

ACCOMACK-NORTHAMPTON REGIONAL HOUSING AUTHORITY
MINUTES OF THE
January 26, 2011
4:00 p.m.
The Enterprise Building
Accomac, 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	David Annis

1. Call to Order

Chairman Nunez called the meeting to order at 4:10 p.m.

2. Minutes of the November 18, 2010 Meeting

Presented were the minutes of the November 18, 2010 Meeting.

Adoption of the presented minutes was requested.

Director Miner moved to approve the minutes of the November 18, 2010 Meeting as presented. Seconded by Director Jenkins 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, January & February				\$ 34,000.00
		<u>Actual</u>	<u>Less</u>	<u>Advance</u>	
November/December		\$41,652.42		\$34,000.00	+ 7,652.42
	A-NPDC				<u>\$ 41,652.42</u>
LGIP-Administrative Fee Reserve Transfer FY 2010 Admin Reserves					<u>\$ 36,402.00</u>
Total Section 8 Checking					\$ 78,054.42

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 Mapp, the motion carried by unanimous vote.

Authorization to open a separate checking account, "Mill Run Apartments, LLC", with officers of the Authority as signatories, for the purpose of separating funds to complete the Mill Run Tax Credit Project was requested.

Director Jenkins moved to authorize staff to open a "Mill Run Apartments, LLC" checking account. Seconded by Director Mapp, the motion carried by unanimous vote.

4. FY 2011 Budget Amendment

Adoption of the following budget amendment was requested:

1.	3155	NCALL-Development Contract	\$	0.00
		Administration		<u>+ 37,500.00</u>
		(FY 2011 portion)		\$ 37,500.00

ITEM 1 represents the amendment to include NCALL match funds of \$25,000 to supplement A-NRHA development funds of \$25,000 in order to accomplish tasks related to housing pre-development technical assistance. The goal of the program is to promote the construction of affordable rental units as well as single family homes for first-time homeownership. The current year includes \$18,750 NCALL funds to match \$18,750 RHA development funds.

Approval of the attached Resolution of Funding Commitment in the amount of \$25,000 was also requested.

Director Miner moved to adopt the budget amendment and also to approve the Resolution of Funding Commitment. Seconded by Director Jenkins, the motion carried by unanimous vote.

5. FY 2010 Audit

Acceptance of the attached FY 2010 Audit as prepared by Dunham & Aukamp, PLC was requested.

Staff recommends referring to Page 21, ASchedule of Findings and Questioned Costs@ and note that the response was “none”. Our auditor has offered to be available by phone if Commissioners have any questions.

Director Miner moved to accept the FY 2010 Audit. Seconded by Director Jenkins, the motion carried by unanimous vote.

6. Property Management

The Summary of Owner Income is attached for all properties managed by East Coast. Staff would like Commission input as to whether this level of detail is necessary in the future.

Director Miner moved to approve reporting a summary for future memos, and that the detail is not necessary. Seconded by Director Mapp, the motion carried by unanimous vote.

VIRGINIA STREET

There is one 2 bedroom vacancy at this time. One vacancy was recently filled by a non-voucher holder. One tenant is behind in rent and a judgment has been filed.

Maintenance and Repair

The Eastern Shore Area on Aging/Community Action Agency staff has begun evaluating homes. The two story unit has not completed an application for assistance yet because the tenant just recently moved in. Staff will be making efforts to make sure that happens quickly.

Management staff is working to find a contractor to address the problem of the wall separation in another unit.

Other Matters

None

MILL RUN APARTMENTS

There are no vacancies. All rents are paid in full

Maintenance

There is still one deck that will need to be repaired before the tax credit project begins.

Other Matters

Staff has been working on bringing the units into compliance with DHCD's request for rent reduction. Staff submitted the rent and occupancy report last week. Upon DHCD approval, staff will notify tenants of a reduction in rent and perform the required interim re-examinations to be effective March 1st. Staff will be submitting a proposal for project based assistance in February which will change the maximum rent allowable one it is in place.

Director Holt moved to approve the rent reductions to be in compliance with DHCD's request. Seconded by Director Jenkins, the motion carried by unanimous vote.

SUNNYSIDE VILLAGE

All rents have been paid. There are no vacancies.

Repairs and Maintenance

There are no major maintenance issues.

Other Matters

Staff has been working on bringing the units into compliance with DHCD's request for rent reduction. DHCD sent a letter exempting 7 units from HOME compliance as requested.

Staff submitted the rent and occupancy report last week. Upon DHCD approval, staff will notify tenants of a reduction in rent and perform the required interim re-examinations to be effective March 1st.

Colin is preparing a corrected budget based on the new figures and will present this the meeting. Unfortunately, it is not as positive as the one presented at the last meeting. Sunnyside was not expected to apply for project based units, which would change the maximum allowed.

