

ACCOMACK-NORTHAMPTON REGIONAL HOUSING AUTHORITY

MINUTES OF THE

September 28, 2016

4:00 p.m.

The Enterprise Building

Accomac, Virginia

DIRECTORS PRESENT:

Richard Jenkins
Ernest H. Washington
Vincent Holt

Accomack County
Northampton County
Section 8 Representative

DIRECTORS ABSENT:

Steven B. Miner
Vacant

Accomack County
Northampton County

OTHERS PRESENT:

Elaine Meil
Susan Haycox
Christine Ross

Kat Edwards
Colin Kean
John Andrejowski

1. Call to Order

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

2. Minutes of the July 27, 2016 Meeting

Presented were the minutes of the July 27, 2016 meeting.

Adoption of the presented minutes was requested.

Director Holt moved to approve the minutes of the July 27, 2016 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/August	\$ 629.12
A-NPDC	Crispus Attucks Management, July/August	547.24
A-NPDC	Sunnyside Village Management, July/August	351.87
A-NPDC	William Hughes Management, July/August	641.83
A-NPDC	Virginia Street Management, July/August	2,530.77
A-NPDC	Mill Run Management, July/August	483.05
A-NPDC	Tax Credit Compliance, July/August	<u>4,588.34</u>
	Total Due A-NPDC	\$ 9,772.22*

Section 8 Checking Account		
A-NPDC	Administration, July/August	\$44,886.92*

* 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 indicates that 16.65 percent of the FY 2017 budget had been expended while 16.67 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 Washington, the motion carried by unanimous vote.

5. Property Management

Mill Run Apartments – 26 Duplex Apartments

- Vacancies: Mill Run is fully leased.
- Rent: All rents are up to date.
- Maintenance Issues: Only routine maintenance.
- Other: No additional issues to report.

Sunnyside Village – 23 Single Family Houses

- Vacancies: Two, 1-bedroom units are vacant. Management is working through the waiting list to qualify applicants for the units.
- Rent: One family is past-due, but expected to become current by the 23rd.
- Maintenance Issues: The Sunnyside houses all have wooden steps and decks that are showing their age. Last month, one of the front stoops disconnected from the house and had to be reconstructed and reconnected. Management is currently soliciting prices from contractors to replace all rotten wood, and to pressure wash and seal all wooden decks and steps.
- Other: No additional issues to report.

Virginia Street – 10 Single Family Houses

- Vacancies: One vacant unit as of the first of the month. A new family has been qualified to move in.
- Rent: All rents are current. Management is pursuing a garnishment against an evicted family for monies owed when evicted.
- Maintenance issues: The flooring in one occupied unit is being replaced.
- Other: No additional issues to report.

Onancock Square – 40 Apartments in 4 Buildings

- Vacancies: Five vacant units, four 2-bedroom and one 1-bedroom. Management is currently pre-qualifying families for future move-ins.
- Rent: One tenant is past due.
- Maintenance: Only routine maintenance items.
- Other: Nothing to report.

Crispus Attucks Apartments – 22 Duplex Apartments

- Vacancies: Fully leased.
- Rent: All rents are current.
- Maintenance: Only day-to-day routine maintenance.
- Other: No additional issues to report.

William Hughes Apartments – 34 Apartments in 6 Buildings

- Vacancies: William Hughes is fully leased.
- Rent: All rents are current.
- Maintenance issues: Only routine maintenance issues and high humidity problems in certain units as reported. No complaints about the water since Bundick Well & Pump addressed the issue.
- Other issues: Staff and Management have still not received any response to our request to Nubeam to explore options for providing internet service to the tenants without installing an outside antenna for every unit. In our initial meetings this past Spring, Nubeam representatives proposed several options that could possibly provide service to the units without installing 34 exterior antennas, but as yet, have not followed through on submitting the proposals.

Current financial reports for each property were attached for review.

6. Housing Development Projects

William Hughes Apartments

One of the apartments that was retrofitted to decrease humidity and moisture problems last year continued to have those problems during the hot days of August, along with several units that did not receive the improvements. Our contractor and architect have been notified of the continuing problems and we are waiting for a response.

Virginia Street Houses

The Virginia Street tenant who expressed an interest in purchasing the house she occupies on Virginia Street has not made the progress we had hoped on her financial work plan due to a cut-back in her work hours this past summer. Contacted last week, she reported that her work hours had been restored and she has made an appointment with our housing councilor to get back on track.

7. Surety Agreement for Eastern Shore of Virginia Housing Alliance

As you know, the Eastern Shore of Virginia Housing Alliance is the non-profit, CHDO housing agency that, like the A-NRHA, is staffed by the A-NPDC. The Alliance was formed in the early 1980s as the Accomack-Northampton Housing & Redevelopment Corporation, but changed its name several years ago during the process of being recertified as a CHDO. In addition to administering housing counseling programs, the Alliance has rehabbed or replaced over 150 houses beginning in the late eighties through their Indoor Plumbing Rehabilitation Program, and has owned and operated Pine Street Apartments in Onancock since the facility was constructed in 1990.

