

ACCOMACK-NORTHAMPTON REGIONAL HOUSING AUTHORITY
MINUTES OF THE
September 22, 2010
4:00 p.m.
The Enterprise Building
Accoamc, Virginia

DIRECTORS PRESENT:

Betsy Jenkins	Accomack County
Steven B. Miner	Accomack County
Leona Mapp	Northampton County
Katherine H. Nunez	Northampton County
Vincent Holt	Section 8 Representative

DIRECTORS ABSENT:

None

OTHERS PRESENT:

Elaine Meil	Susan Haycox
Kat Edwards	Melissa Matthews
Colin Kean, East Coast Properties	Ada Linton
David Annis	

1. Call to Order

Chairman Nunez called the meeting to order at 4:00 p.m.

2. Minutes of the July 28, 2010 Meeting

Presented were the minutes of the July 28, 2010 Meeting.

Adoption of the presented minutes was requested.

Director Holt moved to approve the minutes of the July 28, 2010 Meeting as presented.
Seconded by Director Mapp the motion carried by unanimous vote.

3. Bills Payable and Financial Statement

Commission approval was requested for the following Bills Payable and presented Financial Statements.

General Operating Account

No bills were payable at this time.

Section 8 Checking Account

A-NPDC	Administration, September/October				\$ 34,000.00
		<u>Actual</u>	<u>Less</u>	<u>Advance</u>	
July & August 2010		\$50,926.16		\$34,000.00	+ 16,926.16
	A-NPDC				<u>\$ 50,926.16</u>

Homeless Intervention Program Account

HIP Monthly Billing for Program Activities were included with the HIP agenda item.

A-NRHA, Sunnyside Village, Tenant Assistance Fund (TAF)

No bills were payable at this time.

Director Miner moved to approve the Bills Payable and Financial Statements. Seconded by Director Holt, the motion carried by unanimous vote.

4. FY 2011 Budget

Board adoption of the following FY 2011 budget was requested:

Crispus Attucks Development Project

Director Miner moved to adopt the FY 2010 budget amendments as requested. Seconded by Director Mapp, the motion carried by unanimous vote.

5. Property Management

Colin provided an update on Mill Run, Sunnyside and Virginia Street at the meeting

CRISPUS ATTUCKS

Colin provided an update at the meeting.

Other Matters

At the last meeting we discussed Rural Developments request that even though the same management company serves New Road Village and Crispus Attucks and there is mutual benefit to having staff their full time, a lease be executed for rental of the office space.

The attached lease governing the rental of office space by Crispus Attucks LLC in the office of New Road Village has been approved by Rural Development.

Staff requested approval for the Executive Director to execute the lease.

Director Holt moved to allow the Executive Director to execute the lease. Seconded by Director Jenkins, the motion carried by unanimous vote.

ONANCOCK SQUARE

Property Management

Ada gave her report at the meeting

Other Matters

Water bills continue to be a source of stress for tenants. The complex is metered by building and TM Associates pays the bill for the complex. The units are metered individually and read electronically by Minol, a company that performs this service nationally.

Residents must send payments to Minol and the property is then reimbursed. There has been a great deal of confusion over this process and how tenant rates compare to billing other Onancock resident rates. Recently a number of tenants received 5-day pay or quit notices from management due to high past due water bills. Ada will report on how this is progressing.

Staff has now taken training in the Minol reporting system in order to assist tenants if necessary. The first line of communication will still come from Ada.

6. Housing Development Projects

RHA Housing Production

Mill Run Phase II

We have received the reservation of credits letter from VHDA. Since the credit exchange program that was funded by Federal stimulus money did not materialize this year as predicted, VHDA has make up the short-fall by awarding more credits then requested. Our Mill Run application requested \$339,467.00 of credits, and we were awarded \$384,358.00. The credit award amount of \$384,358.00, each year for ten years, represents \$3,843,580.00 of credits that will be syndicated at around .69 cents per \$1.00, providing over \$2.6 million in development capital. In addition to the credits, our application of HOME funds for Mill Run has been funded, and our application for AHP funds from the Federal Home Loan Bank of Atlanta is currently under review.

