

ACCOMACK-NORTHAMPTON REGIONAL HOUSING AUTHORITY

MINUTES OF THE

July 23, 2025

4:00 p.m.

The Enterprise Building

Accomack, Virginia

DIRECTORS PRESENT:

Charles Kolakowski

Mike Mason

Vincent Holt

Northampton County

Accomack County

Section 8 Representative

DIRECTORS ABSENT:

Ernest H. Washington

Patty White

Northampton County

Accomack County

OTHERS PRESENT:

Elaine Meil

Eric Horito

Russ Williams

Sandy Taylor

Faith Lewis

1. Call To Order

Chairman Kolakowski called the meeting to order at 4:04 p.m.

2. Minutes of the June 25, 2025 Meeting

Adoption of the June 25, 2025 minutes was requested.

Director Mason moved to approve the minutes of the June 25, 2025 meeting as presented.

Seconded by Vice Chairman White, the motion was carried by unanimous vote.

3. Bills Payable / Financial Statement

Sandy Taylor presented the Bills Payable and Financial Statement through 06/30/2025.

Commission approval was requested to pay the bills and accept the financial statement..

Director Holt moved to approve the Bills Payable and approve the Financial Statement. It was seconded by Director Mason, the motion was carried by unanimous vote.

4. Current A-NPDC Projects Financial Report

87.97% of the FY 2025 budget has been expended while 100% of the fiscal year has passed.

Board acceptance of the Current A-NPDC Projects Financial Report was requested.

Director Mason made a motion to approve the Current A-NPDC Projects Financial Report. It was seconded by Director Holt, the motion was carried by unanimous vote.

5. FY 2026 Budgets

East Coast Properties submitted the FY 2026 budgets for Sunnyside Village Subdivision and Virginia Street on May 20, 2025.

Board adoption of the above named FY 2026 budgets was requested.

Director Holt made a motion to approve the FY 2026 Budgets for Sunnyside Village Subdivision and Virginia Street. It was seconded by Director Mason, the motion was carried by unanimous vote.

7. Property Management

**Mariner Builder**

Mill Run Apartments - 26 Duplex Apartments

- Vacancies: One vacancy
- Rent: 4 late
- Maintenance: Having issues with HVAC units.

Crispus Attucks Apartments - 22 Duplex Apartments

- Vacancies: None
- Rent: 6 late.
- Maintenance: HVAC units issues. Addressing as they occur.

**East Coast Property Management**

Sunnyside Village - 23 Single Family Houses

- Vacancies: Zero
- Rent: Three tenants late on rent.

- Maintenance Issues: Roof replacements have started. 4708 and 4551 have been completed. The work for 4565 should be finished soon. Materials have been ordered for 4702, 4575, and 4705.
- Floor issues have come up at the following:
  - \*4695, Laundry room and kitchen floors are showing as soft.
  - \*4664, Kitchen around the sink needs subfloor repair. (Phase II unit)
  - \*4675, Hallway and kitchen showing soft spots. Has been worked on before.
  - \*4565, Bathroom and kitchen floor have weak spots.
- Maintenance: Working on day-to-day issues.

#### Virginia Street - 10 Single Family Houses

- Vacancies: One
- Rent: Three tenants late.
- Maintenance Issues: None reported at this time.
- No other issues at this time.

#### Williams Hughes Apartments - 34 Apartments in 6 Buildings

- Vacancies: 1 vacancy
- Rent: 9 late
- Maintenance Issues: Working on day to day items.

#### **T & M Associates**

##### Onancock Square - 40 Apartments in 4 Building

- Vacancies: None
- Rent: Ten tenants were late as of 07/10/2025, but Management believed most would be paid up.
- Vacancies: One 2 bedroom vacancy (1 bedroom will transfer to that soon) and 1 bedroom vacancy will be open at the end of the month.
- Maintenance: Working on day to day issues.
- Other: Monthly inspections. Addressing issues as they appear, minor.

#### 8. Housing Development Projects

##### Accomack County Project

Staff submitted a grant through Virginia Housing Development to partner with private developers to produce affordable homes, but the grant was not funded. Staff will reapply when funding becomes available again.

##### Northampton County Project

Lot 1 and Lot 2 on Occohannock Neck, Exmore are nearing completion. Addressing minor issues that have come up during the final inspection. Expect to have a Certificate of Occupancy by 07/21/2025. Staff is working on closing with a client for Lot 1, the larger two bedroom home. Staff will solicit a realtor to aid in selling Lot 2, a one bedroom home.

