



# **REGULAR BOARD MEETING**

**Tuesday, August 18, 2020  
10:30 a.m.**

**611 Church Street  
Stuart, Florida 34994**

**Please R.S.V.P.: (772) 287-0496**

Housing Authority of the City of Stuart, Florida

# 2020

January '20						
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August '20						
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November '20						
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December '20						
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**Annual Board Meeting: February 25, 2020.**  
**Regular Board Meetings: April 28, 2020; June 30, 2020; August 18, 2020.**

**CALL TO  
ORDER  
AND  
ROLL CALL**

# OPENING PRAYER

# PLEDGE OF ALLEGIANCE

# APPROVAL OF AGENDA



**AGENDA**  
**REGULAR BOARD MEETING**  
**August 18, 2020 @ 10:30 a.m.**  
**611 Church Street, Stuart, Florida 34994**

- I. **CALL TO ORDER AND ROLL CALL**
  - a. Regular Board Meeting, August 18, 2020
- II. **OPENING PRAYER**
- III. **PLEDGE OF ALLEGIANCE**
- IV. **APPROVAL OF AGENDA**
  - a. Regular Board Meeting, August 18, 2020
- V. **APPROVAL OF MINUTES**
  - a. Regular Board Meeting, June 30, 2020
- VI. **PUBLIC COMMENTS**
  - a. Comments are limited to three (3) minutes or less per Speaker
- VII. **REPORT OF THE SECRETARY-TREASURER**
  - a. Memo to Board of Commissioners regarding Board Update
- VIII. **REPORT OF THE ATTORNEY**
  - a. None at this time
- IX. **OLD BUSINESS**
  - a. Condolence Cards Provided as Requested by Board
- X. **NEW BUSINESS**
  - a. **Resolution 2020-11:** Authorizing Disposition of Non-Performing Assets as of August, 2020
  - b. **Resolution 2020-12:** Authorizing Executive Director, Andrea Kochanowski, to Close the Agency's Checking Accounts Commonly Referred to as the "Sweep Accounts" with Seacoast National Bank and Transfer All Funds, Including Interest, to the Agency's Existing Checking Accounts with Seacoast National Bank
  - c. **Resolution 2020-13:** Approving to Amend Resolution 2020-10 and Authorizing the Implementation of Amended COVID-19 Statutory and Regulatory Waivers from Normal Requirements Without Prior HUD Approval
- XI. **DEPARTMENT REPORTS**
  - a. Performance Indicators
  - b. Contract Register
  - c. Financial Statements
  - d. Affordable Housing Program
- XII. **OPEN**
  - a. Board suggestions on Topics of Discussion to include on Next Agenda
- XIII. **COMMISSIONERS' COMMENTS**
- XIV. **ADJOURNMENT**

**APPROVAL  
OF  
MINUTES**



**REGULAR BOARD MEETING MINUTES**

**I. CALL TO ORDER AND ROLL CALL:**

The Board of Commissioners of the Housing Authority of the City of Stuart, Florida (SHA) held its Regular Board Meeting via teleconference (due to the COVID-19 pandemic and pursuant to Executive Order Numbers 20-52, 20-68 and 20-69 signed by Government DeSantis and guidance provided by Legal Counsel) on Tuesday, June 30, 2020 at 10:30 a.m. at the Housing Authority's principal office, 611 Church Street, Stuart, Florida 34994.

Chairperson Langston called the Regular Board Meeting to order at approximately 10:30 a.m.

Present via Conference Call: Deborah Langston, Chairperson  
Barbara Dotson, Commissioner  
Martha Mosley, Commissioner  
Lilly Williams, Commissioner

Present at SHA: Pearlie Clark, Vice-Chair (arrived at 11:03 am)  
Jennie Davis, Commissioner

Absent: Nancy Judy, Commissioner

Staff Present at SHA: Andrea Kochanowski, SHA Executive Director and The Housing  
Authority of the City of Fort Pierce, Florida (FPHA) Executive  
Director  
Andreas (Andy) Connell, FPHA Network Administrator  
Nancy Johnson, FPHA Executive Assistant  
Heidi Laboy, FPHA HCV Eligibility Specialist

Public Present at SHA or  
via Conference Call: None

**II. OPENING PRAYER:**

Chairperson Langston called for the Opening Prayer, which Commissioner Dotson led.

**III. PLEDGE OF ALLEGIANCE:**

Chairperson Langston called for the Pledge of Allegiance, which was recited and lead by Commissioner Mosley.

**IV. APPROVAL OF AGENDA:**

**Motion:**

**Commissioner Dotson moved to approve the June 30, 2020 Agenda. Commissioner Davis seconded the Motion. At roll call the Motion was approved 5/0.**

**V. APPROVAL OF MINUTES:**

**Motion:**

**Commissioner Mosley moved to approve the Minutes of the Regular Board Meeting of April 28, 2020. Commissioner Williams seconded the Motion. At roll call the Motion was approved 5/0.**

**VI. PUBLIC COMMENTS:**

Ms. Kochanowski reported no members of the public present either physically in the office or via teleconference.

**VII. REPORT OF THE SECRETARY-TREASURER:**

Ms. Kochanowski said most of the items in her Memorandum are self-explanatory; however, she would like to address a few items. She stated the following:

- ***Public Housing Late Rent Payments:*** As the Board is aware the Governor has signed a Moratorium, as well as HUD, wherein Housing Authorities are unable to evict or take any adverse action for late rent payments until after July 25<sup>th</sup>. At this time, it is unknown if the Moratorium will be extended to go beyond July 25<sup>th</sup>. While HUD postponed rent payments in Public Housing, rent is calculated based upon income. So if residents lost income, staff has been encouraging them to report their loss of income so their rent can be adjusted accordingly. Come July 25<sup>th</sup>, if a resident does not pay their rent or enter into some form of an agreement to pay their rent, the Agency will have to move forward with adverse action.
- ***Board Members Expiration Term:*** Ms. Kochanowski extended a thank you to Commissioners Mosley and Williams for accepting their reappointment.

- ***Martin County Supervisor of Elections – Financial Disclosure (form 1, Statement of Financial Interest – 2019):*** As a reminder, Board Members need to submit their forms to the Martin County Supervisor of Election office. In an effort to verify form receipt, staff searched online. Thus far only Chairperson Langston and Vice-Chair Clark indicate compliance. As for Commissioner Dotson, staff submitted her form on her behalf.

***Discussion:*** Commissioners Mosley, Williams and Davis stated that they already submitted their form. Ms. Johnson said there may be a delay with processing due to COVID-19. Ms. Kochanowski advised the Board that staff would continue to monitor to ensure compliance.

- ***Exterior Painting Services:*** Previous discussions have been made regarding potential capital improvements (i.e., A/C's, hurricane rated windows, etc.), which in the past funding was used for operations. This year we are able to use funding for projects. Staff has noticed several cracks in the exterior buildings, areas of deteriorating paint, and other conditions causing water penetration, which is an immediate issue. Therefore, the Agency is going to have to move forward on this project prior to doing A/C's or windows. Currently, staff is in the process of preparing the bid paperwork as the Agency will have to go out for procurement. As for the color selection, the Board's opinion is needed, which the Board does not have to decide on today.

***Discussion:*** Commissioner Mosley asked if the color changes would the Agency have to pay more money. Ms. Kochanowski said the cost would not be more if the color changes. Ms. Kochanowski further stated that the current color is faded as it is over 12-15 years old. So if the Agency selects the same color it would not match anyway.

*After some discussion regarding the matter, Ms. Kochanowski recommended providing sample colors for the Board to view, which the Board was in favor of. Ms. Kochanowski reminded the Board that the Agency would not be repainting for another 15 years, so if the Board preferred to update the color, the time to do it is now.*

*Ms. Kochanowski further stated that if the next Board Meeting is held via teleconference, the color samples would be included in the Board packet for the Board to make a selection at the next Board Meeting.*

- ***COVID-19 CARES Act Funding:*** HUD is providing Housing Authorities across the nation COVID-19 CARES Act Funding to cover costs associated to the pandemic. The Agency has till the end of December 2020 to use the funding. One of the biggest issue SHA has, as well as FPHA, is that staff is still required to meet with residents in person, collect paperwork in person, so the Agency would like to convert things to be more of a paperless, touch less

system. With the funding received for Public Housing, \$36,000.00 and Section 8, \$16,000.00, the Agency is able to convert its software system to a system that can accommodate paperless. Then residents would be able to complete, submit and upload documents, eliminating visits to the office to drop off paperwork which staff would have to touch. Briefings would be conducted via Zoom so staff is not sitting in the same room a foot from each other and passing back pens, paper, etc. A minor office construction project will need to take place as the lobby will need to be expanded to accommodate more individuals and a computer station so individuals that don't have access to a computer or smart phone, can utilize it and complete paperwork. Staff would be available to provide instructions, if need be.

As for the current software system, it is very limited, with no remote capability; however, the new system, while it is a little more costly to startup, it will allow everything including remote capability. Overall, it will create efficiency.

