

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

A meeting of the Board of Commissioners of the Lee County Housing Authority (LCHA) was held on **October 21, 2024**, at **10:30 am** 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
Vice Chairman Robert Ortiz
Commissioner Christine Sardina

ABSENT:

APPROVAL OF MINUTES: No minutes to be approved

This meeting has been scheduled to conduct the business of the Hermosa Project. We have a couple of documents and a resolution that need to be approved so that this project can close next week as scheduled. The original board meeting was scheduled for October 7th and we had advertised that meeting, we had met all the requirements, which is a seven-day advertisement. Hurricane Milton was headed in our direction, which caused us to cancel that meeting. Since that time, we rescheduled that meeting for today but, as you all know, we only have three board members and your schedules are very different. So we have to schedule these meetings when we can schedule them. We didn't have the opportunity to advertise for the seven days that are required, but because we scheduled this as an emergency board meeting so that the closing can move forward and we don't risk losing funding. We have canceled the original meeting in which we had met the requirement for the advertisement but that meeting was canceled because of the hurricane. So, we are here today because we canceled that meeting and we need to conduct business today so that the closing can take place next week. We wanted to read into the record that because of these circumstances, we deemed this as an emergency board meeting and that's coming from consultation with attorney Rick Gilmore of, Saxton Gilmore. I also wanted to read into the record that our attorney, Kenneth Thompson, had concerns about the meeting not being advertised for the seven-day period, but we believe because it's an emergency meeting, we are able to have the meeting and not be in violation of the required public meeting notice.

Chairman Norris mentioned that he has suggested that we schedule a meeting every month, whether we meet or not. It could be the third Tuesday, Thursday, or Friday that is consistent with us and if we meet or don't meet we will cancel, but at least we have something on the books that we do have a calendar of meetings for the year.

Mr. Goodson stated that was something we discussed last year when we also discussed at the quarterly meeting because the board has two vacant positions. It's fairly costly to advertise these meetings but I get your point, but what I don't want to do is have to cancel meetings every other month. What we can do is when we know that we're going to meet next month, we will send out an announcement. If we're not going to meet that month, then we don't have to send out an announcement to advertise because we're not going to meet. So, what we can do is when we know that we're going to meet that month, then we will send out an announcement. If we're not going to meet that month, then we don't have to send out an announcement to advertise because we're not going to meet. The sooner we know we're going to meet, we can go ahead and get that

advertisement out and meet that requirement. For example, in January, we advertise meetings for the year. So, let's just say in February, whatever date it is, the week before or eight or 10 days before we know we're not going to meet then we don't advertise. If we know we want to meet, we advertise and bear that cost. We will advertise the dates for each month in 2025

Chairman Norris agreed with Mr. Goodson with the 12 months dates for 2025 and we could meet 4 times a year and if we do not meet, we don't have to advertise.

Mr. Goodson stated that we have to determine what day of the month we are going to meet. If we could meet every third Thursday of each month at 12:30 pm, or if we want to meet to decide which month we want to meet then we advertise the meeting dates.

Chairman Norris agreed this is a reasonable approach because I don't want to expose myself or any other board members to a potential \$500 fine from the state.

Mr. Goodson stated I just wanted that for the record and when we record the minutes, that will be in the minutes that we deem this as an emergency board meeting because the September 7th meeting was canceled because of Hurricane Milton. We have a pending closing next week and we don't want to jeopardize the funding for this project. These are 72 senior units off of 41 that we need in this community.

Chairman Norris stated that we all set up the calendar and best time.

Mr. Goodson asked Commissioner Sardina if she had any idea which date is best for you because then what we can do is have it part of the minutes as well.

Vice Chairman Ortiz asked if could we just put Thursday of every month like we did before.

Commissioner Sardina responded that she could do 10:30 in the morning.

Mr. Goodson asked which day or week.

Commissioner Sardina responded the third Thursday of every month, just like we had it.

Mr. Goodson responded would have it in the minutes for the third Thursday of each month at 10:30 am.

Chairman Norris entertained a motion to have a calendar day, every third Thursday of each month for the board meetings at 10:30 am. The motion carries.

