

ACCOMACK-NORTHAMPTON REGIONAL HOUSING AUTHORITY
MINUTES OF THE
November 19, 2020
4:00 p.m.
The Enterprise Building
Accomac, Virginia

DIRECTORS PRESENT:

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

DIRECTORS ABSENT:

Ernest H. Washington **	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 4:03 p.m.

2. Minutes of the September 23, 2020 Meeting

Presented were the minutes of the September 23, 2020 meeting.

Adoption of the presented minutes was requested.

Director Jenkins moved to approve the minutes of the September 23, 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, July - October	\$ 364.37
A-NPDC 3150	Crispus Attucks Management, July - October	394.68
A-NPDC 3151	Sunnyside Village Management, July - October	326.84
A-NPDC 3152	William Hughes Management, July - October	401.65
A-NPDC 3153	Virginia Street Management, July - October	298.14
A-NPDC 3154	Mill Run Management, July - October	462.12
A-NPDC 3155	Onancock Square Management, July - October	500.27
A-NPDC 3160	Tax Credit Compliance, July – October	0.00
	Total Due A-NPDC	<u>\$ 2,748.07</u>

Section 8 Checking Account		
A-NPDC 3157	Administration, July - October	\$ 60,122.85
A-NPDC 3666	VHSA – COVID 19 Emergency Funding Support	\$ 41,658.93
A-NPDC 366260	HUD Section 8 CARES Act COVID	\$ 20,853.69
A-NPDC 315710	Fraud Recovery, July - October	<u>\$ 5,135.73</u>
	Total Due A-NPDC	<u>\$127,771.20</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.

4. FY 2020 Audit

The draft FY 2020 Audit prepared by Dunham & Aukamp, PLC is attached. Please note the following:

- Management Discussion and Analysis is included after the Independent Auditor’s Report on pages 1-3. Additional explanation can be added by the Board if deemed appropriate.
- There were no findings or questioned costs (Audit Page 22)

Acceptance of the draft FY 2020 Audit as prepared by Dunham & Aukamp, PLC was requested.

Director Jenkins moved to accept the draft FY 2020 Audit as prepared by Dunham & Aukamp, PLC. Seconded by Director Holt, the motion carried by unanimous vote.

5. FY 2021 Budget Amendments

Board adoption of the following budget amendments was requested.

1. 315710 Fraud Recovery Section 8	\$ 0.00
	<u>+20,000.00</u>
	\$20,000.00

ITEM 1 represents the amendment to add Fraud Recovery administrative funds for the fiscal year.

2. 366265 HUD CARES ACT – Round #2	\$ 0.00
	<u>+70,000.00</u>
	\$70,000.00

ITEM 2 represents the amendment to add HUD CARES funds for the fiscal year.

3. 3666 COVID 19	\$ 0.00
	<u>+41,150.00</u>
	\$41,150.00

ITEM 3 represents the amendment to add HUD COVID Funds for the fiscal year.

The net change to the FY 2021 budget is \$131,150.00.

The requested amendments were reflected on the current financial status report.

Director Holt moved to adopt the budget amendments as requested. Seconded by Director Jenkins, the motion carried by unanimous vote.

6. Current A-NPDC Projects Financial Report

The attached report indicates that 27.56 percent of the FY 2021 budget has been expended while 33.33 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.

7. Property Management

Mill Run Apartments – 26 Duplex Apartments

* Managed by East Coast Property Management

- Vacancies: Mill Run has two vacancies; both are expected to be filled by the end of November.
- Rent: Implemented the COVID-19 Collection Policy, no late fees to be charged, continuing to working with families. Four families are behind in their rent.
- Maintenance Issues: Maintenance is working on units turns and day to day 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. The contractor has come back two times already to make changes.
 - Annual inspections were held on October 14, 2020. Except for housekeeping concerns, management was pleased with the conditions of the units.

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. Seven families are behind in their rent.
- Maintenance Issues: Annual inspections are set for November. 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.

