

ACCOMACK-NORTHAMPTON REGIONAL HOUSING AUTHORITY

MINUTES OF THE

November 29, 2023 Meeting

4:00 p.m.

The Enterprise Building

Accomac, Virginia

DIRECTORS PRESENT:

Charles Kolakowski	Northampton County
Ernest H. Washington	Northampton County
Vincent Holt	Section 8 Representative
Patty White	Accomack County
Mike Mason	Accomack County

DIRECTORS ABSENT:

OTHERS PRESENT:

Elaine Meil	Colin Kean
Eric Luchansky	Leanna Rasmussen
Russ Williams	Tammy Baynum

1. Call To Order

Director Charles Kolakowski called the meeting to order at 4:01 p.m.

2. Minutes of the September 27, 2023 Meeting

Adoption of the presented minutes was requested.

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

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	\$ 2,361.94
A-NPDC 3150	Crispus Attucks Management, Mar/Apr	\$ 0.00
A-NPDC 3151	Sunnyside Village Management, Mar/Apr	\$ 780.86

A-NPDC 3152	William Hughes Management, Mar/Apr	\$ 5,119.87
A-NPDC 3153	Virginia Street Management, Mar/Apr	\$ 2,900.09
A-NPDC 3154	Mill Run Management, Mar/Apr	\$ 0.00
A-NPDC 3155	Onancock Square Apts, Mar/Apr	\$ 0.00
A-NPDC 3160	Tax Credit Compliance, Mar/Apr	<u>\$ 0.00</u>
	Total Due A-NPDC	\$ 8,262.67

Section 8 Checking Account

A-NPDC 3157	Administration Mar/Apr	\$ 98,448.60
A-NPDC 315710	Fraud Recovery, Mar/Apr	<u>+ 8,464.98</u>
	Total Due A-NPDC	\$106,913.58

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

Financial Statements

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

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

4. Current A-NPDC Projects Financial Report

The report indicated that 34.20 percent of the Fiscal Year 2024 budget has been expended while 33.33 percent of the fiscal year has passed.

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

5. FY 2023 Audit

The draft FY 2023 Audit prepared by Dunham & Aukamp, PLC was attached. The following were noted:

- a. Management Discussion Analysis was included after the Independent Auditor's Report on pages 4-6. Additional explanations can be added by the Board if deemed appropriate.
- b. There were no findings or questioned costs (Audit Page 21)

Acceptance of the draft FY 2023 Audit as prepared by Dunham & Aukamp, PLC was requested.

Director Mason moved to approve the draft FY 2023 Audit was requested. Seconded by Director White, the motion was carried by unanimous vote.

6. Property Management

Mill Run Apartments - 26 Duplex Apartments

- Vacancies: None.
- Rent: “A few late this month. Should be collected shortly” was reported.
- Maintenance: In October, Virginia Housing performed an audit of the property files and the physical property for Tax Credit compliance. The files selected were in good order and there were no findings. The following week, Virginia Housing visited the property for physical compliance. The property was found in good condition, with some minor issues that were immediately addressed. All the Tax Credit requirements have been met. VCDC Investors are scheduled to visit at the end of November.

Sunnyside Village - 23 Single Family Houses

- Vacancies: There is currently one vacancy.
- Rent: Four families are currently delinquent.
- Maintenance: The floor has been replaced at 4554 Wilson Court. Included in the repair were new flooring, vapor barrier, and new insulation under the floor.
- Staff is working with the tenant at 4702 and 4560 to schedule the floor replacement.
- Other: Tenants continue to report roof leak problems. There is a shingle problem, and shingles are being replaced as needed. The HVAC system at 4634 is working but not keeping up with demand and will require replacement.

Virginia Street - 10 Single Family Houses

- Vacancies: None.
- The three bedroom house is offline and needs to be torn down to prevent break ins. The property is posted no trespassing.
- Rent: Three residents are currently delinquent.
- Maintenance: The HVAC system is being replaced at 3401. One long term one bedroom resident requires an accessible ramp.

Crispus Attucks Apartments - 22 Duplex Apartments

- Vacancies: Six units are vacant.
- Rent: “Some lates, but collections are good and all should be resolved shortly”.
- Maintenance: The septic system is functioning properly again. Sewage backed up into the first floor unit. The floors and lower drywall were ruined, and had to be removed. Royal Plus is handling the work .
- Virginia Housing continues their audits with no issues found The Tax Credit requirements continue to be met. Investors will visit the site at the end of November.

Williams Hughes Apartments - 34 Apartments in 6 Buildings

- Vacancies: There are three vacancies.
- Rent: Eight tenants are delinquent.
- Maintenance Issues: Unit 701 has moisture issues that have caused mold in the living room and the bathrooms. Estimates have been obtained and remediation should begin in a few weeks.
- Virginia Housing performed their audit of the property. All Tax Credit requirements have been met.
- The Investors are scheduled to visit the property at the end of November.

Onancock Square - 40 Apartments in 4 Building

- Vacancies: There are currently two vacancies. One one bedroom, and one two bedroom units are vacant. Staff has an approved applicant moving into the two bedroom unit December first.
- Rent: Currently, eleven tenants have not paid their rent. Reporting is before the due date and staff does not anticipate any delinquencies.
- Maintenance: Diane Bodsford, Senior Compliance Officer with VHDA came and inspected the one bedroom unit on 10/17/23. Inspections will be completed next week.

