

ACCOMACK-NORTHAMPTON REGIONAL HOUSING AUTHORITY
MINUTES OF THE
March 24, 2021
4:00 p.m.
The Enterprise Building/Virtual ZOOM Meeting
Accomac, VA

DIRECTORS PRESENT:

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

DIRECTORS ABSENT:

Richard Jenkins	Accomack County
-----------------	-----------------

OTHERS PRESENT:

Elaine Meil	Sandy Taylor
Melissa Matthews	Russ Williams

**Attendance thru Zoom

1. Call to Order

Chairman Mason called the meeting to order at 4:01 p.m.

2. Minutes of the January 27, 2021 Meeting

Presented were the minutes of the January 27, 2021 meeting.

Adoption of the presented minutes was requested.

Director Holt moved to approve the minutes of the January 27, 2021 meeting as presented.
Seconded by Director Washington, 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, Jan/Feb	\$ 102.08
A-NPDC 3150	Crispus Attucks Management, Jan/Feb	0.57
A-NPDC 3151	Sunnyside Village Management, Jan/Feb	1,683.32
A-NPDC 3152	William Hughes Management, Jan/Feb	2,640.75
A-NPDC 3153	Virginia Street Management, Jan/Feb	114.74
A-NPDC 3154	Mill Run Management, Jan/Feb	48.63
A-NPDC 3155	Onancock Square Management, Jan/Feb	573.06
A-NPDC 3160	Tax Credit Compliance, Jan/Feb	0.00
	Total Due A-NPDC	<u>\$ 5,163.15*</u>

Section 8 Checking Account		
A-NPDC 3157	Administration, Jan/Feb	\$ 35,784.71
A-NPDC 3666	VHSA – COVID 19 Emergency Funding Support	\$ (1,501.35)
A-NPDC 366260	HUD Section 8 CARES Act COVID	\$ 2,237.82
A-NPDC 366265	HUD Cares Act - #2	\$ 1,323.75
A-NPDC 315710	Fraud Recovery, Jan/Feb	<u>\$ 5,815.43</u>
	Total Due A-NPDC	<u>\$ 43,660.36*</u>

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

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

A-NRHA Section 8 SunTrust Bank Account

Staff continues to work with SunTrust/BB&T/Truist Bank to resolve issues with accounts. Staff also continues to explore and compare other banking services.

4. Current A-NPDC Projects Financial Report

The attached report indicates that 64.52 percent of the FY 2021 budget has been expended while 66.67 percent of the fiscal year has passed.

Board acceptance of the attached report was requested.

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

5. Election of FY 2022 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 one term, Chairman Mason and Vice Chairman Jenkins are eligible for re-election.

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

Board election of the FY 2022 Chairman & Vice Chairman was requested.

Director Kolakowski moved to re-elect the existing officers for an additional term. Seconded by Director Washington, the motion carried by unanimous vote. Chairman Mason abstained.

6. Property Management

Mill Run Apartments – 26 Duplex Apartments

* Managed by East Coast Property Management

- Vacancies: Mill Run has no vacancies.
- Rent: Implemented the COVID-19 Collection Policy, no late fees to be charged, continuing to work with families. Three families are behind in their rent.
- Maintenance Issues: Maintenance is working day to day items.
- Other:
 - One household has discussed the need for an access ramp. Management has begun working with tenant on this.

Sunnyside Village – 23 Single Family Houses

* Managed by East Coast Property Management

- Vacancies: Sunnyside has no vacancies. One by end of March.
- Rent: Implemented the COVID-19 Collection Policy, no late fees to be charged, continuing to work with families. Eight families are behind in their rent.
- Maintenance Issues: Maintenance is working on day to day items.
- Other:
 - We have a house with a back deck pulling away from the house. Kitchen and laundry room floors adjacent to this appear a little weak. We can lift and repair deck to where it is sturdy. The back of the house will need a new exterior seal. We will be consulting with a contractor.
 - A bladder tank and a water pump failed at one of the homes. We have had both replaced and expect the final cost to come in over \$1,200. Water has been restored to the home.

- One household has requested an access ramp for their residence. Anthem has reached out to us and offered to install the ramp. Such an installation is required to meet local codes, so this may be a good opportunity. We are also discussing another option with the tenant that would involve a move/transfer to the upcoming vacancy.

