

ACCOMACK-NORTHAMPTON REGIONAL HOUSING AUTHORITY  
MINUTES OF THE  
September 22, 2021  
4:00 p.m.  
The Enterprise Building  
Accomac, VA

DIRECTORS PRESENT:

Richard Jenkins (Zoom)	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
Melissa Matthews	Russ Williams
Colin Kean	

1. Call to Order

Chairman Mason called the meeting to order at 4:07 p.m.

2. Minutes of the July 28, 2021 Meeting

Presented were the minutes of the July 28, 2021 meeting.

Adoption of the presented minutes was requested.

Director Holt moved to approve the minutes of the July 28, 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

ANRHA Bills Payable

The Bills Payable for July & August are unable to be printed until the A-NPDC FY21 has been closed in the GMS accounting software.

The auditors were originally scheduled to be at the A-NPDC office on Monday, September 13<sup>th</sup> – Wednesday, September 15<sup>th</sup>. However, due to the Federal extension of the corporation tax return deadline of September 15<sup>th</sup>, the auditing firm rescheduled the visit for Monday, September 20<sup>th</sup> – Wednesday, September 22<sup>nd</sup>.

No action was required at this time.

Financial Statements

Financial Statements for ANRHA operating account, Virginia Street, Mill Run, Sunnyside Village, Crispus Attucks and William Hughes are attached.

Board approval was requested for the attached Financial Statements.

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

Current A-NPDC Projects Financial Report

The Financial Status Report for July & August are unable to be printed until A-NPDC FY21 has been closed in the GMS accounting software. Updated reports will be presented at the next meeting.

No action is required at this time.

A-NRHA Section 8 SunTrust Bank Account

The A-NRHA account is held with SunTrust/BB&T/Truist Bank. Over the last few months it has been very difficult to conduct business at the Onley BB&T Branch and staff would like to request opening an account with Taylor Bank in Onley.

Board approval was requested to open an account at Taylor Bank on behalf of A-NRHA (Section 8).

Director Kolakowski moved to approve the request to open an account at Taylor Bank on behalf of the A-NRHA. Seconded by Director Washington, the motion carried by unanimous vote.

#### 4. Property Management

##### Mill Run Apartments - 26 Duplex Apartments

- Vacancies: None
- COVID-19 Collection Policy. No Late Fees. Four families are currently behind.
- New COVID cases identified on the property.
- Maintenance Issues: Maintenance has made general repairs to the ramps going to the storage units on the original fourteen units.
- Branches and limbs have been trimmed around the property and now working on general improvements. Overall things are very good at Mill Run.

##### Sunnyside Village - 23 Single Family Houses

- Vacancies: None.
- Rent: COVID-19 Collection policy. No late fees. Several tenants are running behind and the manager is working on this with the families.
  - Maintenance issues: A Set of steps has dropped from the ledger board along the house. This has been a recurring problem. The platforms are mounted to the house using nails, not bolts. The nails are rusting away, since the boards are not flashed in any way, resulting in unstable platforms. We are making repairs and also looking to take additional preventative measures. With this we will consult some additional resources for the cost effective ideas.
  - We are in the process of replacing a failed 1998 heat pump. That work should be complete shortly. Unfortunately, we have identified another failed unit that will result in another replacement. At issue is the age of the units making partial replacement impossible based on the current system requirements by the government. Older systems are no longer being supported, thus forcing system replacements with more efficient systems. We are doing what we can to maintain the older systems, replacing only when there is no alternative.

##### Virginia Street – 10 Single Family Houses

- Vacancies: One
- Rents: COVID-19 Collection policy. No late fees. Currently two families are behind on rent. All should be paid shortly.
- Maintenance issues: Unit turn and day to day items. The unit that has become vacant will be a substantial turn. This unit is requiring new flooring, window work, new kitchen cabinets and appliances. Some delays based on materials and also staffing needs.
- The old two story farmhouse (three bedroom) family Continues to look for a good option to relocate to.
- The one bedroom unit had a split system fail. We have scheduled a replacement of the system.

### Crispus Attucks Apartments – 22 Duplex Apartments

- **Vacancies:** One unit offline.
- **Rent:** COVID-19 Collection policy. No late fees. Four families currently behind.
- **Random shootings** have continued throughout the New Road Village Neighborhood, Police continue to investigate. We've had a bullet hole in a unit. No one injured. Tenants have been talking to our property manager and are scared with the randomness of the situation. To this point, no one has come forward with any information on who is shooting at who and why. Management has been speaking with the Exmore Police Department about the concerns and is encouraging all residents to maintain open communication.
- **Maintenance:** The property has hired a new maintenance person. He is working on day to day issues and will be challenged with several unit turns in the next month or so.
- **3271 Frederick Douglas:** The flooded unit is currently offline. Insurance has forwarded funds to VHDA (now Virginia Housing) who controls the issuing of those funds. Royal plus has done the initial cleanup and will be doing the repair work on the unit. We estimate that the unit will be offline at least another month. Possible additional delays due to materials.
- **Driveways:** Starting over with this process.
- **Gutters and tree work:** As we get into fall, we are working toward cleaning the second story gutters and trimming back some trees for the winter.

