

ACCOMACK-NORTHAMPTON REGIONAL HOUSING AUTHORITY  
MINUTES OF THE  
May 26, 2021  
4:00 p.m.  
The Enterprise Building/Virtual ZOOM Meeting  
Accomac, VA

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
Leslie Mason	Russ Williams
Colin Kean **	

\*\*Attendance thru Zoom

1. Call to Order

Chairman Mason called the meeting to order at 4:10 p.m.

2. Minutes of the March 24, 2021 Meeting

Presented were the minutes of the March 24, 2021 meeting.

Adoption of the presented minutes was requested.

Director Holt moved to approve the minutes of the March 24, 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, Mar/Apr	\$ 586.88
A-NPDC 3150	Crispus Attucks Management, Mar/Apr	-1.35
A-NPDC 3151	Sunnyside Village Management, Mar/Apr	329.24
A-NPDC 3152	William Hughes Management, Mar/Apr	-88.98
A-NPDC 3153	Virginia Street Management, Mar/Apr	1,141.62
A-NPDC 3154	Mill Run Management, Mar/Apr	- 2.72
A-NPDC 3155	Onancock Square Apts, Mar/Apr	-17.64
A-NPDC 3160	Tax Credit Compliance, Mar/Apr	0.00
	Total Due A-NPDC	<u>\$ 1,947.05*</u>

Section 8 Checking Account		
A-NPDC 3157	Administration Mar/Apr	\$27,203.93
A-NPDC 3666	VHSA – COVID 19 Emergency Funding Support	-1,151.23
A-NPDC 366260	HUD Section 8 CARES Act COVID	-616.45
A-NPDC 366265	HUD Cares Act - #2	11,443.79
A-NPDC 315710	Fraud Recovery, Mar/Apr	<u>+ 6,018.90</u>
	Total Due A-NPDC	<u>\$42,898.94*</u>

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

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

4. Current A-NPDC Projects Financial Report

The attached report indicates that 80.34 percent of the FY 2021 budget has been expended while 84 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 Washington, the motion carried by unanimous vote.

5. FY 2022 Budget

Board adoption of the FY 2022 Budget was requested:

- A-NRHA Administrative and Client Services Budget

Director Holt moved to adopt the FY 2022 Budget as presented. Seconded by Director Washington, the motion carried by unanimous vote.

6. Property Management

Mill Run Apartments - 26 Duplex Apartments

- Vacancies: One. Currently waiting on housing final approval of family for move in and anticipate that any day now.

Sunnyside Village - 23 Single Family Houses

- Vacancies: One- 1 Bedroom Unit. Working with a couple to move in shortly.
- Rent: COVID-19 Collection policy. No late fees. Ten families currently behind on rent as of 5/13/2021
- Maintenance issues:
  - Per our previous report we have a two bedroom house with a back deck that is pulling away from house and interior flooring issues. This is very similar to a problem we dealt with in an adjacent home two to three years ago, where we contracted the repairs. Having been through this before, we are more confident about what the issues are and intend to do this in house for a couple of reasons. First, costs will be kept down and second, securing a contractor at this time has been very difficult, let alone getting bids from three.
  - ECPM Maintenance has further evaluated the issue and we are currently pricing the materials for the purchase to make the repairs. With limited operation and reserve funds, this would be the most reasonable approach. Our regional maintenance tech is confident we can pull a team to completing this repair in a reasonable amount of time once we have materials. Along with the timing of this discovery, the voucher program inspected the unit identifying the issues as well this past month. We have requested an extension as this repair will take time to put into motion and complete. We will be in contact with Elaine & Bruce once we have materials priced for approval. Once we have the plan finalized we can schedule the move forward.
  - Update from previous report: House hold requesting a ramp has changed their mind. They've been back and forth on several decisions and are looking to move closer to family across the bay.
  - Deck repairs are being done at another location. We had this worked into last years budget and the cost per deck was going to run about \$350 in materials. It is worth pointing out that with COVID lumber pricing, that the cost is much closer to \$1200.00 at the moment. We have one deck that we must address now. Others as needed while we monitor the cost of lumber.

### Virginia Street – 10 Single Family Houses

- Vacancies : None
- Rents: COVID-19 Collection policy. No late fees. Currently two are behind on rent.
- Maintenance issues:
  - Working day to day items.
  - Flooring issues at the old two story farm house (three bedroom) will require major work once the unit becomes vacated.
  - Household with multiple domestic issues will be non-renewed and asked to leave then the moratorium on evictions is lifted 6/30/21.

### Crispus Attucks Apartments – 22 Duplex Apartments

- Vacancies: None
- Rent: COVID-19 Collection policy. No late fees. Five families currently behind.
- Maintenance:
  - Working on day to day repairs as allowed with the COVID-19 protocols
  - Property front porches: Work has started on the porch repairs and progress is being made. Some delays for materials, but that has been standard in recent months.
  - Driveways: We have some price quotes, but were not satisfied with what we were seeing. Attempting to get better pricing. This again, will be a reserve for replacement item if necessary.

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

- Vacancies: One Vacant- To be filled shortly.
- Rent: COVID-19 Collection policy. No late fees.
- Maintenance Issues: Working on unit turns, preparing for new tenants, and washing buildings
- Other: Currently no other major maintenance issues to report for this period.

### Onancock Square – 40 Apartments in 4 Buildings

- Vacancies: Onancock Square have two, two bedroom vacancies. Currently working with two approved applicants.
- Rent: Four tenants behind in rent. One of these have applied for the VA Housing Rent Relief Program, the others promise to be up to date by the end of next week.
- Maintenance: Working on day to day items. New security cameras have been installed and are waiting for contractor to complete the installation process.

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. The housing development projects were paused due to construction costs.

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 516 families (down 1 from last RHA report). We have 40 families pending action, and of those pending 33 have been or will be issued vouchers and are searching for housing.

2) On May 4<sup>th</sup> HUD issued notice of the extension of the COVID related Section-8 waivers. Most of the waivers accepted last year by A-NRHA are extended through December 31, 2021. The notice on the A-NPDC website has been updated with the new expiration dates.

3) A-NRHA acted during the last March to allow all inspections to be designated as biennial. This action, along with implementation of the accepted waivers, has drastically reduced staff and client exposure, allowing the program to run smoothly and without disruption of service to the clients and landlords. It was agreed at the January 2021 meeting to extend policy and review again at the May meeting. With that review now pending, and in view of HUD's extension of related waivers through December 31, 2021, staff requests delay of review of the referenced policy be rescheduled for November 2021.

Staff requested rescheduling the RHA's review of the policy on biennial inspections from May to November.

Director Jenkins moved to allow rescheduling of the policy on biennial inspections from May to November. Seconded by Director Washington, the motion carried by unanimous vote.

9. Executive Director's Report

Asset Management Activities

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

Virginia Housing (formerly known as Virginia Housing Development Authority)  
Housing Development Program

This is an informational item. The Accomack-Northampton Planning District Commission has approved applying for a \$1 million grant to produce affordable housing. Staff will provide an update.

Housing Plan

This is an informational item. A consultant has been selected to complete the Eastern Shore of Virginia Housing Plan. The consultant is Mullin & Lonergan Associates. The contract has been received and is currently being reviewed for execution. The next step is the kick off with the committee.

10. Other Matters

No other matters were discussed at this time.

11. Public Participation

No public participation took place at this time.

12. Adjournment

There being no further business, the meeting was adjourned.

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Mike Mason, Chairman

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Elaine K. N. Meil, Secretary/Treasurer