

ACCOMACK-NORTHAMPTON REGIONAL HOUSING AUTHORITY

MINUTES OF THE

January 24, 2024 Meeting

4:00 p.m.

The Enterprise Building

Accomack, Virginia

DIRECTORS PRESENT:

Charles Kolakowski
Vincent Holt
Patty White
Mike Mason

Northampton County
Section 8 Representative
Accomack County
Accomack County

DIRECTORS ABSENT:

Ernest H. Washington

Northampton County

OTHERS PRESENT:

Elaine Meil
Eric Luchansky
Russ Williams

Colin Kean
Leanna Rasmussen
Tammy Baynum

1. Call To Order

Director Charles Kolakowski called the meeting to order at 4:00 p.m.

2. Minutes of the November 20, 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 Mason, 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, Nov/Dec	\$ 1,880.68
A-NPDC 3150	Crispus Attucks Management, Nov/Dec	\$ 0.00

A-NPDC 3151	Sunnyside Village Management, Nov/Dec	\$ 16.84
A-NPDC 3152	William Hughes Management, Nov/Dec	\$ 4,463.30
A-NPDC 3153	Virginia Street Management, Nov/Dec	\$ 350.00
A-NPDC 3154	Mill Run Management, Nov/Dec	\$ 0.00
A-NPDC 3155	Onancock Square Apts, Nov/Dec	\$ 0.00
A-NPDC 3160	Tax Credit Compliance, Npv/Dec	\$ 0.00
	Total Due A-NPDC	\$ 6,710.82

Section 8 Checking Account

A-NPDC 3157	Administration Nov/Dec	\$ 48,318.41
A-NPDC 315710	Fraud Recovery, Nov/Dec	+ 3,996.44
	Total Due A-NPDC	\$ 52,314.85

* 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 51.73 percent of the Fiscal Year 2024 budget has been expended while 50 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 2025 Budgets

Virginia Street Properties

East Coast Properties submitted a FY24 Budget for Virginia Street Properties on September 13, 2023 and was approved in November 2023.

Sunnyside Village Subdivision

FY24 Budget for Sunnyside Village Subdivision has not been submitted. Board guidance was requested. Ms. Baynum responded that once reserve amounts were provided to her, the budget would be sent.

Attached were CY 2024 Budgets for Mill Run Apartments, Crispus Attucks, and William Hughes Apartment (approved by USDA).

Director Mason moved to approve the CY 2024 Budgets as presented. Seconded by Director White, the motion was carried by unanimous vote.

Onancock Square Apartments

CY24 Budget for Onancock Square Apartments had not been submitted. Budget was requested on November 8, 2023.

Board guidance was requested. Ms. Meil provided that the Budget was received prior to the meeting.

6. Election of FY 2025 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 one term, Chairman Kolakowski and Vice Chairman White were eligible for re-election.

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

Director Kolakowski volunteered to continue as Chairman. Director White volunteered to continue as Vice-Chairman. Director Mason approved the FY 2025 Officers as requested. Seconded by Director Holt, the motion was carried by unanimous vote.

7. Property Management

Mill Run Apartments - 26 Duplex Apartments

- Vacancies: None. Two families are planning to move out at the end of the month.
- Rent: A few late rents this month. Two with court dates, two plan to pay up with tax return.
- Maintenance: Still searching for a proper fit with maintenance. Manager is working with local contractors to handle unit turns and day to day orders.

Sunnyside Village - 23 Single Family Houses

- Vacancies: There is currently one vacancy.
- Rent: Several families are currently late. There is a plan to meet with the families to resolve the issue.

- Maintenance: Working on unit turns and day to day issues. The last winter storm may disturbed shingles on two roofs. No leaks noted to date.
- Other: Cheyenne Klutts has been hired as the new property manager of Sunnyside Village.

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: Working on day to day items. A long term resident in a one bedroom unit will need an accessible ramp.

