



INDEPENDENCE HOUSING AUTHORITY

providing affordable and safe housing

SECRETARY'S REPORT

BOARD MEETING

October 22, 2019

A. General Operations

1. Renovations of Pleasant Heights Manager's Offices, Hocker Heights Manager's Office and Southview Manor Management Office have been completed as well as new desk systems installed.
2. Southview Property Manager, Mary Swift, passed away on 9/21/2019. I would like to have a moment of silence for Mary's family during this time in their life. We have hired a new manager that started on Thursday, October 10, 2019. Her name is Andrea Heath.
3. Replacement of flooring and painting of walls and rails on the 1st floor of Pleasant Heights should begin in October as well as replacement of 4 – Fan Coil Heat/Air units in the basement hallway and 6 – Fan Coil Units around the 1st floor lobby area, along with the removal of 1 Fan Coil Unit in the vestibule area between both sets of glass doors at the front entrance.
4. Playgrounds at N. Leslie and N. Dodgion have been replaced and tenant's children are utilizing them.
5. Camera systems have been upgraded at Pleasant Heights to the Cloud and we are adding 1 additional camera in the basement hallway due to vandalism along with 2 cameras on the front circle. We are installing an additional camera on the rear parking lot on the left side as well as cameras w/audio inside the Manager's office and Assistant Manager's office.
6. Two young adults, on 9/25/2019, parked beside the 2019 Honda Pilot at 6:19 am and drilled a hole in the gas tank underneath and drained all the gas out of the tank. They left the property at 6:42 am. Administration had the Pilot towed to Lees Summit Honda and they ordered a new gas tank and repaired it by Saturday morning. The total bill for this vandalism was \$2552 minus our \$250 deductible. I informed the Board that I did not feel comfortable bringing it back onto the property and leaving it again without having



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another camera installed and this one will be monitored with a GeoFence around all three vehicles. Any movement inside the fence will automatically notify the monitoring station and they will in turn call me and the police department. We have ordered the camera and waiting on the install. Administration has been taking the 2019 Pilot back and forth from Home to Work and leaving it inside the garage. I have removed my vehicle stipend temporarily due to this situation. Once the camera has been installed and the vehicles are monitored, then the vehicle stipend will be put back on and I will begin driving my personal car again.

7. Administration and maintenance supervisor went to the closest Fire Station to Pleasant Heights and spoke with the Assistant Chief there. They sent one of their inspectors back with us to unlock the Knox Box and allow us to have our Locksmith make a couple extra sets of keys for the elevator cars. Otis elevators finally came out and fixed the Freight elevator so that it is working again. Those two elevators at Pleasant Heights will be replaced in 2020.
8. Installed alarm key pads and door / window break sensors in all three property offices due to the storing of Tenant Information.
9. Applying for the ESSG Grant for Carbon Monoxide detectors for Hocker Heights, since that development is the only one with Natural Gas for heat and some cooking.
10. Applying for TPV for young adults coming out of Foster Care. Administration is looking to partner with local PCWA's and CoC's in the area to administer these vouchers, if received.
11. Tree Trimming Plus has removed all trees on Pleasant Heights and Hocker Heights and now awaiting several trees to be cut back or removed at Southview Manor.
12. Walked all three properties with a grinding company to review all trip hazards on sidewalks. That work will be either in October or November.
13. Carpet on A and B side hallways at Southview Manor is being quoted now for replacement with Carpet Squares on the hallways that the carpet has rolled up and created a trip hazard.
14. Southview Manor exterior surface work will begin along with the patios being scraped down and concrete repaired and then repainted with the areas where they will be resurfaced with mesh and stucco.
15. Financial Reserve and Balance Summary for FYE 3/31/2020
16. HCV Statistics (see enclosed)
17. LIPH Statistics (see enclosed)

B. Capital Fund Program Update

1. Southview Manor Exterior Surface will begin with the A and B side exterior vent stack that has the stucco surfacing peeling off. They will scrape it off, replace with mesh and then replace the stucco surface and paint those areas. The corner patios on each floor will be scraped down and repaired and painted as well.
2. Playground Equipment on N. Leslie and N. Dodgion has been completed and paid in full.
3. Camera systems at Pleasant Heights were upgraded to the cloud and administration added additional parking lot cameras and cameras watching exit doors at the end of each wing. Adding one more camera in the basement of PH due to vandalism of our ceiling tiles down the hallway. Adding 2 cameras onto the front circle drive and one additional camera onto the rear parking lot. Adding a camera w/audio into the Manager's Office



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- and Assistant Managers office as well.
4. Cameras at Hocker Heights will also be looked at being moved to the Cloud as well as Southview Manor's.
 5. Southview Manor carpet is being quoted now to replace about 3 floors on A side and 3 floors on B side that has rolling carpet. They will be replaced with carpet squares.
 6. Tree Trimming Plus has removed all trees at Pleasant Heights and Hocker Heights that needed cut or removed. Southview Manor is on the schedule in the next couple of weeks to get their trees cut back or removed totally.
 7. All properties were walked by administration and a grinding company that specializes on grinding down sidewalks and repairing certain types of breaks in the concrete. They will begin work on all three properties in October and November.
 8. Awaiting Southview Manor elevators to be begin being replaced at the end of the year.
 9. Fan coil units at Pleasant Heights basement (4 units) and the 1st floor (6 units) will be replaced. Just signed that contract on Oct. 11, 2019. They will remove the 1 fan coil unit on the front entry space between the two sets of glass ADA doors on the 1st floor. There is no reason to condition that space and continue to increase our utility costs.
 10. Southview Manor pipe condensation project with the 10 units on the West side of the building will be replaced soon. That contract finally got signed on Oct. 11, 2019.
 11. Pleasant Heights pipe condensation project in the basement hallway was signed and approved on Oct. 11, 2019 and will move forward.



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