

ACCOMACK-NORTHAMPTON REGIONAL HOUSING AUTHORITY

MINUTES OF THE  
July 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

Sandy Taylor  
Leanna Rasmussen  
Tammy Baynum

1. Call To Order

Vice-Chairman White called the meeting to order at 4:00 p.m.

2. Minutes of the March 27, 2024 Meeting

Adoption of the presented minutes was requested.

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

The May 22, 2024 meeting was canceled due to there not being a quorum.

3. Bills Payable / Financial Statement

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

<b>General Operating Account</b>	
A-NPDC 3100 A-NRHA Management Services, Jan/Feb	\$ 430.55

A-NPDC 3150	Crispus Attucks Management, Jan/Feb	\$ 0.00
A-NPDC 3151	Sunnyside Village Management, Jan/Feb	\$ 368.67
A-NPDC 3152	William Hughes Management, Jan/Feb	\$ 421.48
A-NPDC 3153	Virginia Street Management, Jan/Feb	\$ 1,003.83
A-NPDC 3154	Mill Run Management, Jan/Feb	\$ 0.00
A-NPDC 3155	Onancock Square Apts, Jan/Feb	\$ 0.00
A-NPDC 3160	Tax Credit Compliance, Jan/Feb	\$ 0.00
	Total Due A-NPDC	\$ 2,224.53*

**Section 8 Checking Account**

A-NPDC 3157	Administration Jan/Feb	\$ 48,206.03
A-NPDC 315710	Fraud Recovery, Jan/Feb	<u>+ 3,715.74</u>
	Total Due A-NPDC	\$ 51,921.77*

A-NPDC 3158 Family Self-Sufficiency \$26,527.45

\* 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 Mason 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 97.55 percent of the Fiscal Year 2024 budget has been expended while 100 percent of the fiscal year has passed.

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

5. A-NRHA Administrative and Client Services FY2025 Budget

The Proposed FY2025 Budget was presented.

- The A-NPDC adopted its FY2025 Budget at their June Commission meeting, establishing the benefit and indirect rates for FY2025.

Board adoption of the presented FY2025 Budget was requested.

Director White moved to approve the A-NRHA Administrative and Client Services FY2025 Budget as presented. Seconded by Director Holt, the motion was carried by unanimous vote.

6. FY2025 Budgets

East Coast Properties submitted a FY2025 Budget for Sunnyside Village Subdivisions on April 29, 2024.

Board adoption of the presented FY2025 Sunnyside Village Budget was requested.

Director Mason moved to approve the FY2025 Sunnyside Village Budget as presented. Seconded by Director White, the motion was carried by unanimous vote.

7. Property Management

Mill Run Apartments - 26 Duplex Apartments

There was one vacancy. A few were late on rent and three families filed for court, but could be cleared up prior to the court date. Maintenance was working on hiring another maintenance personnel, but the search had been difficult. Management was using local contractors to attend to unit turns and work orders. Staff members were assisting one day a week. Two refrigerators failed recently, staff were replacing those when necessary.

Sunnyside Village - 23 Single Family Houses

There were two vacancies, with one family preparing to move in. The secondary vacancy was an eviction. Six families were late on rent. Staff was working to get delinquents caught up on rent. Court action would be taken with families who had an outstanding rent balance. Maintenance was preparing to replace the HVAC system at 4634. A check was processed on 07/16 for the down payment. A priority list of roofs had been set. Additionally, staff was working to repair items that failed on the Section 8 Inspections.

Virginia Street - 10 Single Family Houses

There were no vacancies. A one bedroom unit would be available at the end of the month. There were 2 tenants delinquent on rent. Maintenance was working on day to day items. A long term resident in a one bedroom unit needed an accessible ramp. Staff was awaiting word from Eastern Shore Center for Independent Living. The house is elevated and staff was seeking remedies for cost. A small tree was needed to be cut back on one unit, and steps needed to be repaired at another.

Crispus Attucks Apartments - 22 Duplex Apartments

Seven units were vacant, and four were ready for occupancy. Two tenants were late on rent, and another tenant had started an agreement plan. Staff was identifying the maintenance position. Management was working with local contractors to handle unit turns and day to day orders as they became available. Staff personnel were helping one day a week with maintenance issues. Staff was addressing priority issues during the time and unit turns.

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

There were two vacancies, and one unit was turned while another was in process. Fifteen tenants were delinquent, but should be current in the future. Court action was pending on others.

Maintenance was preparing a property for USDA RD physical inspections that were on July 19th. USDA had contracted the inspections out. It was expected they would find items to be addressed. 402 had a moisture issue that may be coming from the upstairs shower/nath. Staff was working on a resolution.