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

- **Vacancies:** One vacancy to be filled shortly.
- **Rent:** COVID-19 Collection policy. Nine family's currently past due. ECPM is working to resolve the issue.
- **Maintenance Issues:** Property is searching for/interviewing a new maintenance man. Currently working on unit turn and preparing for new tenants. HVAC systems have been repaired.
- **Other:** Currently no other major maintenance issues to report for this period.

### Onancock Square – 40 Apartments in 4 Buildings

- **Vacancies:** One two bedroom handicap accessible unit is vacant, but have a corporate approved move in set for October 1, 2021
- **Rent:** One tenant is behind on rent and she is working to catch up. Onancock Square Apartments was assigned Emergency Rental Assistance (RA) COVID funds and now have a total of seventeen RA units. Those Emergency Rental Assistance funds will be available for the twelve tenants that received them for one year.
- **Maintenance:** Regular monthly inspections continue finding only minor housekeeping issues.

Current financial reports for each property were attached for review.

5. 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.

6. Housing Choice Voucher Section 8 Program

1) We are currently serving 510 families (up 3 from last RHA report). We have 25 families pending action. These are either new families just receiving a voucher or families with assistance moving to new units.

The waiting list was opened for applications August 30<sup>th</sup> to September 3<sup>rd</sup>. 180 new applications were received. The waiting list now stands at 211.

2) At this time each year there are a number of program components that must be updated.

a) HUD has published the FY21 FMRs (fair market rents). The FMRs for Northampton County have decreased an average of 1%, and the FMRs for Accomack County have increased an average of 6%. Four years ago, HUD changed the way that it calculates the FMR's. Information on how FMR's are determined is available at [www.huduser.gov](http://www.huduser.gov).

The PHA must set Payment Standards based on the FMR's which are used as a factor in calculating the tenant portion of the rent. A copy of the FMR's and Payment Standards for each county is attached. The payment standards have been calculated at 110% of the FMR to ensure that there is a wide selection of units available to Section 8 applicants.

With regard to the declines in FMR and PS, our Administrative Plan allows the PHA to "hold-harmless" families living in units with current HAP contracts when calculating their portion of the rent during Annual Reexaminations. This means there will be no negative impact on families currently served by the program. The new FMRs and PS will be applied to families pulled from the waiting list or moving.

Staff requested adoption of the FY21 FMR's and Payment Standards.

Director Washington moved to adopt the FY21 FMR's and Payment Standards as presented. Seconded by Director Holt, the motion carried by unanimous vote.

b) Nan McKay has released revision recommendations for the Administrative Plan. Staff has also compiled several other requested revisions that have been recommended via HUD HCV Guidebook updates. All requested revisions with the relevant language are attached.

Staff requested adoption of Revision Recommendations to the Administrative Plan.

Director Holt moved to adopt the Revision Recommendations to the Administrative Plan as presented. Seconded by Director Washington, the motion carried by unanimous vote.

7. Executive Director's Report

Asset Management Activities

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

Easements for ESVBA utility at Mill Run Apartments & Sunnyside Apartments

ESVBA drew up and sent an easement for Mill Run Apartments and an easement for Sunnyside Apartments that brings the fiber optic broadband into the community.

Retroactive authority for the Executive Director to execute the easements was requested.

Director Kolakowski moved to grant retroactive authority for the Executive Director to execute the easements as requested. Seconded by Director Washington, the motion carried by unanimous vote.

Housing Plan

This is an informational item. The community meetings are being scheduled for October. A landlord survey and residence survey are being developed. A-NRHA data on inspections for the former Rural Rehabilitation program will be shared with the consultant to incorporate information on improving Eastern Shore housing quality. All identifying information will be eliminated before the data is sent.

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.

A requirement of the grant is for A-NPDC to obtain a Line of Credit to construct the housing units with quarterly reimbursement from Virginia Housing (formerly VHDA). Staff recommends A-NRHA consider whether or not to offer A-NPDC a revolving line of credit for the purpose of developing housing sites and constructing affordable housing for the Virginia Housing FY22 A-NPDC Housing Development Program Grant with the following terms.

1. Line Limit of \$250,000
2. 3.25% annual interest rate
3. A-NPDC pays all closing costs
4. Term of up to 4 years with a \$500 origination fee for the initial year and a \$100 renewal fee for each subsequent year.

Authorization for the A-NRHA attorney to create all necessary documents and security to offer A-NPDC a line of credit on the above terms was requested.

After discussion, Director Kolakowski moved to postpone decision until the next meeting. Seconded by Director Washington, the motion carried by unanimous vote.

8. Other Matters

No other matters were discussed at this time.

9. Public Participation

No public participation took place at this time.

10. Adjournment

There being no further business, the meeting was adjourned.

Copy teste:

---

Mike Mason, Chairman

---

Elaine K. N. Meil, Secretary/Treasurer