**Discussion:** *Chairperson Langston asked if the Board needed to vote on the COVID-19 projects as they involve monetary resources. Ms. Kochanowski said she will provide a full report of all items addressed with COVID-19 funding during Board Meetings. Of course, if the projects exceed the procurement threshold, then it will be brought to the Board for approval via Resolution(s).*

- ***Next Board Meeting:*** Initially, August 25<sup>th</sup> was recommended; however, some things have come to light wherein that time frame is the only period Ms. Kochanowski and her family can take a vacation. Therefore, Ms. Kochanowski respectfully requested that the Board consider August 18<sup>th</sup> as an alternative date rather than August 25<sup>th</sup>. The Board agreed to the Board Meeting date of August 18<sup>th</sup> at 10:30 am.

Chairperson Langston thanked Ms. Kochanowski for the thorough report and said she believes the Board has a good understanding now of the items discussed.

Chairperson Langston asked if Vice-Chair Clark arrived yet, wherein Ms. Kochanowski replied no.

## **VIII. REPORT OF THE ATTORNEY:**

None at this time.

## **IX. OLD BUSINESS**

Ms. Kochanowski said that she is sure that the Board saw the news about all of the flooding where the Agency's Port Salerno units are located. When Commissioner Mosley brought up the water

ponding issue, that's what it stems from and the Agency sent a letter to a Martin County Official to look into the matter.

**Discussion:** *Commissioner Mosley said one (1) of the tenants, Ms. Wesley's back yard flooded into the back porch. Ms. Kochanowski asked if the flooding breached into the house and Commissioner Mosley said not quite. Commissioner Mosley further stated that she advised the tenant to notify the Housing Authority. Ms. Kochanowski said the Agency was not aware of the issue.*

## **X. NEW BUSINESS**

Ms. Kochanowski said the Board is aware that SHA has no employees at this time but wants to maintain up to date policies and procedures should at any point in time the Board elects to hire their own staff, that way everything is in place.

Ms. Kochanowski reminded the Board that initially SHA adopted many of FPHA's policies, including the Employee Handbook. Currently a change is needed to the Employee Handbook with regards to unscheduled absences; therefore, she is seeking Board approval of *Resolution 2020-09* herein.

### **Resolution 2020-09**

#### **Motion:**

**Commissioner Mosley moved to adopt Resolution 2020-09 Approving and Adopting Revised Employee Handbook. Commissioner Davis seconded the Motion. At roll call the Motion was approved 6/0.**

Ms. Kochanowski said HUD is strongly suggesting that each Housing Authority adopt the waivers contained in *Resolution 2020-10* because Agencies are unable to achieve some of the indicators that the programs require on a regular basis (i.e., inspections, annual re-examinations for both programs, etc.). Therefore, Board approval of *Resolution 2020-10*, adopting all of the waivers should the Agency need them, is required.

**Discussion:** *Vice-Chair Clark asked how the Agency deals with a resident that does not provide their documentation in a timely manner during the pandemic. Ms. Kochanowski said under these circumstances, the Agency is not terminating anyone until after the time frame of the Moratorium; however, staff always takes into consideration any health event. Adverse action after July 25<sup>th</sup> will only be taken for those who refuse to comply.*

**Resolution 2020-10:**

**Motion:**

**Vice-Chair Clark moved to adopt Resolution 2020-10 Authorizing the Implementation of COVID-19 Statutory and Regulatory Waivers from Normal Requirements without Prior HUD Approval. Commissioner Davis seconded the Motion. At roll call the Motion was approved 6/0.**

**XI. DEPARTMENT REPORTS**

Ms. Kochanowski reported the following:

- ***Performance Indicators:*** The first two (2) months of the fiscal year is being reported. Under 1a, Annual Operating Expenses are Less Than or Equal to Income, the Agency is still waiting for the May Financials in order to provide an answer. By the next Board Meeting on August 18<sup>th</sup>, that information will be available. The Agency's Fee Accountant is also in the process of finalizing the Agency's final Financials for March 2020, which will be submitted to the Board. All of the remaining indicators look good.

As for the COVID-19 grants, staff is not sure how the financial structure will be so an additional category may be added to the Performance Indicators.

- ***Contract Registers:*** There are two (2) registers; one (1) is for the year end close out as of March 31, 2020, and the other register is as of May 31, 2020. When the Board met last time, the register provided was for March 31<sup>st</sup>; however, with the closeout process there are always some adjustments made, thus a final year end close out register has been prepared.
- ***Financial Statements:*** The Financial Statements report for the month of April 2020. For Conventional Housing, the Agency loss a little but it still has its normal reserve level. As for Section 8, it looks good, wherein the Agency earns fees for the ports that the Agency administers in our jurisdiction. By the end of the year, hopefully there will be a bit of a negative so the Agency can spend down rather than HUD recapture some of the monies.
- ***Affordable Housing Program:*** The spreadsheet is self-explanatory with regards to the Agency's five (5) units. As for the Financial Statement, the Agency is in a good lucrative position. The one (1) late payment is not due to COVID-19 loss of income necessarily. It is due to the tenant habitually paying late.

Ms. Kochanowski said that concluded her report; however, she's happy to answer any questions or have further discussion on any topic. With no further questions, the Board proceeded to the next item on the Agenda.

**XII. OPEN:**

Chairperson Langston asked if the Board had any items they would like to add onto the Agenda for the August 18<sup>th</sup> Board Meeting. With no comments, the Board proceeded.

**XIII. COMMISSIONERS' COMMENTS:**

Vice-Chair Clark asked about the Agency's procedure on handling deceased tenants as SHA recently had two (2) that passed away. Ms. Kochanowski said the Agency works with the grieving family members and allows them ample time to vacate the unit. Typically the Agency provides two (2) weeks then it follows up to see if they need additional time. Of course, rent is not being collected during the time the families are vacating the unit. Chairperson Langston asked that the families be kept in prayer.

Commissioner Dotson said it would be nice if the families received a letter from the Agency and Board. Ms. Kochanowski said the Agency is happy to send a letter but the Board needs to be mindful that if the Agency does it for one (1), it has to do it for everyone, which staff can certainly do. Commissioner Mosley said in lieu of a letter perhaps a card, which the Board agreed. Ms. Kochanowski provided the directive to Ms. Laboy to order a box of cards so they are available once the families provide an updated address and contact person.

**XIV. ADJOURNMENT:**

The Board Meeting adjourned at 11:23 a.m.

\_\_\_\_\_  
Deborah Langston, Chairperson

\_\_\_\_\_  
Andrea Kochanowski, Secretary-Treasurer

Date: \_\_\_\_\_

# **PUBLIC COMMENTS**



**REPORT  
OF THE  
SECRETARY-  
TREASURER**

**MEMORANDUM**

Date: August 13, 2020  
To: Board of Commissioners, Housing Authority of the City of Stuart, Florida (SHA)  
From: Andrea Kochanowski, Secretary-Treasurer  
Subject: August 18, 2020 Board Update

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Greetings, I offer the following information for your review:

**1. Organizational:**

*a. August 18<sup>th</sup> Board Meeting:* Given the issues connected with the COVID-19 pandemic and in compliance with State of Florida Executive Orders, at this time we are permitted to continue to conduct Board Meetings without a physical quorum present in the Boardroom, but all other Government-in-the-Sunshine requirements stand. We will continue to have Board Meetings audio recorded. Therefore, this meeting will be teleconference accessible for members of the Public, Board Members, and Legal Counsel by dialing in as follows:

➤ **Telephone Number: (425) 436-6372**

➤ **Access Code: 656640#**

Physical access to attend the meeting by the Public, who chooses to, regardless of the reason (does not have access to a computer or phone, etc.) will be provided at this time and SHA will adhere to the current mandates (i.e., wearing masks, social distancing, etc.). However, due to rapid changes during this crisis, we may not be allowed to accommodate physical attendance as the goal is to provide the maximum amount of protection to our Commissioners, Staff, Residents and the Public.

*b. COVID-19 Update:* We are still adhering to the implemented measures within the building to protect against exposure to illness.

*c. Public Housing Late Rent Payments:* As the Board recalls, HUD issued an Eviction Moratorium found in the Coronavirus Aid, Relief, and Economic Security (CARES) Act that specifically prohibits Housing Authorities from filing evictions, charging late fees, and taking any other adverse action due to non-payment of rent whether or not the family experiences a loss of income. Said Moratorium was due to expire on July 25<sup>th</sup>; however,

Governor DeSantis signed an Executive Order extending the statewide suspension on evictions and foreclosures which is now due to expire 12:01 a.m. September 1, 2020.

Currently, SHA Public Housing Tenant Account Receivables (unpaid rent) is \$6,479.00. While we are unable to send the traditional Late Notice, we have consistently sent out rent due reminder notices in an effort to encourage continuous payments and/or report changes in income so we may recalculate rent.

- d. **Bank Register:** For purposes of transparency, a full check listing detailing disbursements made from June – July 2020 is included herein.
- e. **Commissioner Toolbox:** The updated Commissioners’ Toolbox has been added to the Agency’s website for your convenience, which the URL was emailed to each Board Member. In the event you encounter difficulties gaining access, please reach out to Mr. Connell directly at (772) 429-6425, as he will be able to assist you.
- f. **Martin County Supervisor of Elections – Financial Disclosure (form 1, Statement of Financial Interest – 2019):** We have confirmed that all Board Members have complied with the submission of the required form.
- g. **Non-Performing Assets:** The Agency makes every effort to maintain records to assure efficient utilization of its assets, careful financial planning and proper accounting for the identification and disposition of non-performing assets is required. Therefore, I will be seeking Board approval, via *Resolution 2020-11* herein, for the disposition of non-performing assets as of August, 2020.
- h. **Checking Accounts:** The Agency finds itself no longer in need of retaining the checking accounts commonly referred to as the Sweep Accounts; therefore, I will be requesting Board approval, via *Resolution 2020-12* herein, to close said accounts and transfer all funds, including interest, to the Agency’s existing checking accounts with Seacoast National Bank. SHA will not incur any banking fees associated with said transaction and it will ease the burden of the Agency’s bookkeeping process, etc.

