

ACCOMACK-NORTHAMPTON REGIONAL HOUSING AUTHORITY  
MINUTES OF THE  
January 22, 2020  
4:00 p.m.  
The Enterprise Building  
Accomac, Virginia

DIRECTORS PRESENT:

Richard Jenkins	Accomack County
Mike Mason	Accomack County
Charles Kolakowski	Northampton County
Ernest H. Washington	Northampton County
Vincent Holt	Section 8 Representative

DIRECTORS ABSENT:

None

OTHERS PRESENT:

Elaine Meil	Sandy Taylor
Russ Williams	Melissa Matthews
Bobbie Jo Wert	Christine Ross
Colin Kean	

1. Call to Order

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

2. A-NRHA Bank Accounts

Director of Administration Taylor found that the A-NRHA bank signatories for all BB&T accounts had not been updated for several years. A representative from BB&T attended the Board Meeting with appropriate documents to have all bank accounts updated.

Staff requested that former Directors Miner, Hughes & Nunez be removed from the bank accounts, and Directors Mason and Kolakowski be added.

Director Holt moved to allow the above changes to the A-NRA accounts to be made. Seconded by Director Washington, the motion carried by unanimous vote.

3. Minutes of the November 21, 2019 Meeting

Presented were the minutes of the November 21, 2019 meeting.

Adoption of the presented minutes was requested.

Director Holt moved to approve the minutes of the November 21, 2019 meeting as presented. Seconded by Director Mason, the motion carried by unanimous vote.

4. 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, Nov./Dec.	\$ 767.67
A-NPDC	Crispus Attucks Management, Nov./Dec.	139.84
A-NPDC	Sunnyside Village Management, Nov./Dec.	398.20
A-NPDC	William Hughes Management, Nov./Dec.	1,334.78
A-NPDC	Virginia Street Management, Nov./Dec.	2,249.91
A-NPDC	Mill Run Management, Nov./Dec.	813.04
A-NPDC	Onancock Square Management, Nov./Dec.	114.21
A-NPDC	Tax Credit Compliance, Nov./Dec.	137.62
A-NPDC	DHCD-ES Homeowner Rehab Project, Nov./Dec.	<u>754.04</u>
	Total Due A-NPDC	\$ 6,709.31*
Section 8 Checking Account		
A-NPDC	Administration and Fraud Recovery, Nov./Dec.	\$67,241.47*
A-NPDC	Fraud Recovery, Nov/Dec	<u>4,817.75*</u>
	Total Due A-NPDC	\$72,059.22

\*Detail was 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.

5. Current A-NPDC Projects Financial Report

The attached report indicated that 50.61 percent of the budget had been expended while 50 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 Mason, the motion carried by unanimous vote.

6. CY 2020 Budgets

Board adoption of the following attached CY 2020 Budgets was requested:

1. Mill Run Apartments
2. Crispus Attucks
3. Onancock Square Apartments (approved by USDA)
4. William Hughes Apartments (approved by USDA)

Director Mason moved to adopt the CY 2020 Budgets as presented. Seconded by Director Washington, the motion carried by unanimous vote.

7. FY 2020 Budget Amendments

Board adoption of the following budget amendment was requested.

- |                                    |                   |
|------------------------------------|-------------------|
| 1. 315710 Fraud Recovery Section 8 | \$20,000.00       |
|                                    | <u>+10,000.00</u> |
|                                    | \$30,000.00       |

This represents the amendment to adjust the Fraud Recovery to include additional administrative funds for the fiscal year.

The net change to the FY 2020 Budget is \$10,000.00. The requested amendments will be reflected on the next financial status report.

Director Kolakowski moved to adopt the FY 2020 Budget Amendment as presented. Seconded by Director Washington, the motion carried by unanimous vote.

8. Election of FY 2021 Officers

The Authority By-Laws state that officers of Chairman and Vice Chairman should be elected at least two months in advance of the end of the fiscal year, which is normally our March meeting.

The Authority By-Laws further state that the Chairman and Vice Chairman serve for one-year terms and may serve up to three consecutive terms. Having served three terms, Chairman Jenkins & Vice Chairman Holt are not eligible for re-election.

For your information, the Executive Director serves as Secretary/Treasurer and serves at the pleasure of the Board.

