

REGULAR BOARD MEETING

**Tuesday, October 27, 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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Annual Board Meeting: February 25, 2020.
Regular Board Meetings: April 28, 2020; June 30, 2020; August 18, 2020, October 27, 2020.

**CALL TO
ORDER
AND
ROLL CALL**

OPENING PRAYER

PLEDGE OF ALLEGIANCE

APPROVAL OF AGENDA



**AGENDA
REGULAR BOARD MEETING
October 27, 2020 @ 10:30 a.m.
611 Church Street, Stuart, Florida 34994**

- I. **CALL TO ORDER AND ROLL CALL**
 - a. Regular Board Meeting, October 27, 2020
- II. **OPENING PRAYER**
- III. **PLEDGE OF ALLEGIANCE**
- IV. **APPROVAL OF AGENDA**
 - a. Regular Board Meeting, October 27, 2020
 - b. Regular Board Meeting, August 18, 2020*
- V. **APPROVAL OF MINUTES**
 - a. Regular Board Meeting, August 18, 2020
 - b. 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. Notice to residents regarding garbage service and removal of bins
- X. **NEW BUSINESS**
 - a. **Resolution 2020-14:** Approving Invitation for Bid (IFB SH-001-20) for Exterior Painting of Public Housing Buildings
- 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**

*Seeking approval due to lack of quorum at last Board Meeting.



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 Number 20-166 signed by Governor DeSantis and guidance provided by Legal Counsel) on Tuesday, August 18, 2020 at 10:43 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 10:43 a.m.

Present via Conference Call: Deborah Langston, Chairperson
Lilly Williams, Commissioner
Pearlie Clark, Vice-Chair (arrived at 10:50 a.m.)
Jennie Davis, Commissioner (arrived at 10:50 a.m.)

Present at SHA: Barbara Dotson, Commissioner

Absent: Nancy Judy, Commissioner
Martha Mosley, Commissioner

Staff Present at SHA: Andrea Kochanowski, SHA Executive Director and The Housing Authority of the City of Fort Pierce, FL (FPHA) Executive Director
Andreas (Andy) Connell, FPHA Network Administrator
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 she led.

III. PLEDGE OF ALLEGIANCE:

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

IV. APPROVAL OF THE AGENDA:

Motion:

Commissioner Williams moved to approve the August 18, 2020 Agenda; Commissioner Dotson seconded the Motion. At roll call the Motion was approved 3/0.

Postscript: While this was approved by the Board, a quorum was not present at the time; therefore, we will submit for approval during the next regularly scheduled Board Meeting when a quorum is present.

V. APPROVAL OF THE MINUTES:

Motion:

Commissioner Dotson moved to approve the Minutes of the Regular Board Meeting of the June 30, 2020. Commissioner Williams seconded the motion. At roll call the Motion was approved 3/0.

Postscript: While this was approved by the Board, a quorum was not present at the time; therefore, we will submit for approval during the next regularly scheduled Board Meeting when a quorum is present.

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:

- ***Exterior Painting Services:*** Samples paint colors are included in the Board packet for the Board's consideration for the exterior painting contract work. The Board may choose, should they desire, all six (6) colors, staggering the colors throughout Public Housing.

Ms. Kochanowski sought the Board's opinion.

Postscript: The Board Meeting failed to record until now as the Agency had audio difficulties.

***Discussion:** Commissioner Dotson said she like the idea of using all colors, staggering throughout, as the color selection is beautiful. Chairperson Langston asked how the colors would be staggered. Ms. Kochanowski said in essence they would start with one (1) building with one (1) color, then move on to the second building with the second color, until there is a row of all six (6) colors and then repeat the colors. At some point the office will be painted and if the Board prefers a specific color, then that is what the Agency will use. Chairperson Langston agreed and asked for other comments. All Board Members concurred.*

- ***NAHRO – Ethics for Commissioners:** The online training is available to each Commissioner and if any Board Member is interested in attending to please reach out so staff can schedule.*

VIII. REPORT OF THE ATTORNEY:

None at this time.

IX. OLD BUSINESS:

Ms. Kochanowski stated that condolence cards, as requested by the Board to be sent to two (2) recent residents passing, have been sent and cards will continue to be sent upon staff's knowledge of future residents passing away.

X. NEW BUSINESS

Resolution 2020-11

Motion:

Commissioner Williams moved to adopt Resolution 2020-11 Authorizing Disposition of Non-Performing Assets as of August 2020. Vice-Chair Clark seconded the Motion. At roll call the Motion was approved 5/0.

Resolution 2020-12

Motion:

Vice-Chair Clark moved to adopt 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. Commissioner Williams seconded the Motion. At roll call the Motion was approved 5/0.

