

ACCOMACK-NORTHAMPTON REGIONAL HOUSING AUTHORITY
MINUTES OF THE
September 25, 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
Colin Kean	Sandy Taylor

1. Call to Order

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

2. Minutes of the July 24, 2019 Meeting

Presented were the minutes of the July 24, 2019 meeting.

Adoption of the presented minutes was requested.

Director Mason moved to approve the minutes of the July 24, 2019 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, July/Aug	\$ 1,108.61
A-NPDC	Crispus Attucks Management, July/Aug	265.33
A-NPDC	Sunnyside Village Management, July/Aug	466.75
A-NPDC	William Hughes Management, July/Aug	1,383.80
A-NPDC	Virginia Street Management, July/Aug	929.98
A-NPDC	Mill Run Management, July/Aug	928.83
A-NPDC	Onancock Square Apts, July/Aug	222.63
A-NPDC	Tax Credit Compliance, July/Aug	268.84
A-NPDC	DHCD-Homeowner Rehab Proj, July/Aug	<u>3,528.03</u>
	Total Due A-NPDC	\$ 9,102.80*
Section 8 Checking Account		
A-NPDC	Administration and Fraud Recovery, July/Aug	\$54,100.63
A-NPDC	Fraud Recovery, July/Aug	<u>3,150.04</u>
	Total Due A-NPDC	\$57,250.67*

*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 Kolakowski, the motion carried by unanimous vote.

4. Current A-NPDC Projects Financial Report

The attached report indicated that 30.62 percent of the budget had been expended while 16.67 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. Property Management

Mill Run Apartments – 26 Duplex Apartments

- Vacancies: One.
- Rent: All tenants are current on their rent
- Maintenance Issues: Resolving day-to-day and seasonal work orders found during inspections or as units become available.

- Other: Will be replacing six driveway culverts in the next few months. Originals from 1995 are made of metal and have broken down in several spots. Working on pricing.

Sunnyside Village – 23 Single Family Houses

- Vacancies: One.
- Rent: Two tenants are delinquent.
- Maintenance Issues: Septic drain fields at two units have failed. Boggs had the best pricing. We are going forward with a voluntary replacement, which Boggs has not yet scheduled. System is limping along at the moment.
- Other: VHDA reviewed the files and property-Sunnyside Village I. We believe at this time that the review was satisfactory. We will share results when we receive them.

Virginia Street – 10 Single Family Houses

- Vacancies: Virginia Street is fully leased.
- Rent: One tenant is delinquent, should resolve shortly
- Maintenance issues: Resolving day-to-day work orders found during inspections or as units become available.

Crispus Attucks Apartments – 22 Duplex Apartments

- Vacancies: Two.
- Rent: All rents are current.
- Maintenance: Working on unit turns.
- Other:
 - VHDA reviewed files for Tax Credit Compliance and the physical property at Crispus Attucks. We believe the review went very well. Job well done by the site management and maintenance.

William Hughes Apartments – 34 Apartments in 6 Buildings

- Vacancies: None
- Rent: One unit with court action pending.
- Maintenance issues: Working on items from last inspection and day-to-day issues.
- Other issues: Property parking lot will need patchwork.

Onancock Square – 40 Apartments in 4 Buildings

- Vacancies: Onancock Square has five vacancies (two 1 bedroom & three 2 bedroom units)
- Rent: No delinquencies (Exception – Unit with Sheriff’s Eviction is not current)
- Maintenance: Continue to address routine maintenance issues and unit turns. Inspections occur in one building a month, with all building 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.

6. Housing Development Projects

The RHR Oversight Committee met on July 24, 2019. Members present discussed the status of the five (5) approved cases and the next three (3) cases in process. Staff reported rehabilitation for two approved units was completed. One approved unit was pending building permit, and one was determined not eligible due to heired property concern. Staff received authority to proceed with the next highest ranked applicant. Contracts are scheduled to be signed shortly.

Staff is working closely with DHCD to finalize the CAMS set-up for the final three applicants. A contract extension will be necessary to complete the project. Staff will provide an update during the meeting.

Staff continues to receive applications daily and working from the waiting list to select clients.

