

ACCOMACK-NORTHAMPTON REGIONAL HOUSING AUTHORITY
MINUTES OF THE
September 23, 2020
4:00 p.m.
The Enterprise Building
Accomac, Virginia

DIRECTORS PRESENT:

Richard Jenkins	Accomack County
Mike Mason **	Accomack County
Ernest H. Washington	Northampton County
Vincent Holt	Section 8 Representative

DIRECTORS ABSENT:

Charles Kolakowski	Northampton County
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OTHERS PRESENT:

Elaine Meil	Sandy Taylor
Russ Williams	Melissa Matthews
Bobbie Jo Wert	

**Attendance thru Zoom

1. Call to Order

Chairman Mason called the meeting to order at 4:02 p.m.

2. Minutes of the July 22, 2020 Meeting

Presented were the minutes of the July 22, 2020 meeting.

Adoption of the presented minutes was requested.

Director Jenkins moved to approve the minutes of the July 22, 2020 meeting as presented.
Seconded by Director Holt, the motion carried by unanimous vote.

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

The auditors were at the A-NPDC office Monday, September 14-Wednesday, September 16 to begin the FY20 audit process.

Due to issues with the GMS accounting system, I am unable to access FY21 reports and unable to present a Bills Payable and Financial Status Report. I have been in contact with GMS customer service for the past few days to resolve the issues. I will have another session with GMS customer service on Thursday. As soon as I can access information, the Bills Payable and Financial Report will be prepared and distributed.

Commission approval was requested for the attached Financial Statement.

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

Director Jenkins requested staff look into the Rent and Mortgage Relief Program (RMRP) further to see if that program could assist any tenants that live in A-NRHA owned properties.

4. FY 2021 Budget

Board adoption of the following attached FY 2021 Budgets were requested:

- Virginia Street Properties
- Sunnyside Village

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

Director Jenkins moved to adopt the above listed Budgets as requested. Seconded by Director Washington, the motion carried by unanimous vote.

5. Property Management

Mill Run Apartments – 26 Duplex Apartments (Managed by East Coast Property Management)

- Vacancies: Mill Run has one vacancy; the anticipated move-in date is September 24th. One more vacancy is pending the tenant moving out.
- Rent: Implemented the COVID-19 Collection Policy, no late fees to be charged, continuing to working with families. Two families are behind in their rent. Staff anticipates one will catch up soon while the other has set up a payment arrangement.

- Maintenance Issues: No annual inspections have been conducted. Maintenance is only working on day-to-day indoor items only when heavy social distancing measures are observed.
- Other:
 - The culvert replacement is almost complete. They are installed; however, VDOT has not issued the final approval. Additional site work/stone etc. has been requested. The contractor is currently working with VDOT to meet their standards.
 - An original 1995 well-bladder tank failed in early September. It has been replaced.

Sunnyside Village – 23 Single Family Houses (Managed by East Coast Property Management)

- Vacancies: Sunnyside has one one-bedroom vacancy. Management is working from the waiting list to fill.
- Rent: Implemented the COVID-19 Collection Policy, no late fees to be charged, continuing to working with families. Six families are behind in their rent.
- Maintenance Issues: No annual inspections have been conducted. Maintenance is only working on day-to-day indoor items only when heavy social distancing measures are observed.
- Other:
 - The vacant one-bedroom unit (4590) needs to have new floors installed. Currently working with the contractor to schedule the installation.
 - A two-bedroom unit (4624), the well-bladder failed. It was replaced on August 23rd.

Virginia Street – 10 Single Family Houses (Managed by East Coast Property Management)

- Vacancies: Virginia Street is fully leased.
- Rent: Implemented the COVID-19 Collection Policy, no late fees to be charged, continuing to working with families. Three families are currently behind but should be caught up soon.
- Maintenance issues: No annual inspections have been conducted. Maintenance is only working on day-to-day indoor items only when heavy social distancing measures are observed.
- Other:
 - There have been some minor appliance issues/repairs.

Crispus Attucks Apartments– 22 Duplex Apartments (Managed by East Coast Property Management)

- Vacancies: Crispus Attucks is fully leased with one scheduled move-out at the end of the month.
- Rent: Implemented the COVID-19 Collection Policy, no late fees to be charged, continuing to working with families. Three families are currently behind. Two of those families have set up payment arrangements.
- Maintenance: No annual inspections have been conducted. Maintenance is only working on day-to-day indoor items only when heavy social distancing measures are observed.
- Other:
 - Driveways will need more stone/crush & run. Quotes are under review, and a determination will be made shortly. These funds should be able to be pulled from the VHDA held Reserve Funds, if necessary. Note, the operating account is strong. Unfortunately, this process has been delayed due to other more pressing matters.
 - Three of the units have major porch concerns. The posts supporting the porches have rotted underneath the overlay covering. The maintenance staff has adequately secured the structure, and tenants have been instructed not to use their porches. Management is seeking quotes to repair/replace the deteriorated posts. Contractors have been busy with other projects and have not been able to supply quotes. Management continues to request quotes.