In the 10 years since the A-NRHA begin developing affordable housing using the Federal Low-Income Housing Tax Credit (FLIHTC) program, the Authority has rehabbed and constructed quality, affordable apartments at Onancock Square, Crispus Attucks, Mill Run, and William Hughes Apartments, and at the same time accrued a respectable amount of cash reserves from the FLIHTC developer's fees.

The Alliance is endeavoring to follow in the footprints of the Authority by using the FLIHTC to develop affordable housing, and at the same time accumulate cash reserves that would provide some financial stability and security for their agency. The Alliance applied for, and was awarded tax credits to rehabilitate Pine Street Apartments in Onancock. Pine Street consist of 30 units of Rural Development 515 apartments with RD project-based rental assistance and has been fully occupied with a waiting list since it was construction 26 years ago.

Since this will be the first FLIHTC project for the Alliance, and since the Alliance does not have an abundant amount of cash reserves, one of the investors in the tax credit equity fund that will purchase the credits is requiring a guarantee that any construction overruns that are above the budgeted contingency will be covered. The budgeted contingency is \$150,000.00. In all of the tax credit projects completed by the A-NRHA over the past years, none have expended all of the contingency. In the unlikely event that Pine Street does deplete the contingency, the project would fall back on the budgeted developer's fees to pay for overruns.

It was requested that the Authority consider providing a surety agreement in the amount of \$100,000 to the Alliance that would pay for construction cost overruns that exceed the budgeted contingency and cash developer's fees during the rehabilitation of Pine Street Apartments to satisfy the underwriting concerns of one of the investors in the tax credit equity fund. The Authority would be paid a fee for the surety agreement of \$2,500.00 (2.5%) at the final closing of the equity fund.

Director Holt moved to grant authority to the A-NRHA to provide a surety agreement in the amount of \$100,000 to the ESVHA. Seconded by Director Washington, the motion carried by unanimous vote.

8. Housing Choice Voucher Section 8 Program

We are currently serving 526 families (down from 542 at last RHA report). We have 11 families pending action, either moving within the locality or porting in or out. We have 7 families Non-Elderly Disabled (NED) vouchers looking for housing. We still have another 17 NED vouchers to fill. We are at a 98.5% leased rate for the year. We will be monitoring the leasing rate very closely to ensure that we assist as many families without going over our allotted Unit Months Leased or Budget Authority for the year.

Staff completed the annual SEMAP review and submitted August 29th. We are at this point rated a high performer pending HUD review. There is still a possibility of a desk audit of this year's SEMAP based on our response regarding discrepancies in last year's HUD Confirmatory Review.

Director of Housing Services Edwards handed out the FY 2017 Fair Market Rent (FMR) & Payment Standards chart used for Section 8 Rental Assistance. After some discussion, the Board was asked to adopt the current FMR & Payment Standards.

Director Holt moved to adopt the FY 2017 FMR & Payment Standards. Seconded by Director Washington, the motion carried by unanimous vote.

9. Housing Counseling

Pre-Purchase Counseling	Current Month: August		
# of orientations held	0		
Orientation attendees	0		
Client Intakes	4		
Additional Counseling Sessions Held	2		
# of final workshops held	2		
Mortgage submissions	2		
Mortgage closings	0		
Financing leveraged	\$0		

Growing Your Money Financial Literacy	Current Month: August		
New GYM participants	15		
GYM graduates	0		

Default and Foreclosure Counseling	Current Month: August		
Intake sessions	2		
Additional Foreclosure Sessions	5		
Positive Foreclosure Prevention Outcomes	1		
Homeowner Budget/Predatory lending Counseling	3		

New VHSP 0

Follow Up VHSP 5

A Pre-Purchase Workshop was held at ESCC with 17 in attendance both nights

Bobbie Wert and Patricia Grove participated in the Poverty Simulation on August 18 at Nandua Middle School

Two Financial Literacy Classes were conducted for the families attending the Section 8 Briefing

10. Executive Director's Report

Asset Management Activities

Eighteen individuals are also being managed for debt owed to the Housing Choice Voucher Program. Currently thirteen clients are paying on their collections.

William Hughes Apartments Water

The County has sent back a response and indicated they are willing to have discussions but not at this time.

Project Planning

Staff met with the Virginia Tech Center for Housing Research and supplied them some regional data for a study the Governor has commissioned.

11. Other Matters

Due to the Thanksgiving Holiday, the November meeting was moved to Wednesday, November 30th.

12. Public Participation

No public participation took place at this time.

13. Adjournment

There being no further business, the meeting was adjourned.

Copy teste:

Steve Miner, Chairman

Elaine K. N. Meil, Secretary/Treasurer