CRISPUS ATTUCKS

There is one vacancy; as of January 1st one tenant was evicted for non-payment. Two other tenants are behind in their rent.

In December East Coast and RHA staff met with a Legal Aid attorney and the tenant who had the kitchen fire. The tenant requested this meeting in order to see if there could be any reduction of the amount she would be responsible for paying. Damages are close to but not over the \$10,000 deductible for the insurance policy. Management staff is still waiting for additional information regarding this request.

Other Matters

Crispus Attucks will be affected by DHCD's rent reduction request for HOME properties. DHCD staff has asked that once Mill Run and Sunnyside Compliance is complete that we begin looking at Crispus Attucks rents. We will be submitting a proposal for project based assistance for this property as well. Hopefully the HOME impact will be minimal.

The annual tax credit report will be submitted to VHDA this week. Colin has advised that the FY2010 audit for Crispus Attucks is due on March 31st. The yearend financials are complete for the property and ready for submission to the auditor.

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. Three tenants are behind in rent.

Rent Payments

The Receivables Report for Onancock Square is also attached.

Repairs and Maintenance

No major issues to report.

Other Matters

None

7. Housing Development Projects

Mill Run Phase II

Staff has received the phase I environmental, the appraisal, and the first draft of the floor plans for the rehabilitation of the existing units and the new construction of 12 units. The plans have been reviewed by the property manager, and are currently under review my staff. Comments will be forwarded to the project architect by the end of January.

Mary N. Smith Apartments

At their meeting of January 19th, the Accomack County Board of Supervisors voted to reject the proposal from Mark Dana Corporation to convert the Mary N. Smith School building into affordable apartments, and to transfer ownership of the building to the Alumni Association. The proposal from Mark-Dana was met with overwhelming opposition from the residents of the surrounding community.

NCALL

The National Council on Agricultural Life & Labor (NCALL) has offered to partner with the Authority on completing certain first-time homeownership work and pre-development activities for rental housing development. NCALL will provide staff support funding from a Federal grant they received from USDA. Staff should have more details to present at the meeting.

8. Housing Choice Voucher Section 8 Program

Voucher Activity

Dec- units under lease	513	Jan- units under lease	530
Pulled from Waiting List:	0	Pulled from Waiting List:	0
New Admissions:	42	New Admissions:	2
HQS Inspections:	89	HQS Inspections:	39
Annual Re-exams:	49	Annual Re-exams:	34
New Vouchers Looking:	4	New Vouchers Looking:	2
Annual Re-exam Searching:	0	Annual Re-exam Searching:	1
Terminations:	4	Terminations:	2
Other Change of Units	1	Other Change of Units:	3
Port Out	2	Port Out:	2
Port In	0	Port In:	0

As the numbers above show there has been a significant increase in leasing activity. This increase did not have the desired effect on our CY10 totals because at the end of the year. Staff will be monitoring monthly to determine if there will be the impacts caused by a significant increase in leasing at the end of the year. We are not aware at this time of what our CY11 funding will be so we are assuming level funding at this point.

Other Matters

Staff began stepping up its Rental Housing Integrity Improvements Program efforts this month in an effort to identify any overpayment on behalf of tenants and to recapture funds. These efforts are in line with HUD's focus on eliminating fraud, waste and mismanagement. Staff may be bringing additional Administrative Plan amendments to the Commission to support these efforts.

We received notice on January 8th that our application for Category Two 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 142 eligible applications and 28 were funded.

9. Homeless Intervention Program (HIP)

Currently we are assisting 17 families. Three of these families are getting help with their mortgage, who first worked with Patricia Connolly Grove and her Foreclosure Counseling program.

All 17 families are required to attend the four week course of Financial Literacy to be able to receive this assistance.

10. Housing Counseling

Staff submitted an application for funding for the year beginning October 1, 2010 in the amount of \$52,665. We receive notice of award for \$46,798.97. These funds will be used to support RHA programs like Section 8 and Foreclosure Prevention Assistance. It will also be used to support PDC and ESVHA housing services programs and to provide counseling services to persons not receiving assistance through specific programs.

HUD staff performed our semi-annual monitoring in December. We have not received our compliance review letter as yet, however, the exit interview lead staff to believe that the program will be recertified for the next two years.

11. Executive Director's Report

Fleeing Fugitive Policy

The A-NPDC is having their attorney review law and develop a set of guidelines for a policy governing information we obtain that reveals that a person is a fleeing fugitive or have committed certain drug or violent crimes. More information will be presented at the next 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.

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

12. Other Matters

No other matters were discussed at this time.

13. Public Participation

No Public Participation took place at this time.

14. Adjournment

There being no further business, the meeting was adjourned.

Copy teste:

Katherine H. Nunez, Chairman

Elaine K. N. Meil, Secretary/Treasurer