Crispus Attucks Apartments - 22 Duplex Apartments

- Vacancies: Seven units are vacant.
- Rent: Two are behind and working with management.
- Maintenance: Management is using local contractors to attend to unit turns and work orders ECPM is searching for a proper fit for maintenance.
- Royal Plus is completing the work at 3271 Benjamin Banneker.
- Porch posts were identified as problems at a few units recently. Quotes were received for repair in December. The contractor involved has done this work for us in the past.

Williams Hughes Apartments - 34 Apartments in 6 Buildings

- Vacancies: There are three vacancies.
- Rent: Eleven tenants are delinquent.
- Maintenance Issues: Repairs for unit 701 are in the process of being scheduled.
- Pest control has spoken with management about the next steps. We are discussing a fogging procedure that is very effective and has immediate impact. Tenants will have to leave the units for several hours, but once completed, the problems will be well under control. We have to move forward with this soon.
- Cheyenne Klutts has been hired as the new property manager.

Onancock Square - 40 Apartments in 4 Building

- Vacancies: There is one vacancy.
- Rent: Currently, four tenants have not paid their rent.
- Maintenance: Bed bugs were found in two units. Both units have been treated.

8. Housing Development Projects

Accomack County Project

Staff was preparing a pro forma to assess the feasibility of building an apartment complex.

Northampton County Project

Staff was working on bidding out a package to build two homes on the remaining parcels on Occohannock Road. One home had been sold to date. Director White approved the request of demolition and rebuilding of 2 bedroom duplex units at Virginia Street. Seconded by Director Holt, the motion was carried by unanimous vote.

9. Housing Choice Voucher Section 8 Program

- 1) We were serving 458 families (down 13 from the last RHA report). We had 62 families pending action (up 18 from the last RHA report) , and of those pending 51 had active vouchers and were searching for housing (up 16 from the last RHA report).
- 2) 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 began the qualification process. This action is reflected by the large number of pending families and active vouchers reported above. The current Waiting List, which includes only applications since October, now stands at 51.
- 3) 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.
- 4) 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. Suggested Administrative Plan updates have been issued by the vendor, and staff is working now on drafting proposed changes to the Administrative Plan based on those suggestions. 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 relevant trainings, and will seek additional relevant education opportunities as they are made available.
- 5) Per HUD guidelines, a Public Hearing to consider any changes to the goals, objectives, and policies of the current PHA 5-year plan will be conducted prior to the RHA's March meeting. Notification will be published in the local paper. Changes recommended by the public and the resident Advisory Board will be offered for consideration to the RHA at that March meeting. Note that the current plan is in its 4th year and will not require revision until next year.

10. Executive Director's Report

Property Management - Sunnyside & William Hughes Apartments

Sunnyside Emergency Repairs. Two floors have been replaced. One HVAC was replaced and two decks have been addressed (one replaced as it was a handicap accessible unit). The A-NRHA Sunnyside held reserves expended \$12,899.99 and the program income account paid \$17,730 for the repairs.

Sunnyside Emergency Repair & Deferred Maintenance Plan. Approved budget \$26,000, \$17,730 was expended. The emergency repairs are complete.

Winter repairs. Approved budget \$26,000. None at this time.

Tenant receipts for repairs prior to September 30, 2023. Approved budget \$8,000. One tenant has requested \$500 for gravel and contract labor to fill a hole in her driveway. Her receipt is handwritten from her contractor. A picture is included. East Coast replaced the tenant's stove and the purchased stove was sold and reimbursement is not required.

Board approval to reimburse \$500 to the tenant for the gravel is requested.

The Board suggested having a third party provide an estimate, then reimburse based on the findings. Director Kolakowski made the note to provide the tenant with the proper procedures and suggest that a work order be processed from the tenant to East Coast Property Management. Director Mason moved to approve the reimbursement based on a third party estimate. Seconded by Director White, the motion was carried by unanimous vote.

11. Other Matters

No other matters at this time.

12. Public Participation

No public participation took place at this time.

13. Adjournment

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