Resolution 2020-13

Motion:

Vice-Chair Clark moved to adopt 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. Commissioner Dotson seconded the Motion. At roll call the Motion was approved 5/0.

XI. DEPARTMENT REPORTS

Ms. Kochanowski reported the following:

- ***Performance Indicators:*** The Performance Indicators reflect four (4) months of the fiscal year and pretty much status quo. There is one (1) additional item that has been added, 2g, so the CARES Act (COVID-19) funding and expenditures can be tracked.

The most notable expense, which the Agency will be starting soon, will be the office renovation to expand the lobby area to accommodate more than just one (1) individual, thus accommodating social distancing, etc. The Architect has submitted the drawings, which are getting approved. Thereafter, the Agency will go out for bid for a construction contractor, which the Board will be apprised.

Under 4 b, the Agency is still closing out June and July Financials, so the financial data is not available, but by the next Board Meeting it will be completed.

- ***Contract Register:*** The register is self-explanatory; however, if any Board Member has a question, Ms. Kochanowski said she would be happy to address. The Board had no questions/comments.
- ***Financial Statements:*** The Conventional Housing Program financial is reporting a loss due to a bulk payment made for insurance. Over the next several months, it should offset. The hope is to close the year with a zero-base budget.

As for the May 2020 Section 8 financial statement, it is status quo as the reporting is only two (2) months into the fiscal year.

- **Affordable Housing Program:** The Agency has full occupancy with one (1) recurring late rent, which the Agency has been helping the resident with referrals to resources to help assist and avoid having to file an eviction. The Agency may have to go down the road of filing three (3) or four (4) evictions this year. One (1) for the Affordable Housing Program, and two (2) to three (3) for Public Housing.

Discussion: *Commissioner Dotson asked if the residents were not working. Ms. Kochanowski said if the residents are not working, their rent would have been adjusted to reflect their new income, but the residents have either failed to do so or they are non-responsive. So that has been the issue thus far.*

Ms. Kochanowski concluded her report. With no further questions/comments, 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 to the Agenda for the next Board Meeting. With no comments, the Board proceeded.

XIII. COMMISSIONERS' COMMENTS:

Chairperson Langston mentioned the unit near the office keeping full garbage bins at the street for pick-up too far in advance of the pick-up day. It was also noted that residents leave their bins at the street even after they have been serviced, rather than store them near their residence. Upon further discussion, the Commissioners agreed that the Agency should send a friendly notice to the residents regarding said matter.

Chairperson Langston inquired about the Agency's next Board Meeting, wherein Ms. Kochanowski recommended Tuesday, October 27, 2020 at 10:30 am at SHA's office and the Board agreed.

XIV: ADJOURNMENT:

The Board Meeting adjourned at 11:16 a.m.

Deborah Langston, Chairperson

Andrea Kochanowski, Secretary-Treasurer

Date: _____

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: Pearlle 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 25th. At this time, it is unknown if the Moratorium will be extended to go beyond July 25th. 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 25th, 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 25th 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 18th as an alternative date rather than August 25th. The Board agreed to the Board Meeting date of August 18th 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 25th 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 18th, 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 31st; 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 18th 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: October 15, 2020
To: Board of Commissioners, Housing Authority of the City of Stuart, Florida (SHA)
From: Andrea Kochanowski, Secretary-Treasurer
Subject: October 27, 2020 Board Update

Greetings, I offer the following information for your review:

1. Organizational:

- a. ***October 27th Board Meeting:*** Given the issues connected with the COVID-19 pandemic and in compliance with 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 or similar devices, 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. ***Executive Director Resignation:*** As you are all aware, I have provided notice of my resignation from the position of Executive Director effective December 4, 2020. This was not an easy decision and it is with mixed emotions, but it is necessary due to out of town family circumstances. I am proud to have worked for this Agency and greatly appreciate your support during my time here. SHA is truly lucky to have such a committed Board and dedicated staff. Together, we have been very successful and have made a great team! I have agreed to remain involved in a consulting position for a smooth transition.

The Housing Authority of the City of Fort Pierce, Florida Board has appointed Mr. Edgar Kiley as Interim Executive Director effective December 5, 2020 and he will act in the same capacity for this Agency as well. Mr. Kiley has been a part of this team since the first day and is eager to continue our commitment. I believe the Board will experience little transition and will find Mr. Kiley capable of leading the Agency and taking it to the next level.