The Duplex on Virginia Street, Exmore should be finished, with a Certificate of Occupancy, by 07/25/2025. Staff is working on getting a list of potential tenants to fill the two units.

9. Housing Choice Voucher Section 8 Program

- 1) We are currently serving 459 families. We have 43 families pending action, and of those pending almost all have active vouchers and are searching for housing, or will be issued vouchers soon.
- 2) The Waiting List was opened in April 2022, and remains open. There are currently 122 families on the Waiting List,
- 3) The current Project Based Waiting Lists numbers are as follows:  
Crispus Attucks- 1 family. This Waiting List is currently being updated.  
Mill Run- 64 families.  
Saw Mill Park- 93 families.  
Accomack Manor- 2 families. This Waiting List is currently being updated.
- 4) According to our most recent Section Eight Management Assessment Program (SEMAP) scores, A-NRHA is classified by HUD as a High Performing housing authority. Staff submitted the FY24 certification to HUD on August 12, 2024. No score has been issued. Staff is actively working on the FY25 SEMAP certification, which is due on August 27, 2025.
- 5) HUD has published the Final Rule for the Housing Opportunity Through Modernization Act of 2016 (HOTMA). HOTMA will have a significant impact on the administration of the Section 8 program, including inspection protocols, income and asset qualifications, and family re-examinations. The draft Administrative Plan was submitted to HUD last summer and will be presented to the RHA for approval when returned. Some elements of HOTMA will require enforcement beginning with transactions effective July 31, 2025. These elements include interpretation and clarification of treatment of minor income and student aid. None of these elements require action of the Board, or pending software changes. Last June HUD issued a notice postponing the implementation date for the National Standards for Physical Inspection of Real Estate inspection protocols (NSPIRE), to October 1, 2025.

- 6) HUD awarded A-NRHA the Family Self Sufficiency (FSS) program as a supplement to administration of the HCV/Section 8 program. FSS offers financial incentives to qualified working HCV families, including escrow accounts and one-on-one housing counseling. The goal of the program is to build credit and assets in an effort to graduate from assistance and purchase a home, or otherwise become self-sufficient. FSS aligns well with our existing Housing Counseling programs. There are currently 7 families contracted and participating in the program. Staff are actively recruiting qualified families from the existing Section 8 tenant roster. An application for ongoing funding in CY 2026 has been submitted.

### **Point-In-Time Homeless Report**

**Date of PIT Count: 1/22/2025**

**Population: Sheltered and Unsheltered Count**

#### **Total Households and Persons**

	Sheltered		Unsheltered	Total
	Emergency	Transitional		
Total Number of Households	7	10	2	19
Total Number of Persons	15	17	2	34
Number of Children (under 18)	8	6	0	14

#### **Historical totals:**

2020- 39 persons, 31 sheltered, 8 unsheltered  
2021- 51 persons, 35 sheltered, 16 unsheltered  
2022- 62 persons, 37 sheltered, 25 unsheltered  
2023- 56 persons, 28 sheltered, 28 unsheltered  
2024- 34 persons, 29 sheltered, 5 unsheltered  
2025- 34 persons, 32 sheltered, 2 unsheltered

10. Executive Director's Report

Property Management - Sunnyside Apartments

Two roofs have been replaced. Staff is pressing for more progress on the remaining roofs..

Gauging Board Interest in Duplex Construction/Substantial Rehabilitation/Single Family Construction for a Virginia Street Rental Unit

Staff held a pre-bid conference at the Virginia Street house. Staff has not had the time to complete a full work write up but after a visual inspection, the house looks much worse from the outside than the issues inside, so staff recommends we wait until the work write up can be added to the information. We received the keys on June 30, 2025.

For information purposes, the July 7, 2025 bid opening had the lowest single family house bid at \$119,500 and the lowest duplex bid (a tie) was \$289,500. As soon as the work write up can be completed, a rehabilitation bid will be sought.

11. Other Matters

No other matters at this time.

12. Public Participation

No public participation took place at this time.

13. Next Meeting

The next meeting will be held on Wednesday, September 24, 2025.

14. Adjournment

Vice Chairman White made the motion to adjourn at 4:40 p.m. It was seconded by Director Holt, the motion was carried by unanimous vote.

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Charles Kolakowski, Chairman

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Elaine K. N. Meil, Secretary/Treasurer