

WINTER PARK HOUSING AUTHORITY BOARD MEETING MINUTES

Tuesday, October 18th, 2022

8:00 A.M.

**Tranquil Terrace
845 Swoope Ave.
Winter Park, FL 32789**

Commissioners Present: Board Chair; Hal George, Commissioner Tammie Holiday, Commissioner Kevin O’Rawe, Commissioner Dawn Ofodile, and Commissioner Karen Jacobs.

Commissioners Remote: Vice-Chair; Kenneth Goodwin

Commissioners Absent: Commissioner Joe Regner

Staff Present: LaShanda Lovette, Executive Director, Laneshia Church, Portfolio Manager, Felix Alicea, Maintenance Supervisor, and Tarena Grant, Resource Coordinator

Additional Remote: External Accounting (Patty) and Lawyer

I. Call to Order

Chair George called the meeting to order at 8:00am and announced a quorum.

II. Approval of Minutes (August and September 2022)

There was a motion provided by Commissioner Jacobs to approve August and September 2022 Minutes as written. Commissioner Goodwin provided a second to motion. The motion was passed unanimously.

III. Actionable Items Requiring Vote

There were no actionable items requiring a vote

IV. Informational Items:

➤ **Introduction of HR Consultant business partner Christine Winters**

- i. ED Lovette explained that our HR Consulting Partner, Christine Winters is unfortunately out sick. She will be introduced at the next board meeting. Speaker asked for an update with the previous Executive Assistant and if HR is now handling the issue. ED Lovette confirmed they are. Speaker asked for clarification on our end of employment policy. ED Lovette explained that key positions, like Management positions are required to give four weeks’ notice, while all other positions are only required to give two weeks’ notice. Speaker also asked how Vacation and Sick time are accrued. ED Lovette gave an explanation of how it breaks down per pay period.

➤ **Resource Coordinator (ROSS) Monthly Recap**

- i. Mrs. Grant discussed the resident services for September 2022. She explained we served our communities from the Second Harvest Food Pantry. We had the following monthly activities; Nutrition Class, Wellness

Wednesday Event, Fresh Stop Bus Events, and Free Lunch Events sponsored by partners. We have our partners who will come out on site and hold our ice cream social. St. John Lutheran came out and did the garden revamp at both the Meadows and Tranquil Terrace. We had P3 Medical to continue with our flu shots. we had to postpone some due to Hurricane Ian. We had affordable concierge to offer some of their services to our residents. Over at the Plymouth, We've received several notices for housekeeping and so we were able to take advantage of their service at \$19 an hour. We also had Florida advisors along with Center World to come out. we had a Can Health who came out on site to offer some additional support if residents were interested in getting connected with them for their services. Mrs. Grant highlighted our community appreciation breakfast which took place on Tuesday. We recognized our community partners during this breakfast for their efforts and support and provided certificates and trophies to them in recognition. As for upcoming events, ice cream socials have been taking place along with preparing for Thanksgiving. We also have two possible concurrent Angel trees that will take place for some of our residents, both at the Meadows as well as our other sites as well.

➤ **Executive Director Report**

i. Tranquil Terrace

- ED Lovette introduced the new Executive Assistant to the residents and explained our efforts to start fresh with the Residents at Tranquil Terrace regarding use of the community center, as there had been some difficulty in communication. Speaker asked who the current president of Tranquil Terrace is and how often the community center is open. ED Lovette explained who is currently sitting president and that we'll need to rehost elections, as two other members of the association resigned from their positions. Speaker asked how often the community center is current open. Ed Lovette explained that it is currently only open on Wednesdays from 10am – 12pm, due to staffing the building and it is also open during ROSS events. Speaker expressed that one day is not sufficient. Ed Lovette explained we're working on having the space open more. Speaker agreed to wait to hear how this is rectified.

ii. Tuscany Balcony and Remediation Update

- Ed Lovette explained the handout contained both Market Analysis. She explained the difference between both analysis and expressed Marcus and Milchat was more in depth with their analysis. ED Lovette went on to explain the conversation she had with the bond company regarding the balcony project. She explained they denied our claim for the bond, stating we didn't terminate their contract accurately. We are currently waiting on a determination letter from them so that our legal can decide next steps. Ed Lovette explained she is now working to rework the budget as to how much things will cost to start this project

over and will keep the board updated on the new estimate.

iii. Property Overview (September)

- Ms. Church explained there are two vacancies at Tuscany. We're trying to stay ahead and pre-lease units. We're unable to offer immediate Housing due to remediation and turning over units. We're explaining to prospective residents, we can get them in within 60 days. Speaker asked if everyone is paying their rent. Ms. Church explained that some residents are waiting sometimes two months for residents to pay rent, then once we've issued an eviction notice, they'll come in and pay. If rental history isn't good, then we continue processing the eviction. Speaker asked, who the current property manager is. Ms. Church explained we just welcome Christina Gregory and gave some insight into what made her qualified for the position. Speaker asked if both Senior Properties are still paying rent on time. Ms. Church explained that they are. She also explained an incident with a resident at The Plymouth, who is now being evicted for unbecoming behavior in the event room.

iv. Monthly Financial (August)

- ED Lovette explained anything that was over 10%. She explained that we received \$92,153 in reimbursement back from Orange county for the CDBG Grant. There were no further questions or explanations.

v. Update on Meadows Playground

- ED Lovette explained the Project is still at a standstill. The Basketball court was torn up prior to Hurricane Ian. However, there is a leak that must be addressed before they resume. The estimated timeframe is November. We're waiting on an update on when the playground will be installed.

vi. Update on Tuscany Market Analysis

- Chair Hal explained the original offer from Marcus and Milchat. The current offer is lower. He would like to revisit this after we've had a chance to look at the market analysis and what it's worth.

➤ New Business/Public comment

- Speaker mentioned when she was out in California, she networked with developers for the purpose of Tuscany at Aloma. She will pass this information along about Night Development, to see how we can work with them. Ms. Church offered positive feedback on working with them for rehabilitation. Speaker asked for update on Hurricane Ian Updated. ED Lovette explained there is no new damage. The family that was affected is currently no longer in a hotel and have been transferred to another unit on property. Speaker asked about the new website. ED Lovette explained the website was updated and we rebranded our logo.

V. Adjournment

With there being no further business to come before the board, Chair George called for adjournment at 9:11 a.m.

Respectfully Submitted,

Hal George, Board Chair

LaShanda Lovette, Executive Director