**2. Procurement:**

- a. **Exterior Painting Services:** Upon the Board’s request, sample colors are attached hereto so the Board can make a color selection; at this time, I recommend using all six colors staggered throughout the community.

**3. Motion(s):** None.

4. **Federal Items:**

- a. **COVID-19 CARES Act Funding:** As an update regarding the potential projects planned for the CARES Act funding, please see below:
- **Remodel Reception/Front Office:** About 90% completed with Design and A&E.
  - **Software Conversion:** Moving forward with Emphasys Elite Hosted Environment.
  - **Computer/Office Equipment:** Ordered All-In-One Computer for Lobby, which will be installed once the reception/front office remodel is completed.
- b. **COVID-19 Statutory & Regulatory Waivers:** Pursuant to the authority provided under the Coronavirus Aid, Relief and Economic Security (CARES) Act, HUD is establishing alternative requirements for numerous statutory and regulatory requirements for the Public Housing and Housing Choice Voucher (HCV) programs. Through COVID-19 Statutory and Regulatory Waivers for the Public Housing, Housing Choice Voucher, Indian Housing Block Grant and Indian Community Development Block Grant programs, Suspension of Public Housing Assessment System and Section Eight Management Assessment Program, these waivers provide administrative flexibilities and relief to Public Housing Agencies (PHAs), in response to the COVID-19 national emergency. With respect to the Public Housing and HCV programs, use of these waivers is at the discretion of the PHA; however, HUD strongly encourages PHAs to utilize any and all waivers and alternative requirements as necessary to keep Public Housing and HCV programs operational to the extent practicable. Therefore, the Board previously approved applicable waivers under *Resolution 2020-10*. However, since that time HUD has extended a number of the expiration dates of the waivers and has offered PHAs with some additional waiver opportunities, etc. Thus, I will be requesting approval of *Resolution 2020-13* herein to include those amendments.
- c. **Close Out for FYE March 31, 2020:** Staff and SHA's Fee Accountant, Ms. Tilchin, are currently in the process of closing out the FYE March 31, 2020.
- d. **External Audit for FYE March 31, 2020:** The external auditing firm, Barton, Gonzalez and Myers, P.A., is moving forward with the upcoming audit for FYE March 31, 2020. Thus, audit preparations are underway.
- e. **Annual Fire Extinguishers Inspection:** The annual inspection has been completed.

**5. Training:**

- a. **NAHRO – Ethics for Commissioners:** A brief description of this online course is attached herein, which is scheduled for September 23-24, 2020. Typically each session is 2.5 hours (1:30 pm – 4:00 pm EST) each day. If you are interested in participating, please contact Ms. Johnson at (772) 429-6427.

**6. Important Dates:**

- a. **Office Closed - Labor Day:** Monday, September 7, 2020.
- b. **Next Board Meeting:** I recommend Tuesday, October 27, 2020 at 10:30 am at SHA's office.

If you should have any questions, please let me know.

Thank you.

## Public Housing Operating

<u>Date</u>	<u>Check #</u>	<u>Vendor</u>	<u>Amount</u>
6/1/2020	11522	Chakuria Anderson	\$ 96.00
6/1/2020	11523	Nicole Durham	\$ 3.00
6/1/2020	11524	Rosheema Rucker	\$ 42.00
6/3/2020	11525	City of Stuart - Utilities	\$ 6,993.03
6/3/2020	11526	FP&L	\$ 396.37
6/3/2020	11527	Mow4Less	\$ 1,153.00
6/3/2020	11528	Sunoco	\$ 63.55
6/3/2020	11529	Home Depot Pro	\$ 1,809.25
6/3/2020	11530	Milner, Inc	\$ 270.22
6/10/2020	11531	Lowe's	\$ 99.45
6/10/2020	11532	Berman Hopkins	\$ 6,000.00
6/10/2020	11533	Home Depot Pro	\$ 880.00
6/10/2020	11534	VanWal	\$ 100.00
6/10/2020	11535	VanWal	\$ 86.10
6/10/2020	11536	Mow4Less	\$ 1,846.00
6/10/2020	11537	Fort Pierce Housing Authority	\$ 160.67
6/24/2020	11538	Integrity Computer Essentials	\$ 1,015.00
6/24/2020	11539	Home Depot Pro	\$ 72.47
6/24/2020	11540	Toshiba	\$ 171.17
6/24/2020	11541	First National Bank of Omaha	\$ 311.67
6/24/2020	11542	Comcast	\$ 203.31
6/24/2020	11543	City of Stuart - Utilities	\$ 2,541.51
6/24/2020	11544	Sunoco	\$ 91.57
6/24/2020	11545	Mow4Less	\$ 923.00
6/30/2020	11546	Fort Pierce Housing Authority	\$ 57,461.96

## Affordable Housing Operating

<u>Date</u>	<u>Check #</u>	<u>Vendor</u>	<u>Amount</u>
6/3/2020	1283	FP&L	\$ 10.39
6/10/2020	1284	Mow4Less	\$ 460.00
6/24/2020	1285	Mow4Less	\$ 230.00
6/24/2020	1286	Florida Community Loand Fund	\$ 738.00

## Public Housing Operating

<u>Date</u>	<u>Check #</u>	<u>Vendor</u>	<u>Amount</u>
7/1/2020	11547	Alyah M Porter	\$ 111.00
7/1/2020	11548	Chakuria Anderson	\$ 48.00
7/1/2020	11549	Nicole Durham	\$ 3.00
7/1/2020	11550	Rosheema Rucker	\$ 42.00
7/9/2020	11551	Saxon Gilmore	\$ 90.00
7/9/2020	11552	Morgan Jamison	\$ 500.02
7/9/2020	11553	VanWal	\$ 86.10
7/9/2020	11554	Pitney Bowes	\$ 1,000.00
7/9/2020	11555	Mow4Less	\$ 923.00
7/9/2020	11556	Milner	\$ 270.22
7/9/2020	11557	Arrigo Dodge, Chrysler, Jeep	\$ 209.39
7/9/2020	11558	Home Depot Pro	\$ 156.30
7/9/2020	11559	Mow4Less	\$ 923.00
7/9/2020	11560	City of Stuart - Utilities	\$ 2,544.31
7/9/2020	11561	City of Stuart - Utilities	\$ 7,208.67
7/9/2020	11562	FP&L	\$ 555.11
7/22/2020	11563	First National Bank of Omaha	\$ 39.17
7/22/2020	11564	NAHRO	\$ 231.04
7/22/2020	11565	Toshiba	\$ 172.15
7/22/2020	11566	Sunoco	\$ 94.59
7/22/2020	11567	Home Depot Pro	\$ 2,263.25
7/22/2020	11568	Comcast	\$ 193.25
7/22/2020	11569	Mow4Less	\$ 1,846.00
7/22/2020	11570	Tylanders	\$ 322.99
7/22/2020	11571	Fire Equipment Services	\$ 1,703.80
7/22/2020	11572	Mow4Less	\$ 923.00
7/31/2020	11573	FPHA	\$ 28,418.59



## Affordable Housing Operating

<u>Date</u>	<u>Check #</u>	<u>Vendor</u>	<u>Amount</u>
7/9/2020	1287	Stuart Housing Authority	\$ 3,047.06
7/9/2020	1288	Mow4Less	\$ 460.00
7/9/2020	1289	FP&L	\$ 11.81
7/22/2020	1290	Mow4Less	\$ 460.00
7/22/2020	1291	Florida Community Loan Fund	\$ 738.00
7/22/2020	1292	Fire Equipment Services	\$ 109.00
7/22/2020	1293	Mow4Less	\$ 230.00


# The Housing Authority of the City of Stuart, Florida Exterior Paint Color Samples

SW 6611  
**Jovial**  
Interior / Exterior  
Location Number: 117-C2




117 Jovial

COORDINATING COLOURS SIMILAR COLOURS DETAILS




A 3D architectural rendering of a two-story house with a dark grey roof and white trim. The exterior walls are painted in a light pinkish-orange color. The house features a front porch with white columns and a white garage door. The house is surrounded by green trees and a clear blue sky.

SW 7533  
**Khaki Shade**  
Interior / Exterior  
Location Number: 285-C6




285 Khaki Shade

COORDINATING COLOURS SIMILAR COLOURS DETAILS




A 3D architectural rendering of a two-story house with a dark grey roof and white trim. The exterior walls are painted in a light beige or khaki color. The house features a front porch with white columns and a white garage door. The house is surrounded by green trees and a clear blue sky.

SW 6680  
**Friendly Yellow**  
Interior  
Location Number: 135-C1



135 Friendly Yellow

COORDINATING COLOURS SIMILAR COLOURS DETAILS



A 3D architectural rendering of a two-story house with a dark grey roof and white trim. The exterior walls are painted in a light yellow color. The house features a front porch with white columns and a white garage door. The house is surrounded by green trees and a clear blue sky.

