

**WINTER PARK HOUSING AUTHORITY  
ANNUAL BOARD MEETING MINUTES**

**Tuesday, March 9, 2021  
8:00 A.M.**

City of Winter Park Community Center, Cypress  
Room 721 W. New England Ave  
Winter Park FL, 32789

**Commissioners Present:** Board Chair; Hal George, Vice Chair; Kenneth Goodwin, Commissioner Judith Kovisars, Commissioner Joe Regner, Commissioner Tammy Holiday, Commissioner Kevin O'Rawe, and Commissioner Karen Jacobs

**Staff Present:** LaShanda Lovette, Executive Director, Tiara Hardaway, Deputy Director and Tarena Grant, Resource Coordinator

**Guests Present:** Patti Tilchin, Tilchin & Associates.

**I. Call to Order**

Chair George called the meeting to order at 8:01 a.m. and announced a quorum.

**II. Approval of Minutes (February 2021)**

There was a motion provided by Commissioner Goodwin to approve the February 9, 2021 minutes as written. Commissioner Regner provided a second to the motion. The motion was passed unanimously.

**III. Public Comment**

No public comments.

**IV. Actionable Items Requiring Vote**

**Resolution 03092021-A**

Acceptance of \$992,626 of Community Development Block Grant from Orange County Government to the Winter Park Housing Authority designated for physical improvements to Tuscany at Aloma

Mrs. Lovette discussed the resolution as the approval to accept funds from Orange County for capital improvements. She then mentioned all the capital projects that have occurred in the past 5 years at all WPHA properties. A board member asked if there are any obligations prior to accepting the funds by the housing authority. Mrs. Lovette answered that the property had to get an asbestos and LEAD test prior to start of the project but that was the only obligations.

With there being no further discussion, Commissioner Regner moved for approval of the resolution. There was a second provided by Commissioner Goodwin as written. The resolution was passed unanimously.

**V. Informational Only Items:**

- **Management proposals discussion/decision**

Mrs. Lovette introduced the discussion the management proposal from the Winter Park Housing Authority. She explained the proposal completely and included in the discussion what employees will need to be added to the portfolio. The board asked are these employees' salary and benefits reflected in the savings. Mrs. Lovette agreed with the statement. A board member asked if we moved forward with in house management and wanted to revert to 3<sup>rd</sup> party management, how that looks. Mrs. Lovette stated that there would be little affect the agency to revery back to 3<sup>rd</sup> party management. A board member recommended that the savings of inhouse management is annualized yearly to see its effectiveness. Mrs. Lovette agreed to provide data anally to the board regarding this. Mrs. Lovette asked the board to give a consensus on what she should bring to the next board meeting for approval or 3<sup>rd</sup> party or in house management. The board asked that she speak with each board member individually following this meeting and from those meeting present a resolution based on the consensus. Mrs. Lovette agreed to contact and discussion management options with each member prior to the next meeting.

➤ **Resource Coordinator (ROSS) monthly recap**

Mrs. Grant began discussion of resident services for the month of February and events that are planned for the month of March. She mentioned that the housing authority served over 100 residents with food donations for the month of February. She also mentioned the onsite COVID -19 vaccinations at the Plymouth and Tranquil of about 120 residents and the second dose will be provided to those residents as well. A board member asked who assisted in providing this service. Mrs. Lovette answered that it was a partnership with City of Winter Park Commissioner Todd Weaver and State Representative Anna Eskamani. Mrs. Lovette also stated that other members of the commission were eagerly waiting to assist as well.

➤ **ED Goals**

Mrs. Lovette mentioned that she is providing a recap of the Executive Director goals she received from the Commissioners. She asked the board for guidance on which goals are to be achieved for the 2021 fiscal year. The board agreed to keep discussion on this in the next board meeting.

### **Executive Director Report**

**WPHA Financial Summary January of 2021** – Mrs. Lovette provided the board with a summary of the financials for the month of January 2021. She stated that the public housing properties financials were not provided in time for the meeting, so the board was only presented the ones that were given to her. She also mentioned that there is showing an increase in contract services due to the properties utilizing vendors to turn units quickly. A board member asked about the size of the chiller at the Plymouth. Mrs. Lovette explained that she believes the size is not adequate for the building and have been working with our chiller maintenance contractor to address this. A board member also asked about the forgiveness of the mortgage at Plymouth and Railroad displayed in the financials. Mrs. Lovette responded that this is standard practice and Ms. Tilchin provided her support.

**WPHA Property Overview February of 2021** – Mrs. Lovette discussed that occupancy continues to stay high and all properties have a waiting list to pull from to turn units quickly. She also mentioned that it has been difficult finding qualified applicants to fill the public housing units and will be working on opening the waiting list for those properties soon.

**Next Month Board meeting-** Mrs. Lovette stated that the next board meeting will be held in person, asthere will need to be vote for a management company. The board agreed to meet at the

Winter Park Community Center for the next meeting.

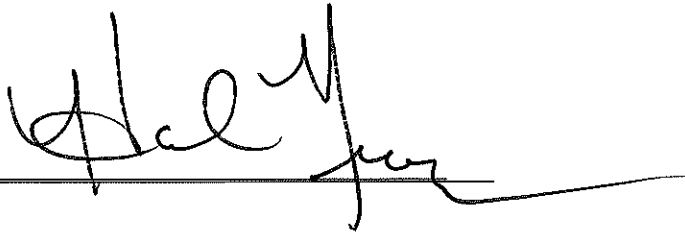
**New Business/ Public Comment**

No new business to discuss

**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

Winter Park, FL 32789  
100 Margaret Square  
LaShanda Lovette



LaShanda Lovette, Executive Director

