

ACCOMACK-NORTHAMPTON REGIONAL HOUSING AUTHORITY
MINUTES OF THE
September 27, 2017
4:00 p.m.
The Enterprise Building
Accomac, Virginia

DIRECTORS PRESENT:

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

DIRECTORS ABSENT:

Vacant	Northampton County
--------	--------------------

OTHERS PRESENT:

Elaine Meil	David Annis
Susan Haycox	Melissa Matthews
Kat Edwards	Christine Ross
Colin Kean	

1. Call to Order

Chairman Jenkins called the meeting to order at 4:06 p.m.

2. Minutes of the July 26, 2017 Meeting

Presented were the minutes of the July 26, 2017 meeting.

Adoption of the presented minutes was requested.

Director Mason moved to approve the minutes of the July 26, 2017 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, July/August	\$1,129.10
A-NPDC	Crispus Attucks Management, July/August	966.29
A-NPDC	Sunnyside Village Management, July/August	1,254.14
A-NPDC	William Hughes Management, July/August	1,875.13
A-NPDC	Virginia Street Management, July/August	1,777.97
A-NPDC	Mill Run Management, July/August	1,031.35
A-NPDC	Onancock Square Management, July/August	406.65
A-NPDC	Tax Credit Compliance, July/August	2,541.57
A-NPDC	Homeowner Rehab Project, July/August	<u>4,018.54</u>
	Total Due A-NPDC	\$15,000.74*
Section 8 Checking Account		
A-NPDC	Administration, July/August	\$49,406.17*

* 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 Washington, the motion carried by unanimous vote.

4. Current A-NPDC Projects Financial Report

The attached report indicated that 17.06 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: Mill Run has one vacancy.
- Rent: All rents are current.
- Maintenance Issues: Working to repair a roof leak.
- Other: VHDA completed their annual inspections and audits in July. Only one minor file item was noted which involved a move-in calculation that did not affect the tenant’s eligibility. The only physical inspection items noted were from

tenant's actions, such as an extension cord across a floor, and an egress blocked with boxes. All in all, a very good compliance audit.

Sunnyside Village – 23 Single Family Houses

- Vacancies: Sunnyside has one vacant unit.
- Rent: One tenant is behind with rent payments.
- 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. This effort includes replacing any rotten wood. A deteriorated ledger board that connects the front stoops to the house has been found at several of the units. This first round of repairs and maintenance to all of the decks and steps may require a draw from the replacement/reserve account.
- Other: Unit inspections are scheduled for October.

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: The two-story, old farm house that was rehabilitated in 1992 continues to have issues with the floor system. This lot is in a low area, which makes it difficult to control moisture under the house. Our property manager is making repairs when needed.

Onancock Square – 40 Apartments in 4 Buildings

- Vacancies: Onancock Square has 4 vacant units.
- Rent: All rents are current.
- Maintenance: Only routine maintenance issues.
- Other: The property manager has been advertising vacancies in the Post which has resulted in a good number of new applications.

Crispus Attucks Apartments – 22 Duplex Apartments

- Vacancies: Crispus Attucks is once again fully leased.
- Rent: All rents are current.
- Maintenance: Only routine maintenance issues.
- Other: Fall unit inspections are scheduled for the end of this month.

William Hughes Apartments – 34 Apartments in 6 Buildings

- Vacancies: William Hughes has one vacancy.
- Rent: All tenants are current.
- Maintenance issues: The contractor who completed the rehabilitation had asked the weatherization division of their firm to assess the interior moisture problems in some of the one-story units. The resulting report recommends a resetting of certain systems in certain units, and tenant counseling for other units. Staff is working on a response to the report. Rural Development inspected the property as part of a supervisory review, and is recommending that units be repainted with

a harder, semi-gloss paint during turnovers. The flat paint that was used during the rehabilitation is not holding-up well in many of the units.

- Other issues: Fall unit inspection are scheduled for October.

Current financial reports for each property was attached for review.

6. Housing Development Projects

Rural Homeowner Rehabilitation

Despite several inquiries, we have not as yet received any guidance from DHCD on how to proceed with the Rural Homeowner Rehabilitation Program. Initially, staff had been told that DHCD wanted to fast-track this program, so we started the outreach as soon as we were notified of the funding award, which was June the 16th. As a result, we currently have 73 applications for assistance, but were only awarded enough funds to complete 8 houses.

Assuming that we get a grant agreement sometime soon, staff would like to start prioritizing the applicants for assistance. One of the first steps would be to develop a ranking criteria based on housing conditions and family data that DHCD would review and approve.

It was requested that the Board appoint a Rehabilitation Review Board that would provide oversight of the Rehabilitation Program, establish a ranking criteria for applicants, and rank the applications accordingly.

Directors Washington & Mason volunteered to sit on the Rehabilitation Review Board.

