

ACCOMACK-NORTHAMPTON REGIONAL HOUSING AUTHORITY

MINUTES OF THE

July 27, 2022 Meeting

4:00 p.m.

The Enterprise Building

Accomac, Virginia

DIRECTORS PRESENT:

Patty White

Charles Kolakowski

Ernest H. Washington

Vincent Holt

Mike Mason

Accomack County

Northampton County

Northampton County

Section 8 Representative

Accomack County

DIRECTORS ABSENT:

None

OTHERS PRESENT:

Elaine Meil

Bruce Herbert

Russ Williams

Colin Kean

Sandy Taylor

Leanna Bowden

Christine Ross

1. Call To Order

Director Mike Mason called the meeting to order at 4:05 p.m.

2. Minutes of the May 25, 2022 Meeting

Presented were the minutes of the May 25, 2022 meeting.

Adoption of the presented minutes was requested.

Director White moved to approve the minutes of the May meeting as presented. Seconded by Director Washington, the motion was carried by unanimous vote. Director Mason abstained whereas he was absent during the May Meeting.

3. Bills Payable / Financial Statement

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

General Operating Account

A-NPDC 3100	A-NRHA Management Services, Mar/Apr	\$1,179.68
A-NPDC 3150	Crispus Attucks Management, Mar/Apr	\$13.97
A-NPDC 3151	Sunnyside Village Management, Mar/Apr	\$100.06
A-NPDC 3152	William Hughes Management, Mar/Apr	\$3,814.44
A-NPDC 3153	Virginia Street Management, Mar/Apr	\$1,742.92
A-NPDC 3154	Mill Run Management, Mar/Apr	\$1,856.88
A-NPDC 3155	Onancock Square Apts, Mar/Apr	\$27.57
A-NPDC 3160	Tax Credit Compliance, Mar/Apr	<u>\$0.00</u>
Total Due A-NPDC		\$8,735.52*

Section 8 Checking Account

A-NPDC 3157	Administration Mar/Apr	\$26,696.86
A-NPDC 366265	HUD Cares Act - #2	-498.28
A-NPDC 315710	Fraud Recovery, Mar/Apr	<u>+3,534.88</u>
Total Due A-NPDC		\$29,733.46*

* Detail is included with agenda item "Current A-NPDC Financial Report"

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

4. Current A-NPDC Projects Financial Report

The report indicated that 95.20 percent of the Fiscal Year 2022 budget has been expended while 100 percent of the fiscal year has passed.

Board acceptance of the attached report was requested.

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

5. Property Management

Mill Run Apartments - 26 Duplex Apartments

- Vacancies: None

- One unit became vacant on September 30, 2022. The next tenant has already been processed and approved.
- Rent: Two families are late on rent. Separately, 5 units are pending RRP assistance in the amount of \$25,800.00. Those have been applied for, but as of yet no payments have been received. Applications have been reviewed now waiting on approvals.
- Maintenance Issues: Worked on a unit turns and day to day items. We have experienced some appliance issues as they are aging. Pressure washing, gutter cleaning, and septic plumbing are in progress.
- Working on a VCDC Desk Audit that should be completed by September 30, 2022.

Sunnyside Village - 23 Single Family Houses

- Vacancies: Two one-bedroom units are vacant.
- Rent: 4 families were delinquent.
- Maintenance Issues: The three bedroom house at 4675 will need flooring repairs similar to the experiences in other homes. Temporary repairs had been made. 4590 will need extensive floor repairs. A contractor will be looking at the floors in the upcoming week.
- Other: 4554 HVAC unit malfunctioned, requiring replacement. 4570 and 4664 units have malfunctioned as well, repairs were completed July 8th.
- Management went to court for an abandoned unit case. The judge dismissed the case because the tenant was permanently hospitalized in a nursing home. The tenant has been in the hospital since November. The assigned lawyer stated that due to the tenants condition, they will not return to the house and that they will be talking to the family about when they will move his things out. The judge said we can refile, however with the tenant being on SSI, recouping costs are not really possible.

Virginia Street - 10 Single Family Houses

- Rent: 2 tenants behind on rent.
- Vacancies: None. The three bedroom house is currently empty and offline. This structure has deteriorated to the point where we have no repair options. The Family has relocated. The tenant has moved out as of May 5, 2022.
- Maintenance Issues: The two bedroom unit needs ceiling and floor repairs. Maintenance will work on it as soon as the unit turns are completed.

