanks needed to be pumped out. Operating account covered expenses; however, may negatively impact budget for the remainder of the year.
- Other: No other matters to report.

Sunnyside Village – 23 Single Family Houses

- Vacancies: Sunnyside has one vacant unit. Tenant has been identified.
- Rent: One tenant is behind with rent payments.
- Maintenance Issues: Lost shingle tabs and some roof caps on several houses (4 or 5) due to wind storm. Temporarily repaired units that showed signs of leaks. Permanent repairs pending contractor availability. Storm door damage and tree removal are being addressed as well.
- Other: No other matters to report.

Virginia Street – 10 Single Family Houses

- Vacancies: Virginia Street is fully leased.
- Rent: All rents are current.
- Maintenance issues: During wind storm, lost 2 storm doors and some shingle tabs. Monitoring roofs for any leaks, none thus far. Permanent repairs pending contractor availability. Resolving day to day work orders.
- Other: No other matters to report.

Crispus Attucks Apartments – 22 Duplex Apartments

- Vacancies: Crispus Attucks has one vacant unit. Scheduled to be filled by March 28th
- Rent: One tenant is behind with rent payments, they are scheduled to move out March 31st.
- Maintenance: Only routine maintenance issues.
- Other: No other matters to report.

William Hughes Apartments – 34 Apartments in 6 Buildings

- Vacancies: William Hughes is fully leased.
- Rent: All rents are current.
- Maintenance issues: Termite infestation was discovered in one unit. Working with pest control contractor on pricing and treatment options. Investigation of other units underway. Due to excessive wind, coupled with age and cold temperatures, the second light pole has been lost. Examining options including strengthen base of the remaining poles to prevent further issues.
- Other issues: Moisture, no report. Issues are not prevalent during cold weather due to dry heat systems.

Onancock Square – 40 Apartments in 4 Buildings

- Vacancies: Onancock Square has 7 vacant two-bedroom units. The property manager had two new tenants move in last month and have several evictions last week. Management is working with 4 approved applicants, with move-in projections for April.
- Rent: No report at this time. Update at the meeting.
- Maintenance: Roof leak reported on March 6th at Building 172, caused by a limb during storm in 2015. Repairs made the next day. Inspection were conducted in buildings 161 and 164. No major issues to report.
- Other: No other matters to report

Current financial reports for each property was attached for review.

7. Housing Development Projects

Rural Homeowner Rehabilitation (RHR)

Approximately, 64 applications were reviewed and determined incomplete. Necessary documentation to determine eligibility was not turned at the time of application. Staff requested documents to be returned as of March 9th. Ranking and prioritization is scheduled to be completed by March 31st. Once completed, staff will complete scope of work, complete pre-bid and bidding process. Once lowest bidder is determined, Staff will have homeowners sign all appropriate documents necessary to proceed with rehabilitation.

To date, one applicant has been determined over-income. Alternative funding sources were discussed with the homeowner.

8. Housing Choice Voucher Section 8 Program

We are currently serving 531 families (Up from 11 from last RHA report. Up 19 already in 2018.). We have 46 families pending action - 6 families ported out to other localities, 6 families looking for units locally, and 39 new vouchers looking. We have 9 voucher families who have submitted unit paperwork and are in the lease up stage.

We are currently in the process of updating the HCV waiting list. All project-based waiting lists were updated this month as well. We anticipate opening the waiting list for HCV early in April for one week.

There have been no comments from the public or requests for information on the RHA 5-year plan presented last month. The public hearing will be held April 16th at 6 p.m.

9. Housing Counseling

Pre-Purchase Counseling	Current Month: January & February
# of orientations held	0
Orientation attendees	0
Client Intakes	8
Additional Counseling Sessions Held	4
# of final workshops held	0
Mortgage submissions	2
Mortgage closings	2
Financing leveraged	\$209,141

Growing Your Money Financial Literacy	Current Month: January & February
New GYM participants	12
GYM graduates	0

Default and Foreclosure Counseling	Current Month: January & February
Intake sessions	1
Additional Foreclosure Sessions	4
Positive Foreclosure Prevention Outcomes	
Homeowner Budget/Predatory lending Counseling	

Homeless Recertifications - 6

Two Community Outreach Classes are scheduled for March. A Homeownership Orientation Class will be held at the New Allen AME Church in Exmore and a Credit Class will be held for the parents at the Head Start in Accomac.

A Pre-Purchase Workshop is scheduled for April 25th and 26th at ESCC in Melfa. This again will be a partnership with the Eastern Shore Association of Realtors.

Two loans closed and a third received Loan Commitment and will close in March.

Patricia Grove completed two NeighborWorks On-Line courses that were offered as a scholarship by VHDA. One Class was Mortgage Math Made Simple for Homeownership Professionals and the other was Understanding Credit Reports and Credit Scoring.

10. Executive Director's Report

Asset Management Activities

41 individuals are also being managed for debt owed to the Housing Choice Voucher Program.

VHDA – Project Development

Staff has been contacted by VHDA and they are tentatively scheduled to meet with A-NRHA on April 27. There are two projects VHDA is considering and they are looking for a local partner. One is a small project to develop about 5-10 home ownership units of affordable housing as infill in a low income neighborhood and the other would be a larger project to develop multifamily or multifamily and homeownership units on a parcel replacing existing housing with substandard conditions.

11. Other Matters

It was decided that May's meeting would be held at the William Hughes Apartments.

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