



# INDEPENDENCE HOUSING AUTHORITY

## SECRETARY'S REPORT

### BOARD MEETING

January 21, 2020

#### A. General Operations

1. Replacement of 4 - Fan Coil Heat/Air units in the basement hallway and 6 - Fan Coil Units around the 1<sup>st</sup> floor lobby area has been ordered by Lippert Mechanical, who won the bid process. They have begun work in January 2020.
2. HH Laundry Room at the Community Bldg. will have a Magnetic lock system installed on the door along with an ADA door opening system with key fob access like you have at both PH and SVM buildings. The laundry room will be programmed to unlock for the key fob access at a certain time in the morning and at night. There will be a security camera installed inside the room to monitor activity because this will allow residents to access the laundry onsite over the weekends as well as during the week. Property staff currently have to unlock the door during office hours and lock it before we leave property. It is currently closed over the weekends. This new system will give residents access to more but make it safe as well.
3. Pleasant Heights Basement Hallway walls have been painted; railings have been painted and the flooring has been replaced with the LVT flooring or Luxury Vinyl Tile.
4. Weber Carpet has been scheduled the month of January to replace all 5 floors at both Buildings A and B with carpet squares and new base molding. The lobby areas will not be replaced with carpet squares at this time. It is the intention of IHA to replace that flooring later on in 2020 with LVT plank on all levels. That way, they can be mopped and kept cleaner.
5. Flood Insurance had to be purchased for 2 buildings; a 4-plex and a duplex due to those two buildings being the only two located in the FEMA Flood Plain. Housing Authority management bid out the insurance policies and signed both policies on December 17, 2019. One policy will cost \$1,533 annually and the other will cost \$2,845.50 annually.
6. Hocker Heights cameras are being replaced to a cloud-based system and the property manager, maintenance supervisor, Deputy Executive Director and Executive will have access on smart phones, computers and ipads/tablets.
7. Un-Restricted Reserve and Balance Summary for FYE 3/31/2020
8. HCV Statistics (see enclosed)
9. LIPH Statistics (see enclosed)

## B. Capital Fund Program Update

1. IP Cloud-Based Cameras are being installed at Hocker Heights on / around January 6-10.
2. Southview Manor cameras will begin at the end of January and completed in February.
3. Weber Carpet won the bid to replace all the hallways at Southview Manor with carpet squares instead of full sheets of carpet. New base mold will also be installed with the carpet. This project has begun in January 2020.
4. Otis Elevators has the official start date for their Modernization of Southview Manor elevators beginning on 2/3/2020. A kickoff meeting with Otis Elevator staff, IHA Executive Management staff to go over details on January 23, 2020.
5. Fan coil units at Pleasant Heights basement (4 units) and the 1st floor (6 units) have begun to be replaced in January 2020.
6. Southview Manor pipe condensation project with the 10 units on the West side of the building has begun as well as re-insulating those lines after that project has been completed. This project has been completed.
7. Pleasant Heights basement renovation of flooring, painting of walls have been completed. The fan coil units should be completed before the end of the month and the condensation pans will also be completed in the next few weeks.
8. A Carbon Monoxide Detector for the Boilers was purchased for \$5,000 to be monitored offsite by our Mechanical Company.