William Hughes Apartments – 34 Apartments in 6 Buildings (Managed by East Coast Property Management)

- Vacancies: William Hughes has two vacancies. Both units are expected to be filled by October.
- Rent: Implemented the COVID-19 Collection Policy, no late fees to be charged, continuing to working with families. Eight families are currently behind.
- Maintenance issues: Working to turn vacant units. No annual inspections have been conducted. Maintenance is only working on day-to-day indoor items only when heavy social distancing measures are observed.
- Other issues:
 - The parking lot will need attention soon. This was addressed during property rehab a few years ago.
 - Four light poles are not operating correctly. We are on the electrician schedule awaiting the planned repairs.
- Moisture Issue: Earlier last month, there were some additional moisture issues. Maintenance came up with a new approach that so far looks effective. Management will know more next summer when the heat and humidity return.

Onancock Square – 40 Apartments in 4 Buildings (Managed by TM Associates)

- Vacancies: Onancock has been fully leased since July 17th, 2020, and no scheduled move-outs.
- Rent: Two tenants are delinquent; however, the tenant should resolve by the end of next week.
- Maintenance: Continue with routine inspections and mostly finding general housekeeping issues at this time.
- Other:
 - Unit 164G and 173 H have had their new HVAC system installed.
 - Grind All will be on-site this week to work on the sidewalk cracks and tripping hazards.

Current financial reports for each property were attached for review.

6. 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 are being considered, and we are working on the proforma for the best plan.

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 in close proximity to incorporated towns.

7. Housing Choice Voucher Section 8 Program

We are currently serving 536 families (up 3 from last RHA report). We have 35 families pending action. These are either new families just receiving a voucher or families with assistance moving to new units.

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

HUD has published the FY21 FMRs (fair market rents). The FMRs for Northampton County have decreased an average of 5%, and the FMRs for Accomack County have decreased an average of 8%. This counters slight increases for both counties in FY20. Three 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.

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

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 highlighted are attached.

Staff requested adoption of Revision Recommendations to the Administrative Plan.

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

HUD suggests that PHAs review annually the imputed passbook rate used to determine asset income when calculating Tenant income during New Admissions and Annual Re-Examinations. The current allowable range is 0.00 % and .84%. The current rate used by A-NRHA is .75%. In view of lower national interest rates and stresses caused by the COVID-19 crisis, staff recommends lowering the passbook rate to .6% beginning for Annuals Reexaminations and New Admissions effective starting October 1, 2020.

Staff requested adoption of the PHA's Passbook Rate to .6%.

Director Holt moved to adopt the PHA's Passbook Rate to .6%. Seconded by Director Washington, the motion carried by unanimous vote.

8. HUD/VHDA Housing Counseling

The COVID-19 outbreak has dampened requests for pre-purchase counseling. Since August 1st through the first week in September five new households have begun pre-purchase counseling. Because of federal government requirements that mortgage lenders provide forbearance periods on mortgage payments and moratoriums on foreclosures, there has not been a spike in foreclosure activity. Prospective foreclosure clients are seeking mortgage payment assistance through the DHCD Rent and Mortgage Relief Program.

A New Homebuyer Certification Class is scheduled for September 23rd and 24th at the ESAAA Senior Citizen Center building in Hare Valley. A dozen people have signed up to attend the class, the space will accommodate 15 attendees. Virginia Housing (formerly VHDA) offers their own virtual class. Clients are also referred to them.

9. Executive Director's Report

Asset Management Activities

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

A-NRHA & A-NPDC Memorandum of Understanding concerning the exchange of goods and administrative and management services of routine nature

Since its formation, A-NRHA has been staffed by the A-NPDC. However, a diligent search has not turned up any formal contract or Memorandum of Understanding between the two entities. HUD encourages Public Housing Authorities (PHA) in this circumstance to develop a MOU to govern the Section 8 Housing Choice Voucher Program. The draft MOU is attached.

Approval for the Chairman to execute the MOU was requested.

Director Jenkins moved to delay the approval to execute the MOU until the next meeting to allow time for the A-NRHA's attorney to review it. Seconded by Director Washington, the motion carried by unanimous vote.

10. Other Matters

Chairman Mason passed out a map showing households without internet. Director Jenkins moved to have Executive Director Meil work with the Broadband Authority to install public wi-fi to Onancock Square & Pine Street Apartments. Seconded by Director Washington, the motion carried by unanimous vote.

Director Holt made the motion to go into closed session pursuant to Section 2.2-3711 of the Code of Virginia of 1950, as amended, for the purpose of consideration of acquisition of real property on Wilson Court. Seconded by Director Jenkins, the motion carried by unanimous vote.

Director Holt made the motion to reenter open session and certify that (i) only public business matters lawfully exempted from open meeting requirements under this chapter and (ii) only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed or considered in the meeting by the public body. Seconded by Director Jenkins, all members certified yes, by rollcall.

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