## 9. Property Management

### Mill Run Apartments – 26 Duplex Apartments

- Vacancies: Mill Run has no vacancies.
- Rent: Two tenants are behind. The property manager has spoken with each and is working to resolve by the end of the month.
- Maintenance Issues: Resolving day-to-day work orders found during inspections or as units become available.
- Other:
  - Looking to replace eight (previously reported six) driveway culverts, Property Manager continues to obtaining quotes to replace the metal culverts with plastic culverts.
  - Cluster mailboxes have been vandalized twice (10/7 and 10/24). A-NRHA has authorized management to purchase new mailboxes. Once received, maintenance will install.

### Sunnyside Village – 23 Single Family Houses

- Vacancies: Sunnyside has two. One is a two-bedroom accessible unit. Working through the waiting list to fill. The other vacant unit is the two-bedroom unit that requires significant repairs to the floor.
- Rent: Four tenants are behind. The property manager has spoken with each and is working to resolve by the end of the month.
- Maintenance Issues: Resolving day-to-day work orders found during inspections or as units become available.
- Other: Management is soliciting bids for the floor replacement in the two-bedroom unit. It appears the cost may come in around \$11,000. Costs will need to be paid using the Reserve for Replacement Account.

### Virginia Street – 10 Single Family Houses

- Vacancies: Virginia Street is fully leased.
- Rent: Two tenants are delinquent, should resolve shortly
- Maintenance issues: Resolving day-to-day work orders found during inspections or as units become available.
- Other: Tree removal is necessary, and will cut back several other trees.

#### Crispus Attucks Apartments – 22 Duplex Apartments

- Vacancies: Crispus Attucks is fully leased.
- Rent: Two tenants are delinquent, should resolve shortly
- Maintenance: Resolving day-to-day work orders found during inspections or as units become available.
- Other:
  - VHDA completed its annual inspections and file review for Tax Credit Compliance. Several findings were noted. Management is working to resolve. Staff will continue to monitor for compliance.
  - Driveways will need more stone/crush & run. These funds should be able to be pulled from Reserve Funds.

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

- Vacancies: William Hughes is fully leased.
- Rent: Four tenants are behind, should resolve shortly.
- Maintenance issues: Resolving day-to-day work orders found during inspections or as units become available.
- Other issues: Parking lot will need attention in the near future. This was addressed during the property rehab a few years ago.
- Moisture Issue: No reports of moisture problems at this time.

#### Onancock Square – 40 Apartments in 4 Buildings

- Vacancies: Five vacancies, four 2-bedrooms and one 1-bedroom. Management is working with applicants for two of the 2-bedroom units. Management has spent a lot of time and resources advertising the vacancies.
- Rent: Two tenants are delinquent, and should be resolved by end of week. The other tenant will be moving out at the end of the month.
- Maintenance: Resolving day-to-day work orders found during inspections or as units become available.
- Other: Maintenance is working to repair Unit 168A due to the incident that occurred on site in December. The double window, storm door, and siding will need to be replaced. The drywall will need to be properly repaired and repainted. It is anticipated the cost will be \$500.

Current financial reports for each property were attached for review.

#### 10. Housing Development Projects

##### Rural Homeowner Rehabilitation (RHR)

The grant agreement expired on September 30, 2019. Staff successfully worked with the Virginia Department of Housing and Community Development (VDHCD) to extend the contract until December 31, 2019.

Staff worked with Nancy Palmer, DHCD representative to extend the terms of the grant until January 31, 2020. Staff has not received the amended contract granting the extension. Staff anticipates receiving soon.

Authority was requested to execute the grant extension agreement with VDHCD for the Rural Homeownership Rehabilitation program.

Director Holt moved to grant authority for staff to execute the grant extension with VDHCD for the Rural Homeownership Rehabilitation program. Seconded by Director Washington, the motion carried by unanimous vote.

The grant agreement stated seven households would benefit from housing rehabilitation services, restoring their homes to meet VDHCD Housing Quality Standards. To date, three units have been completed and closed out with VDHCD. The four remaining units are under contract. Two of the units are 99% complete. There was a delay in obtaining the final electrical inspection due to medical conditions. The inspections are scheduled for Thursday, January 23<sup>rd</sup>. Immediately following the inspections staff will be able to close out both projects. The third unit should be finalized any day, pending lead testing results. The fourth and final unit is 75% complete.