Director Holt moved to elect Director Washington and Director Mason to the Rehabilitation Review Board. Seconded by Director Washington, the motion carried by unanimous vote.

7. Housing Choice Voucher Section 8 Program

We are currently serving 523 families (down from 7 from last RHA report). We have 41 families pending action, either moving within the locality, or porting in or out or receiving a new voucher. Staff pulled 75 families from the waiting list in August and September. From this pool we have 23 families with vouchers who are searching for housing and several more that have already located a unit and are being processed for getting under lease.

At the last meeting we adopted the latest Nan McKay revisions to our Administrative Plan. At that time we said we would be making further changes to individual chapters to bring administrative policy and RHA procedure into alignment.

We have made the changes in the insert based on streamlining administrative practices and implementing cost-saving procedures.

Staff requested Board approval of the Administrative Plan revision.

Director Holt moved to approve the Administrative Plan revision as presented. Seconded by Director Washington, the motion carried by unanimous vote.

Director of Housing Services Edwards also presented the Final FY 2018 FMR's and Payment Standards as well as the Updated Utility Allowances.

Staff requests adoption of the Final FY 2018 FMR's and Payment Standards as well as the Updated Utility Allowances.

Director Mason moved to adopt the Final FY 2018 FMR's and Payment Standards as well as the Updated Utility Allowances. Seconded by Director Washington, the motion carried by unanimous vote.

8. Housing Counseling

Pre-Purchase Counseling	Current Month: July & August
# of orientations held	0
Orientation attendees	0
Client Intakes	12
Additional Counseling Sessions Held	14
# of final workshops held	0
Mortgage submissions	3
Mortgage closings	3
Financing leveraged	\$433,699

Growing Your Money Financial Literacy	Current Month: July & August
New GYM participants	45
GYM graduates	0

Default and Foreclosure Counseling	Current Month: July & August
Intake sessions	1
Additional Foreclosure Sessions	3
Positive Foreclosure Prevention Outcomes	0
Homeowner Budget/Predatory lending Counseling	0

New VHSP-4

Homeowner-non-delinquent-1

Follow Up Rental-5

A Pre-Purchase Workshop was held two evenings, July 19th and 20th At ESCC. Eighteen people completed the class and earned a Homeownership Certificate.

Three Financial Literacy Classes were held on August 21 for the families attending the Section Eight Briefings with forty five families in attendance.

Jen Hope, Brenette Hinmon, and Patricia Grove attended a Conference in Richmond August 16th and 17th entitled “Housing Virginia’s Most Vulnerable”. Numerous sessions were offered that addressed housing focused case management and challenges to housing stability in permanent supportive housing.

9. Executive Director’s Report

Asset Management Activities

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

Staff had the first informal hearing for someone not making necessary payments on their repayment agreement. Upon adoption of the new policy, staff intends to purchase a refrigerator magnet for all participants that states; all income changes over \$200 must be reported within 30 days and it will include contact information of the A-NRHA.

Housing Virginia

Staff attended the Housing Virginia housing provider retreat in Charlottesville.

DHCD Scattered Site Funds

Several agencies indicated they had applied but not received these Scattered Site funds. There were very interested in how we had obtained the funds. The consensus was probably the low cost of construction on the Eastern Shore which was very competitive with what many of them could promise.

Many of these agencies also indicated they are exiting the Indoor Plumbing and Rehabilitation Program (managed by the Eastern Shore of Virginia Housing Alliance) and are hoping to press the state to replace the IPR Program with this scattered site home repair program. Many of these areas can no longer find pit privies to eliminate and without one they cannot access the funds to repair septic systems. The agencies are also pressing USDA Virginia to make changes such as Kentucky has done to provide a small fee as an allowable expense under the USDA housing repair loan. They intend to use these funds as match.

Mobile Home Parks

There were also discussions on finding ways to maintain and improve mobile home parks. While the providers were not excited with the idea of new parks or overjoyed with mobile homes in particular, they decided that it is necessary to work on replacing all pre-1976 mobile homes (built before regulations were made) and providing residents who own these homes with more security that they land on which it sits will not be sold without some consideration for the residents.

Section 8 HCV Discussions

The entire retreat provided many networking opportunities. Staff was in one group where the Housing Choice Voucher (HCV) Program was discussed. Staff explaining the Eastern Shore transition of the HCV program from the Virginia Housing Development Authority (VHDA) to the A-NRHA. One provider who still works with VHDA stated his 6 county region's vouchers have dwindled to just about 150 vouchers and he has not been able to open their waiting list in years. Since the Eastern Shore is no longer in the larger state pool, A-NRHA still has 538 vouchers for Accomack and Northampton and have been able to open the waiting every year for at least the last five years.

10. Other Matters

The next meeting has been scheduled for November 29, 2017.

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