Mary N. Smith Apartments

The County received notification from DHCD that their request for planning grant funds for Mary N. Smith Project has been approved. We received a preliminary quote on the

costs of removing hazardous materials from the building, including lead paint and asbestos. The developer, Mark-Dana Corporation, has indicated that the project can afford the costs of removing the materials if the County provides CDBG funds to help pay for infrastructure improvements.

William Hughes Apartments

Staff met with the acting executive director of Delmarva Rural Ministries for preliminary discussions on the possible transfer of ownership of William Hughes Apartments to a local housing entity. It was agreed that a capital needs assessment would be completed to determine the current condition of the facility and the costs of repairs and upgrades. NCALL has agreed to fund the costs of the assessment.

Crispus Attucks Apartments

The outside lighting of the parking areas has been installed as requested by VHDA. VHDA has released the 8609s, which is the IRS form certifying that the buildings are complete, occupied, and in compliance with the tax credit program.

7. Housing Choice Voucher Section 8 Program

Voucher Activity

July- units under lease	505	August- units under lease	503
Pulled from Waiting List:	120	Pulled from Waiting List:	0
New Admissions:	0	New Admissions:	8
HQS Inspections:	32	HQS Inspections:	70
Annual Re-exams:	31	Annual Re-exams:	10
New Vouchers Looking:	29	New Vouchers Looking:	0
Annual Re-exam Searching:	1	Annual Re-exam Searching:	1
Terminations:	0	Terminations:	7
Other Change of Units	4	Other Change of Units:	0
Port Out	0	Port Out:	0
Port In	0	Port In:	0

Other Matters

Staff recently received a Request for Tenancy Approval(RTA) for Trehernville Trailer Court managed by Arthur Harmon. In the past Mr. Harmon’s actions to resolve owner/tenant conflicts escalated to the point that we gave all Section 8 voucher holders the choice to use a new voucher to leave the park or to stay without assistance.

Staff reviewed the Administrative Plan (See p. 13-10 attached) and only found wording regarding the PHA’s right to deny an RTA if the owner had committed a number of different actions. We received advice from HUD as follows:

According to HUD 24 CFR, Part 982.306 – PHA disapproval of owner:

(a) The PHA must not approve an assisted tenancy if the PHA has been informed (by

HUD or otherwise) that the owner is debarred, suspended, or subject to a limited denial of participation under 2 CFR, part 2424.

(c) In its administrative discretion, the PHA may deny approval of an assisted tenancy for any of the following reasons:.....(c)(4) The owner has a history or practice of non-compliance with the HQS for units leased under the tenant based programs, or with applicable housing standards for units leased with project based Section 8 assistance or leased under any other federal housing program;

(f) For purposes of this section “owner” includes a principal or other interested party.

Staff requested approval to add the following language to the Administrative Plan:
For the purposes of this section “owner” includes a principal or other interested party.

Director Miner moved to add the above mentioned language to the Administrative Plan. Seconded by Director Mapp, the motion carried by unanimous vote.

8. Homeless Intervention Program (HIP)

The FY 2011 Homeless Intervention Program was opened September 13, 2010. An update was given at the meeting.

Repayment Status

All mortgage assistance comes in the form of a loan, and loans of \$2,500 or more are secured with a deed of trust and note. Currently there are 14 HIP clients with payment agreements. Of that number, 2 are making payments. 7 judgments have been filed against families who failed to make payments in accordance with their HIP agreements. Staff is working with the 2 families that are not currently making payments. To date, no judgments have filed against these families.

9. Housing Counseling

Staff submitted an application for funding for the year beginning October 1, 2010 in the amount of \$52,665. Awards should be announced prior to September 30th.