Virginia Street – 10 Single Family Houses

* Managed by East Coast Property Management

- Vacancies: Virginia Street has no vacancies. Currently waiting on housing to update the property-based waiting list. Management has no applications at this time to work with. Will fill the vacancy as soon as an applicant is identified and approved.
- Rent: Implemented the COVID-19 Collection Policy, no late fees to be charged, continuing to working with families. Three families are currently behind.
- Maintenance issues: Maintenance is working on day to day items.
- Other:
 - One household has discussed the need for an access ramp. Management has begun working with this tenant on this.

Crispus Attucks Apartments – 22 Duplex Apartments

* Managed by East Coast Property Management

- Vacancies: Crispus Attucks has one vacancy. Family is on the verge of being approved for move in next week.
- Rent: Implemented the COVID-19 Collection Policy, no late fees to be charged, continuing to working with families. Six families are currently behind.
- Maintenance: This matter is being addressed. Maintenance is working on day to day items.
- Other: Property front porches. Working on identifying contractors interested in this work. Had two leads who took on other jobs. Tenants have been instructed to stay off the porches. Porches have been identified to have a post issue. The posts on these three buildings have rotted underneath the overlay coverings and must be replaced. • Driveways: We are currently getting quotes on the driveway repairs. We can pull from the VHDA held Reserve Funds if necessary, but currently the operating account is strong.

William Hughes Apartments – 34 Apartments in 6 Buildings

* Managed by East Coast Property Management

- Vacancies: Two Vacancies. One will be filled in the next 10 days.
- Rent: Implemented the COVID-19 Collection Policy, no late fees to be charged, continuing to working with families. Nine families are currently behind.
- Maintenance issues: Working on unit turns, preparing for new tenants. Following up on emergency calls.
- Other issues:
 - There was no water in the 400 building (401-404) at William Hughes. Maintenance had checked the pressure switch and replaced it but there was no change in condition. Management called Bundick Well and Pump out. They ended up replacing the pump, a large one that serves the entire

building. Bundick was there from 10 AM to about 3 PM working on it. We are waiting on the final bill, but water service was restored to the building.

- Property had to replace a side by side refrigerator. These are needed in the handicap/disabled apartments. These models run about \$1,200.
- Moisture Issue: No moisture concerns at this time.

Onancock Square – 40 Apartments in 4 Buildings

* Managed by TM Associates

- Vacancies: Onancock has no vacancy.
- Rent: One tenant is delinquent.
- Maintenance: Management began the annual inspection process in February 2021. The intent is to inspect the units twice this year. Maintenance is working on day to day items.

Current financial reports for each property were attached for review.

7. 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 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.

Chairman Mason notified the Board that the Accomack County Board of Supervisors gave him permission to authorize any documents regarding the east Horntown project.

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.

8. Housing Choice Voucher Section 8 Program

1) We are currently serving 517 families (down 7 from last RHA report). We have 33 families pending action, and of those pending 19 have active vouchers and are searching for housing.

2) The Waiting List was opened up for applications February 16th through March 12th. As reported in January, in the interests of safety this year's open application period was

four weeks long and included protocols for application drop-off, review for completion, and phone contact between staff and applicants. More than 150 completed applications were accepted.

3) There have been no public comments or recommendations made on the current Five-Year Plan through the 45-day Public Comment period, which ended with an advertised public hearing on March 16, 2021. A signed Annual Civil Rights Certification must be submitted to HUD by April 15th, 75 days prior to the PHA's new fiscal year.

Staff requested signatures for the required Civil Rights Certification.

Director Holt moved to grant permission for the necessary parties to sign the Civil Rights Certification. Seconded by Director Washington, the motion carried by unanimous vote.

9. Executive Director's Report

Asset Management Activities

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

Section 8 Housing Choice Voucher Program

The Section 8 Housing Choice Voucher Waiting List will be opened in February. Due to the pandemic, staff intends to keep it open longer this year (a month) to space out the time in which applicants can return their complete applications. The closing date is March 12th. Applications are down from previous years.

Staff has begun to receive vaccinations and will be evaluating options to take more applications.

10. Other Matters

The Board was notified that the Section 8 waiting list would most likely be opening again before the end of year due to the low number of applications received.

Chairman Mason asked if staff had received a copy of the American Rescue Plan and if they had time to review it. Staff noted that they had not received it.

Chairman Mason asked for an update on the housing study. No changes have occurred since the last meeting.

11. Public Participation

No public participation took place at this time.

12. Adjournment

There being no further business, the meeting was adjourned.

Copy teste:

Mike Mason, Chairman

Elaine K. N. Meil, Secretary/Treasurer