SW 6478

### Watery

Interior / Exterior

Location Number: 170-C2



170

Watery

COORDINATING COLOURS

SIMILAR COLOURS

DETAILS



SW 7669

### Summit Gray

Interior / Exterior

Location Number: 282-C5



282

Summit Gray

COORDINATING COLOURS

SIMILAR COLOURS

DETAILS



SW 6521

### Notable Hue

Interior / Exterior

Location Number: 185-C3



185

Notable Hue

COORDINATING COLOURS

SIMILAR COLOURS

DETAILS





## Event Details



Location:

Online

Date:

September 23-24, 2020

[Add to Calendar](#)

## What is an e-Learning?

An online course where participants register individually and access the session with a direct email. Sessions are typically 2.5 hours (1:30pm ET - 4pm ET) each day. Attendance is recorded and upon successful completion, CEUs are applied towards certification requirements.

**Description:** Ethics plays a significant role in the life of a commissioner. This session increases the commissioner's understanding of professional conduct guidelines & the ability to recognize and appropriately address ethics-related issues and problems that may occur. Learn about industry laws & regulations impacting ethical conduct and build your capacity as a board member. This course, intended for the new commissioner and as a refresher for the veteran, uses practical applications & skills assessment exercises to reinforce ethical concepts.

**Who Should Attend:**

Both new and veteran Commissioners

List Price: \$395.00 USD  
Member Price: \$295.00  
USD

[Register Now](#)
[Register Someone Else](#)

## Important Notes for All Online Sessions:

**Online Registration Only:**

Only online registrations are accepted for NAHRO Professional Development's e-Learning seminars and e-Briefing sessions. Payment for online NAHRO Professional Development offerings must be made via credit card (Visa,...

[View More](#)


**REPORT OF  
THE  
ATTORNEY –  
NONE AT THIS  
TIME**

# OLD BUSINESS

- a. Condolence Cards provided as requested by the Board.

# **NEW BUSINESS**



**HOUSING AUTHORITY OF THE CITY OF STUART, FLORIDA**

**RESOLUTION 2020-11**

**RESOLUTION AUTHORIZING DISPOSITION OF  
NON-PERFORMING ASSETS AS OF AUGUST, 2020**

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**WHEREAS**, the Housing Authority of the City of Stuart, Florida (SHA) makes every effort to maintain and assure efficient utilization of its assets; and

**WHEREAS**, careful financial planning requires proper accounting for the identification and disposition of non-performing assets; and

**WHEREAS**, the attachment herewith represents a verifiable account of these non-performing assets as of August, 2020; and

**NOW, THEREFORE BE IT RESOLVED THAT** on the \_\_\_\_\_ (Day) of \_\_\_\_\_ (Month), \_\_\_\_\_ (Year), the SHA Board of Commissioners hereby authorizes the disposition of its non-performing assets as of August, 2020, as identified on the attached list herewith, and make the resolution part of these minutes as presented.

“Ayes”: \_\_\_\_\_

“Nays”: \_\_\_\_\_

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Date

\_\_\_\_\_  
Secretary-Treasurer

\_\_\_\_\_  
Date

**Board of Commissioners Meeting**

**HOUSING AUTHORITY OF THE CITY OF STUART, FLORIDA  
NON-PERFORMING ASSETS  
AS OF AUGUST, 2020**

ITEM	MANUFACTURER	SERIAL NO.	MODEL NO.	SHA ASSET TAG	REASON FOR DISPOSAL	PURCHASE DATE	PURCHASE PRICE	PRESENT DAY VALUE
24" ELECTRIC RANGE	BROWN	5290595	WEM4610-1	N/A	ELECTRIC SHORT	N/A	N/A	\$0.00
30" ELECTRIC RANGE	BROWN	5290515	WELM120-1	N/A	ELECTRIC SHORT	N/A	N/A	\$0.00
30" ELECTRIC RANGE	BROWN	5290548	WELM210-1	N/A	ELECTRIC SHORT	N/A	N/A	\$0.00
30" ELECTRIC RANGE	BROWN	5290550	WELM210-1	N/A	ELECTRIC SHORT	N/A	N/A	\$0.00
30" ELECTRIC RANGE	BROWN	5290581	WELM210-1	N/A	ELECTRIC SHORT	N/A	N/A	\$0.00
						<b>SUBTOTAL</b>	<b>N/A</b>	<b>\$0.00</b>
						<b>TOTAL</b>	<b>\$0.00</b>	<b>\$0.00</b>

**HOUSING AUTHORITY OF THE CITY OF STUART, FLORIDA**

**RESOLUTION 2020-12**

**RESOLUTION AUTHORIZING EXECUTIVE DIRECTOR,  
ANDREA KOCHANOWSKI, TO CLOSE THE AGENCY'S CHECKING  
ACCOUNTS COMMONLY REFERRED TO AS THE "SWEEP ACCOUNTS"  
WITH SEACOAST NATIONAL BANK AND TRANSFER ALL FUNDS,  
INCLUDING INTEREST, TO THE AGENCY'S EXISTING CHECKING  
ACCOUNTS WITH SEACOAST NATIONAL BANK**

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**WHEREAS**, the Housing Authority of the City of Stuart, Florida (SHA) currently has the following Checking Accounts with Seacoast National Bank which said accounts are commonly referred to as the Agency's "Sweep Accounts";

- Checking Account - Special Funds Repo – Section 8 Account – Balance as of July 31, 2020: \$107,963.34; and
- Checking Account - Special Funds Repo – Operating Account – Balance as of July 31, 2020: \$252,245.78; and

**WHEREAS**, SHA would like to close its Sweep Accounts and transfer all funds as follows:

- Seacoast National Bank Checking Account - Special Funds Repo - Section 8 Account total funds, including interest, be transferred to the Agency's existing Seacoast National Bank Checking Account - Preferred Rate Public Fund - Section 8 Account; and
- Seacoast National Bank Checking Account - Special Funds Repo - Operating Account total funds, including interest, be transferred to the Agency's existing Seacoast National Bank Checking Account - Preferred Rate Public Fund - Operating Account; and

**WHEREAS**, SHA will not incur any bank fees with the closure of the Sweep Accounts and transfer of funds to the Agency's existing Seacoast National Bank Checking Accounts; and

**WHEREAS**, ultimately by closing the impractical Sweep Accounts it will ease the burden of the Agency's bookkeeping process, etc.; and



**HOUSING AUTHORITY OF THE CITY OF STUART, FLORIDA**

**RESOLUTION 2020-13**

**RESOLUTION APPROVING TO AMEND RESOLUTION 2020-10 AND  
AUTHORIZING THE IMPLEMENTATION OF AMENDED COVID-19 STATUTORY  
AND REGULATORY WAIVERS FROM NORMAL REQUIREMENTS WITHOUT  
PRIOR HUD APPROVAL**

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**WHEREAS**, the Department of Housing and Urban Development (HUD) authorized all Public Housing Authorities (PHAs) to implement certain waivers from its normal requirements without prior HUD approval (PIH Notice 2020-05, SUBJECT: COVID-19 Statutory and Regulatory Waivers for the Public Housing, Housing Choice Voucher, Indian Housing Block Grant and Indian Community Development Block Grant programs, Suspension of Public Housing Assessment System and Section Eight Management Assessment Program); and

**WHEREAS**, due to the COVID-19 national emergency and based on the Housing Authority of the City of Stuart, Florida (SHA's) local situation, SHA found itself in need of implementing certain waivers to provide administrative flexibilities and relief; therefore, the Board of Commissioners approved Resolution 2020-10; and

**WHEREAS**, since that time HUD has revised PIH Notice 2020-05 by publishing on July 2, 2020, PIH Notice 2020-13 (HA), REV 1, thus restating the waivers and alternative requirements established previously, as well as providing additional waivers and alternative requirements, extending the period of availability for previously established waivers and alternative requirements, and issuing technical amendments to several of the previously established waivers and alternative requirements, etc.; and

**WHEREAS**, SHA is in need of amending its Resolution 2020-10, as it is in the Agency's best interest to implement appropriate waivers, establish alternative requirements for numerous statutory and regulatory requirements, and to provide further administrative flexibilities, as amended by HUD in PIH Notice 2020-13 (HA), REV 1, etc.; and

**WHEREAS**, in the event SHA's Executive Director determines it is appropriate to nullify any waiver and end the modification of the procedures and/or policies, she shall have the express authority to do so; and

**WHEREAS**, upon the sole discretion of SHA's Executive Director, she may choose to not take advantage of any of these waivers and/or expiration deadline extensions; and

**NOW, THEREFORE BE IT RESOLVED THAT** due to the COVID-19 national emergency and based on SHA's local situation, SHA's Board of Commissioners hereby approves amending Resolution 2020-10 as stated above and authorizes the Agency to implement the following waivers:

## **PUBLIC HOUSING AND HOUSING CHOICE VOUCHERS**

### ➤ **PH and HCV-1: PHA 5-Year and Annual Plan Submission Dates: Significant Amendment Requirements**

SHA is hereby taking advantage of the waiver that waives the requirements of Public Hearing and providing alternative deadlines. While SHA has already complied with the requirement, it will exercise this option should the deadline be amended beyond the extended due date of October 18, 2020.