7. 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

The demolition bids for the duplex lots in Sunnyside Village grossly exceed the budget expectations. Staff was working to reduce clearing expenses as well as prepare bid packages for lots one and two at Occohannock Neck Road. Lot one will be a one bedroom unit, whole lot two will have a three bedroom unit. The one bedroom unit on lot four was almost sold. The attorney was preparing the sales contract.

8. Housing Choice Voucher Section 8 Program

- A. We are currently serving 471 families (level with the last RHA report). We have 44 families pending action, and of those pending 35 have active vouchers and are searching for housing.
- B. The Waiting List was opened in April 2022 and remains open. In an effort to increase our number of families served, we pulled all of the remaining families from the list and have started the qualification process. Based on the update completed in October we anticipate issuing an additional 25-30 vouchers from this action. Staff continues to conduct two HCV briefings monthly and issue vouchers accordingly.

- C. The FY23 Section Eight Management Assessment Program (SEMAP) was submitted to HUD on August 4th. No issues were discovered during the process. A-NRHA is currently classified by HUD as a High Performing housing authority. Scores are typically issued during the winter.
- D. HUD has published the Final Rule for the Housing Opportunity Through Modernization Act of 2016 (HOTMA). HOTMA will have a significant impact on the administration of the Section 8 program, including inspection protocols, income and asset qualifications, and family re-examinations. HUD issued a time sensitive response requirement concerning maintenance of the current HQS inspections protocols through September 30, 2024, and staff responded affirmatively after consulting the A-NRHA Chair. Suggested Administrative Plan updates are expected from the vendor soon. Vendor software updates remain in development. HUD has set January 2025 as the final date for PHAs to implement all of the HOTMA regulations and remain compliant. Staff has attended or is scheduled to attend appropriate training.

9. Executive Director's Report

Property Management - Sunnyside & William Hughes Apartments

Letter. The letter with remaining issues for Sunnyside and William Hughes Apartments was sent to East Coast Property Management on November 6 with an expected turnaround of 30 days.

Sunnyside Emergency Repairs. Housing Specialist Matthews informed Executive Director Meil of an abatement related to a failing floor. The floor had broken under the tenant. After discussion, Executive Director Meil sent Community Development Coordinator Herbert to determine all the safety issues at Sunnyside.

He found that there are three flooring replacements needed (including the abated unit floor) and two decks need removal. One deck serves as the accessible entrance and so will be rebuilt. The other deck will be replaced with a stoop and stairs. Mr. Herbert asked Colin Kean if the property had funds to complete the work and the property does not. Later, staff realized that the three floors needing repair included the abated unit. By prior agreement with East Coast, the abated unit floor and the HVAC replacements will be paid for with the remaining Sunnyside operating funds that A-NRHA has been holding.

East Coast had already obtained a contractor for the abated unit floor. Mr. Herbert discussed the work with that contractor and obtained a reasonable price (\$24,830) to replace both floors and complete the deck work.

The A-NRHA Board holds one program income account that allows access to a source of repair funds for Sunnyside only under limited provisions one of which is hardship or other special case so long as the Board approves the expenditure.

Upon request, Chairman Kolakowski authorized staff to begin work under the emergency provisions of the A-NRHA Small Purchase Policy and pay for the work as a hardship or other special case from the program income account.

Work had commenced and emergency authorization was advertised. The first abated unit floor was replaced in a week. The contractor has already obtained the flooring materials for the second floor replacement as this is written.

Sunnyside Emergency Repair & Deferred Maintenance Plan. Staff discussed the deferred maintenance issues at Sunnyside. Emergency repairs are estimated to require a budget of \$26,000.

Cold rainy weather tends to increase the issues related to HVACs and roofs and staff is requesting the Board authorize up to \$26,000 so repairs can be expedited as soon as issues develop.

Tenants have also come forward with receipts showing they have completed improvements such as adding gravel to the driveway and replacing a broken oven that would usually be arranged and paid for by the property. Multiple tenants have also asked that their storm doors be fixed. Making these minor repairs and reimbursing the tenants would immediately improve the tenants quality of life. Staff is requesting \$8,000 to reimburse tenants with receipts that show maintenance made before September 30, 2023 as well as making minor interior and exterior repairs that would immediately improve their quality of life.

Therefore, staff is requesting the Board consider establishing a \$60,000 budget to pay for the emergency repairs, address tenant maintenance and concerns at Sunnyside Apartments, and address ongoing safety and maintenance needs. If funds remain in the spring, staff will present a plan addressing deferred maintenance needs for Board approval.

Board approval was requested to expend \$60,000 toward safety repairs and deferred maintenance as a hardship or other special case from the program income account.

Director White moved to approve the \$60,000 expenditure toward safety repairs and deferred maintenance. Seconded by Director Mason, the motion was carried by unanimous vote.

10. Other Matters

No other matters at this time.

11. Public Participation

No public participation took place at this time.

12. Adjournment

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

Charles Kolakowski, Chairman

Elaine K. N. Meil, Secretary/Treasurer