

ACCOMACK-NORTHAMPTON REGIONAL HOUSING AUTHORITY
MINUTES OF THE
March 23, 2011
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	David Annis
Ada Linton	

1. Call to Order

Vice Chairman Holt called the meeting to order at 4:03 p.m.

2. Minutes of the January 26, 2011 Meeting

Presented were the minutes of the January 26, 2011 Meeting.

Adoption of the presented minutes was requested.

Director Miner moved to approve the minutes of the January 26, 2011 Meeting as presented. Seconded by Director Jenkins the motion carried by unanimous vote.

3. Election of FY 2012 Officers

The Authority By-Laws state that officers of Chairman and Vice Chairman should be elected at least two months in advance of the end of the fiscal year, normally our March meeting.

The Authority By-Laws state that the Chair and Vice Chair serve for one- year terms and may serve up to three consecutive terms. Having served two terms, Chairman Nunez and Vice Chairman Holt are eligible for re-election.

For your information, the Executive Director serves as Secretary-Treasurer and serves at the pleasure of the Board.

Board election of FY 2012 Chairman and Vice Chairman was requested.

Director Miner moved to re-elect the same officers. Seconded by Director Jenkins, the motion carried by unanimous vote.

4. Bills Payable and Financial Statement

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

General Operating Account		
NCALL	Development Contract, February	\$ 2,740.18

Section 8 Checking Account			
A-NPDC	Administration, March, April		\$ 34,000.00
	<u>Actual</u>	<u>Less</u>	<u>Advance</u>
January/February	\$68,211.17	\$34,000.00	+ 34,211.17
	A-NPDC		\$ 68,211.17

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

Crispus Attucks, LLC Account		
Kannady & Quinn, P.C.	Legal Services (courier, FedEx)	\$ 35.39

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.

5. FY 2011 Budget Amendment

Adoption of the following budget amendments was requested:

1. Mill Run, Adjusted Budget based on HOME rent restrictions
2. Sunnyside Village Subdivision, Adjusted Budget based on HOME rent restrictions

Director Jenkins moved to adopt the budget amendments. Seconded by Director Miner, the motion carried by unanimous vote.

6. Property Management

VIRGINIA STREET

There is one 2 bedroom vacancy at this time which will be filled by the end of the month. All rents have been paid in full.

Maintenance and Repair

Energy repairs are progressing well. Improvements include new wrapped water heaters, energy efficient ranges, new efficient heating systems and ductwork. (See pictures at the end of this report)

Other Matters

None

MILL RUN APARTMENTS

There is one 2BR vacancy. All rents are paid in full

Maintenance

Deck work has been completed. That will hopefully be the last deck to be repaired before the tax credit project begins.

Colin prepared a revised budget for the remainder of the year.

SUNNYSIDE VILLAGE

All rents have been paid. One handicap accessible unit will be becoming vacant next month.

Colin has prepared a revised budget for the remainder of the year. See attached.

Repairs and Maintenance

There are no major maintenance issues.

CRISPUS ATTUCKS

There is one vacancy; which will be filled by March 18th. Colin has received the final bill for the fire damage. (\$8,486.71 - attached) The tenant has lost her unemployment benefits and is in the process of applying for an extension. The schedule for repayment of the damages will be set up once her income has been determined.

Other Matters

Colin will provide an update on the status of the FY2010 audit for Crispus Attucks due on March 31st.

ONANCOCK SQUARE

Property Management

There are two vacancies at this time. Both will be filled by April 1st. Two tenants are behind in rent and have a history of late payment. Ada will be filing in court on March 18th.

Repairs and Maintenance

No major issues to report.

Other Matters

Management continues to hold community programs. An Easter event has been scheduled for April 19th.

7. Housing Development Projects

Mill Run Phase II

The drawings and specifications for the rehabilitations and new units at Mill Run are 90% complete. The site plans have been completed and submitted to the County Planning Department for review. Once the drawings are complete, staff will schedule meetings with Earthcraft Virginia, and the review teams with the VHDA tax credit department, and VHDA's loan department. BB&T has provided a commitment letter to provide the construction loan, the details of which are being reviewed. Virginia Community Development Corporation has provided a commitment letter for the purchase of the credits, at better terms than we predicted in our application.

Mill Run Apartments, LLC, submitted a proposal for project based vouchers on February 22, 2011.

Crispus Attucks Apartments

A workshop was held on Saturday, March the 12th, at the New Road Apartments / Crispus Attucks Apartments community room that included information on how to obtain a mortgage, and the various steps towards becoming a homeowner. Also, information was provided on how to avoid predatory lending institutions. This was the first of a series of resident empowerment workshops that will be held at Crispus Attucks Apartments to comply with the requirements of the funding provided by Federal Home Loan Bank of Atlanta's AHP program.

NCALL

Staff has been conducting preliminary searches for possible sites for future rental housing in both Counties. Additionally, the National Council on Agricultural Life & Labor (NCALL) contract is providing funds to help resolve ownership/deed issues that are preventing families from being eligible for housing assistance through the IP/R program and CDBG housing programs.

8. Housing Choice Voucher Section 8 Program

The Housing Choice Voucher Program is still operating under a continuing resolution through April 8th. There are 545 units under lease as of March 1st. This total is expected to fall gradually monthly through attrition. Staff will be monitoring this number closely over the next few months. Staff has begun to look at various aspects of the program for potential savings and looking toward options for reducing future spending should there be a need once a budget has been determined for the remainder of the year.

Staff is planning to undertake additional training to improve efficiency and program operations. Staff has also reviewed options for software upgrades to improve efficiency and program operations as well.

Proposals were received from Crispus Attucks, LLC, Mill Run and Sawmill Apartments in response to our RFP for project based vouchers. Staff will ask persons with background or interest in affordable housing who are not members of boards associate with the RHA or its affiliates to serve on a selection committee to evaluate these proposals.

9. Homeless Intervention Program (HIP)

Applications are being accepted and processed for the program using a single application for both HPRP and the Homeless Intervention Program (HIP). Since September 21, 2010 over 208 applications have been received seeking financial assistance. Fifty-five (55) families have met the minimal standards to qualify for HPRP financial assistance while only forty-eight (48) families have actually received utilized its services. Twenty-two (22) families of the 208 have been determined eligible for HIP financial assistance.

\$47,225 of direct services has been expended with a total budget of \$76,082. 62.07% of the FY2011 budget has been expended while 66.67% of the fiscal year has passed.

10. Housing Counseling

We have executed the contract for our FY11-12 contract for \$46,798.97 with revised goals based on the amount of funds received. 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.

During the first quarter ending December 31, 2010 staff counseled 517 clients. Of the 517 clients, 99 individuals attended educational workshop sessions, 17 sessions were completed for individuals who seeking pre-purchase counseling, 49 sessions were completed for individuals seeking help with resolving or preventing mortgage delinquency, 119 sessions occurred for individuals seeking rental housing concerns, and 232 sessions occurred for individuals seeking shelter or services for the homeless.

11. Executive Director's Report

Fugitive Policy

A fugitive policy has been developed. Staff will provide a report.

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.

One individual has put their housing assistance at jeopardy. Staff expects resolution by mid-April or their housing assistance will be terminated.

Executive Director Meil gave a short report about staff evaluating Section 8 Housing Choice Voucher Program software.

12. Other Matters

Director of Housing Annis discussed a potential project proposed to him by Bob Adams. There is a large 19,000 sq ft building in Onancock that could be made into retail space on the first floor and seven 2-bedroom apartments on the second floor.

Director Jenkins requested more information before a full discussion could be made.

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