- The interest in homeownership has remained strong. Calls have increased, and clients are keeping follow up appointments to update progress on credit issues. The greatest challenge is that overtime is a rarity; however, utilities, food, and other monthly expenses have increased, leaving most families with very little left over to pay on the collections accounts that are keeping them from obtaining a mortgage. It is very time consuming assisting clients one on one with the process of contacting creditors, setting up payment plans, etc., but it is apparent that most have very little knowledge on how the process works and easily become overwhelmed. A lot of time has been spent in recent months assisting families with credit issues because families not benefiting from that extra assistance become too frustrated to follow through and eventually just give up. Many clients have lived

generation to generation not really learning the importance of establishing credit or the effect of not paying bills on time. This is often reiterated in the Growing Your Money Classes when discussion takes place about credit. A large majority express that they never learned about the importance of good credit at home and they wish that they had been taught about budgeting and establishing and maintaining credit when they were younger. It is without a doubt that the success of others is a driving force for many families, so as more families move forward to homeownership, it needs to be applauded and made known to the community.

A local Coldwell Banker realtor, Keith Koerner, has been awarded a five year contract to list all HUD homes in both counties. He has sent a link to the listings and a large percentage are listed between \$30,000 and \$60,000. Many of these homes, however, are in need of repair, so that many will require a purchase and repair type of mortgage such as the FHA 203K. Locally, Shore Bank is now originating FHA 203K loans as well as Wells Fargo. There may need to be a little more emphasis on these programs in upcoming classes since this could be a good option for many on these “handyman specials”.

- The A-NPDC applied for \$15,000 in Foreclosure Counseling funds from VHDA as well as \$52,665 in HUD Housing Counseling funds. It should be determined by October whether the funds were awarded.
- Foreclosure calls and appointments have slowed somewhat, but remain steady. A foreclosure clinic is being planned for late Fall. Date and location are still being determined.
- The August Orientation Class was changed to September due to a scheduling conflict. The week following the last Growing Your Money Class, a make-up session was held for those needing just one class to graduate. This procedure may be continued since it was found that once a series ended, it was more difficult to get people to come back the following month to make up a missed class.

Pre-Purchase Counseling	Current Month: August	Cumulative Year 3	Total Cumulative
# of orientations held	0	5	14
Orientation attendees	0	32	90
Client Intakes	9	55	121
Additional Counseling Sessions Held	4	54	115
# of final workshops held	0	9	12
Mortgage submissions	2	12	17
Mortgage closings	0	7	12
Financing leveraged	\$ 0	\$ 661,881	\$ 1,197,881

Growing Your Money Financial Literacy	Current Month: August	Cumulative Year 3	Total Cumulative
New GYM participants	0	50	101
GYM graduates	3	31	41

Default and Foreclosure Counseling	Current Month: August	Cumulative Year 3	Total Cumulative
Intake sessions	4	56	132
Additional Foreclosure Sessions	12	104	234
Positive Foreclosure Prevention Outcomes	1	19	42
Homeowner Budget Counseling	1	4	16

10. Executive Director's Report

William Hughes Apartments, Eastville

Staff met with the Delmarva Rural Ministries in August. It appears that discussions are much more preliminary than anticipated.

Property Management

The property management agreement is expiring December 31, 2010. A briefing to discuss two potential options is attached. One is to have a full reprocurement process and the second is to request the A-NPDC to consider a staffing solution.

Discussion was requested.

The Board requested RHA staff to get additional information on how other Housing Authorities of our size handle property management. Chairman Nunez requested a copy of a master plan to review and discuss at the November Board meeting.

Asset Management Activities

Staff continues to manage the Homeless Intervention Program's (HIP) deeds of trust. Fifteen HIP clients are being monitored and four are paying on their collection.

Nine individuals are also being managed for debt owed to the Housing Choice Voucher Program. Three clients are paying on their collection.

11. Other Matters

No other matters were discussed at this time.

12. Public Participation

No Public Participation took place at this time.

13. Adjournment

There being no further business, the meeting was adjourned.

Copy teste:

Katherine H. Nunez, Chairman

Elaine K. N. Meil, Secretary/Treasurer