

ACCOMACK-NORTHAMPTON REGIONAL HOUSING AUTHORITY

MINUTES OF THE

September 27, 2023 Meeting

4:00 p.m.

The Enterprise Building

Accomac, Virginia

DIRECTORS PRESENT:

Charles Kolakowski  
Ernest H. Washington  
Vincent Holt  
Patty White  
Mike Mason

Northampton County  
Northampton County  
Section 8 Representative  
Accomack County  
Accomack County

DIRECTORS ABSENT:

OTHERS PRESENT:

Elaine Meil  
Eric Luchansky  
Sandy Taylor

Colin Kean  
Leanna Rasmussen

1. Call To Order

Director Charles Kolakowski called the meeting to order at 4:07 p.m.

2. Minutes of the July 26, 2023 Meeting

Adoption of the presented minutes was requested.

Director White moved to approve the minutes of the May meeting as presented. Seconded by Director Holt, the motion was carried by unanimous vote.

3. Bills Payable / Financial Statement

ANRHA Bills Payable

The Bills Payable for July & August were unable to be printed until the A-NPDC FY23 had been closed in the GMS accounting software. Bills Payable would be presented at the November meeting.

The auditor was at the A-NPDC office on Monday, September 18th - Wednesday, September 16th.

### Financial Statements

Financial Statements for the ANRHA operating account, Virginia Street, Mill Run, Sunnyside Village, Crispus Attucks and William Hughes were attached.

Director Holt moved to approve the Financial Statements as presented. Seconded by Director White, the motion was carried by unanimous vote.

### Current A-NPDC Projects Financial Report

The Financial Status Report for July & August were unable to be printed until A-NPDC FY23 had been closed in the GMS accounting software. Updated reports would be presented at the next meeting.

#### 4. FY 2024 Budget

East Coast Properties submitted a FY24 Budget for Virginia Street Properties on September 13, 2023. The FY24 Budget would be presented to the Board upon review by staff.

The FY24 Budget for Sunnyside Village Subdivision had not been submitted.

William Hughes Apartments, Mill Run Apartments, Crispus Attucks and Onancock Square are calendar year budgets and were previously adopted.

Director Kolakowski questioned when East Coast would have the budget ready. Mr. Kean replied that it was in progress and could be expected within the next week.

#### 5. Property Management

##### Mill Run Apartments - 26 Duplex Apartments

- Vacancies: One three bedroom apartment was vacant.
- Rent: Collections were not updated yet.
- Maintenance: The septic system pump that was replaced last winter failed again. Bundick was notified. Septic tanks had to be manually pumped. Repairs had been made, and the system appeared to be working. Worked on day to day items. Investors had contacted staff to schedule regular visits.

##### Sunnyside Village - 23 Single Family Houses

- Vacancies: There were two vacancies. The two bedroom unit would be occupied within the next few weeks.
- Rent: Worked on current rent collection. One family with a large balance would have it resolved within the next week.
- Maintenance: Three HVAC units were ordered and would be replaced over the next two weeks at 4590,4675, 4695 Sunnyside Drive.
- Staff was working with the tenant at 4554 and 4560 to schedule the floor replacement.

- Other: Tenants continued to report roof leak problems. There is a shingle problem, and shingles were being replaced as needed. The HVAC system at 4634 was working but not keeping up with demand and would require replacement in the near future.

#### 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 no trespassing.
- Rent: Four residents were delinquent.
- Maintenance: The HVAC at 3401 needed to be replaced.
- A long time resident in the one bedroom unit may need an accessible ramp. Staff had started the process and continued to work on day to day items.

#### Crispus Attucks Apartments - 22 Duplex Apartments

- Vacancies: One three bedroom unit was vacant, but would be filled shortly.
- Rent: No rent report was given.
- Maintenance: Some HVAC systems and appliance issues over the past month. Worked on day to day issues and unit turns.
- Worked on a reported domestic issue between two families (both Tenants). Exmore police had shared camera footage and violation notices were given out.

#### Williams Hughes Apartments - 34 Apartments in 6 Buildings

- Vacancies: There were three vacancies.
- Rent: Worked with current rent collection for September.
- Maintenance Issues: There had been HVAC and refrigerator issues at multiple units.
- Pest control performed a clean out on fifteen units at the end of August. Staff would monitor and follow up with tenants over the next month. A second treatment may be necessary to resolve the issue.
- Inspections had been completed. Worked on inspection items and unit turns. Staff was working on internet upgrades.
- The Investors and the state were scheduling their regular property inspections.

