

ACCOMACK-NORTHAMPTON REGIONAL HOUSING AUTHORITY

MINUTES OF THE

December 19, 2024 Special Meeting

3:00 p.m.

The Enterprise Building

Accomac, Virginia

DIRECTORS PRESENT:

Charles Kolakowski
Mike Mason
Patty White
Ernest H. Washington

Northampton County
Accomack County
Accomack County
Northampton County

DIRECTORS ABSENT:

Vincent Holt

Section 8 Representative

OTHERS PRESENT:

Elaine Meil
Eric Luchansky
Russ Williams

Sandy Taylor
Faith Lewis
Andrea Wert

1. Call To Order

Chairman Kolakowski called the meeting to order at 3:00 p.m.

2. Minutes of the September 25, 2024 Meeting

Adoption of the presented minutes was requested.

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

3. Bills Payable / Financial Statement

Commission approval was requested to pay the bills and accept the financial status.

Director White moved to approve the Bills Payable and the Financial Statement. Seconded by Director Mason, the motion was carried by unanimous vote.

4. FY 2024 Audit

Acceptance of the FY 2024 was requested.

Director Mason made a motion to receive the FY 2024 Audit. Seconded by Director Washington, the motion was carried by unanimous vote.

5. Property Management

East Coast Property Management has submitted two letters, dated December 1, 2024, terminating property management service to Crispus Attucks Apartments and Mill Run Apartments on December 31, 2024.

A-NRHA staff had a preliminary meeting with East Coast staff on December 3, 2024. Staff immediately released a Request for Information - Various Property Management Services on December 4, 2024. The deadline for responses is noon on December 20, 2024.

Staff has spoken with two entities which are interested. They are listed below:

Mariner Builders

- Sole Proprietorship, which is locally owned.
- Currently managing an approximate 26 unit trailer park.
- They will work with A-NRHA controlling the finances.
- Mariner Builders would collect and deposit the rents. A-NRHA would write the checks.
- Currently has maintenance experience.
- Can start immediately.
- Currently maintains an on call schedule.
- Has two people on staff with a helper and 5 contractors used as needed.
- Requesting 8% management fee.
- \$25.00 an hour maintenance fee.

Gateway

- Eastern Shore located.
- Currently manages 3 properties (Coals Woods, New Road, and property in Cape Charles).
- Specializes in USDA properties.
- Tax Credits.
- Management similar to East Coast Property Management.
- They will do the finances. We will be able to have view capacity only.
- They will be on call.
- Can't start until February 2025.
- 5% Management Fee.
- Wants 2 Full time personnel for Property Management & Maintenance Person.

Two preliminary budgets for the complexes have been prepared for adoption. It's expected these budgets will need amendments as both are projections based on last year and staff will be working to fill these vacancies as soon as possible. Changing the insurance options at both properties also needs to be explored to determine if there is a most cost effective solution. Staff also recommends pursuing the rent increase proposal for both properties.

Adoption of the Mill Run Apartments and Crispus Attucks Apartments budgets were requested.

Director White made a motion to adopt the Mill Run Apartments budget for the calendar year and the Crispus Attucks Apartments budget for the calendar year. Seconded by Director Mason, the motion was carried by unanimous vote.

It was requested the staff would be authorized to pursue a temporary contract not to exceed six months for property management services for Mill Run Apartments and Crispus Attucks Apartments.

Director Mason made a motion to authorize staff to pursue a temporary contract not to exceed 6 months for property management services for Mill Run Apartments and Crispus Attucks Apartments. Seconded by Director Washington, the motion was carried by unanimous vote.

Authority to open up two bank accounts each for both Crispus Attucks Apartments and Mill Run Apartments was requested. One account would be the Operating Account and the other would be the Investment Account.

Director Mason made a motion to open up the bank accounts for Crispus Attucks Apartments and Mill Run Apartments. Seconded by Director White, the motion was carried by unanimous vote.

Mill Run Apartments - 26 Duplex Apartments

As of December 5, 2024, Mill Run Apartments has zero vacancies. Two tenants have given notice to move out by January 1, 2025.

Crispus Attucks Apartments - 22 Duplex Apartments

As of December 5, 2024, Crispus Attucks Apartments has nine vacancies. Four tenants are pending. Operating reserves have been used to make 2 mortgage payments and a portion of a third payment.

8. Housing Choice Voucher Section 8 Program

On September 30, 2024, HUD issued advice indicating that A-NRHA may be eligible to set Payment Standards from 110% to 120% of Fair Market Rents (FMRs). Per our report in September, the latest issued FMRs were surprisingly low, adding stress to new voucher holding families trying to secure affordable housing. PHAs must set Payment Standards based on the FMRs, which are used as a factor in calculating the tenant portion of the rent. Per your approval in September,

payment standards were calculated at 110% of the FMRs to ensure there is a wider selection of units available to Section 8 applicants.

Staff seeks approval to update the FY 24 Payment Standards to 120% of FMRs.

Director Mason made a motion to approve the updated FY 24 Payment Standards to 120% of FMRs. Seconded by Director White, the motion was carried by unanimous vote.

HUD awarded A-NRHA the CY 2024 Family Self-Sufficiency grant (FSS). This grant is a supplement to the Section-8 program. Clients meeting qualifications sign a contract to meet certain employment, education, and other relevant self-sufficiency goals. A required Action Plan was approved by HUD on July 10th. Staff has begun contracting with eligible families. The application for CY 2025 funding was issued in early October with a submission deadline of November 1st.

Staff seeks retroactive approval to apply for the CY 2025 FSS grant.

Director White made a motion to approve the retroactive application of the CY 2025 FSS grant. Seconded by Director Mason, the motion was carried by unanimous vote.

7. Executive Director's Report

Onancock Square Purchase Agreement

A-NRHA now has a 50% ownership of the Onancock Square. It was purchased for \$10,400 in December 2024. We have entered into a management agreement.

8. Next Meeting

The next meeting will be held on Wednesday, January 22, 2025.

9. Other Matters

No other matters at this time.

10. Public Participation

No public participation took place at this time.

11. Adjournment

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

Charles Kolakowski, Chairman

Elaine K. N. Meil, Secretary/Treasurer