- c. **COVID-19 Update:** We are still adhering to the implemented measures within the building to protect against exposure to illness.
- d. **Public Housing Late Rent Payments:** The Florida State Eviction Moratorium expired as of September 30, 2020; however, the CDC Federal Order requires tenants to provide a specific declaration form to landlords that shows they have experienced a substantial loss of income, which does not apply to our Public Programs. Therefore, evictions for non-payment of rent will resume. At this point in time, SHA Tenant Account Receivables (unpaid rent) is \$13,812.18 (Public Housing) and \$4,400.00 (Affordable Housing) and we anticipate filing evictions for all past due rent payments for Public Housing and Affordable Housing if the residents fail to enter into a repayment agreement.
- e. **Bank Register:** For purposes of transparency, a full check listing detailing disbursements made from August – September 2020 is included herein.
- f. **Checking Accounts:** Per the Board’s approval, via *Resolution 2020-12*, the Sweep Accounts were closed and all funds, including interest, were transferred to the Agency’s existing checking accounts with Seacoast National Bank.

2. Procurement:

- a. **Exterior Painting Services:** An Invitation for Bid (SH-001-20) was opened on October 7th. Mario’s Painting & Services, Inc. submitted the lowest bid; however, their pricing did not adhere to HUD Guidelines of only charging fourteen percent (14%) for overhead and cost. Therefore, the bid was deemed non-responsive and responsible and could not be accepted. Quick Painting Group Corp’s pricing was verified, and the bid is backed by the necessary documentation. References and all required documents have been checked and verified (Bid Bond, HUD Limited Denial List, and Excluded Parties List), and Quick Painting Group Corp is deemed a responsive and responsible bidder. Therefore, Quick Painting Group Corp is being submitted to the Board for consideration for the exterior painting of SHA Public Housing buildings, for an amount not to exceed \$67,000.00, as set out in *Resolution 2020-14* herein.

3. 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:** Permits have been applied for and construction will begin once received. There will be some lapse in office openings; however, it will be posted appropriately with advanced notice.
 - **Software Conversion:** Moving forward with Emphasys Elite Hosted Environment.
- b. CY 2020 Housing Choice Voucher Program Application CARES Act Funding:* Our Agency has applied for CARES Act Funding for Per Unit Cost (PUC) Increases due to Extraordinary Circumstances Funding. We will keep the Board apprised of the outcome.
- c. Public Housing Authority (PHA) Annual Plan & Capital Fund Program (CFP) 5-Year Action Plan:* As a qualified PHA, our Agency will have for public review from October 30, 2020 through December 15, 2020 at 10:00 am, its proposed PHA Annual Plan, Admissions & Continued Occupancy Policy (ACOP) for the Public Housing Program, Administrative Plan for the Section 8 Housing Choice Voucher Program, CFP 5-Year Action Plan, and relevant certifications/documents (PHA Plan Documents).
- As a friendly reminder, as Board Members, part of your fiduciary duties is to approve policies; therefore, please make time to review the PHA Plan Documents before the December Board Meeting, which will be submitted to you via your Agency email. Our office will notify you once said email has been submitted. Please feel free to contact me with any questions and/or comments you may have.

As required by HUD, the following actions will be taken:

- The Agency is to obtain the City's Certification, via form HUD-50077-SL, that our PHA Plan Documents are consistent with the City's Consolidated Plan. Therefore, I will be reaching out to the City Manager, via email regarding said matter.
- On October 20, 2020, we will be posting in the local newspaper and at our office that on December 15, 2020 at 10:00 am we will be conducting the Public Hearing for comments on the proposed PHA Plan Documents at our office. Comments can be submitted in writing to our office at any time during the review period.
- The Resident Advisory Board (RAB) is scheduled to meet on October 29, 2020 at 10:00 am to review the PHA Plan Documents and pose any comments.

- I am proposing that our next Board Meeting be held on December 15th at 10:30 am; thus, the Public Hearing is scheduled on the same date at 10:00 am, just prior to our Board Meeting. I will need a Board Member to volunteer to chair the Public Hearing.

d. 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.

e. External Audit for FYE March 31, 2020: The external auditing firm, Barton, Gonzalez and Myers, P.A., is finalizing the FYE March 31, 2020 audit.

4. Important Dates:

a. Offices Closed:

- *Veterans Day:* Wednesday, November 11, 2020.
- *Thanksgiving Holiday:* Thursday & Friday, November 26 & 27, 2020.
- *Christmas Holiday:* Thursday & Friday, December 24 & 25, 2020.

b. Public Hearing for PHA Plan Documents: Tuesday, December 15, 2020 at 10:00 am at SHA's office.