### ➤ **PH and HCV-2: Family Income and Composition: Delayed Annual Examinations**

SHA is hereby taking advantage of the waiver that delays annual reexaminations of Housing Choice Voucher and Public Housing families. However, SHA will follow the requirement regarding an increase in the payment standard contained in HCV-7.

All annual recertifications due in calendar year 2020 will be completed by the extended due date of December 31, 2020. SHA will accept any future amendments to this waiver.

### ➤ **PH and HCV-3: Family Income and Composition: Annual Examination - Income Verification Requirements**

SHA will take advantage of the HUD waiver that allows the PHA to not follow the income hierarchy of PIH Notice 2018-18. SHA will consider resident and participant self-certification as the highest form of income verification for exams done prior to the extended due date of December 31, 2020. SHA will accept any future amendments to this waiver.

The self-certification may occur over the telephone extemporaneously documented by SHA's staff, or via email or regular mail.

If SHA later determines that there are material discrepancies in a self-certification, it will take the appropriate enforcement actions according to its policy.

### ➤ **PH and HCV-4: Family Income and Composition: Interim Examinations**

The requirements for annual examinations stated above in PH and HCV-3 also apply to interim examinations conducted before the extended date of December 31, 2020. SHA will accept any future amendments to this waiver.

➤ **PH and HCV-5: Enterprise Income Verification (EIV) Monitoring**

HUD waives the requirement of monitoring EIV until December 31, 2020. SHA will take advantage of any future amendments to this requirement.

➤ **PH and HCV-7: Waiting List: Opening and Closing; Public Notice**

Program regulations require that when a PHA opens its waiting list, the PHA must give public notice by publication in a local newspaper of general circulation and also by minority media and other suitable means; these same practices are strongly encouraged in the Public Housing program. HUD is waiving this requirement and is providing an alternative requirement that the PHA may provide public notice in a voicemail message on its main or general information telephone number and through its website (if such a PHA website is available). This waiver ends on December 31, 2020. SHA will accept any future amendments to this waiver.

## **HOUSING QUALITY STANDARDS**

➤ **HQS-1: Initial Inspection Requirements**

SHA is accepting HUD's waiver of initial inspections not being required prior to the beginning of the initial lease term. Instead, SHA will accept an owner's certification that the owner has no reasonable basis to have knowledge that life threatening conditions exist in the unit or units. SHA reserves the right to add other requirements or conditions to this owner certification. In any event, SHA will conduct a Housing Quality Standards (HQS) inspection of all units as soon as reasonably practical, but no later than the 1 year anniversary date of the owner's certification. This waiver is applicable until December 31, 2020. SHA will accept any future amendments to this waiver.

➤ **HQS-2: Project-Based Voucher (PBV) Pre-HAP Contract Inspections: PHA Acceptance of Completed Units**

SHA is accepting HUD's waiver of conducting the pre-HAP contract HQS inspection, the PHA may rely on the owner's certification that the owner has no reasonable basis to have knowledge that life threatening conditions exist in the unit or units in question. SHA is required to conduct an HQS inspection on the unit as soon as reasonably possible but no later than the 1 year anniversary date of the owner's certification. SHA will accept any future amendments to this waiver.

➤ **HQS-3: Initial Inspection: Non-Life Threatening Deficiencies (NLT) Option**

SHA is utilizing the option provided by HUD to approve Housing Assistance Payment (HAP) contracts and begin making housing assistance payments on a unit that fails initial HQS inspection providing the failure is solely for non-life threatening deficiencies. This option is available for both tenant-based and

project-based units. The owner shall be given 60 days instead of the normal 30 days to repair any non-life threatening deficiencies. The ability to extend for 60 days ends on December 31, 2020. SHA will accept any future amendments to this waiver.

➤ **HQS-4: HQS Initial Inspection Requirement: Alternative Inspection Option**

HUD is waiving the requirement that the PHA must conduct its own inspection of the unit in order to commence making assistance payments under the Initial Inspection – Alternative Inspection option. Under this waiver and alternative requirement, the PHA may commence assistance payments at the beginning of the lease term based on the alternative inspection and the owner’s certification that the owner has no reasonable basis to have knowledge that life threatening conditions exist in the unit or units in question. This waiver is applicable to December 31, 2020. SHA will accept any future amendments to this waiver.

➤ **HQS-5: HQS Inspection Requirement: Biennial Inspections**

HUD is waiving this requirement and is allowing PHAs to delay biennial inspections for both tenant-based and PBV units. All delayed biennial inspections must be completed as soon as reasonably possible but no later than 1 year after the date the biennial inspection would have been required absent the waiver. This waiver and alternative requirement may also be applied to PHA-owned units if the independent entity is unable to perform the inspection. SHA must conduct the delayed biennial inspection as soon as reasonably possible but no later than 1 year after the date the biennial inspection would have been required absent the waiver. SHA will accept any future amendments to this waiver.

➤ **HOS-6: HOS Interim Inspections**

Interim inspections requested prior to July 31, 2020 do not have to follow the normal regulatory timeframes. Instead they must be made as soon as feasible. As a condition of this change SHA is required to notify the owner of a reported life threatening deficiency. The owner must either correct the life threatening deficiency within 24 hours or provide adequate documentation that the reported deficiency does not exist. In the case of non-life threatening deficiencies the owner must make the repair or document that the deficiency does not exist within 30 days or any approved extension that SHA makes. SHA is not required to conduct an on-site inspection to verify the repairs have been made, but may rely on an alternative verification method such as photographs or tenant certifications. The period of availability ends on December 31, 2020. SHA will accept any future amendments to this waiver.



➤ **HQS-7: PBV Turnover Unit Inspections**

HUD is waiving this regulatory requirement and providing as an alternative requirement the PHA may rely on the owner's certification that the owner has no reasonable basis to have knowledge that life-threatening conditions exist in the unit or units in question to allow a new family to occupy the vacated PBV unit. At minimum the PHA must require this owner certification. However, the PHA may add other requirements or conditions in addition to the owner's certification but is not required to do so. The PHA is required to conduct the HQS inspection on the unit as soon as reasonably possible, but no later than the 1 year anniversary date of the owner's certification. This waiver may also be applied to PHA-owned units if the independent entity is unable to perform the inspection. This waiver ends on December 31, 2020. SHA will accept any future amendments to this waiver.

➤ **HQS-8: PBV HAP Contract: HQS Inspections to Add or Substitute Units**

The PBV requirements include inspecting the proposed substitute or additional unit to determine that the unit meets HQS before it may be added to the HAP contract. HUD is waiving the HQS inspection requirement. In order to substitute or add a new unit to the PBV HAP contract, the PHA may rely on the owner's certification that the owner has no reasonable basis to have knowledge that life-threatening conditions exist in the unit or units in question instead of conducting an initial inspection. At minimum, the PHA must require the owner's certification. However, the PHA may add other requirements or conditions in addition to the owner's certification but is not required to do so. This waiver may also be applied to PHA-owned units if the independent entity is unable to perform the inspection.

SHA ability to accept owner's self certification for an initial inspection ends on December 31, 2020. For any unit added to a PBV HAP contract based upon an owner's self-certification, the PHA must conduct an HQS inspection as soon as reasonably possible but no later than the 1 year anniversary of the date of the owner's certification. SHA will accept any future amendments to this waiver.

➤ **HQS-9: Quality Control Inspections**

The requirement for PHAs to conduct supervisory quality control inspections of a sample of units under contract is waived.

For any family occupying a unit that does not meet the space and security requirements pursuant to this waiver, the waiver will be in effect for the duration of the current lease term or 1 year from the date of this Notice, whichever period of time is longer. SHA will accept any future amendments to this waiver.

➤ **HOS-10: Housing Quality Standards: Space and Security**

The regulation establishes a minimum standard for adequate space for assisted families. It requires at 1 bedroom or living/sleeping room for each 2 persons. For people continuing to live in the same unit who need to add a person or persons to their lease because of the COVID-19 emergency, the minimum space requirement is waived. This does not apply to an initial or new lease. This waiver is in effect for the duration of the current lease term or 1 year from the date of the notice (July 1, 2020), whichever period of time is longer. SHA will accept any future amendments to this waiver.

### **HOUSING CHOICE VOUCHER PROGRAM**

➤ **HCV-1: Administrative Plan**

HUD is waiving the requirement to allow the PHA administrative plan to be revised on a temporary basis without Board approval through September 30, 2020. Any informally adopted revisions under this waiver authority must be formally adopted no later than December 31, 2020. SHA will accept any future amendments to this waiver.

➤ **HCV-2: Information When Family is Selected - PHA Oral Briefing**

HUD requires that all families participating in the HCV program should be given an oral briefing prior to admission. This requirement is being waived and, as a substitute, HUD will allow things like webcasts, video calls, or expanded information packets as substitutes. Section 504 and the ADA requirements remain. This waiver expires on December 31, 2020. SHA will accept any future amendments to this waiver.

➤ **HCV-3: Term of Voucher - Extensions of Term**

HUD is waiving the requirement for voucher extensions to be according to the Administrative Plan. Instead, HUD is allowing the PHA to extend the term of vouchers according to the needs of the PHA's community. This authority expires on December 31, 2020. SHA will accept any future amendments to this waiver.

