

ACCOMACK-NORTHAMPTON REGIONAL HOUSING AUTHORITY
MINUTES OF THE
January 23, 2019
4:00 p.m.
The Enterprise Building
Accomac, Virginia

DIRECTORS PRESENT:

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

DIRECTORS ABSENT:

None

OTHERS PRESENT:

Elaine Meil	Bobbie Jo Wert
Susan Haycox	Melissa Matthews
Christine Ross	Colin Kean
Kat Edwards	Joanne Hall

1. Call to Order

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

2. Minutes of the November 28, 2018 Meeting

Presented were the minutes of the November 28, 2018 meeting.

Adoption of the presented minutes was requested.

Director Holt moved to approve the minutes of the November 28, 2018 meeting as presented. Seconded by Director Washington, the motion carried by unanimous vote. Due to his absence at the November meeting, Director Mason 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, Nov./Dec.	\$ 717.56
A-NPDC	Crispus Attucks Management, Nov./Dec.	286.66
A-NPDC	Sunnyside Village Management, Nov./Dec.	424.76
A-NPDC	William Hughes Management, Nov./Dec.	577.09
A-NPDC	Virginia Street Management, Nov./Dec.	1,666.62
A-NPDC	Mill Run Management, Nov./Dec.	622.18
A-NPDC	Onancock Square Management, Nov./Dec.	202.09
A-NPDC	Tax Credit Compliance, Nov./Dec.	1,357.57
A-NPDC	DHCD-ES Homeowner Rehab Project, Nov./Dec.	<u>8,350.64</u>
	Total Due A-NPDC	\$14,205.17*

Section 8 Checking Account		
A-NPDC	Administration and Fraud Recovery, Nov./Dec.	\$49,977.46*

* 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 Washington, the motion carried by unanimous vote.

4. Current A-NPDC Projects Financial Report

The attached report indicated that 46.27 percent of the budget had been expended while 50 percent of the fiscal year had passed.

Board acceptance of the attached report was requested.

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

5. CY 2019 Budgets

Board adoption of the following attached CY 2019 Budgets was requested:

1. Mill Run Apartments
2. Crispus Attucks
3. Onancock Square Apartments (approved by USDA)-will be presented at meeting
4. William Hughes Apartments (approved by USDA)

Director Holt moved to adopt the CY 2019 Budgets as requested. Seconded by Director Mason, 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 found during inspections or as units become available.
- Other: Working on year-end audit items for Auditor and VHDA.

Sunnyside Village – 23 Single Family Houses

- Vacancies: Sunnyside is fully leased; one move-out is scheduled for January.
- Rent: Four tenants are delinquent, should resolve by end of the month
- Maintenance Issues: Resolving day to day work orders found during inspections or as units become available. Will need to turn a unit at the end of January.
- Other: Working on year-end audit items for Auditor and VHDA.

Virginia Street – 10 Single Family Houses

- Vacancies: Virginia Street is fully leased.
- Rent: Three tenants are delinquent, should be resolved by end of the month
- Maintenance issues: Replaced two sets of outside steps. Resolving day to day work orders found during inspections or as units become available.
- Other: A one-bedroom home was broken into by a family member (non-lease), required door replacement.

Crispus Attucks Apartments – 22 Duplex Apartments

- Vacancies: Crispus Attucks has one vacancy, scheduled to be occupied by end of January.
- Rent: One tenant is delinquent, help has been received and an action plan is in place.
- Maintenance: Resolving day to day work orders found during inspections or as units become available (one in process).
- Other: Working on year-end audit items for Auditor and VHDA.

William Hughes Apartments – 34 Apartments in 6 Buildings

- Vacancies: William Hughes is fully leased; one move-out is scheduled for January.
- Rent: One tenant is delinquent, should be resolved by end of the month
- Maintenance issues: Resolving day to day work orders found during inspections or as units become available. A refrigerator has failed and must be replaced. One light pole light is out. Will have a unit turn at the end of the month.
- Other issues: Working on year-end audit items for Auditor and VHDA
- Moisture Issue: Five (5) dehumidifiers have been installed in units previously identified with moisture concerns. Monitoring will be continued for additional signs.

