

ACCOMACK-NORTHAMPTON REGIONAL HOUSING AUTHORITY

MINUTES OF THE
May 24, 2023 Meeting
4:00 p.m.
The Enterprise Building
Accomack, Virginia

DIRECTORS PRESENT:

Charles Kolakowski
Vincent Holt
Patty White

Northampton County
Section 8 Representative
Accomack County

DIRECTORS ABSENT:

Ernest H. Washington
Mike Mason

Northampton County
Accomack County

OTHERS PRESENT:

Elaine Meil
Eric Luchansky
Leanna Bowden
Sandy Taylor

Russ Williams
Colin Kean
Faith Lewis
Lee Pambid

1. Call To Order

Director Vincent Holt called the meeting to order at 4:00 p.m.

2. Notes of the March 22, 2023 Meeting

Presented were the Notes of the March 22, 2023 Meeting.

No action was required.

3. Consent Agenda for March

The following items were presented for consideration and approval:

- A. Adoption of Meeting Minutes - January 25, 2023
- B. Approval of the Financial Statement and Bills Payable

The Financial Statement and current Bills Payable were presented. Board approval of the Financial Statement and current Bills Payable was requested.

C. Approval of the Current A-NPDC Projects Financial Report

The report indicated that 61.5 percent of the FY 2023 budget had been expended while 66.67 percent of the fiscal year had passed. Board approval of the Current A-NPDC Projects Financial Report was requested.

D. Adoption of the FY 2023 Budget Amendment

Adoption of the following budget amendment was requested.

| | |
|-------------------------------------|-------------------|
| 1. 315710 Fraud Recovery, Section 8 | \$18,000.00 |
| | <u>+10,000.00</u> |
| | \$28,000.00 |

E. Section 8 Housing Choice Voucher Program

4) There had been no public comments or recommendations made on the current Five-Year Plan through the 45-day Public Comment period, which ended with an advertised public hearing on March 20, 2023. A signed Annual Civil Rights Certification had to be submitted to HUD by April 15th, 75 days prior to the PHA's new fiscal year. Staff requested signatures for the required civil rights certification.

Board approval of the Consent Agenda was requested.

Director White moved to approve the Consent Agenda as presented. Seconded by Director Kolakowski, the motion was carried by unanimous vote.

4. 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 | \$ 16.64 |
| A-NPDC 3150 | Crispus Attucks Management, Mar/Apr | \$ 0.00 |
| A-NPDC 3151 | Sunnyside Village Management, Mar/Apr | \$ -2.26 |
| A-NPDC 3152 | William Hughes Management, Mar/Apr | \$ 3,278.86 |
| A-NPDC 3153 | Virginia Street Management, Mar/Apr | \$ 2,857.40 |
| A-NPDC 3154 | Mill Run Management, Mar/Apr | \$ 1,478.69 |
| A-NPDC 3155 | Onancock Square Apts, Mar/Apr | \$ -1.95 |
| A-NPDC 3160 | Tax Credit Compliance, Mar/Apr | <u>\$ 0.00</u> |
| | Total Due A-NPDC | \$ 7,627.38* |

Section 8 Checking Account

| | |
|---------------------------------------|-------------------|
| A-NPDC 3157 Administration Mar/Apr | \$ 57,255.44 |
| A-NPDC 315710 Fraud Recovery, Mar/Apr | <u>+19,383.18</u> |
| Total Due A-NPDC | \$ 76,638.62* |

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

Colin Kean reported that updated reports from Mill Run, Sunnyside Village, and Crispus Attucks were in the process of being completed. A new software was being used and errors appeared delaying the reporting process.

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

5. A-NRHA Administrative and Client Services FY2024 Budget

The proposed FY2024 Budget was attached and presented.

The A-NPDC was scheduled to adopt its FY2024 Budget at their June Commission meeting, establishing the benefit and indirect rates for FY2023.

Director Holt questioned why Onancock Square Apartments does not have project revenues. Ms. Meil replied that Onancock Square Apartments is responsible for producing the revenues, and it is based on tax credits.

Board adoption of the presented FY2024 Budget was requested. The Board passed a Continuing Resolution for the FY2024 Budget. Director Kolakowski moved to approve the Continuing Resolution for the FY2024 Budget. Seconded by Director White, the motion was carried by unanimous vote.

6. Election of FY 2024 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 three terms, Chairman Mason and Vice Chairman Holt are not eligible for re-election.

For your information, the Executive Director serves as Secretary-Treasurer and serves at the pleasure of the Board.

Board election of the FY 2024 Officers was requested.

Director Holt moved to nominate Director Kolakowski to serve as Chairman, and Director White to serve as Vice-Chairman. Seconded by Director White, the motion was carried by unanimous vote.

7. Property Management

Mill Run Apartments - 26 Duplex Apartments

- Vacancies: Two, two tenants had been approved and were awaiting for final paperwork. Two tenants were scheduled to leave in June.
- Rent: Three tenants were delinquent.
- Maintenance: Bundick had completed work on the emergency septic issue that appeared in November. The issue caused numerous back ups and required several pump outs of the system. Bundick had been unclear of the repair status and was slow to respond. The issue had been resolved.
- Staff was working on day to day items. Pressure washing and driveway repairs were scheduled.

Sunnyside Village - 23 Single Family Houses

- Vacancies: There were two vacancies.
- Rent: Two families were delinquent. Three tenants were on payment plans. Kelley Carrier had stepped down and moved from the area. Staff was interviewing for a new Property Manager.
- Maintenance Issues: The flooring system in 4675 Wilson Court had been repaired. The most recent property inspection revealed a roofing issue.
- Other: 4702 had developed flooring issues. Repairs had been made to the floor before, so inspections were scheduled to determine the correct repair process.
- HVAC Units: Three units needed to be replaced. New regulations had been placed, so the outdoor units and air handles must be replaced. The original units were from 1998 and do not match the new freon based replacement systems.
- Staff was reviewing budget options for July 1st. A fifty dollar increase across the board was projected to help offset repair costs.