➤ **HCV-4: PHA Approval of Assisted Tenancy – When HAP Contract is Executed**

HUD is waiving the requirement that a HAP contract be executed within 60 days of the beginning of the lease and extending that term to 120 days from the beginning of the lease. This waiver expires December 31, 2020. SHA will accept any future amendments to this waiver.

➤ **HCV-5: Absence from Unit**

The regulation requires that a family not be absent from a unit for more than 180 consecutive calendar days for any reason. Due to the COVID-19 emergency, this is being waived in the case of extenuating circumstances (e.g. hospitalizations, extended stays at nursing homes, caring for family members). This waiver expires on December 31, 2020. SHA will accept any future amendments to this waiver.

➤ **HCV-6: Automatic Termination of HAP contract**

A HAP contract is typically terminated 180 days after the last HAP payment to the owner. This waiver removes the 180-day limit and substitutes a time set by SHA. This waiver expires on December 31, 2020. SHA will accept any future amendments to this waiver.

➤ **HCV-7: Increase in payment standard under HAP contract term**

The regulation requires that if the payment standard amount increases during a HAP contract, the new payment standard shall be effective on a family's first reexamination on or after the increase in the payment standard. HUD is waiving this requirement and allowing the PHA to apply the increased payment standard at any time after the effective date of the new payment standard, provided that the increased payment standard is used no later than the effective date of the family's first regular reexamination following the change.

If the PHA adopted the waiver in PH and HCV-2, the PHA must use the increased payment standard beginning on the date of the family's first regular examination that would have been effective in the absence of the waiver. Alternatively, the PHA can conduct an interim reexamination where the only change is the increased payment standard amount. This waiver expires December 31, 2020. SHA will accept any future amendments to this waiver.

➤ **HCV-8: Utility Allowance Schedule – Required Review and Revision**

This waives the requirement to revise the PHA's utility allowance if there's been a change of 10% or more in a utility rate. This waiver expires December 31, 2020. SHA will accept any future amendments to this waiver.

## **PUBLIC HOUSING PROGRAM**

➤ **PH-1: Fiscal Closeout of Capital Grant Funds**

This waiver extends the deadline for the submission of any Actual Development Cost Certificates (ADCC) and an Actual Modernization Cost Certificates (AMCC) (two financial reporting documents required to close out Capital Fund grants). This waiver extends the required filing dates between March 1, 2020 and

September 30, 2020 by 6 months and extended by 6 months. SHA will accept any future amendments to this waiver.

➤ **PH-2: Total Development Costs (TDC)**

HUD is waiving the TDC and Housing Cost Caps (HCC) limits on Public Housing funds used in Public Housing development, mixed finance development, and Choice Neighborhoods development. SHA can exceed the limits by 25% without HUD approval and the HUD Field Office can approve up to 50% in excess of the limits. This applies to development proposals submitted to HUD no later than December 31, 2021. SHA will accept any future amendments to this waiver.

➤ **PH-3: Cost and Other Limitations: Types of Labor**

Under this waiver SHA can use force account labor for modernization activities even if it is not a high performer and it is not part of the PHA's 5-Year Action Plan. This waiver ends December 31, 2020. SHA will accept any future amendments to this waiver.

➤ **PH-4: ACOP: Adoption of Tenant Selection Policies**

This waiver allows SHA to adopt and implement changes in their ACOP without formal Board approval so long as the Board of Commissioners approves them as soon as practical, but before December 31, 2020. SHA will accept any future amendments to this waiver.

➤ **PH-5: Community Service and Self-Sufficiency Requirement (CSSR)**

This waiver suspends the community service self-sufficiency requirement until March 31, 2021. SHA will accept any future amendments to this waiver.

➤ **PH-6: Energy Audits**

This waiver suspends the requirement of an energy audit being completed every 5 years if the audit was due before December 31, 2020. The audit requirement is extended for 1 year. SHA will accept any future amendments to this waiver.

➤ **PH-7: Over-Income Families**

This waiver suspends the over-income requirement between now and December 31, 2020 and over-income families can retain their unit under the status quo. SHA will accept any future amendments to this waiver. In order to be consistent with the delay in annual reexaminations permitted under waiver PH and HCV-2, HUD is waiving this requirement and is permitting families to remain in their units and to continue to pay the same rental amount until such time that a PHA conducts the

next annual income recertification that would impact the family. In order to adopt this waiver, PHAs must also adopt a waiver under PH and HCV-2. SHA will accept any future amendments to this waiver.

➤ **PH-9: Review and Revision of Utility Allowances**

This waiver suspends the annual requirement of reviewing utility allowances that are due in 2020. However, the review must be completed by December 31, 2020. SHA will accept any future amendments to this waiver.

➤ **PH-10: Tenant Notifications for Changes to Project Rules and Regulations**

HUD is waiving the 30 day notice requirement to provide such advance notice, except advance notice must be provided for any changes related to tenant charges. Although HUD is waiving the advanced notice, PHAs must still provide adequate notification to impacted families within 30 days of making such changes. HUD encourages PHAs to give advance notice to the extent feasible. This ends on December 31, 2020. SHA will accept any future amendments to this waiver.

➤ **PH-12: Public Housing Agency Annual Self-Inspections**

HUD is waiving the annual inspection of each public housing project requirement that the PHA must inspect each project during CY 2020. SHA will accept any future amendments to this waiver.

➤ **11: PHAS, SEMAP, and Uniform Financial Reporting Standards**

SHA will accept any future amendments to any of the following waivers:

a. **PHAS**

HUD is suspending physical inspections for housing authorities unless the PHA requests a new PHAS score. New PHAS scores will not be issued for PHAs with a fiscal year ending on or before December 31, 2020. PHAS scoring will resume for PHAs with fiscal years ending March 31, 2021.

b. **SEMAP**

SEMAP scores are being suspended for PHAs whose fiscal year ends on or before December 31, 2020 unless the PHA requests a new SEMAP score. SEMAP scores will resume for PHAs with fiscal years ending March 31, 2021.

c. **Uniform Financial Reporting Standards; Filing of Financial Reports; Reporting Compliance Dates**

HUD is extending the required date for filing various financial reports according to a schedule set forth in the notice for all agencies with fiscal years ending before June 30, 2020 to submit their audited financial statements not later than 9 months after the end of their fiscal year.

➤ **12: Other Waivers and Administrative Relief**

SHA will accept any future amendments to any of the following waivers:

a. **PHA Reporting Requirements on HUD Form 50058**

Form 50058 is normally required to be submitted within 60 calendar days from the effective date of any action recorded on line 2b of the form. This waiver extends the 60-day requirement to 90 days. If the PHA receives a fatal error report, the PHA will not be required to resubmit the form under this waiver. This waiver expires December 31, 2020.

b. **[Not Applicable]**

c. **Extension of Deadline for Programmatic Obligation and Expenditure of Capital Funds**

This waiver extends both the obligation end date and the expenditure end date of Capital Funds by 1 year.

Furthermore, SHA Board of Commissioners hereby ratifies the waivers herein on this \_\_\_\_\_ (Day) of \_\_\_\_\_ (Month), \_\_\_\_\_ (Year). Additionally, any HUD extension of dates mentioned shall be automatically approved by SHA without further Board action. The descriptions of the specific waivers are summaries and SHA fully understands and will comply with the waivers as described in the HUD Notice in all their particularities.

The Executive Director is hereby delegated the express authority to nullify any waiver and end this modification of the procedures and/or policies at such time as the Executive Director determines appropriate. Also, the Executive Director may choose to not take advantage of any of these waivers at the Executive Director's sole discretion.



# DEPARTMENT REPORTS



a.

# Performance Indicators



**HOUSING AUTHORITY OF THE CITY OF STUART, FLORIDA  
PERFORMANCE INDICATORS FOR FISCAL YEAR ENDING 03/31/2021**

#	Indicator	04/2020	05/2020	06/2020	07/2020	08/2020	09/2020	10/2020	11/2020	12/2020	01/2021	02/2021	03/2021
<b>2019 Grant - \$132,499.00</b>													
d	90% Must Be Obligated By 04/15/22 - \$119,250.00	0.0%	0.0%	0.0%	0.0%								
e	100% Must Be Expended By 04/15/24	0.0%	0.0%	0.0%	0.0%								
<b>2020 Grant - \$140,292.00</b>													
f	90% Must Be Obligated By 03/25/23 - \$126,263.00	0.0%	0.0%	0.0%	0.0%								
g	100% Must Be Expended By 03/25/25	0.0%	0.0%	0.0%	0.0%								
<b>CARES Act - All Grants - \$52,768</b>													
h	100% Must Be Expended By 06/30/21	N/A	0.0%	0.0%	0.0%								
3	<b>Snapshot of Public Housing Maintenance Operations</b>												
a	Routine Work Orders	15	46	31	30								
4	<b>Snapshot of Section 8 Housing Choice Voucher Program - 77 Regular/35 VASH</b>												
a	Lease Up (Monthly)*	79/22	78/22	79/21	77/21								
b	Expended Budget Authority Rate (Cumulative Calendar Year)*	108.5%	102.6%	Not Available	Not Available								
c	Total Waiting List of Prospective Clients	21	21	21	21								
d	Port In Clients	47	45	44	30								
5	<b>Snapshot of SHA Administration</b>												
a	Are there any outstanding HUD and/or Independent Audit Findings?	Yes	Yes	Yes	Yes								

\*The highlighted numbers fluctuate and require revisions due to retroactive processing that is part of the standard process. These numbers will remain highlighted and will reflect revisions made to previous months.