c. Next Board Meeting: I recommend Tuesday, December 15, 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>
8/1/2020	11574	Alyah M Porter	\$ 37.00
8/1/2020	11575	Chakuria Anderson	\$ 48.00
8/1/2020	11576	Nicole Durham	\$ 3.00
8/1/2020	11577	Rosheema Rucker	\$ 42.00
8/5/2020	11578	FP&L	\$ 586.69
8/5/2020	11579	City of Stuart - Utilities	\$ 6,637.02
8/5/2020	11580	Mow4Less	\$ 823.00
8/5/2020	11581	Milner	\$ 257.35
8/5/2020	11582	JGF	\$ 1,133.00
8/12/2020	11583	Tylanders	\$ 406.33
8/12/2020	11584	JS Percy and Associates	\$ 435.00
8/12/2020	11585	Mow4Less	\$ 1,846.00
8/12/2020	11586	JGF	\$ 1,685.00
8/12/2020	11587	VanWal	\$ 86.10
8/12/2020	11588	FP&L	\$ 38.10
8/12/2020	11589	City of Stuart - Utilities	\$ 2,673.45
8/12/2020	11590	Emphasys Software	\$ 8,536.32
8/26/2020	11591	Pitney Bowes	\$ 167.18
8/26/2020	11592	orkin	\$ 896.00
8/26/2020	11593	Lowes	\$ 486.00
8/26/2020	11594	Pitney Bowes	\$ 154.23
8/26/2020	11595	Maria Tirado c/o Evelyn Rolon	\$ 72.00
8/26/2020	11596	Jennifer Wilson	\$ 550.00
8/26/2020	11597	Toshiba	\$ 173.61
8/26/2020	11598	Comcast	\$ 193.25
8/26/2020	11599	Sunoco	\$ 52.99
8/26/2020	11600	Mow4Less	\$ 923.00
8/26/2020	11601	FP&L	\$ 27.68
8/26/2020	11602	Treasure Coast Newspapers	\$ 117.99
8/26/2020	11603	First National Bank of Omaha	\$ 1.75
8/26/2020	11604	Heidi Laboy - Petty Cash	\$ 102.13
8/31/2020	11605	FPHA	\$ 28,333.00

Affordable Housing Operating

<u>Date</u>	<u>Check #</u>	<u>Vendor</u>	<u>Amount</u>
8/5/2020	1294	FP&L	\$ 11.81
8/5/2020	1295	Mow4Less	\$ 230.00
8/12/2020	1296	Mow4Less	\$ 460.00
8/26/2020	1297	Florida Community Loan Fund	\$ 738.00
8/26/2020	1298	Mow4Less	\$ 230.00
8/26/2020	1299	FP&L	\$ 11.81
8/31/2020	1300	Mow4Less	\$ 690.00

Public Housing Operating

<u>Date</u>	<u>Check #</u>	<u>Vendor</u>	<u>Amount</u>
9/1/2020	11606	Chakuria Anderson	\$ 48.00
9/1/2020	11607	Nicole Durham	\$ 3.00
9/15/2020	11608	City of Stuart - Utilities	\$ 7,158.84
9/15/2020	11609	Chadwell Supply	\$ 233.40
9/15/2020	11610	City of Stuart - Utilities	\$ 2,598.63
9/15/2020	11611	Lowe's	\$ 972.00
9/15/2020	11612	Mow4Less	\$ 2,769.00
9/15/2020	11613	Milner	\$ 270.22
9/15/2020	11614	Home Depot Pro	\$ 459.99
9/15/2020	11615	VOID	\$ -
9/15/2020	11616	VanWal	\$ 86.10
9/15/2020	11617	FP&L	\$ 588.30
9/15/2020	11618	Treasure Coast Newspapers	\$ 114.57
9/30/2020	11619	Sunoco	\$ 25.00
9/30/2020	11620	Comcast	\$ 200.73
9/30/2020	11621	Mow4Less	\$ 1,846.00
9/30/2020	11622	Toshiba	\$ 173.71
9/30/2020	11623	ADT Security Services	\$ 150.09
9/30/2020	11624	Hunt Insurance Group	\$ 159.00
9/30/2020	11625	FP&L	\$ 28.36
9/30/2020	11626	Home Depot Pro	\$ 243.90
9/30/2020	11627	Fort Pierce Housing Authority	\$ 28,333.00

Affordable Housing Operating

<u>Date</u>	<u>Check #</u>	<u>Vendor</u>	<u>Amount</u>
9/30/2020	1301	Florida Community Loan Fund	\$ 738.00
9/30/2020	1302	Mow4Less	\$ 460.00

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

OLD BUSINESS

- a. As requested by the Board, a Notice was sent to the residents regarding garbage service and removal of bins, etc.

As a friendly reminder, this is the second Notice that has been provided to the residents. If the Board recalls, said matter was included in the Regular Board Meeting of June 25, 2019, via Old Business.

