

ACCOMACK-NORTHAMPTON REGIONAL HOUSING AUTHORITY
MINUTES OF THE
November 18, 2010
4:00 p.m.
The Enterprise Building
Accomac, Virginia

DIRECTORS PRESENT:

Betsy Jenkins	Accomack County
Steven B. Miner	Accomack County
Vincent Holt	Section 8 Representative

DIRECTORS ABSENT:

Leona Mapp	Northampton County
Katherine H. Nunez	Northampton County

OTHERS PRESENT:

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

1. Call to Order

Vice-Chairman Holt called the meeting to order at 4:10 p.m.

2. Minutes of the September 22, 2010 Meeting

Presented were the minutes of the September 22, 2010 Meeting.

Adoption of the presented minutes was requested.

Director Jenkins moved to approve the minutes of the September 22, 2010 Meeting as presented. Seconded by Director Miner 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, November/December				\$ 34,000.00
		<u>Actual</u>	<u>Less</u>	<u>Advance</u>	
September/October		\$43,837.11		\$34,000.00	+ 9,837.11
	A-NPDC				\$ 43,837.11

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 Jenkins, the motion carried by unanimous vote.

4. Property Management

VIRGINIA STREET

As evident in the Summary of Owner Income, one tenant is seriously in arrears. The balance is so high because the tenant was allowed to enter into a repayment agreement because she was receiving assistance from agencies toward the balance. She did not, however, abide by the terms of the agreement and is now being evicted. Management staff will be filing a garnishment to recoup the money.

Maintenance and Repair

One unit has had a problem in the past with settling which caused an interior wall to separate. This condition was repaired but is now occurring again. Staff will be addressing this in the near future.

The Eastern Shore Area on Aging/Community Action Agency has received funds to provide weatherization and energy efficiency improvements to the units in Virginia. The timetable for these improvements is not clear at this point.

Unit inspections were conducted in October and everyone passed.

Other Matters

None

MILL RUN APARTMENTS

There are no vacancies. All rents are paid in full with the exception of the CSB portion of one tenant and a couple of others who are paying, but late. ESCSB owes rent for September and October. Staff feels that their delay is related to anticipation of the tenant receiving Section 8 rental assistance. The tenant started receiving assistance the week in November. The Owner Summary and financials were attached.

Two decks have been rebuilt. One of the other units now has a problem with a detaching deck. Colin had hoped that the decks would last until the tax credit rehab began, but this does not appear to be feasible.

Unit inspections were held in October and all units passed but one.

SUNNYSIDE VILLAGE

All rents have paid. There are two 1BR vacancies which Colin expects to have filled by December 1st. The Owner Summary and financials are attached.

Repairs and Maintenance

There are no major maintenance issues. Colin does want to schedule a power washing, however, in the near future.

Other Matters

The property received a favorable review from VHDA on their compliance audit. A copy of the compliance letter and corrective actions is attached.

Staff met with DHCD regarding the agency's contention that the Mill Run and Sunnyside Village I & II were out of compliance with HOME regulations regarding maximum allowable rent for the unit. DHCD was not inclined to agree with any of the documentation presented to the contrary. Therefore in the near future, rents for these properties will have to be restructured to bring the properties into compliance. Because of the potential for a significantly negative impact on the budget for the properties, DHCD did propose that the HOME agreements for the properties could be revised making only the minimum number (20%) of the units Low HOME Rent units as opposed to 100% as the project was originally structured.

Colin prepared a preliminary budget based on the new figures and presented it at the meeting.

CRISPUS ATTUCKS

There is one vacancy. Colin hopes to have that unit filled by the end of December. As of the property management meeting, there were 5 tenants who were potentially late with their rent. Two of these were late last month as well and just narrowly avoided eviction.

Other Matters

Unit inspections were held in October. Staff had been working with 3 tenants who failed the spring inspection. All units passed this time. Also, there was a stove top fire in one of the units. It is expected to be over \$10,000 worth of damage, and staff are waiting on the information from the insurance company before anything can be done.

ONANCOCK SQUARE

Property Management

The current Financial Report from TM Associates Management Inc. for Onancock Square is attached for your review.

There are five vacancies at this time. Ada is working with a one family to fill one of these units and is now waiting for Section 8 to determine the HAP to be paid for the unit.

Ada will be offering a special in order to encourage new applicants which offers to give the first month free. They are also offering \$100 off and existing tenant's rent if they refer someone who fills a vacancy.

