



INDEPENDENCE HOUSING AUTHORITY

providing affordable and safe housing

SECRETARY'S REPORT

BOARD MEETING

August 27, 2019

A. General Operations

1. Renovations of Pleasant Heights Manager's Offices, Hocker Heights Manager's Office and Southview Manor Management Office should be done by mid-September. The new desk systems for each property will arrive mid-September.
2. Replacement of flooring and painting of walls and rails will begin after the Property Manager's Office renovations are completed. We will also be replacing 4 – Fan Coil Heat/Air units in the basement hallway and 6 – Fan Coil Units around the 1st floor lobby area.
3. Spoke with Otis Elevators about a safety backup system for the 4 elevators at Southview Manor to bring the elevators down to the 1st floor upon a power outage, open the doors to allow residents out and then the doors will close and lock down until the power is backup. This additional cost will be \$5,000 per elevator or \$20,000. This is being brought back to the Board for approval during the 8/27/2019 meeting.
4. Playgrounds at N. Leslie and N. Dodgion will be installed around mid-September.
5. Camera systems are being upgraded at Pleasant Heights along with additional parking lot cameras (6) and additional cameras watching Emergency doors on 1st floor hallways to ensure that no one opens them. We will have the individuals on camera if they do and will deal with them per the lease agreement.
6. Independence School District and IHA will be partnering to perform the Sherwin Williams "Homework Paint Certification" 12/2/19 - 12/6/2019, which will provide painting of the 1st floor lobby, mailroom and hallways at Pleasant Heights at no cost to the Housing Authority. I am in hopes to utilize this service every year with one floor at a time to cut our painting costs and bring about a more aesthetic value to the building which will also give the students at the Independence School District the skill sets and certification that they want.
7. Tree Trimming Plus will be cutting down two large trees at Pleasant Heights due to our



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camera view of parking lots being compromised and blocked. We will be planting additional, smaller trees to replace the ones we removed, but in a different location that will not block our camera views.

8. HCV Statistics (see enclosed)
9. LIPH Statistics (see enclosed)

B. Capital Fund Program Update

1. Otis Elevator will be adding onto the original contract a Safety Backup Feature in case of power outage to bring the elevators down to the 1st floor, open the doors to allow residents out and the doors will then close and lock down until the power is backup. This additional cost will be \$5,000 per elevator or \$20,000. This is being brought back to the Board for approval during the 8/27/2019 meeting.
2. Southview Manor Exterior Surface repairs bid package is being bid out now.
3. Playground Equipment will be installed in mid-Sept.
4. Camera systems at Pleasant Heights are being upgraded to cloud-based cameras to be viewed by iPads, phones, tablets, computers from anywhere. Additional parking lot cameras (6) are being installed to cover all areas of the parking lot. Additional cameras on the inside 1st floor overlooking Emergency Exit doors at the ends of the North and South hallways to catch people letting unauthorized guests into the building.
5. Tree Trimming Plus will be removing 2 large trees at Pleasant Heights due to the trees blocking our camera view coverage of the parking lots effectively. We will replace the trees but in a different location and with trees with less intrusive root structures.



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