**b.**

# **Contract Registers**

**HOUSING AUTHORITY OF THE CITY OF STUART, FLORIDA  
FISCAL PERIOD 04/01/20-03/31/21 CONTRACT REGISTER  
07/31/20**

Contractor/Original Contract Terms	Contract Type	# of 1 year Renewal Options	# of Renewals Used	Last Renewal Date	New Ending Date	Scope of Work/ Contract #	Original Contract Amount	# of Change Orders	Current Contract Amount	Paid to Date	Contract Balance	Pending Payment
Barton, Gonzalez & Myers P.A. (2 year contract) 07/02/18-07/01/20	Request for Proposal	3	1	07/02/20	07/01/21	External Auditing SHARP-003-18	\$9,900.00 ANNUALLY	1	\$12,900.00	\$0.00	\$12,900.00	
Berman Hopkins (2 year contract) 06/01/18-05/30/20	Quote based on FPFA Contract	2	1	06/01/20	05/30/21	Internal Compliance Services	\$14,500.00 ANNUALLY	2	\$18,000.00	\$6,000.00	\$12,000.00	
Fire Equipment Services Annual Inspection	Quote	N/A				Inspect Fire Extinguishers in Units	\$1,638.00		\$1,703.80	\$1,703.80	\$0.00	
Florida Public HA Self Insurance 05/01/20-05/01/21	Previously obtained	Annual				Liability/Property Insurance	\$33,440.00		\$30,813.58	\$30,813.58	\$0.00	
FPFA 02/09/18-02/08/19	Interlocal Agreement	5 yr contract	1	02/09/19	02/08/24	SHA Management and Operations	\$320,877.00 ANNUALLY	1	\$339,996.00	\$113,332.00	\$226,664.00	
HAPPY (MRI) Software 05/01/20-04/30/21	Sole Source Provider	Annual				Tenant Accounting Software	\$7,119.00		\$7,119.00	\$7,119.00	\$0.00	
Hunt Insurance Group, LLC 10/01/19-09/30/22	Micro Purchase	3 years				Crime Bond	\$477.00		\$477.00	\$159.00	\$318.00	
Milner Inc. 10/13/17-10/12/23	Sole Source Provider	N/A				Telephone System Provider	\$14,940.00		\$14,940.00	\$8,176.53	\$6,763.47	
Mow4Less 04/09/20-04/08/22	Request for Proposal	3				Lawn Maintenance SHARP-01-20	\$59,956.00 ANNUALLY		\$119,912.00	\$15,682.00	\$104,230.00	
Patti Tilchin & Associates 04/01/20-03/31/21	Sole Source Provider	N/A				Fee Accounting Services	\$10,000.00		\$10,000.00	\$0.00	\$10,000.00	
Saxon, Gilmore, et al (2 year contract) 08/14/17-08/13/19	Piggyback on FPFA Contract	3	1	07/25/19	08/13/20	Legal Counsel SHARP-01-18	\$50,000.00 ANNUALLY		\$100,000.00	\$19,827.00	\$80,173.00	
VanWal Services 04/10/20-04/09/21	Micro Purchase	N/A				Pest Control Services PO 5092	\$1,895.00		\$1,895.00	\$258.30	\$1,636.70	
<b>TOTAL:</b>									\$657,756.38	\$203,071.21	\$454,685.17	
Mortgage	Contract Type	# of Renewal Options				Scope of Work/ Contract #	Original Contract Amount		Current Contract Amount	Paid to Date	Contract Balance	Pending Payment
Florida Community Loan Fund 06/07/16-06/07/23	Mortgage Agreement	N/A				*Salerno Property Mortgage Loan	\$130,000.00		\$130,000.00	\$20,664.00	\$120,049.77	Apx Balloon \$115,420.00

\*Salerno Monthly mortgage payment is \$738.00 = \$691.82 interest/\$210.64 principal. This is a fluating balance based on interest.

**C.**

# **Financial Statements**

STUART HOUSING AUTHORITY  
STATEMENT OF OPERATING RECEIPTS & EXPENDITURES  
CONVENTIONAL HOUSING PROGRAM  
FOR THE MONTH OF MAY, 2020

Account	Description	Budget	May 2020	Year To Date	16%
<b>Revenue</b>					
<b>Rental Income</b>					
3110	Dwelling Rental	\$ 276,000.00	\$ 20,982.00	\$ 41,742.64	15%
3120	Excess Utilities	\$ -	\$ -	\$ -	---
3190	Non-dwelling Rental	\$ -	\$ -	\$ -	---
	<b>Total</b>	<b>\$ 276,000.00</b>	<b>\$ 20,982.00</b>	<b>\$ 41,742.64</b>	<b>15%</b>
<b>Other Income</b>					
3610	Interest on Investments	\$ 2,600.00	\$ 8.49	\$ 17.66	1%
3690	Other Income	\$ 7,200.00	\$ -	\$ -	---
	<b>Total</b>	<b>\$ 9,800.00</b>	<b>\$ 8.49</b>	<b>\$ 17.66</b>	<b>0%</b>
<b>HUD Contributions</b>					
	Transfer from Prior Year Reserve	\$ -	\$ -	\$ -	---
	Transfer from CFP	\$ 16,300.00	\$ -	\$ -	---
8020	Operating Subsidy	\$ 260,000.00	\$ 17,027.67	\$ 34,055.34	13%
	<b>Total</b>	<b>\$ 276,300.00</b>	<b>\$ 17,027.67</b>	<b>\$ 34,055.34</b>	<b>12%</b>
<b>Total Revenue</b>		<b>\$ 562,100.00</b>	<b>\$ 38,018.16</b>	<b>\$ 75,815.64</b>	<b>13%</b>
<b>Expenses</b>					
<b>Administrative</b>					
4110	Administrative Salaries	\$ 28,000.00	\$ 1,182.54	\$ 1,182.54	4%
4540	Administrative Benefits	\$ 9,600.00	\$ 408.54	\$ 408.54	4%
4130	Legal	\$ 5,000.00	\$ -	\$ -	---
4140	Staff Training	\$ 1,500.00	\$ -	\$ 259.60	17%
4150	Travel	\$ 3,000.00	\$ -	\$ -	---
4170	Accounting	\$ 10,000.00	\$ -	\$ -	---
4171	Audit	\$ 6,000.00	\$ -	\$ -	---
4190	Sundry	\$ 40,000.00	\$ 1,786.79	\$ 2,113.89	5%
4195.00	Outside Management Fee	\$ 89,600.00	\$ 5,368.02	\$ 5,368.02	6%
	<b>Total</b>	<b>\$ 192,700.00</b>	<b>\$ 8,745.89</b>	<b>\$ 9,332.59</b>	<b>5%</b>
<b>Utilities</b>					
4310	Water & Sewer	\$ 61,000.00	\$ 3,920.93	\$ 6,700.59	11%
4320	Electric	\$ 6,500.00	\$ 382.15	\$ 781.19	12%
4330	Gas	\$ -	\$ -	\$ -	---
4390	Other	\$ 28,000.00	\$ 3,481.25	\$ 6,560.58	23%
	<b>Total</b>	<b>\$ 95,500.00</b>	<b>\$ 7,784.33</b>	<b>\$ 14,042.36</b>	<b>15%</b>

STUART HOUSING AUTHORITY  
STATEMENT OF OPERATING RECEIPTS & EXPENDITURES  
CONVENTIONAL HOUSING PROGRAM  
FOR THE MONTH OF MAY, 2020

Account	Description	Budget	May 2020	Year To Date	16%
<b>Ordinary Maintenance</b>					
4410	Labor	\$ 44,000.00	\$ 8,864.03	\$ 8,864.03	20%
4420	Materials	\$ 20,000.00	\$ 722.85	\$ 3,734.59	19%
4430	Contract Costs	\$ 100,000.00	\$ 5,431.98	\$ 6,671.08	7%
4431	Trash	\$ 20,000.00	\$ 2,132.36	\$ 4,264.72	21%
4410	Work Orders	\$ 15,000.00	\$ -	\$ -	---
	<b>Total</b>	<b>\$ 199,000.00</b>	<b>\$ 17,151.22</b>	<b>\$ 23,534.42</b>	<b>12%</b>
<b>Protective Services</b>					
4460	Labor	\$ -	\$ -	\$ -	---
4470	Materials	\$ -	\$ -	\$ -	---
4480	Contract Costs	\$ 900.00	\$ -	\$ 150.09	17%
	<b>Totals</b>	<b>\$ 900.00</b>	<b>\$ -</b>	<b>\$ 150.09</b>	<b>17%</b>
<b>General</b>					
4510	Insurance	\$ 30,000.00	\$ -	\$ 30,813.58	103%
4520	PILOT	\$ 19,000.00	\$ -	\$ -	---
4540	Employee Benefits	\$ 15,000.00	\$ 2,836.48	\$ 2,836.48	19%
4570	Collection Losses	\$ 4,000.00	\$ -	\$ -	---
4590	Other	\$ 6,000.00	\$ -	\$ -	---
	<b>Total</b>	<b>\$ 74,000.00</b>	<b>\$ 2,836.48</b>	<b>\$ 33,650.06</b>	<b>45%</b>
<b>Total Expenses</b>		<b>\$ 562,100.00</b>	<b>\$ 36,517.92</b>	<b>\$ 80,709.52</b>	<b>14%</b>
<b>Net Income (Loss)</b>		<b>\$ -</b>	<b>\$ 1,500.24</b>	<b>\$ (4,893.88)</b>	<b>---</b>