NEW BUSINESS

HOUSING AUTHORITY OF THE CITY OF STUART, FLORIDA

RESOLUTION 2020-14

**RESOLUTION APPROVING INVITATION FOR BID (IFB SH-001-20) FOR
EXTERIOR PAINTING OF PUBLIC HOUSING BUILDINGS**

WHEREAS, the Housing Authority of the City of Stuart, Florida (SHA) requires the exterior painting of its public housing buildings including the central office building; and

WHEREAS, under HUD guidelines, a solicitation for an Invitation for Bid (IFB SH-001-20) for exterior painting of SHA public housing buildings was advertised on the Agency website, Marketplace e-Procurement and on-line; and

WHEREAS, two (2) bids were received, publicly opened, and recorded; and

NOW, THEREFORE BE IT RESOLVED THAT on the _____ (Day) of _____ (Month), _____ (Year), the SHA Board of Commissioners hereby authorizes the Executive Director to enter into a contract not to exceed \$67,000.00 with Quick Painting Group Corp of Orlando, Florida.

Commissioner _____ moved its adoption, which was seconded by Commissioner _____. Upon roll call the Ayes and Nays were as follows:

“Ayes”: _____

“Nays”: _____

Chairperson

Date

Secretary-Treasurer

Date

Board of Commissioners Meeting



ABSTRACT FOR BID SH-001-20

EXTERIOR PAINTING OF SHA PUBLIC HOUSING BUILDINGS

BID OPENING DATE: Wednesday, October 7, 2020

ACTUAL BID OPENING TIME: 1:00 p.m.

COMPANY NAME	BID PRICE	BID BOND	BID ACCEPTED	COVER SHEET	CONFLICT OF INTEREST FORM	HUD FORMS	SEC 3 / AFFIRM ACTION PLAN	MINORITY VENDOR
1. Quick Painting Group Corp. Orlando, FL	\$67,000.00	Yes 5%	<input checked="" type="radio"/> Y <input type="radio"/> N	<input checked="" type="radio"/> Y <input type="radio"/> N	<input checked="" type="radio"/> Y <input type="radio"/> N	<input checked="" type="radio"/> Y <input type="radio"/> N	<input checked="" type="radio"/> Y <input type="radio"/> N	<input checked="" type="radio"/> Y <input type="radio"/> N
2. Mario's Painting & Services, Inc. Hialeah Gardens, FL	\$58,152.00	Yes 5%	<input type="radio"/> Y <input checked="" type="radio"/> N	<input checked="" type="radio"/> Y <input type="radio"/> N	<input checked="" type="radio"/> Y <input type="radio"/> N	<input checked="" type="radio"/> Y <input type="radio"/> N	<input checked="" type="radio"/> Y <input type="radio"/> N	<input checked="" type="radio"/> Y <input type="radio"/> N

All procurement procedures have been followed in accordance with the Housing Authority of the City of Stuart, Florida (SHA) Procurement Policy and HUD regulations. Mario's Painting & Services, Inc. submitted the lowest bid; however, their pricing did not adhere to HUD Guidelines of only charging fourteen percent (14%) for overhead and cost. Therefore, the bid was deemed non-responsive and responsible and could not be accepted. Quick Painting Group Corp's pricing was verified, and the bid is backed by the necessary documentation. References and all required documents have been checked and verified (Bid Bond, HUD Limited Denial List, and Excluded Parties List), and Quick Painting Group Corp is deemed a responsive and responsible bidder. Therefore, Quick Painting Group Corp is being submitted to the Board for consideration for the exterior painting of SHA Public Housing buildings, for an amount not to exceed \$67,000.00.

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
1	Snapshot of Public Housing Management - 70 Units												
a	Annual Operating Expenses are Less Than or Equal to Income	No	No	Yes	Yes	Yes	Not Available						
b	Occupancy Rate (98% or Above)	100.0%	100.0%	99.0%	97.0%	100.0%	100.0%						
c	Tenants Accounts Receivable is Less Than 1.5% of Monthly Rent Roll	Yes	Yes	Yes	Yes	Yes	Yes						
d	Tenants Accounts Receivable - Prepaid	\$637.35	\$787.35	\$1,032.35	\$2,215.35	\$2,076.35	\$1,860.35						
e	Tenants Accounts Receivable - Unpaid	\$3,234.18	\$3,755.40	\$5,135.18	\$6,479.09	\$9,416.58	\$9,251.58						
f	Tenants Accounts Receivable - Net	\$2,596.83	\$2,968.05	\$4,102.83	\$4,263.74	\$7,340.23	\$7,391.23						
g	Tenants Accounts Receivable - Vacated	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00						
h	Tenants Accounts Receivable - Evicted	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00						
i	Tenants Accounts Payable Ratio is Less Than 7.5%	Yes	Yes	Yes	Yes	Yes	Yes						
j	The Average Number of Vacancy Days per Turnaround is Less Than 20 Days	Yes	Yes	Yes	Yes	Yes	Yes						
k	Number of Applications Taken for Public Housing	7	10	28	40	23	21						
l	Number of Move-ins	1	0	0	1	0	1						
m	Number of Move-outs	0	0	1	2	0	1						
n	Total Waiting List of Prospective Residents	202	212	240	280	303	324						
o	Quarterly Charge-Offs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00						
p	14 Day Notices Sent	0	0	0	0	0	0						
q	Evictions Filed for Month	0	0	0	0	0	0						
2	Capital Fund - Due to COVID-19 CARES Act, Deadlines are Extended by One (1) Year												
a	Grants are at Least 90% Obligated by Due Date (with no sanctions)	Yes	Yes	Yes	Yes	Yes	Yes						
	2018 Grant - \$126,007.00												
b	90% Must Be Obligated By 05/28/21 - \$113,407.00	64.0%	64.0%	97.0%	97.0%	97.0%	97.0%						
c	100% Must Be Expended By 05/28/23	64.0%	64.0%	97.0%	97.0%	97.0%	97.0%						