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

There were no vacancies and a summons was filed for Unlawful Detainer for one tenant. The court was scheduled for 07/25. Nine tenants had not paid their rent, and most were expected to pay by 7/10/ Small maintenance issues were being attended to.

### 8. Housing Development Projects

#### Accomack County Project

Staff continued to search for properties to develop.

#### Northampton County Project

The home on Virginia Avenue was demolished. Duplex plans were expected to be received the last week of July. Staff was planning to send a bid package out that would include a duplex, two bedroom home, and a two or three-bedroom home.

### 9. Housing Choice Voucher Section 8 Program

- 1) We were serving 451 families. We had 60 families pending action and of those pending almost all had active vouchers and were searching for housing, or would be issued vouchers soon.
- 2) The Waiting List was opened in April 2022, and remains open. There were currently 102 families on the Waiting List, 42 of which had been pulled out and were being reviewed for eligibility and to be offered a voucher.
- 3) According to our most recent Section Eight Management Assessment Program (SEMAP) scores, A-NRHA was classified by HUD as a High Performing housing authority. Staff had started work on the FY24 SEMAP. Submission of the certification was due August 29th. Scores are typically issued during the winter.
- 4) HUD had 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. On June 19th HUD issued a notice postponing the implementation date for the National Standards for Physical Inspection of Real Estate inspection protocols (NSPIRE), to October 1st, 2025. The same notification indicated there may be delays to other elements of HOTMA.

- 5) New Fair Market Rents were expected to be published by HUD in August. These new FMRs and related payment standards would be presented to the RHA at their September meeting for approval.
- 6) HUD had awarded A-NRHA the Family Self-Sufficiency grant (FSS). This grant would be a supplement to the Section-8 program. Clients meeting qualifications sign a contract to meet certain employment, education, and other relevant self-sufficiency goals dedicated to staffing costs only, in the amount of \$106,085, and the period of performance is January 1, 2024 through December 31, 2024. A required Action Plan was submitted to HUD for approval on June 5th. No tenant enrollment could be conducted until the Action Plan was approved. Staff was conducting outreach for all active and pending Section-8 tenants. As reported at the A-NRHA meeting in November 2022 and subsequently, staff applied for this grant in the expectation that it would be awarded for January 1, 2023.
- 7) Local utilities had been reviewed by U.S. Housing Consultants, LLC., and new utility allowances had been calculated. A copy of the methodology was available at the meeting. The trend was that on average electric prices decreased, and average LP gas heating fuel and oil prices had decreased slightly. If adopted, these utility allowances would be applied to Annual Reexaminations beginning with those effective December 1, 2024.

Staff requested approval of the FY 2025 Utility Allowances.

Director White moved to approve the FY 2025 Utility Allowances as presented. Seconded by Director Holt, the motion was carried by unanimous vote.

#### 10. Executive Director's Report

##### Seabreeze Apartments Condemned

As of July 11, five families had relocated. Two families had found a unit and were proceeding with leasing. Four tenants were searching for units. Three families had ported to other areas. Four families were still in process.

##### Property Management - Sunnyside & William Hughes Apartments

*Sunnyside FY25 Budget & Office Hours.* East Coast had submitted next year's budget and staff met to discuss it on April 29. It included a planned rental increase in the fall. The property manager would have established office hours on Tuesday with the rest of the days the office hours are at William Hughes Apartments. The maintenance man would have two days at Sunnyside.

The FY24 budget amendments would be presented in July. At the April 29 meeting, East Coast agreed to follow the budget amendment process as it may be necessary.

*New Reserve for Replacement at Sunnyside.* The reserve for replacement was established as a result of last year's increase being collected each month by A-NRHA and was slowly building. The funds are available for established building component replacements.

*Tenant Assistance Appropriations Priorities.* East Coast submitted and staff, after inspection, recommended the following prioritized list of deferred maintenance needs at Sunnyside and authorization to expend the tenant assistance appropriation remaining (\$42,270) towards the priorities.

HVAC replacement:

- 4634 One Bedroom Unit - @ \$7,000

Roof replacement:

- 4705 - One Bedroom House
- 4708 - Two Bedroom House
- 4551 - Two Bedroom House
- 4575 - One Bedroom House

Next tier of roofs:

- 4565 - Two Bedroom House
- 4702 - Two Bedroom House
- 4614 - One Bedroom House
- 4675 - One Bedroom House

Authorization was requested.

Director Mason moved to approve the priority list as presented. 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 Holt, it was approved unanimously.

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Charles Kolakowski, Chairman

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Elaine K. N. Meil, Secretary/Treasurer