

ACCOMACK-NORTHAMPTON REGIONAL HOUSING AUTHORITY

MINUTES OF THE

May 23, 2018

4:00 p.m.

William Hughes Apartments

Eastville, Virginia

DIRECTORS PRESENT:

Richard Jenkins  
Charles Kolakowski  
Ernest H. Washington  
Vincent Holt

Accomack County  
Northampton County  
Northampton County  
Section 8 Representative

DIRECTORS ABSENT:

Mike Mason

Accomack County

OTHERS PRESENT:

Elaine Meil  
Susan Haycox  
Kat Edwards

Bobbie Jo Wert  
Colin Keane

1. Call to Order

Chairman Jenkins called the meeting to order at 4:05 p.m.

2. Minutes of the March 28, 2018 Meeting

Presented were the minutes of the March 28, 2018 meeting.

Adoption of the presented minutes was requested.

Director Holt moved to approve the minutes of the March 28, 2018 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, Mar./Apr.        | \$ 714.72       |
| A-NPDC                     | Crispus Attucks Management, Mar./Apr.        | 45.07           |
| A-NPDC                     | Sunnyside Village Management, Mar./Apr.      | 182.00          |
| A-NPDC                     | William Hughes Management, Mar./Apr.         | 19.55           |
| A-NPDC                     | Virginia Street Management, Mar./Apr.        | 105.82          |
| A-NPDC                     | Mill Run Management, Mar./Apr.               | 45.02           |
| A-NPDC                     | Onancock Square Apts, Mar./Apr.              | 25.20           |
| A-NPDC                     | Tax Credit Compliance, Mar./Apr.             | 3,805.32        |
| A-NPDC                     | DHCD-E.S. Homeowner Rehab, Mar./Apr.         | <u>2,698.00</u> |
|                            | Total Due A-NPDC                             | \$ 7,640.70*    |
|                            | Dunham, Aukamp & Rhodes, PLC. Audit Services | <u>1,075.00</u> |
|                            |  | \$ 8,715.70     |
| Section 8 Checking Account |  |                 |
| A-NPDC                     | Administration, Mar./Apr.                    | \$35,123.78     |
| A-NPDC                     | Fraud Recovery, Mar./Apr.                    | <u>5,315.61</u> |
|                            | Total Due A-NPDC                             | \$40,439.39*    |
|                            | Dunham, Aukamp & Rhodes, PLC, Audit Services | <u>2,500.00</u> |
|                            |  | \$42,939.39     |

\* Detail is included with agenda item "Current A-NPDC Financial Report"

Director Kolakowski moved to approve all the Bills Payable as presented. Seconded by Director Holt, the motion carried by unanimous vote.

4. Current A-NPDC Projects Financial Report

The attached report indicated that 87.22 percent of the budget had been expended while 83.33 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 Kolakowski, the motion carried by unanimous vote.

5. FY 2018 Budget Amendments

Adoption of the following budget amendments was requested:

- |    |      |                                     |                    |
|----|------|-------------------------------------|--------------------|
| 1. | 3157 | Section 8 (HCV) Management Services | \$260,000.00       |
|    |      | For Accomack and Northampton        | <u>+ 20,000.00</u> |
|    |      |                                     | \$280,000.00       |

ITEM 1 represents the amendment to include additional funds to upgrade the Housing Choice Voucher software and for staff training to manage the Section 8 program more efficiently. The \$20,000 requested will be allocated from the administrative fee reserves (\$96,265 as of June 30, 2017 audit).

- |    |        |  |                    |
|----|--------|--|--------------------|
| 2. | 315710 | Section 8 Fraud Recovery/Investigation | \$ 14,000.00       |
|    |        | Collection and Administration Services | <u>+ 10,000.00</u> |
|    |        |  | \$ 24,000.00       |

ITEM 2 represents the amendment to include additional funds available through the Section 8 Fraud Recovery Program. A total of \$32,861 was collected through April 30, and an additional \$4,000 is projected through the end of the fiscal year.

