

ACCOMACK-NORTHAMPTON REGIONAL HOUSING AUTHORITY
MINUTES OF THE
May 22, 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
Melissa Matthews	Russ Williams
Christine Ross	Colin Kean

1. Call to Order

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

2. Minutes of the March 27, 2019 Meeting

Presented were the minutes of the March 27, 2019 meeting.

Adoption of the presented minutes was requested.

Director Holt moved to approve the minutes of the March 27, 2019 meeting as presented. Seconded by Director Kolakowski, the motion carried by unanimous vote. 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, Mar/Apr	\$ 487.21
A-NPDC	Crispus Attucks Management, Mar/Apr	1,629.45
A-NPDC	Sunnyside Village Management, Mar/Apr	2,442.98
A-NPDC	William Hughes Management, Mar/Apr	2,574.92
A-NPDC	Virginia Street Management, Mar/Apr	2,574.47
A-NPDC	Mill Run Management, Mar/Apr	1,695.63
A-NPDC	Onancock Square Apts, Mar/Apr	438.15
A-NPDC	Tax Credit Compliance, Mar/Apr	-105.29
A-NPDC	DHCD-Homeowner Rehab Proj, Mar/Apr	<u>1,921.24</u>
	Total Due A-NPDC	\$13,658.76*

Section 8 Checking Account		
A-NPDC	Administration and Fraud Recovery, Mar/Apr	\$45,816.91*

* 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 Kolakowski, the motion carried by unanimous vote.

4. Current A-NPDC Projects Financial Report

The attached report indicated that 78.26 percent of the budget had been expended while 83.33 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. FY 2020 Budget

Deferral of adoption of the FY 2020 A-NRHA Budget and authority to expend funds at FY 2019 Budget levels until the next regular meeting was requested for the following reason:

Since the A-NPDC has not adopted its budget, benefit and indirect rates for FY 2020 had not yet been established.

Director Kolakowski moved to defer the adoption of the FY 2020 A-NRHA Budget and to expend funds at the FY 2019 Budget levels until the next regular meeting. 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.
- Rent: Two 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.
- Other:
 - Have had problems with two septic pump stations. Issues have been resolved by untangling the float and making an adjustment to a pump timer.
 - Looking at replacing a six driveway culverts, obtaining quotes
 - Pressure washing is scheduled for the property in the next few weeks.

Sunnyside Village – 23 Single Family Houses

- Vacancies: Sunnyside is fully leased.
- Rent: Two tenants are delinquent, should resolve one by end of the month and one is scheduled for court.
- Maintenance Issues: Resolving day-to-day work orders found during inspections or as units become available.
- Other: Septic drain fields at two units have failed. Gathering pricing from Bundick and Boggs. Appears that we may move forward with a voluntary replacement. As soon as final quotes have been received, we will proceed.

Virginia Street – 10 Single Family Houses

- Vacancies: Virginia Street is fully leased. Pending one move out in June.
- Rent: All tenants are current on their rent
- Maintenance issues: Resolving day-to-day work orders found during inspections or as units become available.
- Other: No other concerns.

Crispus Attucks Apartments – 22 Duplex Apartments

- Vacancies: Crispus Attucks is fully leased. Pending several moving in the next couple of months.
- Rent: All tenants are current on their rent
- Maintenance: Resolving day-to-day work orders found during inspections or as units become available.
- Other: No other concerns.

William Hughes Apartments – 34 Apartments in 6 Buildings

- Vacancies: William Hughes has one vacancy. Scheduled to be filled shortly.
- Rent: All tenants are current on their rent.
- Maintenance issues: Resolving day-to-day work orders found during inspections or as units become available. Turning vacant units.
- Other issues: Bedbug concerns, with the cooperation of the tenant, appears to be resolved. We will continue to monitor the unit for the next few months to verify that it is clear.

- Moisture Issue: Discovered two units disabled their dehumidifiers, thus causing some additional mildew issues. Access to units have been locked to prevent future issues. Monitoring will be continued for additional signs.

Onancock Square – 40 Apartments in 4 Buildings

- Vacancies: Onancock Square has two vacancies. Scheduled to be filled by early
- Rent: Two tenants are delinquent, if not resolved by end of week, will be filing in court.
- Maintenance: Continue to address routine maintenance issues and unit turns. Inspections occur in one building a month, with all buildings being inspected at least twice a year. No major issues were found in Building 168 except housekeeping issues.
- 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 met on January 23, 2019. Members present discussed the status of the five (5) approved cases and the next three (3) cases in process. The staff reported the proposed units might come in over-budget. Strategies were discussed to minimize the Scope of Work to meet requirements and budget restrictions. Staff expressed concerns with obtaining contractors that are qualified to perform rehabilitation projects, outreach is required. Staff was instructed to research our procurement policy, and proceed accordingly.

Staff continues to receive applications daily and working from the waiting list to select clients. Twenty-eight new applications have been approved based on income, household size, and ownership. Inspections, the final eligibility factor, has not been scheduled. To date, close to 200 applications have been accepted. Unfortunately, most applications are incomplete, over income, or heir properties. A vast majority of the applicants have homes that cannot 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 519 families (down 8 from last RHA report). We have 27 families pending action. Ten 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.

The waiting list opened the first week of April. We received 242 new applications, exceeding expectations by about 20%. Our waiting list now stands at 336, up from 94.

We are in the final year of our 5-year plan. The RHA will be developing the new 5-yr plan based on your priorities. The process will begin in October.

9. HUD/VHDA Housing Counseling

The spring/summer Home Buyer Education Workshop is in the planning stages and is tentatively scheduled for June 19 and June 20, and will be held with our partners at Eastern Shore Association of Realtors. Transition of clients from the recently retired counselor to Mary, who started full time employment on April 16, continues. Homeownership calls and appointments remain steady, with slight increase in Foreclosure Intervention activity.

10. Executive Director's Report

Asset Management Activities

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

Waiting List Opening

The waiting list was opened for the first week of April and A-NRHA received 234 new complete applications. All 234 applications have been processed and entered into the software system by Community Development Coordinator Smolinski. At the current rate of turnover, it may be possible for A-NRHA to reopen the waiting list toward the end of the calendar year.

New Section 8 Inspector

Seth Matthews has been hired as the new Housing Specialist whose primary duties are operating the Housing Choice Voucher Program's inspection program. He is a 1996 graduate of Broadwater Academy, he also attended Arcadia High School, and he most recently was working as a self-employed carpenter/contractor and sign designer and installer.

Resolution on New Signatures for A-NRHA

Director of Administration Taylor, in one of her first actions in her new job, put together a list of accounts, began verifying details to transition to her management of A-NRHA finances, and discovered one account's signature cards had not been updated in years. Executive Director Meil was the only remaining signature that was still valid.

Retroactive authorization was requested to update the A-NRHA operating account signature cards (held at Suntrust Bank) to the existing Chairman, Vice Chairman and Executive Director.

Director Kolakowski moved to grant retroactive authorization to update the A-NRHA operating account signature cards. Seconded by Director Holt, the motion carried by unanimous vote.

11. Other Matters

Chairman Jenkins notified the Board that he would not be able to attend the July meeting.

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