Staff continues to receive applications daily and working from the waiting list to select clients.

VDHCD has yet to announce the next round of funding for the Rural Homeowner Rehabilitation program. Staff learned the Rural Homeowner Rehabilitation program is being restructures. Once the grant notification is released, staff will apply for funds.

#### Rural Homeowner Rehabilitation Oversight Board

The Rural Homeowner Rehabilitation Oversight Board met on December 5, 2019 at the Eastern Shore of Virginia Broadband Authority office, located in Exmore, VA. During the meeting, staff explained in detail the contractor withdrawal letter and requested authority to issue a new contract to the next lowest, responsible bidder. The Board approved, and staff awarded the contract shortly thereafter. The contractor, as of the date of this memo, is 60% complete on the project.

#### 11. Housing Choice Voucher Section 8 Program

We are currently serving 521 families (down 1 from last RHA report). We have 44 families pending action, and of those pending 26 have active vouchers and are searching for housing.

Update forms have been mailed to the remaining 149 applicants on the waiting list. The waiting list will open February 24<sup>th</sup> for one week. Last year when the list was opened, we received 242 new applications.

### PHA 5-year plan

Every 5 years PHA's must examine their current goals and objectives, assess progress, and determine whether the current goals are still the primary focus or whether the PHA feels the need to pursue new or additional goals. Please review prior to the meeting for discussion and adoption of goals for FY20 – FY24.

Staff recommends continuance of current Plan Goals as enumerated below, as well as adding the following two goals to the Plan:

- 1) Expand PHA Mission to include development of affordable workforce housing options
- 2) Develop policy to implement and manage HCV Home-Ownership Voucher program

The current 5-year goals of the A-NRHA are listed below.

Goals, Objectives, and Progress. Identify the PHA's quantifiable goals and objectives that will enable the PHA to serve the needs of low-income and very low-income, and extremely low-income families for the next five years.

PHA Goal: Expand the supply of assisted housing.

Objectives:

- Apply for additional rental vouchers when available
- Leverage private or other public funds to create additional housing opportunities
- Acquire or build new units

#### PROGRESS TOWARD GOAL:

The PHA has supported the Eastern Shore of Virginia Housing Alliance in the development and building of 24 affordable units at Bailey Road Apartments.

PHA Goal: Improve the quality of assisted housing

Objectives:

- Maintain High Performing PHA designation (SEMAP score)
- Increase customer satisfaction of landlords and voucher recipients
- Maintain the high level of integrity in the HQS inspection process
- Concentrate on developing a robust fraud investigation and recoupment program
- Achieve and maintain the highest lease rate possible within the Budget Authority

#### PROGRESS TOWARD GOAL:

- Maintained the high level of integrity in the HQS inspection process
- SEMAP scores as High Performing for FY18 and FY19
- Complied with the inspection process in line with HUD's directives for implementing biennial inspections for PBV properties and those with property management agents. Broadened program within HUD guidelines to include units meeting HQS standards on initial Annual Inspection.
- Continue to develop a robust fraud investigation and recoupment program
- Maintained a high lease rate within the HUD's Budget Authority

PHA Goal: Increase assisted housing choices

Objectives:

- Provide voucher mobility counseling
- Conduct outreach efforts to potential voucher landlords
- Develop plan for voucher homeownership program
- Develop lease purchase options to create homeownership opportunities in PHA owned housing

PROGRESS TOWARD GOAL:

- Provide voucher mobility counseling as part of the briefing process
- Developed Housing Locator function within existing staff position to network with landlords and assist clients seeking housing options.

PHA Goal: Provide an improved living environment

Objectives:

- Cooperate with private/public partners to provide housing for special resident groups (elderly, persons with disabilities)
- Participate in local Continuum of Care Plan
- Develop family friendly assisted housing developments
- Use energy saving measures in designing PHA units or improvements

PROGRESS TOWARD GOAL:

Participated in local Continuum of Care Plan – Agency acts as Lead-Agency for the local Continuum of Care. Staff chairs, co-chairs, or participates in CoC committees.