**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
2019 Grant - \$132,499.00													
d	90% Must Be Obligated By 04/15/22 - \$119,250.00	0.0%	0.0%	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%	0.0%	0.0%						
2020 Grant - \$140,292.00													
f	90% Must Be Obligated By 03/25/23 - \$126,263.00	0.0%	0.0%	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%	0.0%	0.0%						
CARES Act - All Grants - \$72,623.00													
h	100% Must Be Expended By 12/31/21	N/A	0.0%	0.0%	0.0%	0.0%	0.0%						
3	Snapshot of Public Housing Maintenance Operations												
a	Routine Work Orders	15	46	31	30	21	15						
4	Snapshot of Section 8 Housing Choice Voucher Program - 77 Regular/35 VASH												
a	Lease Up (Monthly)*	79/22	78/22	79/21	77/21	79/27	79/27						
b	Expended Budget Authority Rate (Cumulative Calendar Year)*	108.5%	102.5%	106.2%	107.6%	107.3%	Not Available						
c	Total Waiting List of Prospective Clients	21	21	21	21	21	21						
d	Port In Clients	47	45	44	30	31	27						
5	Snapshot of SHA Administration												
a	Are there any outstanding HUD and/or Independent Audit Findings?	Yes	Yes	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 Register

**HOUSING AUTHORITY OF THE CITY OF STUART, FLORIDA
FISCAL PERIOD 04/01/20-03/31/21 CONTRACT REGISTER
09/30/20**

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 FPHA 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	
Emphasys Software Software Conversion	Quote	N/A				Software Conversion from HAPPY Software	\$23,401.00		\$23,401.00	\$8,532.32	\$14,868.68	
Fire Equipment Services Annual Inspection	Quote	N/A				Inspect Fire Extinguishers in Units	\$1,703.80		\$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	\$30,813.58		\$30,813.58	\$30,813.58	\$0.00	
FPHA 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	\$169,998.00	\$169,998.00	
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	\$318.00	\$159.00	
Milner Inc. 10/13/17-10/12/23	Sole Source Provider	N/A				Telephone System Provider	\$14,940.00		\$14,940.00	\$8,704.10	\$6,235.90	
Mow4Less 04/09/20-04/08/22	Request for Proposal	3				Lawn Maintenance SHARP-01-20	\$59,956.00 ANNUALLY		\$119,912.00	\$25,136.00	\$94,776.00	
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 FPHA 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	\$430.50	\$1,464.50	
TOTAL:									\$681,157.38	\$278,582.30	\$402,575.08	

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	\$22,140.00	\$120,006.49	Apx Balloon \$115,420.00

*Saxon, Gilmore, et al contract is on a month-to-month basis as of 08/13/20. Solicitation for Legal Services will be completed in December and presented for Board approval.

**Salerno Monthly mortgage payment is \$738.00 = \$691.82 interest/\$21.64 principal. This is a fluctuating balance based on interest.

C.

