

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

**Tuesday, July 13, 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, Commissioner Tammy Holiday, Commissioner Kevin O’Rawe (via phone conference), Commissioner Karen Jacobs and Commissioner Dawn Ofodile

Commissioner Absent: Vice Chair; Kenneth Goodwin

Staff Present: LaShanda Lovette, Executive Director, Tiara Hardaway, Deputy Director; Tarena Grant, Resource Coordinator and Project Manager, Rohan Wallace

I. Call to Order

Chair George called the meeting to order at 8:03 a.m. and announced a quorum.

II. Approval of Minutes (June 2021)

There was a motion provided by Commissioner Jacobs to approve the June 8, 2021, minutes as written. Commissioner Holiday provided a second to the motion. The motion was passed unanimously.

III. Public Comment

No public comments.

IV. Actionable Items Requiring Vote

Election of Officers

Chair George opened the floor for election of the 2021-2022 Board of Commissioner Officers. Commissioner Regner made a motion to retain existing officers as Chair George and Vice Chair Goodwin. There was a second provided by Commissioner Jacobs. The motion was passed unanimously.

V. Informational Only Items:

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

Mrs. Grant discussed resident services for the month of June. She mentioned the continued use of the food pantry and fresh food bucks. She also discussed a new partnership with the dedicated senior’s program that provided free lunch to the Winter Parks and Plymouth property. A board member asked about the resident activity at these events. Mrs. Grant responded that she has seen an increase of the activity of the residents and working with the property managers when opening facilities for the events. Mrs. Lovette mentioned that she implemented facilities use agreement for all residents to sign due to COVID -19. Another Commissioner asked if we have stopped any services due to COVID. Mrs. Grant responded that the community partners have not provided certain services to the agency due to funding. The board would like to acknowledge the community partners for their hard work. Mrs. Lovette agreed and will work on that with Mrs. Grant.

Executive Director Report

Needed Capital Improvements Meadows & Tranquil Terrace

Mr. Wallace began discussion on the capital projects upcoming at the Meadows and Tranquil Terrace. He stated that we will post an RFP for repairs to address stucco, fascia board, painting etc. to the buildings at the Meadows. A board member asked whether we were in communications with the City Commissioner Marty Sullivan regarding redevelopment plans for the Meadows. Chair George acknowledged that he is in communications with him as well as Mrs. Lovette. Mrs. Lovette also mentioned that monies for these repairs will come out of the capital fund grant provided by HUD. She stated the bids are due July 30, 2021 and will have the approval for the next board meeting. Lastly, she mentioned needed repairs to the balconies over at Tranquil Terrace the staff is asking for bids. This project will be below the threshold to go before the board.

Financials

Mrs. Lovette discussed the financial report for the month of April 2021. A board member commented on the contract services for all properties which was underspent. Mrs. Lovette mentioned she will be doing a comparison of the budgets pre and post covid for the next years budget. Another board member commented on the net income for the year and why the amount was so much higher than projected. Mrs. Lovette explained that it was due to the lack of money spent in capital improvements for the year. She also mentioned we have some capital projects upcoming that will eat up some of those funds.

WPHA Property Overview June of 2021 – Mrs. Lovette discussed that occupancy continues to stay high at 98%. She mentioned that there has been a lot of activity at Tuscany regarding vacancy and working on filling those units. She also stated that she will bring to the board charge offs for the residents that have abandoned these units. A board member asked about vacant positions at the housing. Mrs. Lovette stated that she will let the board know of what vacancies there are at the sites. Another board member asked whether CFMDG employees are employed. Mrs. Lovette responded that they will be transitioning from the temp agency to permanent soon.

New Business/ Public Comment

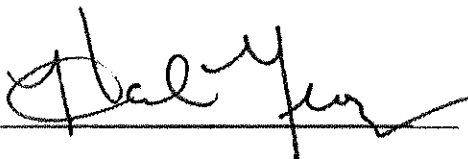
The board acknowledged the new board member Commissioner Dawn Ofodile and thanked her for joining the commission.

There was a resident of Winter Park Oaks that provided a comment to the board regarding the addendum that all residents are asked to sign to participate in events at the sites. Mrs. Lovette responded that she will have the site provide further information regarding the addendum for clarification.

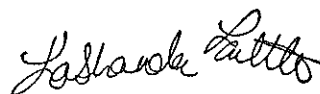
VI. Adjournment

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

Respectfully Submitted,



Hal George, Board Chair



LaShanda Lovette, Executive Director