



INDEPENDENCE HOUSING AUTHORITY

SECRETARY'S REPORT

January 2021

BOARD MEETING

A. General Operations

1. Hocker Heights had another fire at 501HT on December 18, 2020 as well as smoke damage to the next door unit at 503HT. There were no casualties in the fire but 501HT is a complete loss. Both households have been transferred to other vacant units while the work will be completed to mitigate the damage and then restore back to original condition for re-renting. IHA is awaiting the specifications to mitigate and renovate by the Insurance Adjuster.
2. Southview Manor Elevator Inside Panel Doors have been replaced and this project has been completed.
3. DormaKaba still has all the doors and fob equipment on order for the laundry rooms at Pleasant Heights to assist in locking down those rooms during COVID-19, which is going to be around for the next 1-2 years, maybe longer due to lack of vaccines to cover the United States population. All vaccines will be administered to Health Care Workers and then Nursing Home Staff / Patients first per the Governor of Missouri Executive Orders.
4. New lobby furniture has been delivered to Southview Manor for floors 1-5.
5. Painting at Southview Manor has almost been completed with a few floors still remaining on base molding to be reinstalled and then pictures to be hung in the lobby areas and hallways of each floor on each building.
6. Administration awarded the RFP for Elevator Service and Maintenance for 2021 to KONE Elevators. The contract with KONE Elevators and IHA will be for one (1) year with the ability to renew Annually for up to five (5) total years.
7. 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. KONE Elevator Maintenance Supervisor had reviewed our Elevator Equipment at Pleasant Heights and they found that the equipment in the elevator room has been renovated within the last 15 years and that they still had around 10 years left on its lifespan. They did suggest that we replace the door controls, doors and interior panel buttons and hall station buttons along with flooring and upper lighting. This will help to decrease the initial cost of the renovation and still give us some time on the lifespan of the other equipment.
8. Administration received two (2) Master Developer RFP bids and scored the proposals with a committee consisting of two administration staff of the Deputy Director and the Executive

Director along with two commissioners. Administration is bringing the final winner of the RFP to the board for approval at the January 19, 2021 board meeting.

9. Administration is currently utilizing Powell CWM to create specifications and plans on the installation of a gabled cover over our entrance pad on the front of our building along with installation of a Garage over the parking pad, but the parking pad has to be extended in the rear by another 11 feet to meet City Code requirements.
10. IHA delivered the holiday meals to Pleasant Heights and Southview Manor on Saturday, December 19, 2020. The remaining meals left from the two properties were donated to the Salvation Army Shelter after the deliveries were completed.
11. Un-Restricted Reserve and Balance Summary for FYE 03/31/2021.
12. HCV Statistics for December 2020 (see enclosed)
13. LIPH Statistics for December 2020 (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.

LIPH STATISTICS

Dec-20

Summary

Date	Vacancy	Lease Up	Category
12/1/20	11	0	Hocker Heights
12/1/20	25	3	Pleasant Heights
12/1/20	9	3	Southview Manor
12/31/2020	100.00%	50058 PIC Submission Rate for Annual Reexaminations <12 months	

Hocker Heights

	Received	Pending	Eligible	Selected
1 BR	1,884	74	14	0
2 BR	1,302	61	5	0
3 BR	608	57	0	0
4 BR	83	11	0	0
Totals	3,877	203	19	0

Pleasant Heights

	Received	Pending	Eligible	Selected
1 BR	1,908	79	8	0
2 BR	1,209	44	1	0
Totals	3,117	123	9	0

Southview Manor

	Received	Pending	Eligible	Selected
1 BR	1,939	83	12	0
2 BR	1,249	47	1	0
Total	3,188	130	13	0

SECTION 8 STATISTICS

Dec-20			Summary
Date			Category
12/1/20	1,647		Total Vouchers
12/1/20	1,497		Total Leased Vouchers
12/31/20	13		# of Vouchers Coming off Program
12/31/20	97.98%	50058 PIC Submission Rate for Annual Reexaminations < 12 months	

Waiting List	Received	Pending	Eligible	Selected
OBR	5	28	1	0
1 BR	185	81	18	0
2 BR	244	57	25	0
3 BR	123	31	8	0
4 BR	22	2	3	0
5 BR	1	0	0	0
6 BR	0	1	0	0
Total	575	171	54	0