Rent Payments

The Receivables Report for Onancock Square is also attached.

Repairs and Maintenance

All units now have new storm/screen doors and the residents are very pleased.

Other Matters

Tenant activities include the Crime Watch meeting and health programs. Residents and staff will celebrate Thanksgiving together on November 16th.

5. Housing Development Projects

RHA Housing Production

Mill Run Phase II

Staff has been negotiating the terms of a contract with the project architect for the final designs of the buildings, and water and sewer systems. The final application for allocation of the credits was submitted to VHDA on November 5, 2010. The required phase I environmental has been ordered, along with the VHDA required appraisal.

Mary N. Smith Apartments

The alumni committee was asked to choose a name for the development, and chose Mary Nottingham Smith Manor. Staff has submitted a draft RFP for engineering to DHCD for approval as requested. The RFP will be advertised as soon as we receive approval. The developer, Mark-Dana Corporation, has provided a draft proposal for County review.

William Hughes Apartments

The new executive director of Delmarva Rural Ministries has notified staff that negotiations for the possible transfer of ownership of Williams Hughes Apartments will be suspended until further notice. DRM is currently focusing on more pressing interior issues.

6. Housing Choice Voucher Section 8 Program

Voucher Activity

Sept- units under lease	503	Oct- units under lease	510
Pulled from Waiting List:	0	Pulled from Waiting List:	0
New Admissions:	4	New Admissions:	3
HQS Inspections:	80	HQS Inspections:	39
Annual Re-exams:	41	Annual Re-exams:	21
New Vouchers Looking:	0	New Vouchers Looking:	0
Annual Re-exam Searching:	0	Annual Re-exam Searching:	0
Terminations:	4	Terminations:	2
Other Change of Units	4	Other Change of Units:	0
Port Out	1	Port Out:	3
Port In	0	Port In:	0

The Board should expect to see significant increases in activity by the next report. On November 1st, 70 new vouchers were issued. Already 28 RTA's (Request for Tenant Approval)

Other Matters

We have received HUD's concurrence with our SEMAP assessment of the HCV program. Our official score is 96% which earns us the rating of "High Performer". See attached.

HUD has issued the FMR's for 2011 which are as follows:

Accomack County	Eff.	1BR	2BR	3BR	4BR
	\$402	\$550	\$619	\$752	\$926
Northampton County	Eff.	1BR	2BR	3BR	4BR
	\$472	\$581	\$708	\$862	\$937

Staff requested Board adoption of the FMR's.

The A-NRHA is required to adopt payment standards each year based on these FMR's. Payment Standards are used to determine the affordability of a unit. HUD requires that these payment standards be implemented by December 1st. December renewals are done in October and therefore, staff has already begun to use them. Staff requested retroactive adoption of the payment standards below.

Accomack County	Eff.	1BR	2BR	3BR	4BR
	\$442	\$605	\$680	\$827	\$1018
Northampton County	Eff.	1BR	2BR	3BR	4BR
	\$519	\$639	\$778	\$948	\$1,030

Alan Fox Consulting has reviewed local utility costs and updated the utility allowances as required by HUD. His findings and the resulting utility allowance schedules are attached.

Staff requested adoption of the 2011 utility allowances to be effective December 1st.

Director Miner moved to adopt the FMR's, to adopt the payment standards listed above, and also the 2011 utility allowance effective December 1, 2010. Seconded by Director Jenkins, the motion carried by unanimous vote.

Included with this memo is a list of the latest revisions to the Administrative Plan published by Nan McKay. Staff will present explanations as the meeting for any significant revisions.

Board adoption of the proposed revisions was requested.

Director Miner moved to adopt the proposed revisions to the Administrative Plan. Seconded by Director Jenkins, the motion carried by unanimous vote.

We received notice on October 18th that our application for Category One vouchers for non-elderly persons with disabilities was not funded. The letter states that the application met all the necessary requirements for funding. It was placed in the lottery as described in the program NOFA. There were 519 eligible applications and 46 were funded.

The Category Two awards have not been made. Staff is not anticipating that our application will be successful. The same funding procedures will be used and there will be far less money available.

