

WINTER PARK HOUSING AUTHORITY BOARD MEETING MINUTES
Tuesday, June 14, 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, 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 (May 2022)

There was a motion provided by Commissioner O’Rawe to approve the May 2022 minutes as written. Vice-Chair Goodwin provided a second to the motion. The motion was passed unanimously.

III. Public Comment

No public comments.

IV. Actionable Items Requiring Vote

No action items.

V. Informational Items:

➤ Resource Coordinator (ROSS) monthly recap

- Mrs. Grant discussed the resident services for May 2022. She explained the agency served The Plymouth and Tranquil Terrace with 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. She explained that Medscan Labs in partnership with Home Physicians Group has committed to support our senior communities with onsite medical support and services. We launched this new initiative by starting with Medication Monitoring. A quick oral swab will identify our residents medication levels for those taking multiple medications.

➤ Executive Director Report

- WPHA History Recap & Portfolio Update:

- ED Lovette provided the Board with a general overview of Winter Park Housing Authority's history and our needs. She explained to them the type of housing we provide and the impacts of COVID on our community. She also provided the Board with the packages for the Commissioners attending the Meet and Greet at the Plymouth.
- Tuscany remediation update
 - ED Lovette reached out for a market analyst for Tuscany and will be providing an up-to-date once data is received. She presented the Board with a spreadsheet outlining the families that will require complete remediation, the cost we expect to spend, and the breakdown cost that we expect to spend on the 11 units and the remaining 14 units. She also showed a breakdown of the additional 42 units that do not have mold issues but have a similar housing layout and will need their AC unit relocated. The estimated cost is currently \$594,000, and she has reached out to Orange County with this data to see if they can provide assistance. Commissioner O'Rawe suggested including the cost of utilities in their rent. Still, Ms. Church explained that the residents already have a utility allowance, and there is a limit on how much we can increase their rent per year. RFP Discussion
 - ED Lovette provided the Board with a cost analyst for the past three years, explaining how much each property pays the management company and the staff. She further explained that WPHA has always been paying the staff's salary even when they would have consisted of an employee of the management company. The Board acknowledged the amount WPHA will save if they continue to self-manage. The Board asked questions regarding the cost of paying staff (i.e., the regional manager) and the amount of time they will be dedicated to our properties. Ms. Church explained that the Regional Managers tend to absorb other properties that are in the management company portfolio. ED Lovette explained that under Orion, staff would occasionally be moved to non-WPHA properties to assist when needed. ED Lovette also argued that if the Board decides to hire a management company, to hire our current Accountant under WPHA or extend her employment until year-end. The Board and staff continued to discuss the pro and cons of hiring a management company compared to continuing as self-management. They also discussed liability insurance and discussed our unemployment insurance cost rating. The Board agreed to make a final decision at the next board meeting (July 14, 2022).

➤ Property Overview (May)

- Ms. Church expressed that we are doing well property-wide. She expressed that the vacancy at Tuscany is due to the remediation but will be using them to transfer the displaced residents into vacant units. The Board asked when we expect this to change and if we can start bringing in new tenants. ED Lovette explained that by the end of the fiscal year, we would increase our occupancy. Ms. Church explained that with the remediation alone, she would like that completed within six weeks if our vendor can supply what is needed. Regarding the HVAC units, most will require the tenants to be displaced from their units for two days. We are working on seeing which units will need the HVAC systems entirely removed and if that can be done alongside the remediation. Ms. Church expressed there has

been a delay with work orders, but that is due to supply and demand issues with ordering particular parts.

- The Board asked about the balcony project, and ED Lovette explained that the current vendor does not look like they will be completing the job. She explained that they had not had staff or sufficient staff showing up. The vendor claimed that they have run out of money but only recently have they brought their payroll up to date with the county that will allow payments to be made. We also face a lean being placed on us due to the vendor not making payments for their Sunbelt equipment. ED Lovette has been working with the county and Sherry to terminate the contract and bring in another vendor to finish the work. Monthly Financials (April)
- The Board asked basic questions about increasing CBDG funds and why we are spending more on utilities at Meadows. ED Lovette explained that the dumpster there has been costing Meadows more since Plymouth has been utilizing the dumpster. The Board asked some fundamental questions about the taxes and insurance across the portfolio for clarity which the ED responded. Overall, the Board stated that our financials are looking good.

➤ **Additional Comments**

➤ **New Business/ Public Comment**

- The board asked for an update on the following items,
 - Tuscany, can we add some more units to the property
 - Meadows, what is the status with the tree farm issue and building a playground.
 - What other partnerships can we include in more affordable housing units in the neighborhood.

VI. Adjournment

With there being no further business to come before the board, Chair George called for adjournment at 9:35 a.m.

Respectfully Submitted,



Hal George, Board Chair



LaShanda Lovette, Executive Director