

ACCOMACK-NORTHAMPTON REGIONAL HOUSING AUTHORITY

MINUTES OF THE

March 25, 2026

4:00 p.m.

The Enterprise Building

Accomac, Virginia

DIRECTORS PRESENT:

Matt Spuck

Mike Mason

Vincent Holt

Patty White

Ernest H. Washington

Northampton County

Accomack County

Section 8 Representative

Accomack County

Northampton County

DIRECTORS ABSENT:

OTHERS PRESENT:

Elaine Meil

Eric Horito

Russ Williams

Christine Ross

Sandy Taylor

Faith Lewis

Colin Kean

1. Call To Order

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

2. Minutes of the September 24, 2025 Meeting

Adoption of the September 24, 2025 minutes was requested.

Director Mason moved to approve the minutes of the September 24, 2025 meeting. It was seconded by Director Washington, the motion was carried by unanimous vote with one abstention.

3. Bills Payable / Financial Statements

The Bills Payable and Financial Statements for February were presented.

Director Mason made the motion to approve the Financial Statements and Bills Payable.

It was seconded by Director Washington. The motion was carried by unanimous vote.

4. Current A-NPDC Projects Financial Report

The report indicated that 67.92 percent of the Fiscal Year 2026 budget has been expended while 66.67 percent of the fiscal year has passed.

Director Mason moved to accept the A-NPDC Projects Financial Report. Seconded by Director Washington, the motion was carried by unanimous vote.

5. FY 2026 Budget Amendment

FY 2026 Budget Amendment was presented for the adoption of the Fraud Recovery, Section 8 (315710). It was initially for \$15,000 and we added the amendment of an additional FY 2026 administrative funds for \$7,000.

Director Washington moved to approve the FY 2026 Budget Amendment. It was seconded by Director Spuck. The amendment will be reflected on the next financial status report.

6. CY2026 Budgets

The CY 2026 Budget was presented for adoption for Crispus Attucks, Mill Run Apartments, Onancock Square Apartments, and William Hughes Apartments. The Onancock Square Apartments and William Hughes Apartments were approved by USDA.

Director Mason moved to adopt the CY 2026 Budgets for Crispus Attucks, Mill Run Apartments, Onancock Square Apartments, and William Hughes Apartments. It was seconded by Director Washington. The motion was carried by unanimous vote.

7. FY 2025 Audit

The FY 2025 Audit prepared by Dunham & Aukamp, PLC was presented. There were no findings or questioned costs.

Director Mason moved to adopt the FY 2026 Audit. It was seconded by Director Washington. The motion was carried by unanimous vote.

8. Election of FY27 Officers

Director Mason nominated Vice Chairman White for the Chairman. It was seconded by Director Washington, the motion was carried by unanimous vote.

Vice Chairman White nominated Director Mason for the Vice Chairman. It was seconded by Director Washington, the motion was carried by unanimous vote with one abstention.

9. Property Management

Mariner Builder

Mill Run Apartments - 26 Duplex Apartments

- Vacancies: No Vacancies
- Rent: 3 late
- Maintenance: Addressing day to day items.

Crispus Attucks Apartments - 22 Duplex Apartments

- Vacancies: No Vacancies
- Rent: Three late
- Maintenance: Addressing day to day items.

East Coast Property Management

Sunnyside Village - 23 Single Family Houses

- Vacancies: One vacancy
- Rent: Three late. Possible court action for one unit.
- Maintenance Issues: Five out of the six roofs have been completed.
- Four units have issues with flooring and will address these once the final roof is finished.
- Maintenance: Addressing day to day items.

Virginia Street - 10 Single Family Houses

- Vacancies: None
- Rent: Two late, one may be pending court action.
- Maintenance Issues: An increase in bedbug cases over the past six months. Some tree removal will be required from the winter storms. No property damage.

Williams Hughes Apartments - 34 Apartments in 6 Buildings

- Vacancies: One vacancy
- Rent: Three late. Expected to pay by the end of the month.
- Maintenance: Laundry room equipment is in bad shape with machines being swapped out. The vacant unit will need some maintenance before it's ready to be filled. A row of shingles were blown off during the winter storms, which will be repaired soon.
- Other: Smoke-free property discussion.
Smokers would not be able to smoke in the building and would have to be 25 feet away from the building. This would also include vaping. Participants would receive two warnings and then be terminated if not following the rules.

Director Washington made a motion to make William Hughes Apartments a smoke free property. It was seconded by Director Holt, the motion was carried by unanimous vote.

