

**Lee County Housing Authority (LCHA)
Board of Commissioners Meeting**

A meeting of the Board of Commissioners of the Lee County Housing Authority (LCHA) was held **May 27, 2021** at the Community Center, located at 14073 Whitebirch Way, North Fort Myers, Florida, 33901. Notice of this meeting was duly posted.

ATTENDANCE: Chairman Robert Norris
Commissioner Christine Sardina
Commissioner Robert Ortiz

ABSENT: Vice Chairman Donald Komito

APPROVAL OF MINUTES: Chairman Norris brought before the board the minutes from the April 28, 2021 board meeting. Having reviewed the minutes, Chairman Norris inquired if there were any corrections, additions or deletions required. Chairman Norris entertained a motion to accept the minutes. Commissioner Sardina made a motion to accept the minutes, seconded by Commissioner Ortiz. The motion carries.

Financial Reports-Vicki Collins, CPA

Enclosed for your review are financials, i.e. Balance Sheet, Income Statements, as well as my summary reports, for April 2021.

PUBLIC HOUSING PROGRAM

The budget to actual report for the Public Housing Program for the first seven months of the fiscal year:

	Budget	Actual	Variance
Pine Echo	\$(9,100)	55,200	\$ 64,300
Barrett Park	<u>(17,325)</u>	<u>11,482</u>	<u>28,807</u>
Total Public Housing	<u>\$(26,425)</u>	<u>66,682</u>	<u>\$ 93,107</u>

At April 30, 2021, Public Housing had operating cash of \$508,018.

Public Housing is continuing to perform better than the projected in the budget. Seven months into the fiscal year it is expected that 58% of the budgeted revenues would have been received and 58% of the expenses would have been incurred. However, revenues are higher than expected, 62% of budgeted and expenses are lower than projected, 54%.

SECTION 8 PROGRAM

The budget to actual numbers for the Section 8 program for the first seven months of the new fiscal year are:

	Budget	Actual	Variance
Administration	\$ (19,833)	\$ 91,222	\$ 111,055
HAP	<u>0</u>	<u>62,286</u>	<u>62,286</u>
Total Section 8	<u>\$(19,833)</u>	<u>\$ 153,508</u>	<u>\$ 173,341</u>

As of April 30, 2021, Admin Fee Reserves were \$ 149,982.

HAP (Housing Assistance Payments) Reserves at April 30, 2021 were \$96,245.

Department Head Reports

- **Housing and Maintenance Reports**
- **Section 8 Reports**
- **Family Self-Sufficiency Program (FSS) (Public Housing and HCV)**
- **Resident Services**

- **Housing and Maintenance Reports-Diana Jones**

Diana Jones, HCV/FSS Specialist reviewed the reports above as outlined in the board books. Ms. Jones stated the average rent at Pine Echo I & II is \$214.45 and \$265.90 at Barrett Park. The occupancy rate for Pine Echo I & II and Barrett Park is 100%. The write off total for Pine Echo I & II is \$1,109.00 and \$1,223.00 for Barrett Park. There are 1,545 people on the wait list.

Ms. Jones stated there were 79 work orders for Pine Echo I & II and 27 work orders for Barrett Park. There were no emergency work orders. The amount charged to the tenant(s) for Pine Echo I & II is \$104.50 and for Barrett Park it is \$154.75, this is for a total of 9 tenants. The turnaround time for Pine Echo I & II is 6 days and 8 days for Barrett Park.

- **Section 8 Reports**

Ms. Jones stated we ended up with 351 units leased, out of this there were 54 port in vouchers and 47 mainstream vouchers. Our total reported to the Voucher Management System (VMS) was 250. We are not allowed to include the port-in vouchers and mainstream vouchers in our VMS total.

Ms. Jones stated our lease up for the month is 101%, we have 172 vouchers, we still have some of our project based open, we will not be penalized because we are not going over our total allocations. The FUP vouchers are at 84%, the VASH are at 89%, Project-Based Vouchers are 63% and the Mainstream Vouchers are leased up at 52%. We are currently working on leasing up the remaining units at Coral Village for the Project-Base Vouchers. HUD has given us the authority to begin utilizing our vouchers again.

We mailed out packets to all the remaining people on the wait list for the Mainstream Vouchers.

- **Public Housing Family Self-Sufficiency Program (FSS)**

Ms. Jones stated we have 24 people enrolled in the PH/FSS with 25 slots. There are 17 people with escrow balances. The escrow balance is \$92,340.35. Enclosed in each board book is the career development, needs and services reports.

- **HCV Program**

There are 40 people enrolled in the HCV FSS Program with 27 people accruing escrow. Our current escrow balance is \$90,837.57. There are 21 people accruing escrow balances.

