



INDEPENDENCE HOUSING AUTHORITY

providing affordable and safe housing

SECRETARY'S REPORT

BOARD MEETING

September 24, 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 should be installed around the same time as the board meeting. Administration hopes to have pictures of the offices at the regularly scheduled Board meeting to show.
2. Replacement of flooring and painting of walls and rails should begin at the end of September. We are also obtaining quotes to replace 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. There is no reason to condition that air and continue to run the electric expense of the building.
3. Otis elevators misled administration about ordering the elevator equipment already. They just recently sent me over drawings that their engineers completed to sign off on to be able to order the materials for the elevators. Now, we are anticipating the replacement of the elevators to begin around January 2020.
4. Playgrounds at N. Leslie, N. Dodgion and N. Emory began demolition on September 18 with the removal of the three playgrounds. The installation of the new systems and poured in place rubber ground cover underneath the playgrounds will begin after demolition and should be completed by the beginning of October.
5. Camera systems have been upgraded at Pleasant Heights to the Cloud and added additional cameras on the outside parking and inside covering exit doors at each wing. An additional camera is currently being installed in the basement hallway due to vandalism of our ceiling tiles.
6. 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.



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7. 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.
8. Tree Trimming Plus has removed one tree at PH and all downed limbs at HH but awaiting the large oak to be cut at PH due to it blocking the view of parking lot cameras for safety.
9. Lights in the Central Office Conference / Training Room were replaced this past week to LED lighting to help cut down costs and provide better lighting in that area for training.
10. By-Law Committee met and is bringing to the board the final version of the By-Laws and subsequent policies for the Board and Secretary.
11. Financial Reserve and Balance Summary for FYE 3/31/2020
12. HCV Statistics (see enclosed)
13. LIPH Statistics (see enclosed)

B. Capital Fund Program Update

1. Otis Elevators just sent over drawings of the renovation of the 4 elevators to be signed off on and now they can order the equipment, which is not at all what they told me when we signed the contract. The installation will now be pushed back until at least January 2020 due to the 14-week lag time for materials to come in.
2. Southview Manor Exterior Surface repair bid came back from one contractor and it was under the Architects and administrations Cost Estimate. Administration feels that the one bid is adequate and cost efficient to move forward with the contract. We will add onto this bid with repairing the corner balconies at both A and B sides due to the concrete breaking apart due to that contractor already having the lift already built into the exterior surface repair costs of the North and South vents.
3. Playground Equipment began demolition on September 18 and should be completed with the installation by the first week of October.
4. 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.
5. Cameras at Hocker Heights will also be looked at to be moved to the Cloud as well.
6. All site offices at PH, HH and SVM will have alarms installed with door sensors and glass break sensors to help protect IHA equipment and Tenant Files that contain sensitive information.
7. Tree Trimming Plus has removed 1 large tree at Pleasant Heights and awaiting the second one to come down 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. Tree Trimming Plus also quoted tree removals and trimming at Southview Manor and was under the Micro Purchase limit of \$10,000 so that I can accept that one and only bid. They should be getting started on those in the next few weeks.
8. Carpets down the hallways of B side for floors 2-4 and A side for floors 2, 4-5 are being bid out now for the hallways to be replaced with carpet squares instead of full-length carpet that can roll up as they are doing now.



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