

ACCOMACK-NORTHAMPTON REGIONAL HOUSING AUTHORITY  
MINUTES OF THE  
January 27, 2021  
4:00 p.m.  
Virtual Zoom Meeting

DIRECTORS PRESENT:

Richard Jenkins **	Accomack County
Mike Mason **	Accomack County
Vincent Holt **	Section 8 Representative

DIRECTORS ABSENT:

Charles Kolakowski	Northampton County
Ernest H. Washington	Northampton County

OTHERS PRESENT:

Elaine Meil **	Bobbie Jo Wert **
Melissa Matthews **	

\*\*Attendance thru Zoom

1. Call to Order

Chairman Mason called the meeting to order at 4:11 p.m.

2. Minutes of the November 19, 2020 Meeting

Presented were the minutes of the November 19, 2020 meeting.

Adoption of the presented minutes was requested.

Director Jenkins moved to approve the minutes of the November 19, 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

Commission approval was requested for the following Bills Payable and attached Financial Statements:

General Operating Account		
A-NPDC 3100	A-NRHA Management Services, Nov-Dec	\$ 6.00
A-NPDC 3150	Crispus Attucks Management, Nov-Dec	47.92
A-NPDC 3151	Sunnyside Village Management, Nov-Dec	351.25
A-NPDC 3152	William Hughes Management, Nov-Dec	539.61
A-NPDC 3153	Virginia Street Management, Nov-Dec	130.73
A-NPDC 3154	Mill Run Management, Nov-Dec	47.92
A-NPDC 3155	Onancock Square Management, Nov-Dec	57.60
A-NPDC 3160	Tax Credit Compliance, Nov-Dec	0.00
	Total Due A-NPDC	<u>\$ 1,181.03</u>

Section 8 Checking Account		
A-NPDC 3157	Administration, Nov-Dec	\$ 47,014.38
A-NPDC 3666	VHSA – COVID 19 Emergency Funding Support	\$ 994.17
A-NPDC 366260	HUD Section 8 CARES Act COVID	\$ 461.46
A-NPDC 366265	HUD Cares Act - #2	\$ 1,125.00
A-NPDC 315710	Fraud Recovery, Nov-Dec	<u>\$ 1,122.34</u>
	Total Due A-NPDC	<u>\$ 50,717.35</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 Holt, the motion carried by unanimous vote.

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 access accounts due to the merger. There is a concern that future monthly Section 8 checks/direct deposit deadlines could be missed due to the inconsistency with the sign-on cash management platform causing hundreds of landlords to have a disruption in payments.

Commission guidance was requested for staff to explore and compare other banking institutions services.

Director Jenkins gave permission for staff to explore and compare other banking institutions services. Seconded by Director Holt, the motion carried by unanimous vote.

4. CY 2021 Budgets

Board adoption of the following attached CY 2021 Budgets is requested:

1. Mill Run Apartments
2. Crispus Attucks
3. Onancock Square Apartments (approved by USDA)
4. William Hughes Apartments (approved by USDA)

Director Jenkins moved to adopt the CY 2021 Budget as presented. Seconded by Director Holt, the motion carried by unanimous vote.

5. Current A-NPDC Projects Financial Report

The attached report indicates that 48.62 percent of the FY 2021 budget has been expended while 50 percent of the fiscal year has passed.

Board acceptance of the attached report was requested.

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

6. 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.

Chairman Mason made a motion to postpone this topic and bring back during the March meeting. The motion passed by consensus.

## 7. 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 working with families. Three families are behind in their rent.
- Maintenance Issues: Maintenance is working day to day items only when heavy social distancing measures are observed.
- Other:
  - The culvert replacement is complete, pending VDOT final inspection.
  - Several COVID-19 cases have been identified on the property, and the families are currently quarantined at home.

### Sunnyside Village – 23 Single Family Houses

#### \* Managed by East Coast Property Management

- Vacancies: Sunnyside has no vacancies.
- Rent: Implemented the COVID-19 Collection Policy, no late fees to be charged, continuing to working with families. Eight families are behind in their rent.
- Maintenance Issues: Maintenance is working on day to day items only when heavy social distancing measures are observed.
- Other: Management is working with a contractor to address a roof leak in the office building recently discovered during the recent weather event. No repairs have been made at this time. The leak is minor unless it is driving rain.

### 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.
- Maintenance issues: Annual inspections were conducted in mid-December. Maintenance is only working on day to day indoor items only when heavy social distancing measures are observed.
- Other:
  - An incident without injury involving non-residents occurred in the early hours of January 4, 2021. The incident involved shots being fired outside one of the homes with damage limited to a window, some siding, and an oven. No arrests have been made at this time.

