

ACCOMACK-NORTHAMPTON REGIONAL HOUSING AUTHORITY

MINUTES OF THE

March 26, 2025

4:00 p.m.

The Enterprise Building

Accomac, Virginia

DIRECTORS PRESENT:

Charles Kolakowski

Mike Mason

Patty White

Ernest H. Washington

Vincent Holt

Northampton County

Accomack County

Accomack County

Northampton County

Section 8 Representative

DIRECTORS ABSENT:

None

OTHERS PRESENT:

Elaine Meil

Eric Luchansky

Russ Williams

Lang & Janine Mariner

Sandy Taylor

Faith Lewis

Colin Kean

1. Call To Order

Chairman Kolakowski called the meeting to order at 4:02 p.m.

2. Minutes of the December 19, 2024 Meeting

Adoption of the December 19, 2024 minutes was requested.

Vice Chairman White moved to approve the minutes of the December meeting as presented. Seconded by Director Mason, the motion was carried by unanimous vote.

3. Bills Payable / Financial Statement

Sandy Taylor presented the information on the Mill Run and Crispus Attucks accounts. This information wasn't available at the time of printing the packet.

Director Mason requested the accounts monthly totals to be consolidated down with a current summary and cumulative year to date information.

Director Mason requested to add a footnote to the Project Funds information in the financial statement to disclose the percentages whether they are the actual percentage or the acquired percentage. These reports were compiled by East Coast Management.

Director Mason noticed the accounts payable balance is larger than the operating account balance. It was concerning to him. This was for Virginia Street, Sunnyside Village, and William Hughes. These locations were all being managed by the East Coast Management.

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

Director Mason moved to approve the Bills Payable and the Financial Statement. Seconded by Vice Chairman White, the motion was carried by unanimous vote.

4. Current A-NPDC Projects Financial Report

59.74% of the FY 2025 budget has been expended while 66.67% of the fiscal year has passed. Acceptance of the A-NPDC Projects Reports were requested.

Director Holt made a motion to receive the A-NPDC Projects Financial Reports. Seconded by Director Mason, the motion was carried by unanimous vote.

5. CY 2025 Budgets

The only budget received was for the Onancock Square Apartments (approved by USDA).

There was no CY 2025 Budget submitted for William Hughes Apartments.

Director Mason made a motion to receive the CY 2025 Budget for Onancock Square Apartments. Seconded by Director Washington, the motion was carried by unanimous vote.

6. Election of FY26 Officers

Discussion ensued about keeping the current slate of officers for the position of Chairman and Vice Chairman. This was the listed as follows: Charles Kolakowski, Chairman  
Patricia White, Vice Chairman

Vice Chairman White made a motion to keep the current slate of officers for FY26. It was seconded by Director Holt, the motion was carried by unanimous vote.

7. Property Management

Mariner Builder

Mill Run Apartments - 26 Duplex Apartments

- Vacancies: 3 vacant units
- Rent: 2 late, expected to be caught up soon.
- Maintenance: Having issues with HVAC units when temperatures drop below 30. Addressing as reported.
- Property was transferred to Lang Mariner on January 2, 2025 who has been addressing issues that East Coast neglected.

Crispus Attucks Apartments - 22 Duplex Apartments

- Vacancies: 1 vacant unit.
- Rent: 1 late.
- Maintenance: HVAC units need cleaning. Lawn care will soon start.
- Property was transferred to Lang Mariner on January 2, 2025.

East Coast Property Management

Sunnyside Village - 23 Single Family Houses

- Vacancies: Zero
- Rent: Six tenants late on rent.
- Maintenance Issues: Roof replacement for 4708, 4551, 4565, 4702, 4705, and 4575 with Metals Roofs should be moving forward in the near future.
- Heat Pump replaced.
- 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.
- All units are Phase I original 1998-99 units with the one noted exception above.
  - Maintenance working on day to day issues.
  - No additional issues at this time.

Virginia Street - 10 Single Family Houses

- Vacancies: None
- Rent: Three tenants late. Two working with ESAAA/CAA and assistance is in process.
- Maintenance Issues: None reported at this time.
- No other issues at this time.

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

- Vacancies: Two as of 03/12/2025. One move out on January 1, 2025.
- Rent: 9 late
- Maintenance Issues: Turning units. One turn will be going from a one-bedroom to a two-bedroom.
- Other: HVAC repairs.
- No other issues at this time.

T & M Associates

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

- Vacancies: One, working with approved applicant to get moved in
- Rent: Three late, two should be paid by the end of month. The third is moving out within 30 days.
- 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: HVAC replaced at one unit (\$5,300) and a blower motor was installed at another unit (\$404)
- Other: Monthly inspections. Addressing issues as they appear, minor.