- **Resident Services-Elizabeth Jackson, ROSS Coordinator**

Ms. Jackson stated on May 4, 2021 CDR Health, and affiliate of CDR Maguire, Inc., team returned to LCHA where three out of 6 residents received their second dose of the COVID vaccine.

Cross Point Church came out on May 8, 2021 and served breakfast to the seniors and went to each development to pick up trash as it was service day. They did some light yard work. They hope to bring the Bingo back again.

St. Matthews House brings out fresh fruit, vegetables and meat to the residents. We are also getting ready for our summer feed program which will begin June 21, 2021.

Ms. Jackson has 60 bags of groceries to distribute to the families in each development. There will be a different family each week.

Dr. Ella Piper Center Senior Computer Class will resume next month.

Bread of Life Ministries continues to deliver fresh fruit and vegetables.

There will be a lung cancer screening presentation and an ice cream social on June 25, 2021.

Ms. Jackson showed some photos to the board and audience of the residents receiving their vaccines, the food boxes, bread and pastry day, etc.

Executive Director Reports, Marcus D. Goodson

Mr. Goodson updated the board of the Civitas Project on Pine Island Road. We are partnering with the Catalyst Group, the Revital Development where Michael Allan is President. There are 3 partners in this deal now. Our percentage is not affected by the Catalyst Group split. We are still in the underwriting process and we expect the underwriting report to be done soon. We are still targeting the July 30, 2021 Florida Housing Finance Corporation board (FHFC) meeting to have our underwriting report approved. Mr. Goodson plans on attending the FHFC board meeting to answer any questions they may have. Once approved, we should close 2-3 months after the FHFC board meeting. Civitas is a 96-unit development. This will be our first partnership in a new construction project. We should be approved for a property tax exemption. Once we get this approval, the developer fees go up a little bit more. The total developer fee for this project is \$1.449 million. There is a 60-40 split so we will receive 40% of the developer fee and Catalyst will receive 60%. Catalyst and Revital will split the 60%. Based on this split we are entitled to approximately \$579,818. We get 25% of the \$579,818 at closing, this comes to approximately \$144,954, we get 5% at 50% completion which is \$28,990, and 25% at 98% completion, this is the completion of the project. You get the final payment at stabilization. Stabilization is after construction is finished and you have your final Certificate of Occupancy (CO). Another condition is that the majority of 96 units have to be leased up. Once you get this percentage and you reach stabilization, we then receive our last payment of \$260,918.

Mr. Goodson stated we own a percentage of Coral Village Apartments in Cape Coral. Coral Village is on the market for sale and we have a buyer, Apartment Rental Assistance II, Inc., they are based out of California. We have accepted their offer of \$6.1 million pending the investigation of the property and due diligence period. The buyers are in negotiation with us now to bring us in as General Partners on this deal. We will sell our stake in the property and our stake in the property will be between approximately \$800,000 to \$1 million. This money will be deposited into our non-profit bank account. We are negotiating with the buyer to bring us in as General Partner which they are open to. Mr. Goodson will email the agreement to each board member at the appropriate time.

Mr. Goodson stated we are going to submit a request to HUD for additional Section 8 vouchers. We are submitting it out of Congressman Donalds' office in Naples. We are hoping to get their support and may also channel it thru Senator Scott's office since he is based out of Naples. Lee County Housing Authority was not provided its fair share of Section 8 vouchers. When President Clinton signed into law the Quality Housing and Work Responsibility Act (QHWRA) of 1998, they froze the number of public housing units in the country and used Section 8 vouchers instead. LCHA is here to provide Section 8 vouchers to Lee County and if you look at the number of Section 8 vouchers we have, we believe we are grossly underfunded. We are

asking for 6500 vouchers based on the data we have compiled with regards to population growth in Lee County since 1998. Applicants must be a resident for at least one year before they port their voucher. The Section 8 waitlist has 385 people on it now. We have 1545 people on the public housing wait list.

We are also partnering with national Development of America on the St. Peter Claver project located in Fort Myers on Michigan Avenue. We are also partnering on a 26-unit affordable housing development in Arcadia. There is nothing to report on these two projects to date.

Capital Improvements

Mr. Goodson stated we are still working with Rebuild Florida; we are in the queue and hopefully will get funded for new windows and doors for all three public housing developments.

Other Business/Board of Commissioners Comments

Chairman Norris stated he is going to write a letter to the Governor asking him to appoint a new board member. They have a board application already on file.

Commissioner Sardina stated she would not be able to attend the June 24, 2021 board meeting. We will need to reschedule it.

Attorney Report(s)

There were no reports.

Public Input/Comments

There was no one to be heard.

ADJOURNMENT: Having no further business to discuss, Commissioner Ortiz made a motion to adjourn the meeting at 2:57 p.m., seconded by Commissioner Sardina. The motion carries.

ATTEST Cheryl L. LaBelle, Executive Assistant Date