Mr. Goodson mentioned for November we have to have a meeting it may or may not be the third Wednesday or the third Thursday but we do have to have a meeting scheduled for a closing for Hermosa 2 which is the second phase of Hermosa I. We will have the meeting scheduled for the 14th of November at 10:30 am and we will have it advertised eight, or nine days in advance. The board meetings we just approved will start in January 2025. Yaritza will be sending out each date of the meetings and send that out to you and Attorney Thompson so that we have everything scheduled. I wanted to get that out of the way and I wanted to get it on the record that this is an emergency meeting.

Financial Reports – Vicki Collins, CPA

Enclosed for your review are financials, i.e Balance Sheet, Income Statements as of August 31, 2024. Pages 11 and 12 of the Summary Reports show the monthly and quarterly breakdown for the first eleven months of the fiscal year ending 9-30-24.

PUBLIC HOUSING PROGRAM

The Public Housing Program budget to actual for the year-to-date ended August 31, 2024:

	Revised Budget	Actual	Variance
Pine Echo	(80,208)	(81,887)	(1,679)
Barrett Park	(44,642)	(53,861)	(9,219)
Total PHA	<u>(124,850)</u>	<u>(135,748)</u>	<u>(10,898)</u>

For the first eleven months of the fiscal year, Public Housing performed below projected. A loss of \$124,850 was projected as of August 31, 2024; Public Housing has incurred a loss of \$135,748. The budget overage of \$10,898 is due to maintenance costs.

At August 31, 2024, Public Housing had operating cash of \$1,571,831.

SECTION 8 PROGRAM

The budget to actual numbers for the Section 8 program for the year-to-date ended August 31, 2024.

	Revised Budget	Actual	Variance
Administration	109,817	139,072	29,255
HAP	(49,958)	(62,602)	(12,644)
Total Section 8	<u>59,859</u>	<u>76,470</u>	<u>16,611</u>

The administrative portion of the program continues to perform better than projected. It was projected to have a Net Income of \$109,817 at this point; the actual Net Income was \$139,072. The HAP portion of the program spent \$12,644 more than it received during the first eleven months of the fiscal year.

As of August 31, 2024, Admin Fee Reserves were \$ 547,575.

HAP (Housing Assistance Payments) Reserves at August 31, 2024, were \$(5,876).

HUD Held HAP Reserves are about:

HCV	\$200,000
MS	<u>\$356,000</u>
	<u>\$556,000</u>

Chairman Norris asked as far as operating cash is concerned, we are in good shape. However, I'm concerned about being in the red right now for Public Housing in excess of almost \$11,000 do you foresee us continuing in this situation for the balance of the year?

Vicki responded it's hard to say what's going to transpire, but normally, we do take money out of the operating portion of the capital fund to share how many losses we have due to program income. We have not done that for this year because we were saving all that money for the RAD program. I do not foresee any problems because we have plenty of money in the bank and it is not time for Public Housing to be in the red for a period of time, especially with us going through a big transition like we are.

Executive Director Reports, Marcus D. Goodson

The resolution connected with the equity closing for Hermosa North Fort Myers, and the terms are based on the documents related to the Bank of America Mortgage construction loans approved and ratified at the firm. These transactions are depicted in accordance with the terms of the construction loan agreement. Promissory Note, the mortgage is secured. We need board action on this resolution so we can send these documents to our developer partners.

Chairman Norris entertained a motion for Resolution 2024-11 authorizing Hermosa North Fort Myers Finance Closing. Commissioner Sardina made a motion to approve Resolution 2024-11 authorizing Hermosa North Fort Myers Finance Closing, seconded by Vice-Chairman Ortiz. The motion carries.

Next is the Certificate of Incumbency which allows the officers of each entity to sign the documents on behalf of that entity and this is for Hermosa North Fort Myers.

Chairman Norris asked if this is to be the Certificate of Incumbency.

Mr. Goodson responded correct, this is for the Lee County Housing Authority and once we go into the non-profit board meeting, we have this same item that we have to approve for the non-profit.

Chairman Norris entertained a motion for the Certificate of Incumbency. Commissioner Sardina made a motion to approve the Certificate of Incumbency, seconded by Vice-Chairman Ortiz. The motion carries.

Capital Improvements

There were no reports

Other Business/Board of Commissioners Comments

There were no reports

Attorney Report(s)

There were no reports

Public Input/Comments

There was no one to be heard.

