



# INDEPENDENCE HOUSING AUTHORITY

## SECRETARY'S REPORT

November 2020

### BOARD MEETING

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

1. LIPH ACOP has been revised and ready for Board Approval on today's agenda.
2. Independent Audit was submitted to FASPHA HUD system and Federal Audit Clearinghouse.
3. Fire Unit at 308 NL is in its final completion stages. Due to COVID-19, several material items were on back order to complete this Insurance Restoration. We should be done with this unit by November 20, 2020.
4. Southview Manor Insulation work is coming to a close and the last units on the 1<sup>st</sup> floor are being sealed up and cleaned up. Hopefully, this will keep the condensation from happening in the future, at least on these 70 units. We still have to complete the other 65 units that were not leaking at the time. We don't know when or if they will start doing the same things as the prior 70 units.
5. Titan Environmental has obtained the final testing clearance results on the last few units that were tested for mold due to the condensation issues.
6. DormaKaba has ordered and awaiting doors/jams, ADA operators to install the doors on 6 laundry room doors at Pleasant Heights. This project will limit the number of individuals in the laundry rooms to one person at a time due to COVID-19. We hope this will be completed by the end of this year but due to COVID-19, material production has slowed down and time tables have increased on any order.
7. All property managers / computer labs / offices / waiting rooms / conference rooms and training rooms now have the floor shields or desk/table shields to help protect staff from spreading the virus.
8. Pleasant Heights had all of their hallway, community rooms, office lights changed out to LED lighting to help reduce our monthly Electric Expense in this building since all hallway and community areas are lit 24/7. We should begin to see a decrease in our Electric Bills in November for October bills and moving forward.
9. New lobby furniture will be delivered to Southview Manor during the 1<sup>st</sup> Week of December and set up. Each floor will be assigned a color that will match to the new wall paint and railing paint for that particular floor.

10. All LED lighting at Southview Manor are currently being replaced this month. Administration is spending around \$18,000+ for LED lighting in hallways and community areas. Administration is hoping to begin to see a decrease in Electric Expense in January 2021 when we receive our December 2020 bill. All utility bills are a month behind.
11. Southview Manor is also being prepped for painting of all hallways, community rooms, laundry rooms, etc for both buildings and all floors. Each floor, in both buildings, will be a specific color that will match the lobby chairs that will be placed opposite the Elevator lobbies.
12. The lobby carpet areas will be shampooed the weekend after the Thanksgiving Holiday in preparation for the incoming lobby chairs and tables the 1<sup>st</sup> week of December.
13. New artwork on the hallway walls, lobbies and community rooms will be installed in December 2020 as well, after the painting has been completed. This is to bring some beauty and peacefulness to the building during this Pandemic time.
14. Administration has bids for Elevator Service and Maintenance for both Pleasant and Southview Manor buildings. This bid is due back on December 1, 2020 and hopefully can get a company under contract before our current contract with Otis expires December 31, 2020.
15. Administration is currently utilizing Powell CWM Architects in getting Specifications ready for the Pleasant Heights Elevator Project that hopefully will be bid out in early 2021.
16. Administration currently has a Master Developer RFP bid out and is due back by December 15, 2020. Administration would like the Board Chair to assign 2 board members onto a committee with the Executive Director and Deputy Director to score the proposals. Administration is in hopes to get this on the board agenda for January 19, 2021 board meeting.
17. 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. We will go with the cheapest way possible and paint the boards above the gabled area and move the sign over to the Stone Wall to the left. We have to re-do the sign to do a 3D version of our logo / name to be installed over the stone. Powell CWM will be giving me an Independent Cost Estimate of construction costs and checking on City codes prior to Administration moving forward.
18. Administration is also utilizing Powell CWM to create specifications and drawings to enclose the Secured parking pad with garage doors and a side entrance. Not very long after we moved our vehicles over into the lockable secured parking cage, someone has cut the fence links and we ready to break into these vehicles again. I wove a heavy chain through the chain fence links and tightened up the spot where they had cut the links and padlocked it together. I now have a security company watching the camera's until we are able to enclose this parking pad into a garage with alarm and cameras on the inside. We invested in a solar light beside the secured parking pad but still feel we have to enclose it. Powell CWM will also be providing an Independent Cost Estimate on this project and checking with the City to see if there will be any issues before administration signs the contract to move forward.

