

WINTER PARK HOUSING AUTHORITY BOARD MEETING MINUTES

Tuesday, March 8, 2022

8:00 A.M.

Winter Park Library
1052 W Morse Blvd.
Winter Park, FL 32789

Commissioners Present: Board Chair; Hal George, Vice-Chair; Kenneth Goodwin, Commissioner Tammie Holiday, Commissioner Kevin O’Rawe.

Commissioners Absent: Commissioner Joe Regner, Commissioner Karen Jacobs, and Commissioner Dawn Ofodile.

Staff Present: LaShanda Lovette, Executive Director, Rohan Wallace, Project Manager, Laneshia Church, Portfolio Manager Stephanie Rewatiraman, Executive Assistant, and Tarena Grant, Resource Coordinator

I. **Call to Order**

Chair George called the meeting to order at 8:09 a.m. and announced a quorum.

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

There was a motion provided by Commissioner Goodwin to approve the February 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 public comments.

V. **Informational Items:**

➤ Resource Coordinator (ROSS) monthly recap

- Mrs. Grant discussed the resident services for the month of February 2022. She mentioned the following there was a nutrition class and Fresh Bus Event provided for the Plymouth, as well as food pantry events for Tranquil Terrace & The Plymouth. Highlighted events include WPFDD: valentine’s Day card drop off where 100 residents received valentine’s day cards, Flowers Temple Women's Ministry dropped off 52 home essential baskets, League of Women Voters information session & City Commissioner Candidate Meet & Greet event and Dedicated Senior ribbon cutting for Fairview Shores Center. Dedicated Senior, Lifecare Home Therapy and Mobile Labs express & Conec Medical provided events across the properties.
- A board member raised the concern about the increase of issues receiving food and how that will affect the food pantry. Mrs. Grant explained that the winter

park police depart to re-stalk our ER pantry is stocked, and this is provided to residents as needed. Ms. Grant explained that since the cost of food has increased, Second Harvest has allowed us to go over the limit for the pounds of meat. Ms. Lovette explained that she would be meeting with a potential community partner, Up Orlando, on their campus this week. They have a grocery store that offers reduced pricing.

➤ **Executive Director Report**

- Status of RFP for Management Services
 - Ms. Lovette has provided the board with an anticipated schedule for the procurement. She asked the board if they would prefer a virtual meeting or in-person with the candidate. The board stated that it would depend on the candidates' locations and schedules.
- Capital Projects Update-Presented by Rohan Wallace
 - Tuscany – Mr. Wallis explained that we anticipate repairing 70 balconies. He explained that they discovered fundamental issues on the support beams caused by intense rust damage. After all the balconies were inspected, he categorized the ones that needed repairs into four categories, simple repair, partial repair, edge repair, and a full replacement. He stated we are finalizing the IFB, and expect this project to be completed by April/May. The grant provided by Orange County is enough to cover all the expenses. Due to using all the funds on this repair, WPHA will not be able to use the funds from that grant to repair the sidewalk and repave the parking lot.
 - Meadows – Mr. Wallis explained that the outside paint was deteriorating and was starting to create moisture issues inside the building. He explained that there were cracks in the walls that were resealed, stucco repairs, facial boards replaced, flashing repairs, and more. Ms. Lovette brought up that there were bats living inside the facial boards. This caused delays in the work since they are protected animals, and they were in their mating season when we discovered them. Wildlife came to remove the bats before we could start back the work.
 - A board member inquires what the outdoor lighting is currently like. Mr. Wallis explained that the new electrical contract is replacing the wall packs on the building with LED lights that provide better lighting. Mr. Wallis also explained that we have a new cloud-based security system, and we can now see all the properties. The local police department has access to the cameras that are currently up.
- Unbudgeted Expenses
 - Ms. Lovette explained the unbudgeted expenses that we need to cover across all the properties to the board and provided the following updates.
 - Railroad – There is a need to update the sprinkler head replacement.
 - Meadow – Several units need roof replacements which are now causing

leaks into the resident's apartments.

- Plymouth – There is a need to upgrade the security and generator. The board asked about the maintenance cost for the generator. Ms. Lovette and Mr. Wallis explained that the price on the spreadsheet is for the current maintenance cost for the old generator. When the generator is replaced, we will move to a new contract the maintenance cost is expected to drop.
- Landscaping – Ms. Lovette explained that this is a need across the portfolio. The landscaping cost is becoming expensive, as reflected in the three quotes provided to the board in their package. The board recommended piggybacking off a contract that the city is utilizing. Mr. Wallis explained that this is an avenue we had explored, and the vendor we had used had provided fair prices but chose not to continue working with us when their contract expired. The board suggested reaching out to any residents who have a landscaping business or interest in becoming a landscaper. Ms. Lovette will reach out to other housing authorities to inquire if they do something similar.
- Property overview (February)
 - Ms. Lovette expressed that we are at a 99% occupancy. Ms. Lovette provided the following updates.
 - Tuscany – This property ended the month at 100% leased. She will be doing an extra shout-out to the staff for this accomplishment. Ms. Lovette notified the board that the guest of a resident leaned on the balcony support beams and is now claiming damages from the fall of the beam. Before this incident, letters were sent to the residents notifying them that the balcony was under repair and requesting to stay off it until repairs were completed. The balcony was also taped off, though some of the residents are removing the tape. This case was referred to legal counsel since it was filed.
 - Plymouth - One of the long-term residents was hurt by the CADE automatic door when they were closing. This incident happened when she froze in as the door was closing. There is manual hydraulic, and they have 60 seconds pause before they start too slowly close. The insurance company and lawyer are aware. The board suggested that we leave the door open unless there is a reason, we have them closed after business hours.
 - Meadows – Ms. Lovette explained that we are in the process of assessing damages done to the building due to the car fire.
- Monthly Financials (January)
 - A board member inquired about multiple budgeted items that Ms.

Lovette answered.

- A board member inquired about the past invoices at Meadows and railroad. Ms. Lovette explained that we are still receiving past-due invoices from Allied for items they did not pay in 2021. A board member also asked about the decrease in the budget for the marketing expenses. Ms. Lovette explained we were not marketing, but Ms. Church and Ms. Rewatiraman will work on marketing our properties in the near future.

➤ **Additional Comments**

- A board member inquired about the process for residents who have assistance for past due rent. Ms. Church explained that it had been moving well. She explained that we have been helping the residents complete the paperwork, and it typically takes 30 days to receive payments. Most of the checks are sent to the residents, but the check is addressed to the property. Ms. Lovette explained that this is the first time we have substantial prepaid balances.

➤ **New Business/ Public Comment**

VI. Adjournment

With there being no further business to come before the board, Chair George called for adjournment at 9:15 a.m.

Respectfully Submitted,

Hal George, Board Chair

LaShanda Lovette, Executive Director