

ACCOMACK-NORTHAMPTON REGIONAL HOUSING AUTHORITY
MINUTES OF THE
January 26, 2022
4:00 p.m.
The Enterprise Building
Accomac, VA

DIRECTORS PRESENT:

Mike Mason	Accomack County
Patty White	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
Melissa Matthews	Russ Williams
Colin Kean	

1. Call to Order

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

2. Minutes of the September 22, 2021 Meeting

Presented were the minutes of the September 22, 2021 meeting.

Adoption of the presented minutes was requested.

Director Holt moved to approve the minutes of the September 22, 2021 meeting as presented. Seconded by Director Kolakowski, the motion carried by unanimous vote.

3. Bills Payable/Financial Statement/Current A-NPDC Projects Financial Report

Commission approval was requested for the following Bills Payable and attached Financial Statements:

General Operating Account		
A-NPDC 3100	A-NRHA Management Services, Nov-Dec	\$ 841.36
A-NPDC 3150	Crispus Attucks Management, Nov-Dec	174.72
A-NPDC 3151	Sunnyside Village Management, Nov-Dec	1,511.84
A-NPDC 3152	William Hughes Management, Nov-Dec	1,321.52
A-NPDC 3153	Virginia Street Management, Nov-Dec	928.54
A-NPDC 3154	Mill Run Management, Nov-Dec	1,333.37
A-NPDC 3155	Onancock Square Apts, Nov-Dec	781.56
A-NPDC 3160	Tax Credit Compliance, Nov-Dec	0.00
	Total Due A-NPDC	<u>\$ 6,892.91</u>

Section 8 Checking Account		
A-NPDC 3157	Administration Nov-Dec	\$70,193.88
A-NPDC 366265	HUD Cares Act - #2	15,377.59
A-NPDC 315710	Fraud Recovery, Nov-Dec	+ 5,362.05
	Total Due A-NPDC	<u>\$90,933.52</u>

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

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

Williams Hughes Apartments

In August 2020, Virginia Community Development Corporation (VCDC) requested that the operating funds in the amount of \$130,000 be deposited in BB&T in a non-interest bearing account. This account was established on August 18, 2020. During recent conversations with VCDC CFO Russ Parrish, these funds could have been deposited in any financial institute of the Board's choice and in an interest bearing account. The A-NRHA has established a business relationship with Taylor Bank and staff recommends transferring these funds to Taylor Bank.

Board approval of transferring WH Operating funds in the amount \$130,000 from BB&T to Taylor Bank was requested.

Director Holt moved to grant permission to move funds from BB&T to Taylor Bank. Seconded by Director White, the motion carried by unanimous vote.

Crispus Attucks

Virginia Community Development Corporation (VCDC) is requesting to set up and fund an operating reserves account for Crispus Attucks in the amount of \$62,927.97. These funds are held back tax credit equity to fund the operating reserves as outlined in the operating agreement. The A-NRHA would control the operating reserves withdrawals. Staff recommends depositing these funds in Taylor Bank.

Board approval of Virginia Community Development Corporation account request is requested.

The Board recommended notifying VHCD of what happened when initially told we had to open a non-interest bearing account with BB&T.

Director White moved to move funds from BB&T to Taylor Bank. Seconded by Director Holt, the motion carried by unanimous vote.

4. Current A-NPDC Projects Financial Report

The attached report indicates that 57.73 percent of the FY 2021 budget has been expended while 50 percent of the fiscal year has passed.

Board acceptance of the attached report was requested.

Director Kolakowski moved to accept the A-NPDC Projects Financial Report. Seconded by Director White, the motion carried by unanimous vote.

5. FY 2022 Budget Amendments

Board adoption of the following budget amendment is requested.

1. 366265 HUD CARES Act - #2	\$50,000.00
	<u>- 13,112.00</u>
	\$36,888.00

ITEM 1 represents the amendment to exclude the HUD CARES administrative funds from the current budget.

The net change to the FY 2022 budget is -\$13,112.00.

The requested amendments will be reflected on the next financial status report.

Director Holt moved to adopt the FY 202 Budget Amendments. Seconded by Director White, the majority voted yes. Director Mason voted nay.

6. CY 2022 Budgets

Board adoption of the following attached CY 2022 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 Holt moved to adopt the above listed CY 2022 Budgets as presented. Seconded by Director Kolakowski, the motion carried by unanimous vote.

7. Election of FY 2023 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, 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 two terms, Chairman Mason is eligible for re-election. Vice Chairman Jenkins resigned on December 31, 2021.

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

Director Kolakowski moved to wait until the March meeting to elect the FY 2023 Officers. The motion passed by consensus.