19. IHA is setting up a Holiday meal delivery to each of the three properties to all residents in each unit at each property. The meal will be prepared cold but in a microwavable dish to warm up. Hocker Heights is scheduled for their Holiday Meal on Saturday, November 21, 2020 at 11 am. Pleasant Heights and Southview Manor Holiday Meal delivery is scheduled for Saturday, December 19, 2020. We will be utilizing staff that are working on the two Saturday's to be off the entire Christmas Week instead of using Annual Leave. Price Chopper Cosentino's Catering will be providing the meals.
20. Administration is also utilizing Powell CWM to work on getting schematic drawings of how each floor of Pleasant Heights is laid out on drawings, showing each BR size unit on each floor from 1-8. We already have this for Southview Manor and is needed for Pleasant Heights. This is due to the number of OBR or Efficiency units we have in this building. Out of the 243 total units, there are 159 OBR units. These units are small and need to be merged together or merged with adjacent units to enlarge the units but decrease the unit count for this building to get it in line with what it should have for the number of elevators we have.
21. Un-Restricted Reserve and Balance Summary for FYE 03/31/2021.
22. HCV Statistics for October 2020 (see enclosed)
23. LIPH Statistics for October 2020 (see enclosed)

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

1. Administration decided to go ahead and bid out the replacement of the elevator doors for the two (2) elevators x 2 buildings. The additional costs will be \$17,000 for all four (4) elevators. Apparently the panels on the inside of the cabs with the elevator buttons still have the original yellow wall panels and did not get replaced with this past renovation. We are looking into resurfacing these panels and getting pricing for that as well for all four (4) elevators.
2. Fire Unit at 308 N. Leslie renovation has been extended and should be completed by November 20, 2020 due to material delays caused by COVID-19 manufacturing slowdowns. Insurance money will be covering everything on the renovation except for the Deductible of \$10,000, which we have already covered at the beginning.
3. Southview Manor has been undergoing some insulating work on the water lines going up all 5 floors in both A and B buildings on the rear of the building. The lines have been condensation from the upper floors into the lower level units. This will be the third attempt to fix the condensation issues coming into the 1<sup>st</sup> floor units of 9 units total. We are investing about \$150,000 on this round to insulate a little more than ½ of the building pipes that are having issues right now. We will look down the road to finish out the project for the rest of the units with a different grant.

## LIPH STATISTICS

Oct-20

Summary

Date	Vacancy	Lease Up	Category
10/1/20	9	1	Hocker Heights
10/1/20	20	0	Pleasant Heights
10/1/20	5	3	Southview Manor
10/31/2020	100.00%	50058 PIC Submission Rate for Annual Reexaminations <12 months	

### Hocker Heights

	Received	Pending	Eligible	Selected
1 BR	1,840	147	13	0
2 BR	1,333	20	20	0
3 BR	653	11	19	0
4 BR	84	15	2	0
<b>Totals</b>	<b>3,910</b>	<b>193</b>	<b>54</b>	<b>0</b>

### Pleasant Heights

	Received	Pending	Eligible	Selected
1 BR	1,886	132	10	0
2 BR	1,248	17	15	0
<b>Totals</b>	<b>3,134</b>	<b>149</b>	<b>25</b>	<b>0</b>

### Southview Manor

	Received	Pending	Eligible	Selected
1 BR	1,913	137	12	0
2 BR	1,292	16	16	0
<b>Total</b>	<b>3,205</b>	<b>153</b>	<b>28</b>	<b>0</b>

## SECTION 8 STATISTICS

Oct-20		Summary
Date		Category
10/1/20	1,647	Total Vouchers
10/1/20	1,498	Total Leased Vouchers
10/31/20	3	# of Vouchers Coming off Program
10/31/20	98.38%	50058 PIC Submission Rate for Annual Reexaminations < 12 months

Waiting List	Received	Pending	Eligible	Selected
OBR	8	29	0	0
1 BR	235	34	18	0
2 BR	263	39	23	0
3 BR	134	23	7	0
4 BR	22	3	2	0
5 BR	1	0	0	0
6 BR	0	1	0	0
<b>Total</b>	<b>655</b>	<b>99</b>	<b>50</b>	<b>0</b>