### Crispus Attucks Apartments – 22 Duplex Apartments

#### \* Managed by East Coast Property Management

- Vacancies: Crispus Attucks has no vacancies.
- Rent: Implemented the COVID-19 Collection Policy, no late fees to be charged, continuing to working with families. Three families are currently behind.
- Maintenance: Annual inspections have taken place with no major concerns, although one tenant had some tenant caused damages and housekeeping concerns. This matter is being addressed. 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. Until a contractor is secured, Tenants have been instructed to stay off the porches.
  - An incident without injury involving non-residents occurred on December 10, 2020. Per the police, it is speculated, the shooter targeted a non-resident in the home where the incident occurred. The damage was limited to a window and wall repair. No additional information is available at this time.

Several COVID-19 cases have been identified on the property, and the families are currently quarantined at home.

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

#### \* Managed by East Coast Property Management

- Vacancies: William Hughes has no vacancies.
- Rent: Implemented the COVID-19 Collection Policy, no late fees to be charged, continuing to working with families. Ten families are currently behind.
- Maintenance issues: Annual inspections were conducted with no major concerns. 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.
  - The Smart Bus portable WiFi device has been installed in the office; unfortunately, it does not reach all tenants. Most tenants are signed up for Spectrum
  - Staff will schedule the buildings to be power washed when it is warmer.
- Moisture Issue: No moisture concerns at this time.

### Onancock Square – 40 Apartments in 4 Buildings

#### \* Managed by TM Associates

- Vacancies: Onancock has one vacancy; unit is scheduled to be filled by February 1<sup>st</sup>.
- Rent: One tenant is delinquent
- Maintenance: Management will begin the annual inspection process in February 2021. Maintenance is working on day to day items.
- Other:
  - On January 13<sup>th</sup>, maintenance discovered a blocked drain line in Building 164. The contractor snaked the drain, and the matter was resolved by mid-day.

Current financial reports for each property were attached for review.

## 8. 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.

### 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.

## 9. Housing Choice Voucher Section 8 Program

1) We are currently serving 524 families (down 5 from last RHA report). We have 34 families pending action, and of those pending 26 have active vouchers and are searching for housing.

2) Update forms were mailed to the remaining 153 applicants on the waiting list, and 78 were returned completed. From the updated waiting list, 31 applicants were pulled and have begun the voucher process. We are planning to open the waiting list in February. In the interests of safety of the public and staff, this year's open application period will be four weeks long and include protocols for application drop-off, review for completion,

and phone contact between staff and applicants. During last year's waiting list opening we received 222 new applications.

3) Per HUD guidelines, a Public Hearing to consider any changes to the goals, objectives, and policies of the current PHA 5-year plan will be conducted prior to the RHA's March meeting. COVID-19 waivers issued by HUD covering this process ended December 31, 2020 and have not been extended. Notification will be published in the local paper. Changes recommended by the public and the Resident Advisory Board will be offered for consideration to the RHA at that March meeting. Note that the current plan is in its 2<sup>nd</sup> year and will not require revision until 2025.

4) On November 30<sup>th</sup> HUD updated and expanded many of the waivers issued on April 10<sup>th</sup>. Most of the updates involve moving the deadline for expiration from December 31, 2020 to June 30, 2021.

5) A-NRHA acted during the March 19, 2020 meeting 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. The approval was conditional that the policy be reviewed during the September meeting, at which time the policy was extended to be reviewed again in January 2021. With that review now pending, and in view of HUD's extension of related waivers through June 30, 2021, staff requests delay of review of the referenced policy be rescheduled for May 2021.

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

Director Holt made a motion to continue the biannual inspections thru June and the Board will reconsider in May. Seconded by Director Jenkins, the motion carried by unanimous vote.

## 10. Executive Director's Report

### Asset Management Activities

29 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

A-NPDC approved the MOU at the January 19, 2021 meeting. The original has been placed in the A-NRHA organizational minute book.

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. Return paperwork is currently subject to a 72-hour waiting period to avoid potential viable virus on the paper. Limiting exposure of the Section 8 staff is critical to maintaining HCV operations for all existing 545 families. Usually, staff would make the copies for the applicants but that would require exposing the entire Section 8 staff to approximately 400 people. Therefore, all applicants will need to arrange to obtain photocopies of their birth certificates and driver's licenses. Eastern Shore Printers is allowing persons to make their own copies. Staff is also looking for additional vendors who are making copies. Staff will publish this notice in the advertisement.

11. Other Matters

Executive Director announced that Bobbie Jo Wert would be leaving the A-NPDC to begin work at USDA.

Chairman Mason asked for an update on the housing study. Executive Director Meil said that staff was trying to cut back the scope of work in hopes they could find a consultant to bid within the \$100,000 budget.

12. Public Participation

No public participation took place at this time.

13. 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