Virginia Street - 10 Single Family Houses

- Vacancies: None.
- The three bedroom house was offline and needed to be torn down to prevent break ins. The property was posted with no trespassing, and bids were received for demolition. Prices received were unacceptably high and renegotiation was required.
- Rent: All residents were reported current.
- Maintenance: The HVAC system in the two bedroom unit had failed and needed to be replaced.
- The split systems were struggling due to age. A new roof had been installed at 3390.

Crispus Attucks Apartments - 22 Duplex Apartments

- Vacancies: One unit was unoccupied and staff was working with new applicants. Two more vacancies were scheduled for July.
- Rent: Two families were behind. Two families had been approved for RRP funds, but the funds were unavailable.

- Maintenance Issues: Gutter repair and cleaning had been addressed.

Williams Hughes Apartments - 34 Apartments in 6 Buildings

- Vacancies: None. One unit became available in May.
- Rent: Three families were delinquent and notices were sent.
- Manger Change: Kelly Carrier had given notice and moved out of the area. Staff was interviewing for a replacement.
- Maintenance Issues: Unit 702 had a major HVAC Duct/Drywall issue. The duct had condensation leaked into the insulation. Staff immediately removed the ductwork and replaced everything. The Health Department was aware of the issue.
- Other: Staff had completed a roof leak repair in unit 503.

Onancock Square - 40 Apartments in 4 Buildings

- Vacancies: There were three vacancies. One one bedroom, and two two bedroom units. Staff had approvals for the two bedroom vacancies.
- Rent: Ten families were delinquent, but should have been up to date by the meeting date.
- Maintenance Issues: Staff had Hickman Plumbing and Thornton Services to work on the HAV in 173E. Thornton figured out it was a few shorts in the main unit and that had been repaired.

8. Housing Development Projects

Accomack County Project

The owner of the 6 acre parcel at 35416 Belle Haven Road did not accept the proposed offer. Staff continued to search for developable land.

Northampton County Project

The two new homes in Occohannock Neck Road were progressing. The two bedroom home had drywall installed and was in the finishing process. The one bedroom home was weather tight, with plumbing, electrical, and mechanical systems installed.

9. Housing Choice Voucher Section 8 Program

- A. We were serving 484 families (plus 12 since the last RHA report). We had 40 families pending action, and of those pending 31 had active vouchers and were searching for housing.
- B. We were reviewing an opportunity to apply for the HUD-Veteran Affairs Supportive Housing vouchers targeting veterans. HUD partners with the US Department of Veteran Affairs to enable homeless veterans for their families to access affordable housing. Registration for interest was open with the expectation of award in Fall of 2023. Director White moved to approve the authorization for staff to apply for the HUD-Veteran Affairs Supportive Housing application. Seconded by Director Kolakowski, the motion was carried by unanimous vote.
- C. HUD had delayed issuance of updated Income Limits until late May. Usually the new limits are available by mid-April. Staff expected the new limits to be significantly higher due to inflation, allowing more families an opportunity for assistance.

10. Executive Director's Report

Property Management - Sunnyside & William Hughes Apartments

Executive Director Meil, Property Manager Kean, Director of Housing Development Luchansky and Community Development Coordinator Herbert met in October to discuss Sunnyside Phase III. At that time, staff offered that a rental increase may be needed to address maintenance cost increases. A small rental increase was requested.

Ms. Meil had sent several recent communications to Mr. Kean. Most notably one pointing out the state of trash at William Hughes Apartments. An attempt was made to clean up William Hughes Apartments but an excessive amount of garbage still remains in the woods. Photos were shared. An additional unit at Sunnyside has required abatement while the previous abatement has been fixed. The previous issue last fall required A-NRHA staff to find a contractor for East Coast as the Sunnyside property manager was seemingly unable to arrange one. The property manager of Sunnyside and William Hughes had resigned. Mr. Kean had informed Ms. Meil that Sunnyside did not have the funds to repair the new abatement and was seeking a second rental increase. Director of Housing Services Williams has already sat down with Ms. Meil to determine the fair market rents in the area.

The properties all appeared to be in various stages of neglect but Sunnyside is one of the oldest properties that has not had a renovation. However, even the new and renovated properties such as William Hughes Apartments were not being cared for properly. This appeared to start during the pandemic but had continued since. Sunnyside Apartments had the most immediate issue. Ms. Meil had conferred with staff and thinks that options need to be presented to the Board on various ways to remedy the situation.

Ms. Meil noted that an updated report would be brought before the Board in July to determine the progress of the cleanup and management of the properties.

Director White asked if it was suitable to have one property manager for both Sunnyside and William Huges. Mr. Kean responded that one manager could easily manage both properties.

Mr. Kean noted that the trash around William Hughes would be cleaned up by the end of June. He also apologized for the trash issue and lack of management.

Director Kolakowski asked about the inside conditions of the units considering the outside. Ms. Meil stated that reports of the interior of the units would be presented at the next meeting.

Ms. Meil also stated that East Coast had been sold and the new management isn't as efficient as the previous. For example, checks were not being deposited and financials were not up to date. She stated that the A-NRHA is not obligated to stay with East Coast Property Management.

11. Other Matters

No other matters were discussed at the time.

12. Public Participation

No public participation took place at this time.

13. Adjournment

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