8. Property Management

Mill Run Apartments - 26 Duplex Apartments

- Vacancies: None
- Rent update not available at this time.
- Several COVID case has been identified on the property.
- Maintenance Issues: Working on regular day to day issues.

Sunnyside Village - 23 Single Family Houses

- Vacancies: One, one-bedroom unit.
- Rent: No update available at this time.
- Maintenance issues: The three-bedroom house 4675 will need flooring repairs similar to what we've experienced at two other units. This was the note from the last meeting. Since then, an inspector's foot went through the floor in a bedroom. This will be a full-on repair like the one we did in the two-bedroom unit last Summer. We are evaluating the situation at this and are preparing for the repairs. The hope is that we can again use in house maintenance staff to keep the costs within reason.

Virginia Street – 10 Single Family Houses

- Vacancies: One
- Rents: COVID-19 Collection policy. No late fees. Currently two families are behind on rent.
- Maintenance issues: Floor repairs at two units have delayed final repairs on the unit turn for the two-bedroom unit. Maintenance is working hard to get this completed shortly. Unit turn has experienced material delays, some pest control issues but is back on track.
- The split system heat may have failed in the two-story farm house (three bedroom). We are working to identify options. Temporary heat source is in place.
- The old two-story farmhouse (three bedroom) family continues to look for a good option to relocate.

Crispus Attucks Apartments – 22 Duplex Apartments

- Vacancies: None.
- Rent update not available at this time.
- Four COVID households currently on the property in self quarantine.
- Our Contractor is finishing up work on one unit, otherwise dealing with normal day today issues. Appliances remain problematic at the star of the year.

William Hughes Apartments – 34 Apartments in 6 Buildings

- Vacancies: No vacancies.
- Rent: No update at this time.
- The property currently has four families with COVID and are currently in self quarantine.
- Maintenance Issues: New maintenance staff has been hired.
- Other: Currently no other major maintenance issues to report for this period.

Onancock Square – 40 Apartments in 4 Buildings

- Vacancies: Currently, a single one bedroom, two two-bedroom units, and two-bedroom handicapped units are available. There are approved applicants in process for both the one- and two-bedroom units.
- Rent: One tenant is behind and have started the eviction process.
- Four tenants have contracted COVID. One is hospitalized, three are in quarantine.
- Maintenance: Working on the turns for the vacant units.

Current financial reports for each property were attached for review.

9. Housing Development Projects

Accomack County Project

Staff continues to work to identify alternative locations in northern Accomack that will meet Accomack County's Future Land Use requirements for the Village Development Areas. Several Options have been identified, and proforma's have been created to determine feasibility. Unfortunately, due to staff resignations, the housing development projects are paused until appropriate staff replacement has been identified.

Northampton County Project

The staff has met with the County Administrator and the town of Cheriton to identify a new housing development project in Northampton County. Staff continues to network with realtors to identify other locations near incorporated towns. The staff has also worked with its architect in several areas to determine future land development options on property already owned by the Authority. As previously mentioned, housing development projects are delayed at this time.

10. Housing Choice Voucher Section 8 Program

1) We are currently serving 503 families (even with the last RHA report). We have 35 families pending action, and of those pending 22 have active vouchers and are searching for housing.

2) The Waiting List was opened for application January 3 through January 7. 93 applications were accepted. The Waiting List now stands at 134. New applicant eligible families will be pulled from the Waiting List immediately. An additional application open period will be necessary later in 2022.

3) Per HUD guidelines, a Public Hearing to consider any changes to the goals, objectives, and policies of the current PHA 5-year plan will be conducted prior to the RHA's March meeting. Notification will be published in the local paper. Changes recommended by the public and the Resident Advisory Board will be offered for consideration to the RHA at that March meeting. Note that the current plan is in its 2nd year and will not require revision until 2025.

4) All Covid related waivers issued by HUD and accepted by A-NRHA have now expired.

11. Executive Director's Report

Asset Management Activities

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

Housing Plan

This is an informational item. The Management Team requested additional surveying. Another 206 surveys were collected. The draft Regional Housing Plan is expected February 14.

A-NPDC Line of Credit

The Accomack-Northampton Planning District Commission has received a \$1 million grant to construct a minimum of ten housing units on the Eastern Shore. The first project is the development of four houses on Occohannock Neck Road in the Town of Exmore and a second project in a location to be determined. Houses are expected to be developed at the \$170,000-\$185,000 sales price range. However, Virginia Housing funds can be left with appropriate security to make the sales price more affordable to eligible homebuyers. A-NPDC is targeting affordability assistance to \$20,000 - \$50,000 per housing unit.

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:

Mike Mason, Chairman

Elaine K. N. Meil, Secretary/Treasurer