

ACCOMACK-NORTHAMPTON REGIONAL HOUSING AUTHORITY  
MINUTES OF THE  
July 28, 2021  
4:00 p.m.  
The Enterprise Building  
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
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OTHERS PRESENT:

Elaine Meil	Sandy Taylor
Melissa Matthews	Russ Williams
Colin Kean	

1. Call to Order

Chairman Mason called the meeting to order at 4:03 p.m.

2. Minutes of the May 26, 2021 Meeting

Presented were the minutes of the May 26, 2021 meeting.

Adoption of the presented minutes was requested.

Director Holt moved to approve the minutes of the May 26, 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, May/June	\$ 97.55
A-NPDC 3150	Crispus Attucks Management, May/June	0.91
A-NPDC 3151	Sunnyside Village Management, May/June	193.21
A-NPDC 3152	William Hughes Management, May/June	60.10
A-NPDC 3153	Virginia Street Management, May/June	1,041.18
A-NPDC 3154	Mill Run Management, May/June	1.84
A-NPDC 3155	Onancock Square Apts, May/June	11.93
A-NPDC 3160	Tax Credit Compliance, May/June	0.00
	Total Due A-NPDC	<u>\$ 1,406.72*</u>

Section 8 Checking Account		
A-NPDC 3157	Administration May/June	\$23,322.86
A-NPDC 3666	VHSA – COVID 19 Emergency Funding Support	777.48
A-NPDC 366260	HUD Section 8 CARES Act COVID	416.31
A-NPDC 366265	HUD Cares Act - #2	21,926.79
A-NPDC 315710	Fraud Recovery, May/June	<u>+ 2,365.42</u>
	Total Due A-NPDC	<u>\$48,808.86*</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.

4. Current A-NPDC Projects Financial Report

The attached report indicates that 96.26 percent of the FY 2021 budget has been expended while 100 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. FY 2022 Budget

Board adoption of the following attached FY 2022 Budgets was requested:

- Virginia Street Properties
- Sunnyside Village Subdivision

William Hughes Apartments, Mill Run Apartments, Crispus Attucks and Onancock Square calendar year budgets and were previously adopted.

Director Kolakowski 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

- No vacancies.
- COVID-19 Collection Policy. No Late Fees. Currently, five families are behind on rent.
- Maintenance Issues: Working on day to day issues including washing machine repairs, etc.

Sunnyside Village - 23 Single Family Houses

- Vacancies: None.
- Rent: COVID-19 Collection policy. No late fees. The property manager is currently working with several tenants who are behind on rent.
- Maintenance issues:
  - ECPM have completed the repairs on the two bedroom house with the flooring and deck issues. The final costs are being figured out, but it looks like they will fall within the parameters of what we had figured for the job. This was a large task handled very well by the onsite staff and the additional help from ECPM maintenance. The project took about a week to complete
  - Update from the previous report: The household requesting a ramp has changed their mind again. They've been back and forth on several decisions and are no longer moving. Arrangements are being made now to have a ramp placed to the back of the rear deck. Cost to the property will be minimal as there is a program in place with the tenant's insurance that is helping with the arrangements.
  - ECPM is continuing to move forward with deck and floor repairs at another unit. These are not the same as the previous jobs and will again be managed in house.

### Virginia Street – 10 Single Family Houses

- Vacancies: One as of July first.
- Rents: COVID-19 Collection policy. No late fees. Currently one tenant is behind on rent.
- Maintenance issues:
  - Working day to day items.
  - The one unit that has become vacant will be a substantial turn.
  - 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: COVID-19 Collection policy. No late fees. Four families currently behind.
- There have been random shootings throughout the New Road Village Neighborhood. Cars are driving in and firing weapons in the area of Madame C.J. Walker Lane and Douglas Road. We are not aware of any of the units being struck or any of our families being involved. The cars drive through, fire the weapons and drive out. To this point, no one has come forward with any information on who is shooting at who and why. Management has been speaking to the Exmore Police Department about their concerns.
- Maintenance:
  - Completing work orders with other staff at the moment, as we are filling the maintenance position.
  - Property front porches. Work has been completed. Will follow up with other porches to determine if any additional deterioration can be detected.
  - 3271 Frederick Douglas: Our downstairs unit tenant failed to report a toilet overflow (and several other issues) and left the unit for the weekend. Maintenance & management were not contacted. The unit was discovered with this issue after another tenant contacted the office. Currently the unit is offline and the insurance company has been brought in to help with the damage. Royal Plus is doing the clean-up, removal of damaged components and floor replacement. There will be appliances and cabinets to be replaced. The damage is the result of tenant negligence. There are multiple other issues involved here that now also include child protective services. The tenant is currently Looking for another home. Our goal at this is to get the unit fully restored and rented to a new family. We will work with the insurance company on determining how to proceed with the restitution from the tenant.
- Driveways: Thus far have not pulled a satisfactory bid for the work, as contractors have been unavailable and inconsistent.

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

- Vacancies: One Vacant- To be filled shortly.
- Rent: COVID-19 Collection policy. Ten families' currently past due. ECPM is working to resolve the issue.
- Maintenance Issues: The property has a new maintenance man. Currently we are working on unit turn, preparing for new tenants. One A/C unit is down. A window unit is temporarily in while parts are backordered for the main system.
- 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.
- Three Tenants will be moving out of their two bedroom units. We are working through the waiting list to fill the vacancies.
- One tenant behind in rent. Onancock Square Apartments was assigned emergency Rental Assistance (RA) Covid Funds. Now there are two more tenants that are receiving RA s of 5/1/21 which brings the total number of tenants receiving RA to seven.
- Maintenance: Holes in the office/laundry room have been repaired and repainted. The parking lot handicap spots and signs have also been repainted. Trimming trees obscuring the security cameras have been completed.

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 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.

8. Housing Choice Voucher Section 8 Program

1) We are currently serving 511 families. 40 families are pending action that are either new families just receiving a voucher or families with assistance moving to new units. The Waiting List currently stands at 99 families. Staff has begun the Waiting List update process in anticipation of opening for application sometime in the Fall.

2) Nan McKay released revision recommendations for the Administrative Plan earlier this month. Staff is currently reviewing the recommendations. Applicable recommendations will be presented to the RHA for approval at the September meeting.

3) Local utilities have been reviewed by Management Resource Group, Inc. and new utility allowances have been calculated (Attached). The trend is that on average and electric prices remained the same, LP gas prices increased slightly, and heating fuel oil prices have gone up significantly. If adopted, these utility allowances will be applied to Annual Reexaminations beginning with those effective December 1, 2021. A copy of the methodology will be available for review at the meeting.

Staff requested adoption of the FY22 utility allowances.

Director Holt moved to adopt the FY22 utility allowances as presented. 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. Virginia Housing has awarded A-NPDC \$1 million toward affordable housing development.

Housing Plan

This is an informational item. The kick off meeting was held July 15<sup>th</sup>. The community meetings are being scheduled for October. Five communities can be selected for a complete survey and the community and project management team will select the communities that are reviewed.

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