- |    |      |                                     |                     |
|----|------|-------------------------------------|---------------------|
| 3. | 3157 | Section 8 (HCV) Management Services | \$2,640,000.00      |
|    |      | For Accomack and Northampton        | <u>+ 150,000.00</u> |
|    |      |                                     | \$2,790,000.00      |

ITEM 3 represents the amendment to include additional Housing Assistance Payment (HAP) funds allocated by HUD. The total funds available for HAP payments in FY 2018 from HUD is a combination of current funding of \$2,745,950 + prior year reserves of \$208,779 for a total of \$2,954,729.

Director Kolakowski moved to adopt the budget amendments as requested. Seconded by Director Holt, the motion carried by unanimous vote.

The requested amendments will be reflected on next month's Projects Financial Report.

6. FY 2019 Budget

Deferral of adoption of the FY 2019 A-NRHA Budget and authority to expend funds at FY 2018 Budget levels until the next regular meeting was requested for the following reason:

Since the A-NPDC has not adopted its budget, benefit and indirect rates for FY 2019 have not yet been established.

Director Holt moved to defer the adoption of the FY 2019 A-NRHA Budget and expend funds at current budget levels. Seconded by Director Washington, the motion carried by unanimous vote.

## 7. Property Management

### Mill Run Apartments – 26 Duplex Apartments

- Vacancies: Mill Run is fully leased.
- Rent: All rents are current.
- Maintenance Issues: Resolving day to day work orders. There was a well problem, when an unidentified person struck a well cap. This cracked the casing, requiring it to be replaced. A barrier has been placed around the cap to prevent recurrences.
- Other: Some issues reported with tenants and guests/visitors after hours arguing and carrying on. We are working to eliminate the problems as they come to our attention and are encouraging tenants to be more responsible for their company

### Sunnyside Village – 23 Single Family Houses

- Vacancies: Sunnyside is fully leased.
- Rent: All rents are current.
- Maintenance Issues: Lost shingle tabs and some roof caps on several houses (4 or 5) due to wind storm. Temporarily repaired units that showed signs of leaks. Permanent repairs pending contractor availability. Some air conditioning issues this past week, no major concerns at this time.
- Other: The property did have a break in. Dorothy Giddens had a break in. Nothing appears to have been taken except for possibly a unit key. Locks have been changed, screens replaced. Looking at reasonable tweaks to discourage this from happening again, but the police and Ms. Giddens initial thought is that it was someone who knew she would not be home. Again, nothing was taken. Ken Lambert completed the VHDA annual physical property visit on April 10, 2018. Written response has not been received; however, overall, the inspection went well.

### Virginia Street – 10 Single Family Houses

- Vacancies: Virginia Street is fully leased.
- Rent: All rents are current.
- Maintenance issues: Resolving day to day work orders.
- Other: No other matters to report.

### Crispus Attucks Apartments – 22 Duplex Apartments

- Vacancies: Crispus Attucks has one vacant unit. Scheduled to be filled by June 1, 2018
- Rent: All rents are current.
- Maintenance: Only routine maintenance issues and unit turns.
- Other: Ken Lambert completed the VHDA annual physical property visit on April 10, 2018. Written response has not been received; however, overall, the inspection went well.

### William Hughes Apartments – 34 Apartments in 6 Buildings

- Vacancies: William Hughes is fully leased.
- Rent: All rents are current.
- Maintenance issues: Termite infestation was discovered in one unit, and treatment has been complete. After speaking with Mary Jones at RD, treatment for the entire property will be included in the 2019 budget.
- Other issues: Moisture, no report. Issues are not prevalent during cold weather due to dry heat systems. Ken Lambert completed the VHDA annual physical property visit on April 10, 2018. Written response has not been received; however, overall, the inspection went well.

