

ACCOMACK-NORTHAMPTON REGIONAL HOUSING AUTHORITY

MINUTES OF THE

September 25, 2024 Meeting

4:00 p.m.

The Enterprise Building

Accomac, Virginia

DIRECTORS PRESENT:

Charles Kolakowski
Vincent Holt
Patty White
Ernest H. Washington

Northampton County
Section 8 Representative
Accomack County
Northampton County

DIRECTORS ABSENT:

Mike Mason

Accomack County

OTHERS PRESENT:

Elaine Meil
Eric Luchansky
Russ Williams

Sandy Taylor
Leanna Rasmussen
Christine Ross

1. Call To Order

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

2. Minutes of the July 24 2024 Meeting

Adoption of the presented minutes was requested.

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

3. Bills Payable / Financial Statement

The Bills Payable for July & August were unable to be printed until the A-NPDC FY24 had been closed in the GMS accounting software. Bills Payable would be presented at the November meeting.

The auditor was scheduled to be at the A-NPDC office on Tuesday, October 1st - Thursday, October 3rd.

No action was taken.

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 Financial Status Report for July & August were unable to be printed until A-NPDC FY24 had been closed in the GMS accounting software. Updated reports would be presented at the next meeting. No action was taken.

5. FY2025 Budgets

FY25 Budget for Virginia Street Properties was recently submitted a few days prior to the meeting. Staff had questions about the Budget and would present it to the Board at the November meeting.

William Hughes Apartments, Mill Run Apartments, Crispus Attucks and Onancock Square are calendar year budgets and were previously adopted. Sunnyside Village was previously adopted in July 2024.

6. Property Management

Mill Run Apartments - 26 Duplex Apartments

There was one vacancy and one anticipated move out. Four tenants were late on rent. 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.

Sunnyside Village - 23 Single Family Houses

There were no vacancies and two families moved in over the last two months. Two families were late on rent. The HVAC system in 4634 was replaced and maintenance was working on day to day issues. A priority list of roofs for replacement had been set and working on items from Section 8 inspections.

Virginia Street - 10 Single Family Houses

There was one vacancy. One tenant was late on rent. One long term resident in a 1 bedroom unit needed an accessible ramp. The house is elevated which makes the cost higher and the layout difficult. At the end of June, information was given to the Eastern Shore Center for Independent Living to help with this. The agency was working on this issue. 3401 issues with the storm door

were replaced. Kitchen countertops were cracked and replaced. Maintenance was replacing cabinets in unit (2) 2ft cabinets had been replaced. Contractor was assisting with turning of the vacant unit and preparing for the next resident to move in.

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 four vacancies and staff was working through background check issues. Five tenants were delinquent and there were three court filings pending. Unit 503 had shown a mildew issue with the HVAC ductwork and drywall. Quotes were being taken for the necessary repairs. The Property Manager had been out on medical leave. Mill Run and Pine Street Managers had been assisting with the property coverage.

Onancock Square - 40 Apartments in 4 Building

There was one vacancy and staff was going through the waiting list. Two tenants were delinquent and were expected to be caught up by the end of the month. Carpet and vinyl were replaced in 161B. Minor maintenance issues were being addressed.

7. Housing Development Projects

Accomack County Project

Staff continued to search for properties to develop.

Northampton County Project

Staff signed a contract to build a duplex on Virginia Avenue, and a one-bedroom home and two-bedroom home on Occohannock Neck Rd. A bid to clear the land in Cheriton was due on October 4th. The bid was broken into 4 options to procure a better bid price.

Staff met with Blue Garnett to discuss the possibility of utilizing their factory-stick built homes. The cost of delivering a two-bedroom home is between \$95-\$100K. This would not include the construction of the foundation. They produce three homes per day in their factory.

Mr. Luchansky noted that six contractors showed up to the pre-bid on September 25th.

8. Housing Choice Voucher Section 8 Program

- 1) We were serving 461 families. We had 48 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 123 families on the Waiting List, 29 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 submitted the certification to HUD on August 12th. 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) a) HUD had published the FY24 Fair Market Rents (FMRs). The FMRs for Northampton County had decreased an average of 5%, and the FMRs for Accomack County had decreased an average of 5%. These numbers represent the largest decrease in FMRs in many years. Note that currently assisted families were held harmless in their current residences, and would not be adversely affected by the decrease in FMRs. Information on how FMR's were determined is available at www.huduser.gov.

b) The PHA must set Payment Standards based on the FMRs which are used as a factor in calculating the tenant portion of the rent. The payment standards have been calculated at 110% of the FMRs to ensure that there is a wider selection of units available to Section 8 applications. This was the maximum currently allowed by HUD. Staff was alerted to the possibility that a waiver may be offered that would allow a larger percentage to be used in calculating Payment Standards. A copy of the FMRs and corresponding Payment Standards for each county was represented.

Staff requested adoption of the FY24 Payment Standards. Director White moved to approve the FY24 Payment Standards as presented. Seconded by Director Washington, the motion was carried by unanimous vote.

- 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.

9. Executive Director's Report

Seabreeze Apartments Condemned

As of September 5, eleven families had relocated. It appeared that one additional tenant had also relocated but was non-responsive to efforts to contact. Two families had been approved for a unit and were proceeding with leasing. Two tenants were searching for a unit. One tenant was denied a voucher due to being ineligible as over income. Since that time had reduced work hours and was reapplying for assistance. Once family was non-responsive but had not moved from their Seabreeze apartment.

Property Management - Sunnyside & William Hughes Apartments

Sunnyside FY25 Budget & Office Hours. East Coast agreed to have the property manager establish office hours on Tuesdays at Sunnyside with the rest of the days the office hours established at William Hughes Apartments.

East Coast onsite staff had changed the office hours at Sunnyside to "by appointment only". Staff had informed East Coast management.

Tenant Assistance Appropriations Priorities. Colin Kean had been out with a medical issue and one emergency repair (4695 Wilson Court - water tank replacement and repairs) was completed by another East Coast staff member from Mill Run/Crispus Attucks. Staff would work with him to schedule the roof replacements once he returns.

HVAC replacement:

- 4634 One Bedroom Unit - **Completed 7/29/24**

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

Onancock Square Purchase Agreement

Staff received a purchase agreement to end the partnership with Raymond James Tax Credit Fund 32-A, LLC and purchase Onancock Square. Staff sent the agreement for review to John Custis, esq. After discussion with staff, he recommended three points to include in the purchase

agreement and these had been forwarded to Margolis Family Investments, LLC (associated with T&M Associates). They had accepted two of the three items and are making changes to the legal documents. They were researching the third and appear to be amenable, at this time.

Approval of a payment up to \$25,000 for 50% ownership in Onancock Square was requested. Director Holt moved to approve the payment up to \$25,000 for 50% ownership in Onancock Square as requested. Seconded by Director White, the motion was carried by unanimous vote.

Authorization to execute all the necessary documents to bring to effect the transfer of ownership was requested. Director White moved to approve staff to execute the necessary documents for ownership as presented. Seconded by Director Holt, the motion was carried by unanimous vote.

10. Next Meeting

The next meeting would be on the eve of Thanksgiving. Staff suggested the Board consider rescheduling the meeting for Wednesday, November 20th or Thursday, November 21st. The Governor's Housing Conference was scheduled for November 13-15th.

Directors were in agreement to reschedule the meeting for Wednesday, November 20th at 4pm.

11. Other Matters

No other matters at this time.

12. Public Participation

No public participation took place at this time.

13. 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