

WINTER PARK HOUSING AUTHORITY BOARD MEETING MINUTES

Tuesday, February 14th, 2023

8:00 A.M.

Tranquil Terrace
845 Swoope Ave.
Winter Park, FL 32789

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

Commissioners Remote: Commissioner Dawn Ofodile,

Commissioners Absent: Commissioner Joe Regner

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

Guests Present: Sherry Sutphen

Guests Remote: Jodie Jeffery, Dean Petty

I. Call to Order

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

II. Approval of Minutes (January 2023)

There was a motion provided by Commissioner George to approve January 2023 Minutes as written. Commissioner O’Rawe provided a second to motion. The motion was passed unanimously.

III. Actionable Items Requiring Vote

Resolution 20142023 – A Authorization on Innovative Masonry Restoration for the Repairs of the Exterior Balconies at Tuscany at Aloma Loan amount \$1,000,042.11

Executive Director Lovette explained that the project rebid was sent out on January the 18th, with a pre-bid meeting on January the 30th. Bids were submitted on February 9th and we had a total of four. The vendor Quick painting group did not submit their bid bond and they did not follow the guidelines for submitting their bids. So therefore, they were deemed not the lowest response bidder. Therefore, we moved forward with Innovative masonry instead. The bid amount was for \$947,465 and with a 10% contingency built into that, it puts us at the \$1.42 million.

Chair George asked what the legalities are with the old company and what we’ve done differently with this new company to keep us from ending up in the same position with the new company. Sherry explained that the bond is written in a way that it is favorable to the housing authority. The bond that was used previously was probably offered by them. We accepted it not knowing we could control that. We’ll make sure that the bond is not. But we’ll just need to build better protections into this new contract.

Chair George asked the attorney if the first contract was reviewed. Sherry confirmed she did not. ED Lovette explained it was a standard contract that we signed. He went on to explain that this was a complete waste of time and money and we shouldn't do that again. Sherry conformed that this contract will look a lot different as she will ensure that the Housing Authority is provided with the appropriate forms to ensure we are properly protected in the new contract. Chair George asked for clarification on the first contract's price. ED Lovette confirmed it was \$446,800. Commissioner Goodwin asked if anything was paid out of the original contract. ED Lovette confirmed we have \$344,683.00 left over which we were able to recapture from the railing. She confirmed this is what is left of the approx. \$992K. Commissioner Goodwin asked how we planned to come up with the difference. ED Lovette explained we have a \$200k donation and \$250K in Winter Park Oaks Reserves. We'll still need to figure out how to pay about \$162. Which we can get from Tuscany has at the End of the month or loan from Winter Park Oaks Reserves again. Commissioner Jacobs asked for clarification on using reserves from another property and the rules for that. Attorney Sherry explained it would have to be a loan. Commissioner Goodwin asked if that means the reserve will be depleted. ED Lovette confirmed It would be, however, it would be repaid for currently outstanding loans.

Commissioner O'Rawe asked for clarification on the Bond company with One Source and why we hadn't received it back. Sherry went on the explain that the situation was unsafe for our residents and they denied the bond claim because they felt like certain notices should have been given to the bond company before termination of One Source. He asked if we could fight the decision on the bond. Sherry explained we could. But we would have to pay litigation, which the bond company is aware of. So they have denied it. Ed Lovette went on to explained that it was given to us as a requirement, but this go round, we will make them sign our requirements to ensure we don't have to run around. She also confirmed that we'd done our due diligence prior to terminating the contract with the contractor.

Chair George went on to explain that he is not comfortable with the board authorizing a contract unless Attorney Sherry has had a chance to review it. He also asked if we uncovered the problems from the first contractor. ED Lovette explained that the structural engineer provided a report for each balcony that was given in the scope of work for the new bid. He asked if they asked for 10% contingency or if we did it as a safe guard. ED Lovette explained it was as a safe guard on our part.

Commissioner Jacobs asked if redevelopment is out of the window. ED Lovette explained that we have to deal with the balcony issue, we have loans that need refinancing and we need to redevelop the property. She went on the explain she will have plan A, B & C put together and ready to share with the Board in the near future, so that they could explain how they'd like to move forward.

Attorney Sherry asked if all contractors were estimating the same amount of time to complete the project. ED Lovette confirmed that all were about the same. With march being the start time and projecting 4 months. The other vendors either did not submit their bid bonds, the correct format for their IFB or simply didn't have the experience to handle a project of this magnitude. Commissioner Jacobs made a motion to accept the authorization resolution with a caveat that is reviewed with legal counsel. The second was provided by Commissioner O'Rawe. The resolution was accepted unanimously.

