

ACCOMACK-NORTHAMPTON REGIONAL HOUSING AUTHORITY

MINUTES OF THE

September 24, 2025

4:00 p.m.

The Enterprise Building

Accomac, Virginia

DIRECTORS PRESENT:

Charles Kolakowski

Mike Mason

Vincent Holt

Patty White

Northampton County

Accomack County

Section 8 Representative

Accomack County

DIRECTORS ABSENT:

Ernest H. Washington

Northampton 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 July 23, 2025 Meeting

Adoption of the July 23, 2025 minutes was requested.

Representative Holt moved to approve the minutes of the July 23, 2025 meeting with one attendance correction. It was seconded by Director Mason, the motion was carried by unanimous vote with one abstention.

3. Bills Payable / Financial Statement

The Bills Payable for July & August are unable to be printed until the A-NPDC FY25 has been closed in the GMS accounting software. Bills Payable will be presented at the November meeting. No action was required at this time.

Auditors from Dunham, Aukam, & Rhodes, PLC visited the A-NPDC office on Monday, September 8th, and Tuesday, September 9th. No action is required at this time.

Board approval for the Financial Statements for A-NRHA operating account, Virginia Street, Mill Run, Sunnyside Village, Crispus Attucks, William Hughes, and Onancock Square were presented.

Vice Chairman White made the motion to approve the financial statements. It was seconded by Representative Holt. The motion was carried by unanimous vote.

The Financial Status Report for July & August are unable to be printed until the A-NPDC FY25 has been closed in the GMS accounting software. Updated reports will be presented at the next meeting. No action is needed at this time.

4. Property Management

Mariner Builder

Mill Run Apartments - 26 Duplex Apartments

- Vacancies: One vacancy with a tenant moving in soon.
- Rent: 5 late.
- Maintenance: Three units having HVAC issues. Two units are reporting issues with their septic. Boggs on-site 9/16 to repair.

Crispus Attucks Apartments - 22 Duplex Apartments

- Vacancies: Two vacancies. Tenants will be moving in shortly.
- Rent: Two late
- Maintenance: 6 HVAC units are indeed of repair. There was a major water leak at 3271 Benjamin Banneker St that has been repaired.

East Coast Property Management

Sunnyside Village - 23 Single Family Houses

- Vacancies: Zero
- Rent: Six tenants late.
- Maintenance Issues: Roof replacements have started. 4708 and 4551 have been completed.
- Four units have issues with flooring and will address these once the roofs are finished.
- Maintenance: Failing HVAC at one unit. Getting quotes for a replacement unit.

Virginia Street - 10 Single Family Houses

- Vacancies: One vacancy. The home is expected to be rehabbed.
- Rent: Two tenants late.
- Maintenance Issues: Working on day-to-day items.

Williams Hughes Apartments - 34 Apartments in 6 Buildings

- Vacancies: One two-bedroom unit
- Rent: 11 tenants late.
- Maintenance: Issue with several refrigerators. Plumbing problems. Day-to-day maintenance.
- Other: Bathroom exhaust fans were installed to help remedy some mildew issues. VCDC was scheduled to do an audit on 9/17, but was postponed due to weather. ECPM continues to believe that smoking is an issue and it would have a positive effect to have smoke-free properties.

T & M Associates

Onancock Square - 40 Apartments in 4 Building

- Vacancies: Three vacancies. Once vinyl flooring has been installed, a tenant will be ready to move in. Two approved applicants will be moving in shortly.
- Rent: Two late.
- Maintenance: There was a clog in Unit 161A that resulted in a \$1,300 bill from Absolute Plumbing.
- Other: Addressing issues as they appear, minor.

5. Housing Development Projects

Accomack County Project

As soon as the Virginia Housing Development Authority starts accepting grant applications, staff will reapply for the affordable housing grant.

Northampton County Project

The project is nearing completion. However, the work on the duplex on Virginia Street has stalled at around 95% completion. There is an issue with the load bearing wall not tying into the foundation. This is being addressed.