Financial Statements

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

Account	Description	Budget	August 2020	Year To Date	42%
Revenue					
Rental Income					
3110	Dwelling Rental	\$ 276,000.00	\$ 19,332.00	\$ 102,921.27	37%
3120	Excess Utilities	\$ -	\$ -	\$ -	---
3190	Non-dwelling Rental	\$ -	\$ -	\$ -	---
	Total	\$ 276,000.00	\$ 19,332.00	\$ 102,921.27	37%
Other Income					
3610	Interest on Investments	\$ 2,600.00	\$ 17.00	\$ 55.77	2%
3690	Other Income	\$ 7,200.00	\$ 50.00	\$ 50.00	1%
	Total	\$ 9,800.00	\$ 67.00	\$ 105.77	1%
HUD Contributions					
	Transfer from Prior Year Reserve	\$ -	\$ -	\$ -	---
	Transfer from CFP	\$ 16,300.00	\$ -	\$ 40,574.00	249%
8020	Operating Subsidy	\$ 260,000.00	\$ 16,407.67	\$ 83,898.34	32%
	Total	\$ 276,300.00	\$ 16,407.67	\$ 124,472.34	45%
Total Revenue		\$ 562,100.00	\$ 35,806.67	\$ 227,499.38	40%
Expenses					
Administrative					
4110	Administrative Salaries	\$ 28,000.00	\$ 1,837.74	\$ 6,589.45	24%
4540	Administrative Benefits	\$ 9,600.00	\$ 471.24	\$ 2,130.52	22%
4130	Legal	\$ 5,000.00	\$ -	\$ 79.20	2%
4140	Staff Training	\$ 1,500.00	\$ -	\$ 259.60	17%
4150	Travel	\$ 3,000.00	\$ -	\$ -	---
4170	Accounting	\$ 10,000.00	\$ -	\$ -	---
4171	Audit	\$ 6,000.00	\$ -	\$ 5,280.00	88%
4190	Sundry	\$ 40,000.00	\$ 9,476.70	\$ 17,807.01	45%
4195.00	Outside Management Fee	\$ 89,600.00	\$ 7,081.53	\$ 39,472.33	44%
	Total	\$ 192,700.00	\$ 18,867.21	\$ 71,618.11	37%
Utilities					
4310	Water & Sewer	\$ 61,000.00	\$ 4,032.72	\$ 18,775.02	31%
4320	Electric	\$ 6,500.00	\$ 574.17	\$ 2,192.67	34%
4330	Gas	\$ -	\$ -	\$ -	---
4390	Other	\$ 28,000.00	\$ 3,145.39	\$ 16,687.06	60%
	Total	\$ 95,500.00	\$ 7,752.28	\$ 37,654.75	39%

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

Account	Description	Budget	August 2020	Year To Date	42%
Ordinary Maintenance					
4410	Labor	\$ 44,000.00	\$ 4,357.99	\$ 24,870.87	57%
4420	Materials	\$ 20,000.00	\$ 949.32	\$ 12,874.77	64%
4430	Contract Costs	\$ 100,000.00	\$ 7,927.10	\$ 23,886.99	24%
4431	Trash	\$ 20,000.00	\$ 2,132.36	\$ 10,661.80	53%
4410	Work Orders	\$ 15,000.00	\$ -	\$ -	---
	Total	\$ 199,000.00	\$ 15,366.77	\$ 72,294.43	36%
Protective Services					
4460	Labor	\$ -	\$ -	\$ -	---
4470	Materials	\$ -	\$ -	\$ -	---
4480	Contract Costs	\$ 900.00	\$ -	\$ 150.09	17%
	Totals	\$ 900.00	\$ -	\$ 150.09	17%
General					
4510	Insurance	\$ 30,000.00	\$ -	\$ 30,813.58	103%
4520	PILOT	\$ 19,000.00	\$ -	\$ -	---
4540	Employee Benefits	\$ 15,000.00	\$ 1,394.56	\$ 7,732.69	52%
4570	Collection Losses	\$ 4,000.00	\$ -	\$ -	---
4590	Other	\$ 6,000.00	\$ -	\$ -	---
	Total	\$ 74,000.00	\$ 1,394.56	\$ 38,546.27	52%
Total Expenses		\$ 562,100.00	\$ 43,380.82	\$ 220,263.65	39%
Net Income (Loss)		\$ -	\$ (7,574.15)	\$ 7,235.73	---

