



# INDEPENDENCE HOUSING AUTHORITY

## SECRETARY'S REPORT

February 2021

### BOARD MEETING

#### **A. General Operations**

1. Still waiting on the Insurance Adjuster to provide his specifications on what needs to happen so that we can get them over to the architects to get the drawings setup for the City Permit. Then we can go out for bid on the restoration work. I can get a company to do the mitigation cleanup work without bidding if under \$10,000, which the adjuster states it should be.
2. Southview Manor has a new Elevator Service and Maintenance company, KONE Elevators that have took over since we have had nothing but issues with Otis Elevators. We are currently working to get our Elevator Cameras back up and running. It will cost us \$6,668 to put an outlet on the roof of each car for our camera company to install wireless cameras to send the signal back to the NVR. The wireless cameras will run an additional \$3,500 to get them installed. We hope to have these cameras up and running in about 2 weeks. We have not had our elevator cameras working for almost 2 years now.
3. DormaKaba has installed the Doors and ADA operators on the laundry room doors but we were waiting on our electrician to complete the wiring for the key fob systems to open the doors. That has been completed and DormaKaba can complete this project.
4. Johnson Controls has had to replace all of the outdated smoke alarms in the hallways at Pleasant Heights due to issues of them not communicating back to the Fire Panel correctly. While they replaced the smoke heads, we also had them replace the pull stations on all hallways that were outdated as well. This contract was around \$28,000.
5. Administration is currently utilizing Powell CWM Architects in getting Specifications ready for the Pleasant Heights Elevator Renovation Project that hopefully will be bid out in early 2021 as well as specifications / drawings for the Central Office exterior siding, entrance overhang and garage unit for the COCC and Section 8 vehicles. They are also working on finishing up our specifications and drawings on the Pleasant Heights Brick Tuckpointing work that needs to be done on the West and North sides of the building.
6. Administration is currently reviewing the Master Developer contract and will then send to an attorney for review as well before the contract can be signed.
7. Administration is also undergoing some interior renovation on the Main Level of Section 8 removing two walls, pulling up the flooring and moving the prior HCV Supervisor desk upstairs after we have renovated my Admin Assistants space first and pull the desk/counter

system that was in the building when we purchased it. We have ran out of space for the Admin Assistant and pull up the carpet in a 9'x9' area and put Vinyl Plank flooring that I have in the conference room as well as break rooms.

8. Received our 2019 CFP ESSG Grant for Carbon Monoxide Detectors in the amount of \$41,778.
9. Un-Restricted Reserve and Balance Summary for FYE 03/31/2021.
10. HCV Statistics for January 2021 (see enclosed)
11. LIPH Statistics for January 2021 (see enclosed)

## **B. Capital Fund Program Update**

1. Fire Unit at 308 N. Leslie renovation has been completed. A new fire unit at 501HT occurred on December 18, 2020 as well as residual extensive smoke damage to the next door unit located at 503HT. Both tenants have been moved to other vacant units on the property. Once the Insurance Adjuster provides administration specifications on what will need to be completed for both the Mitigation Work and the Renovation Work, administration will proceed in getting the necessary quotes for the work. IHA will have the initial \$10,000 deductible to cover on the unit but will utilize CFP Operations money to cover this upfront cost.
2. Pleasant Heights Elevator Renovation project is hopefully going to get bid on an RFP in the next 1-2 months, once the architects provide the updated specifications for the job.
3. 2019 CFP ESSG Grant for the Carbon Monoxide Detectors for the \$41,778 will have one year to get the money obligated by signing either a contract for a contractor to purchase and install these into our 140 units at Hocker Heights or the purchase of the carbon monoxide detectors will suffice as the contract and we have met the one year deadline to obligate the money and then have one additional year to draw the money down in a completed cycle.

## SECTION 8 STATISTICS

Jan-21			Summary
Date			Category
1/1/21	1,647		Total Vouchers
1/1/21	1,470		Total Leased Vouchers
1/31/21	7		Total Transfers
1/31/21	0		Total New Admissions
1/31/21	9		# of Vouchers Coming off Program
1/31/21	97.98%	50058 PIC Submission Rate for Annual Reexaminations < 12 months	

Waiting List	Received	Pending	Eligible	Selected
OBR	7	28	0	0
1 BR	198	68	7	4
2 BR	245	60	10	7
3 BR	123	31	4	3
4 BR	22	2	0	2
5 BR	1	0	0	0
6 BR	0	1	0	0
<b>Total</b>	<b>589</b>	<b>161</b>	<b>21</b>	<b>16</b>

## LIPH STATISTICS

January-21			Summary
Date	Amount	Lease Up	Category
1/1/21	26	1	Pleasant Heights Vacant Units
1/1/21	10	1	Hocker Heights Vacant Units
1/1/21	8	0	Southview Manor Vacant Units
1/31/2021	100.00%	50058 PIC Submission Rate for Annual Reexaminations <12 months	

Hocker Heights			
	Received	Pending	Eligible
1 BR	1,889	68	11
2 BR	1,302	61	1
3 BR	608	48	0
4 BR	83	11	0
<b>Totals</b>	<b>3,882</b>	<b>188</b>	<b>12</b>

Pleasant Heights			
	Received	Pending	Eligible
1 BR	1,918	79	6
2 BR	1,209	44	0
<b>Totals</b>	<b>3,127</b>	<b>123</b>	<b>6</b>

Southview Manor			
	Received	Pending	Eligible
1 BR	1,952	78	10
2 BR	1,249	42	0
<b>Total</b>	<b>3,201</b>	<b>120</b>	<b>10</b>