#### Onancock Square - 40 Apartments in 4 Buildings

- Vacancies: There were two vacancies. One one bedroom, and two two bedroom units were vacant.
- Rent: No delinquencies expected.
- Maintenance: Robert Neeley with the U.S. Inspection Group came to inspect all but one unit on August 18, 2023. Mr Neeley identified any issues within the units which may be found during the Rural Development or Tax Credit inspections. Staff had a list of what was found and most of these items had been corrected, Maintenance was continuing to work on completing the rest. Staff also continued monthly inspections of one building per month., and were finding only minor issues.

#### 6. Housing Development Projects

### Accomack County Project

No update was reported. Staff continued to monitor local listings and would attend the tax sale once listed.

### Northampton County Project

Bids were sent out to the pre approved excavating companies to clear 3 lots at the Sunnyside/Wilson Court property. Staff was expected to receive the bid results on October 2nd, 2023. Staff was putting a bid out to prospective contractors to build 2 homes on Occohannock Neck Road and 3 duplex homes at the Sunnyside/Wilson Court property.

### 7. Housing Choice Voucher Section 8 Program

- A. We were serving 471 families (minus 7 since the last RHA report). We had 39 families pending action, and of those pending 36 had active vouchers and were searching for housing.
- B. The Waiting List was opened in April 2022 and remained open. We stood at 158 families on the Waiting List. Staff continued to conduct one to two HCV briefings monthly and issued vouchers accordingly.
- C. a) HUD has published the FY24 Fair Market Rents (FMRs). The FMRs for Northampton County have increased an average of 10%, and the FMRs for Accomack County have increased an average of 16%. These numbers represented the largest increase in FMRs in many years. Information on how FMR's are determined is available at [www.huduser.gov](http://www.huduser.gov).  
  
b) The PHA must set Payment Standards based on the FMR's which were used as a factor in calculating the tenant portion of the rent. The payment standards have been calculated at 110% of the FMR to ensure that there is a wider selection of units available to Section 8 applicants. A Copy of the FMRs and corresponding Payment Standards for each county was attached

### **Staff requested adoption of the FY24 Payment Standards.**

Director White moved to adopt the FY24 Payment Standards as presented. Seconded by Director Holt, the motion was carried by unanimous vote.

- D. The FY23 Section Eight Management Assessment Program (SEMAP) was submitted to HUD on August 4th. No issues were discovered during the process. A-NRHA was classified by HUD as a High Performing housing authority. Scores are typically issued during the winter.
- E. HUD had published the Final Rule for the Housing Opportunity Through Modernization Act of 2016 (HOTMA). HOTMA would have a significant impact on the administration of the Section 8 program, including inspection protocols, income and asset qualifications, and family re-examinations. Staff was awaiting software and Administrative Plan updates from our vendors, and seeking appropriate training for staff. HUD has set January 2025 as the final date for PHAs to implement all of the HOTMA regulations and remain compliant.

8. Executive Director's Report

Property Management - Sunnyside & William Hughes Apartments

Progress reports from each meeting were included.

William Hughes Apartments

Nothing new was reported.

Sunnyside Apartments

The rent increases had been processed. Staff met with East Coast Property Management on September 11 to discuss Sunnyside financials and the dedicated use for deferred maintenance. Staff presented the draft reserve for replacement analysis. East Coast informed staff that Sunnyside has payables and the rent increase would first be applied to the payables. This is currently a point of discussion and disagreement. Director of Administration Taylor had been working on the audits and the last auditor visit was expected to be completed the week of September 18. Ms. Taylor would then evaluate the information that East Coast has shared.

Budgets

Ms. Taylor received the Virginia Street budget on September 13. Sunnyside's budget has not been received. East Coast has told us they are working on it.

Next Steps

The Board asked staff to prepare a letter requesting East Coast detail the cures and timelines to resolving the existing issues. With the new issue of the payables, the letter has not yet been sent. Staff are meeting to discuss and organize the remaining issues in preparation to send the letter. East Coast has been informed that a letter would be coming and they need to promptly respond to the Board.

Current Assessment & Discussion

Staff's draft recommendation to A-NRHA was to consider approval of a line of credit of \$50,000-\$200,000 with the final amount based on the immediate needs and an analysis of what the increased rents can support.

Ms. Meil mentioned that the company had payables so until those had been resolved she would be holding off on the LOC.

The maintenance letter was drafted. Ms. Meil was awaiting on Ms. Taylor's reports to add to it. Ms. Meil mentioned that she would be interviewing other property maintenance as those became interested. There were two interested parties.

This matter was on hold until the rental increase issue has been satisfactorily resolved.

9. Other Matters

Due to the Thanksgiving holiday, staff requested the Board to reschedule the meeting until Wednesday, November 29th at 4pm. Director Holt moved to approve the rescheduled date. Seconded by Director Washington, the motion was carried by unanimous vote.

10. Public Participation

No public participation took place at this time.

11. Adjournment

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