Rural Homeowner Rehabilitation Oversight Board

No Board Meeting scheduled for this month.

7. Housing Choice Voucher Section 8 Program

We are currently serving 531 families (up 3 from last RHA report). We have 38 families pending action. These are either new families just receiving a voucher or families with assistance moving to new units.

Staff has been pulling from the waiting list regularly in order to keep the leasing numbers up. The budget and utilization tool used for planning shows we have a 74% average success rate for leasing up those who are pulled from the waiting list, a 9 % increase over last year. The tool also indicates that percentage is trending upward.

August 26th staff submitted the annual SEMAP (Section Eight Management Assessment Program). Based on files selected for the areas of: waiting list management and admission, rent reasonableness, income calculation, utility allowance updates, inspection QA/QC, housing quality standards enforcement, payment standard application, annual reexams, rent calculation, inspection timing and lease rate; the PHA scored as a “High Performer”. HUD will use their online capabilities and come back to the PHA with their determination of our status.

At this time each year, there are a number of program components that must be updated.

Management Resource Group, Inc. has reviewed local utilities and new utility allowances have been calculated. (Attached) The trend appears to be that on average LP gas prices and fuel oil prices increased slightly, but electric prices have increased significantly. This coincides with ANEC rate increase that was effective October 1, 2018, as well as the significant increase in usage due to the extreme cold of last winter and the hotter than expected temperatures this past summer. A copy of the methodology will be available for review at the meeting.

Staff requested adoption of the FY20 utility allowances.

Director Holt moved to adopt the FY20 utility allowance as presented. Seconded by Director Washington, the motion carried by unanimous vote.

HUD has published the FY20 FMRs (fair market rents). The FMRs for Northampton County have increased at an average of 1%, and the FMRs for Accomack County have increased for time since 2017, at an average of 3%. Two years ago, HUD changed the way that it calculates the FMR's. Information on how FMR's are determined is available at www.huduser.gov.

The PHA must set Payment Standards based on the FMR's, which are used as a factor in calculating the tenant portion of the rent. A copy of the FMR's and Payment Standards for each county is attached. The payment standards have been calculated at 110% of the FMR to ensure that there is a wide selection of units available to Section 8 applicants.

Staff requested adoption of the FY20 FMR's and Payment Standards.

Director Holt moved to adopt the FY20 FMR's and Payment Standards as presented. Seconded by Director Washington, the motion carried by unanimous vote.

Nan McKay put out the latest revision to the model administrative plan in July. A majority of the changes involves updating HUD references. See attached changes. Staff will be available to answer any questions.

Staff requested adoption of the changes to the Administrative Plan.

Director Mason moved to adopt the changes to the Administrative Plan as requested. Seconded by Director Kolakowski, the motion carried by unanimous vote.

8. HUD/VHDA Housing Counseling

One client family is in the final phases of purchasing their first home with a VHDA loan. Closing scheduled for September. One client brought his mortgage current. Working with Head Start in Belle Haven and Accomack to set up outreach/financial literacy classes in September/October. Homeownership calls and appointments have remained steady, with a slight decrease in Foreclosure Intervention activity.

9. Executive Director's Report

Asset Management Activities

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

Waiting List

The waiting list was opened for the first week of April and A-NRHA received 234 new complete applications that were added to the existing list. There are currently 210 households on the waiting list.

Rural Rehabilitation Program

Staff prepared a new application and submitted it.

Chincoteague Technical Assistance

Staff has assisted the Town of Chincoteague with arranging a technical assistance visit for them from the Virginia Housing Development Authority. Chincoteague is interested in understanding the development potential of a vacant building with potential retail use on the first floor and housing use on the second floor. The visit will be attended by A-NRHA staff and will be held September 26.

10. Other Matters

The next meeting of the A-NRHA will be conducted on Thursday, November 21st at Sunnyside Community Center in Cheriton, VA.

11. Public Participation

No public participation took place at this time.

12. Adjournment

There being no further business, the meeting was adjourned.

Copy teste:

Richard Jenkins, Chairman

Elaine K. N. Meil, Secretary/Treasurer