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: 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: No major concerns at this time

Crispus Attucks Apartments – 22 Duplex Apartments

* Managed by East Coast Property Management

- Vacancies: Crispus Attucks has three vacancies. One unit is pending a Section 8 Inspection while the management works through applications for the other two units. Management is hopeful to have them filled as soon as possible.
- Rent: Implemented the COVID-19 Collection Policy, no late fees to be charged, continuing to working with families. Three families are currently behind.

- 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. Maintenance staff is working to turn the vacant units.
- 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.

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 beginning of December.
- Rent: Implemented the COVID-19 Collection Policy, no late fees to be charged, continuing to working with families. Fourteen families are currently behind.
- Maintenance issues: Working to turn vacant units. 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 that were not working properly have been repaired.
 - The glass in the Laundry Room Door was broken, and no one has reported who did it. This is an expensive item to replace.
 - Annual Unit Inspections are scheduled for November.
- Moisture Issue: No moisture concerns at this time.

Other Matters:

The Eastern Shore Public Library (ESPL) received two Smart Bus portable WiFi devices with data for one year from a grant. One has been installed in Tangier and is working well. The ESPL staff has been working with the manager at Williams Hughes Apartments to install the other one in this location. It appears Northampton County is working to install other internet access in Bayview, but not William Hughes Apartments. Enclosed is a copy of the draft MOU.

Board guidance was requested.

Director Holt moved to grant authority to execute the Memorandum of Understanding (MOU) between William Hughes Apartments and the Eastern Shore Public Library. Seconded by Director Jenkins, the motion carried by unanimous vote.

Director Jenkins moved to allow the Chairman of the A-NRHA (Mike Mason) to sign the MOU. Seconded by Director Holt, the motion carried by unanimous vote.

Onancock Square – 40 Apartments in 4 Buildings

* Managed by TM Associates

- Vacancies: Onancock has two vacancies as of October 31, 2020, both units are scheduled to be filled by the end of November
- Rent: Four tenants are delinquent; however, the tenant should resolve by the end of the month.
- Maintenance: Annual inspections are complete. Management will begin the inspection process in February 2021.
- Other:
 - No other concerns at this time

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 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.

9. Housing Choice Voucher Section 8 Program

We are currently serving 529 families (down 7 from last RHA report). We have 39 families pending action, either issued new vouchers or moving.

Staff has been pulling from the waiting list regularly in order to keep the leasing numbers up.

November is typically when we would report on our SEMAP (Section Eight Management Assessment Program) rating. HUD is waiving issuance of SEMAP scores due to COVID-19. Our rating currently remains as a high performing PHA.

10. Executive Director's Report

Asset Management Activities

Thirty-seven (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

The MOU was forwarded to the attorney for his review and he provided changes that would improve the MOU. The draft MOU is attached.

Director Holt moved authorize the Chairman to execute the MOU between the A-NPDC and the A-NRHA. Seconded by Director Jenkins, the motion carried by unanimous vote.

Broadband – Public Wifi Hotspots Update

The Eastern Shore of Virginia Housing Alliance met and the attending members advised that they were supportive of the location of public wifi hotspots at their properties. Executive Director Meil contacted ESVBA and let them know that A-NRHA and ESVHA were both willing to assist in the location of public wifi hotspots. ESVBA did reach back out on the ESVHA property Pine Street Apartments. The Pine Street Apartments Property Manager Kean is meeting with the ESVBA's Networks Operation Manager Ertle to determine placement. Separately, ESVHA requested ESVBA provide a quote for construction of the fiber optic line to Bailey Road Apartments. A quote was received but it is currently outside the means of the property.

Chairman Mason suggested staff call the Accomack County School Board to see if funds are available to build out Bailey Road for Broadband access.

11. Other Matters

No other matters were discussed at this time.

12. Public Participation

No public participation took place at this time.

13. Adjournment

There being no further business, the meeting was adjourned.

Copy teste:

Mike Mason, Chairman

Elaine K. N. Meil, Secretary/Treasurer