MINUTES OF THE
November 19, 2020
4:00 p.m.
The Enterprise Building
Accomac, Virginia

DIRECTORS PRESENT:

Richard Jenkins
Mike Mason
Charles Kolakowski
Vincent Holt **

Accomack County
Accomack County
Northampton County
Section 8 Representative

DIRECTORS ABSENT:

Ernest H. Washington **

Northampton County

OTHERS PRESENT:

Elaine Meil
Russ Williams
Bobbie Jo Wert **

Sandy Taylor
Melissa Matthews

**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.

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

**General Operating Account**

<table>
<thead>
<tr>
<th>Account</th>
<th>Description</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td>A-NPDC 3100</td>
<td>A-NRHA Management Services, July - October</td>
<td>$364.37</td>
</tr>
<tr>
<td>A-NPDC 3150</td>
<td>Crispus Attucks Management, July - October</td>
<td>$394.68</td>
</tr>
<tr>
<td>A-NPDC 3151</td>
<td>Sunnyside Village Management, July - October</td>
<td>$326.84</td>
</tr>
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<td>A-NPDC 3152</td>
<td>William Hughes Management, July - October</td>
<td>$401.65</td>
</tr>
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<td>A-NPDC 3153</td>
<td>Virginia Street Management, July - October</td>
<td>$298.14</td>
</tr>
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<td>A-NPDC 3154</td>
<td>Mill Run Management, July - October</td>
<td>$462.12</td>
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<tr>
<td>A-NPDC 3155</td>
<td>Onancock Square Management, July - October</td>
<td>$500.27</td>
</tr>
<tr>
<td>A-NPDC 3160</td>
<td>Tax Credit Compliance, July – October</td>
<td>$0.00</td>
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<tr>
<td><strong>Total Due A-NPDC</strong></td>
<td></td>
<td>$2,748.07</td>
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**Section 8 Checking Account**

<table>
<thead>
<tr>
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<tr>
<td>A-NPDC 3157</td>
<td>Administration, July - October</td>
<td>$60,122.85</td>
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<tr>
<td>A-NPDC 3666</td>
<td>VHSA – COVID 19 Emergency Funding Support</td>
<td>$41,658.93</td>
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<tr>
<td>A-NPDC 366260</td>
<td>HUD Section 8 CARES Act COVID</td>
<td>$20,853.69</td>
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<tr>
<td>A-NPDC 315710</td>
<td>Fraud Recovery, July - October</td>
<td>$5,135.73</td>
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<tr>
<td><strong>Total Due A-NPDC</strong></td>
<td></td>
<td>$127,771.20</td>
</tr>
</tbody>
</table>

* 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

<table>
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<tbody>
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<td>+20,000.00</td>
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<td>$20,000.00</td>
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**ITEM 1** represents the amendment to add Fraud Recovery administrative funds for the fiscal year.

2. 366265 HUD CARES ACT – Round #2

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<tbody>
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<td>$70,000.00</td>
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**ITEM 2** represents the amendment to add HUD CARES funds for the fiscal year.

3. 3666 COVID 19

<table>
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<td>$41,150.00</td>
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**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.


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.

___________________________________
Mike Mason, Chairman

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Elaine K. N. Meil, Secretary/Treasurer