Onancock Square – 40 Apartments in 4 Buildings

- Vacancies: Onancock Square has 2 vacant units, 1 one-bedroom unit and 1 two-bedroom unit. Working with applicants, hopeful to fill both units by the end of January.
- Rent: Two tenants are delinquent, working to resolved by the end of the month
- Maintenance: Continue to address routine maintenance issues and unit turns. Inspections will resume in February. Inspections occur in one building a month, with all building being inspected at least twice a year.
- Other: No concerns at this time.

Current financial reports for each property were attached for review.

7. Housing Development Projects

Rural Homeowner Rehabilitation (RHR)

The RHR Oversight Committee was scheduled to meet immediately following the November 28th RHA meeting. Due to scheduling conflict, the meeting was rescheduled to December 18, 2018. Members present discussed the status of the five (5) approved cases and the next three (3) cases in process.

Staff continues to receive applications on a daily basis. To date, close to 200 applications have been received. Unfortunately, most applications are incomplete, over income, or heir properties. A large majority of the applicants have homes that are not able to be brought up to Section 8 HQS standards under the RHR program budget limits. These particular units are being assessed for the IPR program, or provided alternative resource referrals, as applicable.

Rural Homeowner Rehabilitation Oversight Board

A meeting will be held immediately following the RHA Board Meeting. An update will be provided at the next RHA meeting.

8. Housing Choice Voucher Section 8 Program

We are currently serving 525 families (down 2 from last RHA report). We have 46 families pending action. Seven of these pending families have found units to rent and are waiting on an inspection or some other part of the process to be completed.

Staff has plans in the next two months to continue to pull people from the waiting list in order to increase leasing and also to send out the waiting list update forms. This update occurs once a year in an effort to purge the list and have current information on applicants prior to opening the waiting list.

Staff requested a change to the Admin Plan regarding the timing of rent increases.

“Where the owner is requesting a rent increase, the PHA will determine whether the requested increase is reasonable within 15 business days of receiving the request from the owner and all required documentation. The request must be received 90 days prior to the date the increase is to go into effect. The owner will be notified of the determination in writing.”

Director Holt moved to grant permission to change the Admin Plan regarding the timing of rent increases. Seconded by Director Washington, the motion carried by unanimous vote.

9. HUD/VHDA Housing Counseling

Two Financial Literacy Classes were held in November in the Community Room at Onancock Square Apartments. The A-NPDC partnered with the Northampton County Extension Office to provide an educational evening for the residents of Onancock Square. The Extension Office provided a presentation on healthy eating and the A-NPDC followed with presentations on budgeting and credit. A Homeownership Orientation Class was also held in November which provided an overview of the Home-buying Process for people just beginning to think about purchasing their first home. A two-day First Time Homebuyer Class is scheduled for January at ESCC. Homeownership calls and appointments have been increasing.

10. Executive Director’s Report

Asset Management Activities

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

Government Shutdown

On December 20, 2018, the Accomack-Northampton Regional Housing Authority (A-NRHA) received notice from the U.S. Department of Housing and Urban Development (HUD) that A-NRHA would receive the funding increment for December 31, 2018 and January 31, 2019. This increment has been used to pay the January Housing Assistance Payment for Housing Choice Voucher Program (also known as Section 8) participating families and will be used to pay the February Housing Assistance Payment for participating families. However, if the government shutdown continues until March, A-NRHA will only have access to the limited A-NRHA reserves held for Housing Assistance Payments. Without another approved and received increment, HUD-held reserves for A-NRHA would amount to no more than 25% of the March rent roll.

According to the 2018 Contingency Plan, essential personnel in Kansas City will be available to draw the entire reserve fund down. Staff have contacted HAPPY Software and it is possible to make the adjustments to pay 25% but it will be very time consuming and will require it to be redone for the next full payment of Housing Assistance Payments.

11. Other Matters

No other matters were discussed.

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