7. Homeless Intervention Program (HIP)

Applications are now being accepted and processed for the program using a single application for the Homeless Intervention Program (HIP) and the Homeless Prevention and Rapid Re-Housing Program (HPRP). Since September 21, 2010, 87 applications have been received and only 20 applicants have been deemed not eligible for HPRP or HIP assistance. Twelve (12) families have qualified for HPRP financial assistance and seven (7) families have been determined eligible for HIP financial assistance. Three (3) families have received mortgage assistance while four (4) have received rental assistance. The remaining families are receiving non financial services.

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.

8. Housing Counseling

- The Virginia Association of Housing Counselors-VACH held their Fall Conference in October in Richmond. There were two tracks to follow for this conference, one for newcomers seeking certification and the other for seasoned housing counselors. The advanced track reviewed a lot of basic counseling and financial management which all counselors can benefit from. There was also a presentation on Fair Housing and consumer scams. Many counselors agreed they have seen an upswing of consumer scams since the foreclosure crisis. I have had numerous reports of scams on the Eastern Shore, both for foreclosure remedies and credit solutions. In both cases, funds are always requested upfront. Clients are being warned of these scams at the one on one appointment and in the educational classes. Pamphlets and website information is being provided to clients for more information.
- I was asked to conduct a presentation on Foreclosure Counseling for the Eastern Shore Housing Collaborative Meeting held at the Hospice of the Eastern Shore on October 28. The group was given an outline of the procedure that takes place when someone calls in due to mortgage delinquency. The discussion gave the group an idea of the counselor's role in assisting a family facing foreclosure. This assistance starts with determining the client's eligibility for HAMP or other workout solutions, a review of the current budget, income and assets. Contact information for the servicer is obtained and assistance is given to complete financial packets, writing the hardship letter, etc. An Action Plan is written to provide the client with a list of steps they will need to complete to assure a successful outcome. The group had a lot of questions and appeared to be enthusiastic about taking this information back to their agencies.

For the remainder of the Housing Collaborative Meeting, Neal Barber reported on the role of Housing Virginia, a Statewide Organization. Some of the ways Housing Virginia is able to support local housing agencies is by providing good, accurate data; financial support; being an impartial source; and facilitating local and regional dialogues. Lastly at the meeting each agency had the opportunity to tell the group about current projects their organization was currently working on. The group agreed to continue meeting quarterly.

- There seems to be a new wave of foreclosure clients as calls and appointments remain high. However, I am finding that a large percentage of clients are more in need of financial management and budgeting skills than they are in need of a modification of

their mortgage. Many of these clients are delinquent due to the fact that they don't know how to prioritize their bill paying. Clients are being referred to the Growing Your Money Classes or are working on financial management one on one.

- An all day homeownership is scheduled for Saturday, November 20. There was a good turnout for the Orientation Class held on October 28, so hopefully, a trend toward increased homeownership interest will continue. Again, the challenge is keeping clients motivated when they have major credit hurdles to overcome.

Pre-Purchase Counseling	Current Month: October	Cumulative Year 3	Total Cumulative
# of orientations held	1	7	16
Orientation attendees	10	47	105
Client Intakes	3	70	136
Additional Counseling Sessions Held	3	61	122
# of final workshops held	0	9	12
Mortgage submissions	1	15	20
Mortgage closings	1	7	12
Financing leveraged	\$ 108,465	\$ 770,346	\$ 1,306,346

Growing Your Money Financial Literacy	Current Month: October	Cumulative Year 3	Total Cumulative
New GYM participants	0	54	105
GYM graduates	4	35	45

Default and Foreclosure Counseling	Current Month: October	Cumulative Year 3	Total Cumulative
Intake sessions	7	70	146
Additional Foreclosure Sessions	8	117	247
Positive Foreclosure Prevention Outcomes	1	21	44
Homeowner Budget Counseling	0	7	19

9. Executive Director's Report

Property Management

The RFP is being developed but the process is not expected to be completed by December

31. Staff is requesting authority to renew East Coast Management for one additional year with an option to cancel with notice.

Authority was requested.

Director Miner moved to grant authority to Executive Director Meil to renew East Coast Management's contract for one additional year. Seconded by Director Jenkins, the motion carried by unanimous vote.

Asset Management Activities

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

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

10. Other Matters

Executive Director Meil updated the Board with the highlights from the Governor's Housing Policy Interim Report.

11. Public Participation

No Public Participation took place at this time.

12. Adjournment

There being no further business, the meeting was adjourned.

Copy teste:

Katherine H. Nunez, Chairman

Elaine K. N. Meil, Secretary/Treasurer