



INDEPENDENCE HOUSING AUTHORITY

SECRETARY'S REPORT

September / October 2020

BOARD MEETING

A. General Operations

1. LIPH ACOP is being completely revised after IHA and LSHA went through the entire policy to match our policies together due to our agreement to handle each other's Informal Hearings. Hopefully, this revised document will be completed by the November Board Meeting.
2. Executive Director worked on the Independent Auditors required MD&A or Management Discussion & Analysis of the Audit that they performed. They have included the Draft copy in this board packet for approval to submit to HUD and Federal Audit Clearinghouse. These two submissions should happen in October even though our original due date was 12/31/2020 but our extended due date per COVID waivers is 6/30/2021.
3. We are completing our work in the Fire Unit located at 308 North Leslie in the month of October.
4. We are also completing our work on the insulating of the chiller lines and replacement of many hundreds of feet of drain lines at Southview Manor that have deteriorated over the years. Much of the damaged lines were running down the hallways to the Boiler/Chiller Room on B-Side.
5. IHA also contracted with Titan Environmental to test all of the 1st floor units that have been involved in the condensation leaks coming down into their units. Titan Environmental tested all of the West Side 1st floor units and around 6 out of 13 units tested positive for mold and we are now in the process of mitigating the units of the mold and retesting the unit after the cleanup to ensure that it is 100% free of mold. We are stripping off all the sheetrock on the exterior walls, putting up a vapor barrier over top the foam insulation and then putting back the drywall over top that which should keep this from happening again. We have invested about \$135,000 in the Condensation Insulation and Pipe Replacement project and it was only for a little for than ½ of all units that have been done on both sides. The Mold Testing and Mitigation is running around \$25,000 to complete this work.
6. Administration completed the revisions to the House Rules for all three properties that are coming before you to approve on a Board Resolution.
7. Administration also contracted with DormaKaba, the company that installed our door entry system updates back in 2018 at both Pleasant Heights and Southview Manor and will be

installing doors, fob scanners and ADA openers on all 6 laundry rooms at Pleasant Heights and setting up programming to allow one person at a time into the laundry room to do laundry and once that person uses their fob to get into the room, the system will not allow anyone else into the room without them leaving the space. This will keep limited exposure in close quarters. Administration is also installing cameras into the laundry rooms to keep an eye on theft of clothing and making sure everyone is safe.

8. Administration has purchased around 80+ acrylic shields for conference tables, desks, break room tables, computer labs, floor shields between waiting room chairs with the CARES ACT funds that HUD issued to the housing authority as well as PPE equipment for staff and tenants. We are preparing for when we do eventually open to the appointments only. Administration does not foresee opening to walk-ins for some time.
9. Administration has also bid out new furniture for the lobbies at Southview Manor for both A and B Buildings. Over the past 40 years, tenants have donated old furniture to the lobbies without permission from management. All the old furniture will be placed in a dumpster we have on the property prior to the new chairs arriving, which should be in November. Floors 2-5 on A and B side will have 4 chairs and a side table at each chair. The chairs will be leather and cleanable. They will be setup with a minimum of 6ft apart to keep people at Social Distancing. Each floor will be a different color between Gray, Blue, Green and Burnt Orange/Rust colors. The 1st floor lobby at the Atrium Windows will have a round table and 4 blue leather chairs sitting around it for both A and B side buildings.
10. Painting bids are being taken currently to paint the floors a matching color to the chairs that will be in the lobbies and the railings will be about 3 shades darker than the wall color, which will be a light color. Painting should be completed by the end of December 2020 for Southview Manor.
11. All of the hallway lights will be replaced with LED 2'x4' lights instead of the fluorescent lights which don't put out much light. The LED lights will help decrease the building's electrical costs since the hallways, lobbies and community room lights stay on 24/7.
12. The carpets will be shampooed and cleaned in the lobby areas off the Elevators on each floor before the new chairs and tables are brought into the building.
13. Administration is also looking at getting bids on Elevator Sanitizing UV Systems for both Southview and Pleasant Heights. The systems will continually sanitize the elevator cabs without anyone having to use disinfectant wipes.
14. Administration updated the Central Office and Section 8 break room walls with BeadBoard and chair rails painted white to keep the walls from being banged up by the break room chairs.
15. Administration is currently utilizing Powell CWM Architects in getting Specifications ready for the Pleasant Heights Elevator Project that will need to be bid out for competition to drive the cost down some.
16. Administration is currently typing up an RFP for a Master Developer to come on board to assist the Housing Authority with its plans and applications for funding sources to begin a multi-phase redevelopment of the authority properties. Administration is in hopes of getting this completed and out for bid prior to the end of the year.

17. Administration is currently utilizing Powell CWM on looking at City code requirements and restrictions on putting up an awning or gabled roof structure over the front patio at the Central Office to assist with staff and participants/applicants dropping off items at our drop box in the rain. With this project, the exterior siding would be replaced with Hardie Plank concrete siding, which will be colored in the making of the boards and have a 50 year warranty on the product. The foundation of the building would be painted the same color as the Hardie Plank boards as well. The sign would either have to be moved up higher or over to the Rock Wall to the left of the front door.
18. 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 0BR or Efficiency units we have in this building. Out of the 243 total units, there are 159 0BR 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.
19. Un-Restricted Reserve and Balance Summary for FYE 03/31/2021.
20. HCV Statistics for September 2020 (see enclosed)
21. LIPH Statistics for September 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 October 30, 2020. 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 condensating from the upper floors into the lower level units. This will be the third attempt to fix the condensation issues coming into the 1st floor units of 9 units total. We are investing about \$135,000 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	
Sep-20	Summary

Date	Vacancy	Lease Up	Category
9/1/20	7	1	Hocker Heights
9/1/20	18	0	Pleasant Heights
9/1/20	9	1	Southview Manor
9/30/2020	100.00%	50058 PIC Submission Rate for Annual Reexaminations <12 months	

This means that out of 528 units, we are required to have 486 total 50058 forms submitted and there are 486 total 50058 forms in.

Hocker Heights				
	Received	Pending	Eligible	Selected
1 BR	1,942	73	10	0
2 BR	1,332	29	20	0
3 BR	654	11	19	0
4 BR	84	16	2	0
Totals	4,012	129	51	0

Pleasant Heights				
	Received	Pending	Eligible	Selected
1 BR	1,970	77	8	0
2 BR	1,247	26	15	0
Totals	3,217	103	23	0

Southview Manor				
	Received	Pending	Eligible	Selected
1 BR	2,000	79	9	0
2 BR	1,291	25	16	0
Total	3,291	104	25	0

SECTION 8 STATISTICS			
Sep-20			Summary
Date			Category
9/1/20	1,647		Total Vouchers
9/1/20	1,500		Total Leased Vouchers
9/30/20	12		# of Vouchers Coming off Program
9/30/20	98.32%	50058 PIC Submission Rate for Annual Reexaminations < 12 months	

This means that out of 1647 vouchers, we are required to have 1491 total 50058 forms submitted and there were 1466 50058 forms in.

Waiting List	Received	Pending	Eligible	Selected
OBR	10	28	0	0
1 BR	235	36	16	0
2 BR	263	46	18	0
3 BR	134	30	5	0
4 BR	22	5	0	0
5 BR	1	0	0	0
6 BR	0	1	0	0
Total	655	117	39	0