T & M Associates

Onancock Square - 40 Apartments in 4 Building

- Vacancies: Two vacancies. One tenant has been selected and expected to move in April 1st. One eviction in process.
- Rent: Three late.
- Maintenance: Pump station having issues. Some wires were burned up and required a new control box to be installed. Holding tanks also needed to be pumped. Two pumps need to be replaced and T&M are getting quotes from Bundick and Boggs. Discussion ensued regarding this matter. Staff will look further into the matter for ways and costs to fix this problem.

East Coast Property Management

East Coast Property Management informed the RHA on March 16, 2026 that they will be terminating their contract on June 30, 2026, possibly a little later if we need additional time. Staff has put out a Request for Proposal in the Eastern Shore Post and online through eVA for property management companies. We will be sending the RFP to the Virginia Employment Commission this week.

10. 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 in the interior is underway.

Property Management Discussion

Staff spoke with Gateway Property Management on March 14, 2026 to gauge interest in the management of William 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 and Virginia Street.

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

11. Section 8 Housing Choice Voucher Program

- 1) We are currently serving 451 families. Eighteen families are pending action, all of whom are in the process of moving.
- 2) The Waiting List was opened in April 2022, and remains open. The Waiting Lists were updated in November. There are currently 107 families active and 7 families pending on the Waiting List.
- 3) The current Project Based Waiting Lists numbers are as follows:
Crispus Attucks- 14 families active and 1 family pending.
Mill Run- 16 families active and 9 families pending.
Saw Mill Park- 55 families active and 5 families pending.
Accomack Manor- 20 families active and 0 families pending.
- 4) Ownership of the Sawmill Apartments changed hands on September 30th. The Hill family, who developed the property in cooperation with A-NPDC, has sold it to the Wardius family of Wachapreague. Staff worked closely with both parties during the transition. A new Project Based Voucher Housing Assistance Payment contract was signed, with the updated term of 15 years.
- 5) 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.
- 6) 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. In September HUD issued a notice postponing the implementation date for the National Standards for Physical Inspection of Real Estate inspection protocols (NSPIRE), to February 1, 2027. Staff has been trained and will implement NSPIRE standards with inspections scheduled on that date onward.
- 7) HUD has placed A-NRHA's HCV program under HAP funding shortfall protocols, indicating that there would be a funding shortfall in 2026 at the current project of HAP payments. The protocols include but are not limited to, the following:
 - a) Review accuracy and affordability of payment standards and utility allowances.
 - b) Review accuracy of families' voucher sizes.
 - c) Conduct Rent Reasonableness reviews.
 - d) Suspension of voucher issuance until otherwise instructed.
 - e) Rescinding current unleashed vouchers.
 - f) Denying portability moves.

A-NRHA HAP funding issues can be identified as the result of two distinct factors: Rising Per-Unit-Cost (PUC), and a 15% cut to the appropriations in the FY2026 Federal public housing operating fund. While A-NRHA has always addressed on an ongoing basis items a,b, and c listed above, staff has instituted all of the remaining cost-saving measures, or a return to issuance of HCV vouchers according to historical need and current availability. Note that all short-fall program measures affect HCV only, and the PBV program will continue to operate as before.

- 8) 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 13 families contracted and participating in the program, with 3 additional families' applications under review. Staff are actively recruiting qualified families from the existing Section 8 tenant roster.
- 9) A-NRHA adopted the updated Administrative Plan for Section 8 at the September meeting. The update Plan reflects the changes involved with the HOTMA rules. Practical implementations of the updated Plan has revealed issues that can be corrected with approval of the following edits:
 1. Edit the following language to the chapter on updating the Waiting List, Chapter 4 Page 10, *"If the notice is returned by the post office with a forwarding address prior to the original deadline for return, the notice will re-sent to the address indicated. The family will have 30 days to respond from the date the letter was resent."*

As currently written, the rule allows for an unlimited amount of time within which the family would need to be renotified.

2. Edit the following language to the chapter on updating the Interim Reexamination Effective Dates, Chapter 11 Page 16.
" Rent decreases are effective on the first of the month after the date of the actual change is reported leading to the interim reexamination of family income. This means the decrease will be applied the 1st of the month in the immediate following month."

As written, the rule would require the retroactive application of updated income calculations, requiring rent refunding by the landlords and the PHA.

Director Holt made a motion to adopt the recommended edits to the HCV Section 8 Administrative Plan. It was seconded by Director Mason. The motion was carried by unanimous vote.

12. 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.

13. Other Matters

No other matters at this time.

14. Public Participation

No public participation took place at this time.

15. Next Meeting

The next meeting date is scheduled for May 27, 2026.

16. Adjournment

Director Mason made the motion to adjourn at 5:06 p.m. It was seconded by Director Washington, the motion was carried by unanimous vote.

