

WINTER PARK HOUSING AUTHORITY BOARD MEETING MINUTES

Tuesday, May 10, 2022

8:00 A.M.

Winter Park Community Center
721 West New England Ave.
Winter Park, FL 32789

Commissioners Present: Board Chair; Hal George, Vice-Chair; Kenneth Goodwin, Commissioner Tammie Holiday, Commissioner Kevin O'Rawe, Commissioner Joe Regner, and Commissioner Karen Jacobs.

Commissioners Remote: Commissioner Dawn Ofodile

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

I. **Call to Order**

Chair George called the meeting to order at 8:05 a.m. and announced a quorum.

II. **Approval of Minutes (April 2022)**

There was a motion provided by Commissioner Goodwin to approve the April 2022 minutes as written. Commissioner O'Rawe 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 April 2022. She mentioned the following communities with Second Harvest Food Pantry: The Plymouth, Tranquil Terrace, and other community partners were able to participate and offer additional resources. The following recurring monthly activities were provided to the residents, nutrition class, wellness Wednesday event, new stop bus event, and free lunch event sponsored by partners. She mentioned the Ice Cream! Ice Cream Social Events to place at Tranquil Terrace (sponsored by Aetna w/ Dedicated Seniors MC) and The Plymouth (Sponsored by Family Physicians Group w/United Healthcare). The Plymouth had Basic First Aid & CPR Training by WPPD Certified Trainer and Crime Watch Meeting by WPPD Officer Belcore. Upcoming events for all the properties include resource expo, medical support service, community partner events, Summer scholarship Opportunities, and property scheduled events for residents.

➤ **Executive Director Report**

- General Depository with Seaside Bank
 - ED Lovette presented the general depository form; the standard HUD form we sign yearly. The form expresses that we are unhairing to all the rules and regulations that HUD requires to have this bank account with Seaside Bank. It presented this to the Board Chair and the executive for us and returned to ED Lovette, who will then provide it to Seaside.
- RFP Update
 - ED Lovette represented the anticipated schedule and explained that we had the proposal meeting with the interested parties. Four companies expressed interest and will submit a package by the due date. ED Lovette asked the Board if they want to have still the interview as part zoom and part in person. The Board expressed that if the company is local, they will have it in person, but if they are out of state, they will have this interview through zoom.
- Tuscany remediation update
 - ED Lovette presented the Board with a spreadsheet outlining the cost we expect to spend so far. She explained that we plan to piggyback off another contract to bring in another company to help expedite the workload. Ms. Church will be meeting with the new vendor later this week to discuss the workload and cost. ED Lovette explained we are offering to move the residents to a new and updated unit apartment to remove the per diem and hotel cost. The Chair asked what are we doing to prevent this issue from happening again. ED Lovette explained that we are conducting an assessment to determine what we can do. The file presented to the Board does not reflect that cost and explains the difference in cost per unit. ED Lovette explained that she is currently looking into outside sources like Orange County and places they recommend helping cover the overall cost. The Board brought up the idea of getting the property appraised. The Chair mentioned we should get a market analyst to see the worth.
- T-Mobile/Boost partnership-free service and devices
 - Ms. Church explained that she had worked with this partnership before and reached out to see if they could help the residents who qualify by providing them a tablet or smartphone.
- Plymouth Resident Surveys
 - ED Lovette presented the Board with the survey results to the residents to inquire how they feel about the services provided and the leasing and maintenance team. We received 73 responses; overall, 63 explained that they believe the leasing team has been friendly and accommodating. The Plymouth Property manager explained that some of the negative responses were from residents who had not met them before and were just introduced when they were delivering their survey. The team has bi-weekly meetings to help the residents know that their voices are heard and address any issues/questions they have. At the last meeting, Ms. Rewatiraman was presented as a way to reach the Executive Director and team. The Chair asked

about the parking situation. The Plymouth Property manager explained that one complaining does not have a vehicle, and another must travel to get her handicap sticker. Besides that, the residents are not expressing any issues. The residents are happy to see the Property Manager walking the grounds to ensure everyone in the parking lot is decon.

- Property overview (April)
 - Ms. Church expressed that the occupancy and collections have improved property-wide. She expressed that the vacancy at Tuscany was a concern, but we are looking to transfer residents with the organic growth issues into those units. She expressed that overall, things are moving as usual and that a grand reopening went well for all the properties.
- Monthly Financials (March)
 - The Board does not have comments or questions about the finances and states that this is the best we have been and we are on target with our budget.

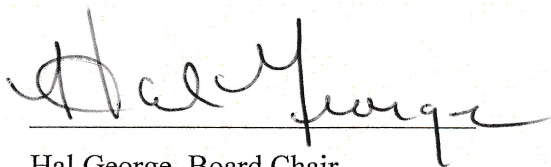
➤ **Additional Comments**

➤ **New Business/ Public Comment**


VI. Adjournment

With there being no further business to come before the board, Chair George called for adjournment at 9:00 a.m.

Respectfully Submitted,



Hal George, Board Chair



LaShanda Lovette, Executive Director