### Onancock Square – 40 Apartments in 4 Buildings

- Vacancies: Onancock Square has 1 vacant 1-bedroom unit, approved applicant ready to move in June 1<sup>st</sup>. Four vacant two-bedroom units, 1 approved applicant ready to move in June 1<sup>st</sup> and another by the end of the month.
- Rent: Two are delinquent, 30 day notices have been issued for the end of month.
- Maintenance: No major issues to report.
- Other: No other matters to report

Current financial reports for each property was attached for review.

## 8. Housing Development Projects

### Rural Homeowner Rehabilitation (RHR)

Staff has received 74 applications. Inspections have been completed on 19 units. Of the 19 unit, 7 require substantial repairs over the threshold and 12 have been ranked and prioritized. Staff has begun to complete scope of work, complete pre-bid and bidding process for the top 4 applicants. Once lowest bidder is determined, staff will have homeowners sign all appropriate documents necessary to proceed with rehabilitation.

To date: 6 applicants have been determined over-income, alternative funding sources were discussed with the homeowner; 20 incomplete applications, staff continues to work with the families to obtain necessary documents required to determine eligibility; and 29 applicants failed to return documents.

## 9. Housing Choice Voucher Section 8 Program

We are currently serving 527 families (down 4 from last RHA report). We have 47 families pending action.

The HCV waiting list was updated in April and one additional pull was made prior to opening the waiting list. We received 284 applications in the week the list was open. Staff will do a specialized pull for non-elderly disabled persons.

10. Housing Counseling

| <b>Pre-Purchase Counseling</b>      | <b>Current Month: April</b> |
|-------------------------------------|-----------------------------|
| # of orientations held              | 0                           |
| Orientation attendees               | 0                           |
| Client Intakes                      | 4                           |
| Additional Counseling Sessions Held | 1                           |
| # of final workshops held           | 2                           |
| Mortgage submissions                | 2                           |
| Mortgage closings                   | 0                           |
| Financing leveraged                 | \$0                         |

| <b>Growing Your Money Financial Literacy</b> | <b>Current Month: April</b> |
|--|-----------------------------|
| New GYM participants                         | 10                          |
| GYM graduates                                | 0                           |

| <b>Default and Foreclosure Counseling</b>     | <b>Current Month: April</b> |
|---|-----------------------------|
| Intake sessions                               | 2                           |
| Additional Foreclosure Sessions               | 2                           |
| Positive Foreclosure Prevention Outcomes      | 1 repayment plan            |
| Homeowner Budget/Predatory lending Counseling | 2                           |

Homeless Recertifications – 1

New VHSP Prevention - 0

The Pre-Purchase Workshop was held on April 25<sup>th</sup> and 26<sup>th</sup> at ESCC. Two representatives from USDA presented on the first evening for the Working with a Lender portion of the class. A Home Inspector, Realtor, and Loan Closer all presented on the second night. Twenty people attended the first evening and eighteen people returned for the second session and received certificates.

11. Executive Director's Report

Asset Management Activities

33 individuals are also being managed for debt owed to the Housing Choice Voucher Program.

VHDA – Project Development

Staff met with VHDA and DHCD and are working on a small project to develop about 5-10 home ownership units of affordable housing as infill in a low income neighborhood. Neither agency has anything that will fit the multifamily on a parcel replacing existing housing with substandard conditions. Staff has contacted Virginia Community Capital to determine the underwriting standards on the project.

Staff requested authority to apply for VHDA funds to demolish current homes at Occohannock Neck and relocate current tenants.

Director Kolakowski moved to grant authority to apply for VHDA funds only if the A-NRHA is the eligible entity. Seconded by Director Holt, the motion carried by unanimous vote.

12. Other Matters

No other matters were discussed at this time.

13. Public Participation

No public participation took place at this time.

14. Adjournment

There being no further business, the meeting was adjourned.

Copy teste:

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Richard Jenkins, Chairman

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Elaine K. N. Meil, Secretary/Treasurer