Chairman Kolawkowski asked if inspections were being done at the properties annually. He also asked if the federal agencies were doing the inspections. Discussion ensued about who and what kind of inspections were being done.

### 8. Housing Development Projects

#### Accomack County Project

Staff has submitted a grant through Virginia Housing Development that will partner with private developers to produce affordable homes.

#### Northampton County Project

The two-bedroom home in Exmore is being painted. Staff is working with an attorney to have a sales agreement executed to the prospective buyer. The one-bedroom home is near completion. The floor is currently being installed. Staff is in talks with a prospective buyer for the other two-bedroom home in Exmore.

The exterior of the duplex is nearly complete. Work on the interior is underway.

#### Property Management Discussion

Staff spoke with Gateway Property Management on March 14th to gauge interest in the management of Williams Hughes Apartments, Sunnyside Village, and Virginia Street.

Gateway was interested in William Hughes and stated they could begin management in 60 days. They were not interested in managing Sunnyside Village and Virginia Street. We

presume that if we award William Hughes to Gateway Property Management we would run the risk of East Coast canceling service for Sunnyside Village and Virginia Street.

An RFI is currently published to seek more property management companies.

Mrs. Meil had spoken with an attorney questioning if it was possible to end the contract with East Coast. It was feasible to end the contract. The RFI fulfillment would be very important to transfer the management of the properties.

9. Housing Choice Voucher Section 8 Program

- 1) We are currently serving 461 families. We have 52 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. Staff has completed an update in November. There are currently 73 families on the Waiting List, 16 of which have been pulled and are being reviewed for eligibility to be offered a voucher.
- 3) The current Project Based Waiting Lists numbers are as follows:

Crispus Attucks- 13 families, plus 4 families that have been pulled and are being reviewed for eligibility.

Mill Run- 23 families.

Saw Mill Park- 11 families.

Accomack Manor- 10 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. Staff submitted the certification to HUD on August 12th. Scores are typically issued during the winter.
- 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 and will be presented to the RHA for approval when returned. Vendor software updates are still pending. In December HUD notified PHAs that the January 2025 deadline to implement most of the HOTMA regulations and remain compliant is delayed until July 1, 2025. In June HUD issued a notice postponing the implementation date for the National Standards for Physical Inspection of Real Estate inspection protocols (NSPIRE), to October 1st, 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 6 families contracted and participating in the program. Staff are actively recruiting qualified families from the existing Section 8 tenant roster.

- 7) Per HUD guidelines, a Public Hearing to consider any changes to the goals, objectives, and policies of the current PHA 5-year plan and new Annual Plan was conducted on March 24th. Notification was published in the local paper. A Civil Rights Certification of Compliance signed by the RHA Chair is required for submission regardless of any proposed changes. HUD also requires Certification of Plan Consistency with Consolidated or Comprehensive Plan by a local official for each County.

Staff requests Civil Rights Certification and Certification of Compliance Review and signature by the RHA Chair for submission to HUD.

Director Holt made the motion to sign the Civil Rights Certification and the Certification of the Compliance Review. It was seconded by Vice Chairman White and the motion was carried by unanimous vote

Staff also requests RHA approval to seek Certification of Consistency with a consolidated or comprehensive plan by a local official for each County, as required by HUD.

Director Mason made the motion for approval to seek Certification of Consistency with a consolidated or comprehensive plan by a local county official from each County. It was seconded by Director Washington and the motion was carried by unanimous vote

#### 10. Executive Director's Report

##### Property Management - Sunnyside Apartments

Bids have been accepted to complete the roof replacements of six houses.

##### Onancock Square Purchase Agreement

A-NRHA now has a 50% ownership of the Onancock Square. It was purchased for \$10,400 in December 2024. We have entered into a management agreement.

##### Crispus Attucks LLC

Crispus Attucks LLC completed the first fifteen year compliance period in December. Housing Equity Fund of Virginia XI, LLC and Virginia Housing Affordable Housing

Management Corporation are withdrawing from the company and the A-NRHA will receive 99.991% ownership. The Crispus Attucks Managing Member will continue to have 0.008% and New Road Community Development Group, LLC will continue to have 0.001%.

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, May 28, 2025.

14. Adjournment

Director Holt made the motion to adjourn at 4:58 p.m. It was seconded by Director Washington, the motion was carried by unanimous vote.

---

Charles Kolakowski, Chairman

---

Elaine K. N. Meil, Secretary/Treasurer