**STUART HOUSING AUTHORITY**  
**STATEMENT OF OPERATING RECEIPTS & EXPENDITURES**  
**SECTION 8 PROGRAM**  
**FOR THE MONTH OF MAY, 2020**

Account	Description	Budget	May 2020	Year to Date	16%
<b>Revenue</b>					
<b>Other Income</b>					
3610	Interest on Investments	\$ 500.00	\$ 21.37	\$ 41.22	8%
3690	Fraud Recover Funds Returned	\$ 500.00	\$ -	\$ 50.00	10%
3300	Portables Income	\$ 45,000.00	\$ 2,301.17	\$ 5,004.41	11%
	Other Income (Ports Administered)	\$ 600,000.00	\$ 39,434.00	\$ 87,061.00	15%
	<b>Total</b>	<b>\$ 646,000.00</b>	<b>\$ 41,756.54</b>	<b>\$ 92,156.63</b>	<b>14%</b>
<b>HUD Contributions</b>					
2210	Annual Contribution	\$ 748,000.00	\$ 63,361.00	\$ 126,722.00	17%
	Excess HAP Received	\$ -	\$ 2,744.00	\$ 11,738.82	---
2211	Administrative Fee	\$ 106,000.00	\$ 6,632.00	\$ 13,944.00	13%
2212	Use of Reserves	\$ -	\$ -	\$ -	---
	<b>Total</b>	<b>\$ 854,000.00</b>	<b>\$ 72,737.00</b>	<b>\$ 152,404.82</b>	<b>18%</b>
<b>Total Revenue</b>		<b>\$ 1,500,000.00</b>	<b>\$ 114,493.54</b>	<b>\$ 244,561.45</b>	<b>16%</b>
<b>Expenses</b>					
<b>Administrative</b>					
4110	Administrative Salaries	\$ 46,000.00	\$ 3,350.40	\$ 3,350.40	7%
4130	Legal	\$ 1,500.00	\$ -	\$ -	---
4140	Staff Training	\$ 1,000.00	\$ -	\$ 35.40	---
4150	Travel	\$ 750.00	\$ -	\$ -	---
4170	Accounting/Auditing	\$ 1,350.00	\$ -	\$ -	---
4171	Audit Fees	\$ 5,000.00	\$ -	\$ -	---
4190	Sundry	\$ 10,000.00	\$ 242.96	\$ 286.88	3%
4191	Sundry - Rent	\$ 9,400.00	\$ -	\$ -	---
4195	Outside Management Fee	\$ 80,300.00	\$ 4,998.84	\$ 4,998.84	6%
	<b>Total</b>	<b>\$ 155,300.00</b>	<b>\$ 8,592.20</b>	<b>\$ 8,671.52</b>	<b>6%</b>
<b>Utilities</b>					
4310	Water & Sewer	\$ -	\$ -	\$ -	---
4320	Electric	\$ 800.00	\$ 52.11	\$ 106.53	13%
4330	Gas	\$ -	\$ -	\$ -	---
4390	Other	\$ -	\$ -	\$ -	---
	<b>Total</b>	<b>\$ 800.00</b>	<b>\$ 52.11</b>	<b>\$ 106.53</b>	<b>13%</b>
<b>General</b>					
4510	Insurance	\$ 3,000.00	\$ -	\$ -	---
4540	Employee Benefits	\$ 15,700.00	\$ 1,157.48	\$ 1,157.48	7%
4570	Collection Losses	\$ -	\$ -	\$ -	---
4570	Collection Losses Recovered	\$ -	\$ -	\$ -	---
4590	Other	\$ 1,000.00	\$ 93.76	\$ 187.52	19%
	<b>Total</b>	<b>\$ 19,700.00</b>	<b>\$ 1,251.24</b>	<b>\$ 1,345.00</b>	<b>7%</b>
<b>Rent to Owners</b>					
4715	Landlord - Section 8 HAP	\$ 750,000.00	\$ 66,105.00	\$ 138,510.82	18%
4716	Fraud Repays	\$ -	\$ -	\$ (50.00)	---
4718	HAP Paid on Port Ins	\$ 600,000.00	\$ 40,181.00	\$ 81,146.00	14%
	<b>Total</b>	<b>\$ 1,350,000.00</b>	<b>\$ 106,286.00</b>	<b>\$ 219,606.82</b>	<b>16%</b>
<b>Total Expenses</b>		<b>\$ 1,525,800.00</b>	<b>\$ 116,181.55</b>	<b>\$ 229,729.87</b>	<b>15%</b>
<b>Net Income (Loss)</b>		<b>\$ (25,800.00)</b>	<b>\$ (1,688.01)</b>	<b>\$ 14,831.58</b>	<b>---</b>

d.

**Affordable  
Housing  
Program**

Affordable Housing Program  
July 2020

Address	Occupancy Status	Size	Initial Lease Start	Lease Expiration	Renewal/ New Tenant	Rental Amount	Payment Standard	Yearly Income/ Salary	Maintenance Requests	Does Tenant Receive Subsidy	Comments
4411 SE Village Rd.	Adult(s) - 2 Child(ren) - 1	2 BR/1 Bath	07/01/17	06/30/21	Renewal	\$1,001	\$1,207	\$68,144	N	N	
4413 SE Village Rd.	Adult(s) - 2 Child(ren) - 1	3 BR/2 Baths	10/01/19	09/30/20	New	\$1,100	\$1,642	\$33,051	N	N	
31 SE 6th St.	Adult(s) - 1 Child(ren) - 2	3 Br/1.5 Baths	07/01/17	06/31/21	Renewal	\$963	\$1,642	\$32,909	N	S8	
33 SE 6th St.	Adult(s) - 3	3 BR/1.5 Baths	03/01/10	02/29/21	Renewal	\$1,075	\$1,642	\$15,504	N	S8	
35 SE 6th St.	Adult(s) - 2 Child(ren) - 1	3 BR/1.5 Baths	01/01/09	12/31/20	Renewal	\$1,075	\$1,642	\$23,832	N	S8	

**STUART HOUSING AUTHORITY**  
**STATEMENT OF OPERATING RECEIPTS & EXPENDITURES**  
**AFFORDABLE HOUSING**  
**FOR THE MONTH OF MAY, 2020**

	Budget		May 2020		Year To Date	16%
<b>Revenue</b>						
Rental Income	\$ 62,000.00	\$	5,214.00	\$	9,873.00	16%
Interest Income	\$ 260.00	\$	26.84	\$	52.57	20%
Other Income	\$ 300.00	\$	-	\$	-	---
<b>Total Revenue</b>	<b>\$ 62,560.00</b>	<b>\$</b>	<b>5,240.84</b>	<b>\$</b>	<b>9,925.57</b>	<b>16%</b>

**Expenses**

Administrative Salaries	\$ -	\$	-	\$	-	---
Legal	\$ 250.00	\$	-	\$	-	---
Accounting	\$ -	\$	-	\$	-	---
Audit	\$ -	\$	-	\$	-	---
Staff Training	\$ -	\$	-	\$	-	---
Other Administrative	\$ 2,000.00	\$	55.00	\$	110.00	6%
Management Fees	\$ 3,000.00	\$	166.67	\$	166.67	6%
Water	\$ 400.00	\$	-	\$	-	---
Electric	\$ 500.00	\$	11.75	\$	23.50	5%
Other Utilities	\$ -	\$	-	\$	-	---
Maintenance Salaries	\$ -	\$	-	\$	-	---
Ordinary Maintenance- Materials	\$ 1,500.00	\$	-	\$	-	---
Ordinary Maint- Contract Costs	\$ 8,000.00	\$	-	\$	-	---
Insurance	\$ 6,000.00	\$	-	\$	6,000.11	100%
Taxes	\$ 2,000.00	\$	-	\$	-	---
Employee Benefits	\$ -	\$	-	\$	-	---
Interest Expense	\$ 8,000.00	\$	509.77	\$	1,074.97	13%
Nonexpendable Equipment	\$ -	\$	-	\$	-	---
<b>Total Expenses</b>	<b>\$ 31,650.00</b>	<b>\$</b>	<b>743.19</b>	<b>\$</b>	<b>7,375.25</b>	<b>23%</b>

<b>Net Income (Loss)</b>	<b>\$ 30,910.00</b>	<b>\$</b>	<b>4,497.65</b>	<b>\$</b>	<b>2,550.32</b>	<b>8%</b>
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**Cash Available**

Operating Account	\$ 242,637.79
Security Deposit Account	\$ 11,960.78
Maintenance Reserve Acct	\$ 57,494.99
<b>TOTAL</b>	<b>\$ 312,093.56</b>

**OPEN**

- a. Board suggestions on Topics of Discussion to include on Next Agenda.

# COMMISSIONERS' COMMENTS

**ADJOURNMENT**