PHA Goal: Promote self-sufficiency and asset development of assisted families

Objectives:

- Provide or attract supportive services to improve assistance recipients employability
- Provide or attract supportive services to increase independence for the elderly or families with disabilities
- Implement Family Self-Sufficiency program
- Partner with the Eastern Shore Housing Alliance to provide families and individuals to work towards homeownership through its homeownership education and counseling program
- Partner with the Accomack-Northampton Planning District Commission to provide families and individuals with the tools for self-sufficiency through its housing counseling program

PROGRESS TOWARD GOAL:

- Partner with the Accomack-Northampton Planning District Commission to provide families and individuals with the tools for self-sufficiency through its housing counseling program. – ongoing referrals
- Partner with the Eastern Shore Housing Alliance to provide families and individuals to work towards homeownership through its homeownership education and counseling program – ongoing referrals



PHA Goal: To protect the rights of victims of domestic violence, dating violence, and stalking to secure and maintain housing.

Objectives:

- To let applicants and participants of the Housing Authority know of their rights under the VAWA
- To implement VAWA as victims come forward to claim their rights;
- To educate participating landlords to assist them to protect the rights and victims to avoid evictions where the victim can certify they qualify for protection
- To link victims with resources in the community that can assist them with services
- To work with the Eastern Shore Coalition Against Domestic Violence and the Eastern Shore of Virginia Housing Alliance to develop housing options for victims of domestic violence.

PROGRESS TOWARD GOAL:

- VAWA materials provided to all tenant/clients as part of the briefing process
- Developed working relationship with EDCADV and other community partners enabling quick community response to domestic violence issues
- Trained staff to react according to VAWA guidelines

Staff Seeks Guidance on Plan Goals and/or Approval of Recommendations

Director Holt moved to approve the recommendations given by staff regarding the PHA 5-year plan. Seconded by Director Washington, the motion carried by unanimous vote.

12. HUD/VHDA Housing Counseling

Two families submitted a pre-qualification application with VHDA and have put contracts on homes. One client's USDA Certificate of Eligibility expired before she found a home, so a new application was submitted. One client completed the VHDA Credit Improvement Program that resulted in a positive impact on her household finances and her credit score. Reporting to VHDA is complete for the program. One client returned a permanent loan modification to his lender and can remain in his home.

Homeownership calls and appointments have increased slightly, though activity is light during the holiday season. Foreclosure Intervention activity continues to decrease.

13. Executive Director's Report

Asset Management Activities

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

Development Priorities Discussion – Hypothetical Workforce Apartments

At the November meeting, the Board heard a short presentation on potential types of affordable housing projects and completed a tour of Sunnyside Apartments in Cheriton. At the request of the Board, staff has brought in information on a hypothetical development of 16 units that was based on a land donation.

Mercer Place in Kilmarnock

Mercer Place is a 16-unit affordable workforce-housing complex that opened on July 7, 2011. The development cost of the project was \$2.1 million (Average \$131,250 per unit) and rents were set at \$625. All the units were 2-bedroom two bathroom. A presentation is in the packet.

VHDA provided \$1.3 million in permanent financing and the balance of the development was funded by grants and donations.

First Draft Pro Forma of the Project

The project was based on the construction costs of Bailey Road Apartments – 24 units completed spring 2019 as twelve duplexes.

*Keep Rents to 25% of Starting Teacher's "After-Tax" Salary*

The estimated development cost for 16 units is \$2,890,000 (Average \$180,625 per unit and 1,500 square feet per unit). This was based on a land donation so purchase of land would add to the cost. VHDA could provide \$1.2 million in a Reach loan at a below market interest rate. The collaborative document between VHDA and A-NRHA had rents of one-bedroom apartments at \$595 and two-bedroom apartments at \$695. These rents were based on keeping the rents affordable to 25% of the "after-tax" salary of a first year teacher. This would require A-NRHA to raise \$1.7 million in donations and grants.

Of the sixteen units, one (1) one-bedroom apartment and three (3) two-bedroom apartments would be required to be set aside for households making less than 80% of median income. Three (3) one-bedroom apartments and nine (9) two-bedroom apartments would be available for households making less than 150% of median income.

Accomack County 2019 Median Family Income - \$51,900

80% - \$41,520

150% - 77,850

Northampton County 2019 Median Family Income - \$56,000

80% - \$44,800

150% - \$84,000

14. Other Matters

No other matters were discussed at this time.

15. Public Participation

No public participation took place at this time.

16. 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