



# INDEPENDENCE HOUSING AUTHORITY

*providing affordable and safe housing*

## SECRETARY'S REPORT

### BOARD MEETING

July 30, 2019

#### A. General Operations

1. The Old Central Office Air Conditioning / Heat units (both) went out after we had completed the interior renovations for the Resident Council to move into that space. Administration obtained quotes and had both units replaced entirely for \$13,090. This will be paid for by CFP after moving the budget around to accommodate the cost.
2. Section 504 final payments have been made and all documents have been submitted to close. We are working on cleaning / prepping the units that were offline to get them ready to be placed back online to rent.
3. Administration has all bids received for the Air Quality Testing at Pleasant Heights and Southview Manor just to check for any potential issues that could be present and if so, work on a plan of action to remedy the issues.
4. Administration consulted with Stephen Christiansen, former Security Director at Kansas City Housing Authority, Kansas City, MO and owner of the Office of Special Investigations, LLC out of Blue Springs, MO. Mr. Christiansen has provided IHA with a report of recommendations on Pleasant Heights and Southview Manor buildings.
5. Renovations of Pleasant Heights Manager's Offices, Hocker Heights Manager's Office and Southview Manor Management Office will begin soon. We will be painting, replacing flooring and removing some walls. Pleasant Heights manager and assistant manager will get new desk systems and their old desks will move down to the Resident Council to use. Hocker Heights manager will receive a new desk system and will be placed by the glass wall for convenience. There will not be an assigned Assistant Manager at this property. Southview Manor manager will receive a new desk system as well and this property will not have its own assistant manager either. Administration will utilize the Pleasant Heights Assistant Manager one day a week at Hocker Heights and one day a week at Southview Manor to file work orders, file in tenant files, etc. There is no



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- need for full-time Assistant Managers at these two properties.
6. Administration will also be replacing the flooring in the basement hallway at Pleasant Heights with LVT or Vinyl Plank (wood grain) as well as new paint on the wall and rail and new base molding down the hallway. This is a trial run to see how it will look. The hall lighting will also be replaced to LED lighting to help reduce costs in the building. The future plan is to replace all lighting with LED but will start with hallways and community rooms.
  7. Playgrounds at N. Leslie and N. Dodgion will be removed and replaced with new equipment and poured in place rubber underneath the playground equipment and space at Hocker Heights.
  8. HCV Statistics (see enclosed)
  9. LIPH Statistics (see enclosed)

B. Capital Fund Program Update

1. Old Central Office air conditioning units / furnaces replaced for \$13,090 with CFP 2019 Grant
2. Otis Elevator Contract for Southview Manor replacement of 4 elevator cars and equipment for \$474,525 has been signed and awaiting Otis Elevators ordering all the parts/equipment for the upgrades. This process takes around 14 weeks to get everything in, which will leave us around 10 weeks since we signed the contract.
3. Southview Manor Exterior Surface repairs bid package is being bid out now.
4. Playground Equipment replacement at Hocker Heights for N. Dodgion and N. Leslie has been signed and will be scheduling the removal of the old equipment and replacing with the new equipment. The contract is for \$103,021.41.



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