9. Housing Choice Voucher Section 8 Program

- 1) We are currently serving 456 families. Seventeen families were recently pulled from the Waiting List and are in the qualification part of the process. We have 39 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 128 families on the Waiting List.

- 3) The current Project Based Waiting Lists numbers are as follows:
Crispus Attucks- 13 families.
Mill Run- 58 families.
Saw Mill Park- 129 families.
Accomack Manor- 28 families.
- 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. No score has been issued for FY24. Staff submitted the FY25 SEMAP certification on August 11th.
- 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. Last June HUD issued a notice postponing the implementation date for the National Standards for Physical Inspection of Real Estate inspection protocols (NSPIRE). The implementation has been extended to February 2027. Staff has been trained and will implement NSPIRE standards with inspections scheduled on that date onward.
- 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 8 families contracted and participating in the program with 2 additional families' applications under review. Staff are actively recruiting qualified families from the existing Section 8 tenant roster.
- 7) Local utilities have been reviewed by the U.S. Housing Consultants, LLC., and new utility allowances have been calculated. The trend is that on average utility prices have increased slightly. If adopted, these utility allowances will be applied to Annual Reexaminations beginning with those effective December 1, 2025.

Vice Chairman White moved to approve the adoption of the FY25 Utility Allowances. It was seconded by Representative Holt, the motion was carried by unanimous vote.

- 8) a) HUD has published the FY25 Fair Market Rents (FMRs). Both counties have an average increase of 7% over LY. Information on how FMR's are determined is available at www.huduser.gov.
- b) The PHA must set Payment Standards based on the FMRs which are used as a factor in calculating the tenant portion of the rent. The payment standards have been

calculated at 110% of the FMRs to ensure that there is a wide selection of units available to Section 8 applicants. This is the maximum currently allowed by HUD. We are no longer qualified to use 120% that was approved for use beginning February 1, 2025, and those payment standards expire on September 30th.

Member Mason moved to approve the adoption of the FY25 Payment Standards. It was seconded by Vice Chairman White, the motion was carried by unanimous vote.

- 9) The Administrative Plan for Section-8 has been updated to reflect the changes involved with the HOTMA rules. The balance of the Plan contains no other significant changes from the last RHA approved Plan. The Plan was submitted to HUD for approval in the summer of 2024, but they have not formally approved the Plan, nor indicated when such approval can be expected. Staff asks for RHA adoption contingent on the pending HUD approval.

Representative Holt moved to approve the adoption of the updated HUD Section 8 Administrative Plan. It was seconded by Vice Chairman White, the motion was carried by unanimous vote.

10. Executive Director's Report

Virginia Street Construction Completion

Virginia Street Duplex

Construction has stopped. The Certificate of Occupancy cannot be issued until an extension of the foundation is completed. The house was built as designed but the engineer did not tie the loading wall into the foundation. The metal roof is light enough not to have caused a problem but conversion to a heavier roof in the future would cause a problem. Staff is pursuing the engineer but needs to complete the work to obtain a Certificate of Occupancy and put the two units into service. The cost is \$8,890.

Virginia Street Rental House.

Report of Lowest Bids for Lot with Sewer and Water: Duplex \$289,500, Single Family Construction \$119,500, and Rehabilitation bid will be available the day of the meeting.

Vice Chairman White moved to approve the recommendation of completing the Duplex foundation work and rehabilitation of the single family rental house through a loan from A-NRHA reserves that would be set up as a secured loan on both properties with the terms of repayment over 10 years and a 7.25% interest rate. It was seconded by Representative Holt, the motion was carried by unanimous vote.

11. Other Matters

No other matters at this time.

12. Public Participation
No public participation took place at this time.
13. Next Meeting
There was discussion about the Thanksgiving holidays and the need to change the next meeting date. It was decided the next meeting will be held on Thursday, November 20, 2025.
14. Adjournment
Vice Chairman White made the motion to adjourn at 4:42 p.m. It was seconded by Representative Holt, the motion was carried by unanimous vote.

Charles Kolakowski, Chairman

Elaine K. N. Meil, Secretary/Treasurer