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

Account	Description	Budget	August 2020	Year to Date	42%
Revenue					
Other Income					
3610	Interest on Investments	\$ 500.00	\$ 10.06	\$ 84.67	17%
3690	Fraud Recover Funds Returned	\$ 500.00	\$ -	\$ 50.00	10%
3300	Portables Income	\$ 45,000.00	\$ 1,708.56	\$ 11,785.25	26%
	Other Income (Ports Administered)	\$ 600,000.00	\$ 31,918.00	\$ 199,409.00	33%
	Total	\$ 646,000.00	\$ 33,636.62	\$ 211,328.92	33%
HUD Contributions					
2210	Annual Contribution	\$ 748,000.00	\$ 63,472.00	\$ 304,672.00	41%
	Excess HAP Received	\$ -	\$ 7,436.73	\$ 51,691.37	---
2211	Administrative Fee	\$ 106,000.00	\$ 6,731.00	\$ 34,138.00	32%
2212	Use of Reserves	\$ -	\$ -	\$ -	---
	Total	\$ 854,000.00	\$ 77,639.73	\$ 390,501.37	46%
Total Revenue		\$ 1,500,000.00	\$ 111,276.35	\$ 601,830.29	40%
Expenses					
Administrative					
4110	Administrative Salaries	\$ 46,000.00	\$ 5,025.60	\$ 18,427.20	40%
4130	Legal	\$ 1,500.00	\$ -	\$ 10.80	1%
4140	Staff Training	\$ 1,000.00	\$ -	\$ 35.40	---
4150	Travel	\$ 750.00	\$ -	\$ -	---
4170	Accounting/Auditing	\$ 1,350.00	\$ -	\$ -	---
4171	Audit Fees	\$ 5,000.00	\$ -	\$ 720.00	14%
4190	Sundry	\$ 10,000.00	\$ 1,200.75	\$ 1,954.53	20%
4191	Sundry - Rent	\$ 9,400.00	\$ -	\$ -	---
4195	Outside Management Fee	\$ 80,300.00	\$ 6,400.80	\$ 35,329.66	44%
	Total	\$ 155,300.00	\$ 12,627.15	\$ 56,477.59	36%
Utilities					
4310	Water & Sewer	\$ -	\$ -	\$ -	---
4320	Electric	\$ 800.00	\$ 78.30	\$ 299.00	37%
4330	Gas	\$ -	\$ -	\$ -	---
4390	Other	\$ -	\$ -	\$ -	---
	Total	\$ 800.00	\$ 78.30	\$ 299.00	37%
General					
4510	Insurance	\$ 3,000.00	\$ -	\$ -	---
4540	Employee Benefits	\$ 15,700.00	\$ 1,288.67	\$ 5,970.73	38%
4570	Collection Losses	\$ -	\$ -	\$ -	---
4570	Collection Losses Recovered	\$ -	\$ -	\$ -	---
4590	Other	\$ 1,000.00	\$ 50.76	\$ 375.08	38%
	Total	\$ 19,700.00	\$ 1,339.43	\$ 6,345.81	32%
Rent to Owners					
4715	Landlord - Section 8 HAP	\$ 750,000.00	\$ 70,908.73	\$ 356,413.37	48%
4716	Fraud Repays	\$ -	\$ -	\$ (50.00)	---
4718	HAP Paid on Port Ins	\$ 600,000.00	\$ 29,897.00	\$ 188,399.00	31%
	Total	\$ 1,350,000.00	\$ 100,805.73	\$ 544,762.37	40%
Total Expenses		\$ 1,525,800.00	\$ 114,850.61	\$ 607,884.77	40%
Net Income (Loss)		\$ (25,800.00)	\$ (3,574.26)	\$ (6,054.48)	---

d.

**Affordable
Housing
Program**

**Affordable Housing Program
September 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	09/30/21	Renewal	\$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	\$1,013	\$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 AUGUST, 2020

	Budget		August 2020		Year To Date	42%
Revenue						
Rental Income	\$ 62,000.00	\$	5,773.00	\$	25,105.00	40%
Interest Income	\$ 260.00	\$	26.99	\$	132.29	51%
Other Income	\$ 300.00	\$	-	\$	-	---
Total Revenue	\$ 62,560.00	\$	5,799.99	\$	25,237.29	40%

Expenses

Administrative Salaries	\$ -	\$	-	\$	-	---
Legal	\$ 250.00	\$	-	\$	-	---
Accounting	\$ -	\$	-	\$	-	---
Audit	\$ -	\$	-	\$	-	---
Staff Training	\$ -	\$	-	\$	-	---
Other Administrative	\$ 2,000.00	\$	55.00	\$	275.00	14%
Management Fees	\$ 3,000.00	\$	166.67	\$	833.35	28%
Water	\$ 400.00	\$	-	\$	-	---
Electric	\$ 500.00	\$	23.62	\$	69.32	14%
Other Utilities	\$ -	\$	-	\$	-	---
Maintenance Salaries	\$ -	\$	-	\$	-	---
Ordinary Maintenance- Materials	\$ 1,500.00	\$	-	\$	109.00	7%
Ordinary Maint- Contract Costs	\$ 8,000.00	\$	1,610.00	\$	3,450.00	43%
Insurance	\$ 6,000.00	\$	-	\$	6,000.11	100%
Taxes	\$ 2,000.00	\$	-	\$	-	---
Employee Benefits	\$ -	\$	-	\$	-	---
Interest Expense	\$ 8,000.00	\$	561.60	\$	2,744.26	34%
Nonexpendable Equipment	\$ -	\$	-	\$	-	---
Total Expenses	\$ 31,650.00	\$	2,416.89	\$	13,481.04	43%

Net Income (Loss)	\$ 30,910.00	\$	3,383.10	\$	11,756.25	38%
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Cash Available

Operating Account	\$ 247,195.13
Security Deposit Account	\$ 12,113.79
Maintenance Reserve Acct	\$ 57,509.48
TOTAL	\$ 316,818.40

OPEN

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

COMMISSIONERS' COMMENTS

ADJOURNMENT