

# WINTER PARK HOUSING AUTHORITY BOARD MEETING MINUTES

Tuesday, September 13<sup>th</sup>, 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, Stephanie Rewatiraman, Executive Assistant, 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 8:05 a.m. and announced a quorum.

II. **Approval of Minutes (August 2022 have not been drafted)**

III. **Public Comment**

No public comments.

IV. **Actionable Items Requiring Vote**

➤ **Resolution No. 09132022-A – Approving 2022-2023 Fiscal Year Budget**

ED Lovette presented the resolution to the board and explained there had been no changes from the last discussion. Commissioner Jacobs presented a question regarding the fiscal year budget. ED Lovette attempted to answer. Commissioner O’Rawe presented a question regarding the fiscal year budget. ED Lovette attempted to answer. Chair Hal expressed concerns on the budget and whether we are saving funds by self-managing. Wants to look at more ways to efficiently financially run the organization and where money can be saved and where money can be spent that improves our chances of higher income. Agrees that it can be done more efficiently by self-managing rather than a third-party company. Speaker presented questions regarding budget for Plymouth. ED Lovette attempted to answer. Chair Hal expressed uncomfortably in not having the whole picture budget wise and concerns regarding the difference between 2022 and 2023 budget and there being unknowns we cannot predict. Suggested approving the current budget for HUD and make modifications for Housing Authority budget after having a Budget workshop. Vice Chair Goodman and Commissioner Ofidile agreed with this.

Commissioner Jacobs moved to approve the resolution. With no further discussion, Vice Chair Goodwin provided a second. The resolution was approved unanimously.

➤ **Resolution No. 09132022-B - HUD Approving Operating Budget**

ED Lovette explained there is no explanation for the HUD Operating Budget. It's a required form that must be completed every year. Commissioner Jacobs moved to approve the resolution. With no further discussion, Commissioner O'Rawe provided a second. The resolution was approved unanimously.

➤ **Resolution No. 09132022-C – Contract Extension of CFMDG,Inc. - October 1,2022. to September 30,2023**

ED Lovette explained that everything that was in place for the previous management company, is the same with CFMDG minus the management fee. Exhibit B, reflects that the Management Fee Schedule as it relates to annual budgeted amount for payroll and related expenses.

Commissioner Jacobs move to approve the resolution. With no further discussion, Commissioner Holiday provided a second. The resolution was approved unanimously.

V. **Informational Items:**

➤ Resource Coordinator (ROSS) monthly recap

- i. Mrs. Grant discussed the resident services for August 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 attended the community partner breakfast which allowed us to network with other local non-profits. Dedicated Seniors and Goldstein Insurance hosted Bingo for our Senior properties and Winter Park Oaks. Life Care Home Therapy and P3 Medical provided flu and Pneumonia shots for our Senior communities and will serve our multi-family properties later this month. Winter Park NCF came out to Tranquil Terrace and will continue services every 2<sup>nd</sup> and 4<sup>th</sup> Wednesday of the month. We had a pre-planning meeting with Hannibal Square Community Land Trust and ViStar, so that we could establish the opportunity for residents who are seeking home ownership. We had a garden revamp at the Meadows and Tranquil Terrace with the help of St. John Lutheran Church. We have an upcoming Community Appreciation Breakfast, next week Tuesday, 9.20.2022.

• **Executive Director Report**

i. Tuscany Balcony and Remediation Update

- ED Lovette provided the Board with a general overview of Tuscany Balcony and Remediation. The Bond company engineer was able to walk

the property with our Maintenance Supervisor, Mr. Alecia. The Bond company appears no not be concerned with getting the process done quickly. Sherry has been the primary point of contact and pushing them to speed up the process. Mr. Alicea explained his walkthrough with the engineer and how he mentioned most of the work was not completed according to the specs, was unsafe, done incorrectly or not done at all. Commissioner Ofidile asked a question about the inspections. Mr. Alicea explained that the contractors didn't call in work on 8 of 10 of the balconies they tore down and the welding work was not called in, so it was never inspected. Speaker asked if we could bid out to other companies. ED Lovette explained that we must wait until the bond company makes their decision and we're reimbursed the funds we've paid, as we'll likely have to tear down balconies they worked on, as they weren't properly inspected. It is determined this is a Healthy and Safety issue and it must be handled expeditiously. Speaker asked how we'd been following up with the county and how we'd gotten this far with it going under the radar. Mr. Alicea attempted to answer his question.

ii. Property Overview (August)

- Ms.Church explained we have 6 units not leased at Tuscany at Aloma and we're currently accepting applications. Railroad Avenue and Winter Park Oaks has no vacancies. Tranquil Terrace and The Plymouth has an application for the one open vacancy they have. Speaker asked to talk about the default process. Ms. Church explained she works directly with the property manager to send out 30-day notices. Speaker asked if we changed anything to market rates, would we have to upgrade them. ED Lovette explained that as we turn units, we're updating them. Speaker mentioned doing a second market analysis on Tuscany of Aloma. Ms. Church asked if we'd be looking to purchase another property if we got rid of Tuscany and Aloma. Brief discussion on the possibility of purchasing land if we did sale Tuscany at Aloma.

iii. Monthly Financial (July)

- ED Lovette gave a recap of the total cash on hand and what we have on replacement reserve that we need to start pulling from for some of the capital items we've done on our properties. Overall increase of electricity at Plymouth. Highlighted handout that explained anything over 10% at each property. Speaker asked about utility costs for Plymouth. Discussion of switching to solar panel energy. Guest spoke about different options that are available.

iv. Update on Meadows Playground

- ED Lovette explained there is a delay of 3 weeks for the delivery.

v. Update on Tuscany Markey Analysis

- Ed Lovette explained we have to get answers to them and will update on the ETA once received.

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- **Additional Comments**
- **New Business/ Public Comment**
  - No new business or public comment

VI. Adjournment

With there being no further business to come before the board, Chair George called for adjournment at 9:46 a.m.

Respectfully Submitted,

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Hal George, Board Chair

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LaShanda Lovette, Executive Director