Crispus Attucks Apartments - 22 Duplex Apartments

- Vacancies: 1 vacancy. This unit will take some additional time as the following and appliance repairs are needed, and extermination is required.
- Rent: 3 families behind. Separately, 2 units are getting RRP assistance. Those have been applied for, but as of yet no payments have been received. Applications have been completed and are awaiting the approval process.
- COVID Cases: 2 known COVID cases at this time.
- Maintenance Issues: Working on day to day issues at this time. Changing compliance software. The property manager has started to receive quotes for pressure washing and driveway repair.

William Hughes Apartments - 34 Apartments in 6 Buildings

- Vacancies: None
- Rent: 6 families were behind on rent. An organization will be paying rent for one of the households. Two others have applied for RRP assistance.
- No known COVID cases
- Maintenance Issues: Continued to pump out sewer tanks. Units 601-604 were pumped out. We have two proposals for replacing ductwork for unit 702.
- Other: Currently no other major maintenance issues to report for this period.

Onancock Square - 40 Apartments in 4 Buildings

- Vacancies: One two bedroom apartment is vacant.
- Rent: 7 tenants are behind. Three will be current by the end of the month. One delinquent tenant will be leaving this month. Ms. Ross has filed in court to evict another tenant by the end of the month.
- No known COVID cases.
- Maintenance: Normal day to day operations.

6. Housing Development Projects

Accomack County Project

Staff has been seeking out land options for future development. Three potential properties were presented.

Staff requested authority to spend \$5,000 for the option to do diligence on Bailey Road. Director Holt moved to grant the authority to spend the \$5,000. Seconded by Director Washington, the motion was carried by unanimous vote.

Northampton County Project

Potential development at the Wilson Court Properties were presented.

Staff requested authority to connect the properties to the sewer. Director White moved to grant staff authority the ability to connect the properties to the sewer line. Seconded by Director Washington, the motion was carried by unanimous vote.

Staff requested that the Accomack - Northampton Regional Housing Authority sponsor an application to help grant extra assistance in the community. Director White moved to approve that the Accomack - Northampton Regional Housing Authority sponsor the application. Seconded by Director Holt, the motion was carried by unanimous vote.

7. Housing Choice Voucher Section 8 Program

- A. We are currently serving 480 families (minus 4 since the last RHA report). We have 70 families pending action, and of those pending 59 have active vouchers and are searching for housing.
- B. The Waiting List was opened April 4th and remained open. Just under 200 completed applications have been accepted. From the new applicants, 27 families have been pulled and will be offered

vouchers if qualified. These would be in addition to the 59 vouchers referenced in Item #1. Staff has started to conduct two HCV briefings monthly to meet the increased volume.

- C. New Fair Market Rents are expected to be published by HUD some time in July. These new FMRs will be presented to the RHA at the September meeting for approval.
- D. New utilities allowances have been commissioned by MRG Consulting. We expect to have the report in hand for RHA approval at the September meeting.
- E. HUD awarded A-NRHA a 100% score for the Section Eight Management Assessment Program (SEMAP) for FY21, maintaining the RHAs status as a High Performing housing authority. Staff has started work on the FY22 SEMAP. Submission of the certification was due August 26th.

8. Executive Director's Report

Asset Management Activities

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

Heir Property

Virginia Housing does not have a current grant that would address Heir Property issues generally. Staff are discussing ways to scale a smaller project that would have meaningful results.

Sunnyside Village Apartments

Staff has been in discussion with Cheriton regarding adding up to six units, depending on wastewater limits, to Sunnyside Village Apartments. The town officials have been receptive. The source of funds to complete pre-development activities will initially be from A-NRHA reserves. However, once the scale of the project is known staff expects to recommend A-RHA request grant funds to defray some of the costs from the A-NPDC Virginia Housing Front Door Project.

Authorization to expend up to \$25,000 from reserves for pre-development expenses to add units to Sunnyside Village Apartments was requested. Director Kolakowski moved to approve the authorization to expend up to \$25,000 from reserves for pre-development expenses to add units to Sunnyside Village Apartments . Seconded by Director White, the motion was carried by unanimous vote.

9. Other Matters

No other matters were discussed at this time.

10. Public Participation

No public participation took place at this time.

11. Adjournment

Director Kolakowski made the motion to adjourn. Seconded by Director Washington, it was approved unanimously.

Copy teste:

Mike Mason, Chairman

Elaine K. N. Meil, Secretary/Treasurer