IV. **Informational Items:**

➤ **Resource Coordinator (ROSS Monthly)**

- Mrs. Grant gave a monthly recap which included our recurrent events such as the monthly food pantry at Tranquil Terrace and Plymouth. We were able to serve 83 families. We also had our resident coordinated events where we have 10 players from the Meadows who are participating with the Winter Park Community Center during the basketball season. We are really excited about our kids at the Meadows being able to take advantage of that. We also had a spring photo class at Plymouth that is lead by Rollins. We were re-awarded our renewal grant. We currently have 53 enrolled residents, 10 new prospects between The Meadows and Tranquil Terrace. We have about 20 actively engaged community partners. January was our month of pre-planning, redeveloping and trying to set goals for property to ensure we are meeting the needs of our residents. Commissioner Jacobs asked are we back to "pre-covid community partner support". Mrs. Grant confirmed it is ramping back up.

➤ **Executive Director's Report**

- **Ribbon Cutting Dedication of the Meadows Playground**
 - i. Ed Lovette gave a reminder of the ribbon cutting on February 19th at 10am.
- **Refinancing of Mortgages at Plymouth and Tuscany**
 - i. Tuscany's 15 year mortgage is set to balloon next year, April, 2024, , with an estimated outstanding balance of \$4.4 million. And then the Plymouth has a 15 year 1% deferred due July 2023. That was with the Florida Housing Finance Corporation and the amount of \$597,384. She has reached out to them to get more information to about this loan and to see if, if there are any options built into this loan for us. No response has been received. She confirmed she will share information as it is received. As of now, she has already received from Florida Community Loan Fund, a letter of intent to refinance this loan, um, up to 600,000 at an interest rate of 5.75 for 10 years with a 35 year amortization. Um, so that's one option that's been presented thus far.

- **Property Overview**

- i. Ms. Church led the review of January 2023 overview by stating that we ended the month with 97% occupied rate. Any outstanding workorders we due to make ready units and remediation needs. She ended by asking the board if there were any additional questions.

- **Monthly Financials**

- i. ED Lovette drew attention to ending the month at total cash on hand at \$3,320,819. Net Provisions for reserves was \$208,632. She went on to explain that notes were added for any variance that was over 10%. She wrapped up by asking if there were any questions or concerns. There were none.

➤ New Business/comments

- i. **Public Record Requests:**

Sherry touched based on public record requests. She clarified that public records requests don't have to be in writing and they don't have to provide any contact details, nor can we ask them why they are asking for it. Drafts can also be subject to public records requests if we've sent them back and forth via email. Chair George asked how we currently take minutes. ED Lovette explained that we currently use an app to transcribe. Sherry explained that we don't need verbatim conversations to be public records, but more so a breakdown of the conversation or a summary. ED Lovette explained that her assistant Amaris is the one who gives the summary of the official minutes. The recordings is considered public record since it is used to perpetuate the business of the board. A couple of notes from Attorney Sherry, is to look at emails and not reply all, do not post opinions on social media regarding to the Housing Authority. Which can potentially violate Sunshine Law. There are both criminal and no criminal penalties for violations of Sunshine Law and it can also nullify an action that was taken.

Attorney Sherry gave some examples of how things can be looked at differently. She went on to say that if anyone is second guessing something, to pick up the phone and reach out to her or ED Lovette for clarification and ensure they are not misusing their position ethically. You cannot accept gifts or compensation to influence a decision/vote, misuse information and use in a corrupt way. This also applies to your spouse or significant other and people close to you. If you receive a gift over \$100, it must be disclosed on your form quarterly.

- ii. HR Report

Chair George brought to everyone's attention that the HR report was sent to the board late and neither commissioner O'rawe or ED Lovette received it to be able to review. Ed Lovette confirmed she had a 10 minute conversation with HR, where they confirmed the investigation was done and the initial charge that was made of hostile work environment was not

founded. The biggest caveat was staff participation and that we should have a third party come in and do an evaluation. Attorney Sherry asked that everyone take time to read the report and digest it for further discussions. Ed Lovette explained that Ms. Collins, our HR consultant asked that we wait 6 months before bringing in a third party to evaluate our organizational culture, since we are still in the process of building our company culture.

V. Adjournment

With there being no further business to come before the board, Chair George called for adjournment at 9:48 a.m.

Respectfully Submitted,

Hal George, Board Chair

LaShanda Lovette, Executive Director