



Sarasota Housing Authority
269 South Osprey Avenue
Sarasota, Florida 34236

Annual Board Meeting
July 26, 2017
4:00 P.M.

- I. **CALL TO ORDER:** Chair Colón called the annual meeting of the Sarasota Housing Authority Board of Commissioners to order at 4:10 pm.
- II. **INVOCATION**
- III. **PLEDGE OF ALLEGIANCE**
- IV. **ROLL CALL**

Commissioners Present: Chair John Colón, Vice Chair David Morgan, Commissioners Valerie Buchand, Veavie DeLaughter, Duane Finger (via Phone), Jack Meredith (In at 4:25) and Pastor Peter Greenidge

Commissioners Not Present: N/A

Attendees: Attorney Ric Gilmore (Saxon, Gilmore)

SHA Personnel: William Russell, Paula Scruggs, John Hawthorne and Andrea Keddell
- V. **APPROVAL OF MINUTES**
 - A. Regular Board Meeting – May 25, 2017: Chair Colón put up for discussion approval of the minutes from the May 25, 2017 Regular Board Meeting.
 - Commissioner Buchand made a motion to approve the meeting minutes with any necessary corrections. Commissioner Morgan seconded the motion.
 - Motion was voted on and passed unanimously. Commissioners Colón and DeLaughter voted present.
- VI. **SPECIAL PRESENTATION**
 - A. Monthly Occupancy Report (Janie’s Garden)
 - Representative was not present.
- VII. **PUBLIC PRESENTATION**
 - A. None.
- VIII. **NOMINATION & ELECTION OF OFFICERS**

Chair Colón reported that it has been a pleasure serving as Chair for the Sarasota Housing Authority board.

 - A. Nominations for Chair:
 - Mr. Russell opened the nominations for Chair of the Sarasota Housing Authority Board of Commissioners.

- Commissioner Morgan nominated Commissioner Colón. Commissioner Greenidge seconded the nomination.
 - Hearing no other nominations Mr. Russell closed the nominations and Commissioner Colón will serve as Chair.
- B. Nominations for Vice Chair:
- Mr. Russell asked for nomination for the position of Vice Chair.
 - Commissioner Colón nominated Commissioner Morgan.
 - Hearing no other nominations Mr. Russell closed nominations and Commissioners Morgan will serve as Vice Chair.

IX. APPOINTMENT OF COMMITTEE CHAIRS

Chair Colón asked if there were any volunteers for committee chairs.

- A. Resident Interest Committee - Commissioner Colón asked if there were any Commissioners interested. Commissioner Buchand offered to remain as Chair.
- Commissioner Buchand accepted appointment of Chair of the Resident Interest Committee.
 - Commissioners Greenidge requested to be appointed as a member of the committee.
- B. Development Committee - Commissioner Morgan offered to serve as Chair.
- Commissioner Morgan was appointed as Chair of the Development Committee.
 - Commissioners Buchand, Finger and Meredith requested to be members of the committee.
- C. Administration & Finance Committee - Commissioner DeLaughter offered to serve as Chair.
- Commissioner DeLaughter was appointed Chair of the Administration & Finance Committee.
 - Commissioners Buchand and Morgan requested to be members of the committee.
- D. By-Laws Committee - Commissioner Meredith was nominated to serve as Chair.
- Commissioners Buchand and DeLaughter requested to be members of the committee.

X. RESOLUTIONS – CONSENT AGENDA

- A. Res 17-16: Approval of Annex House Rules
- B. Res 17-17: Approval to Acquire Real Estate – Beneva Oaks
- C. Res 17-18: HCV Admin Plan Amendment
- D. Res 17-19: Approval of Amended ACOP
- E. Res 17-20: Amended SHA By-Laws

Commissioner Buchand pulled Resolution A. 17-16 & E. 17-20 from the Consent Agenda.
Commissioner Morgan pulled Resolution D. 17-19.

Commissioner Finger made a motion to approve remaining consent agenda items, B. Res 17-17 and C. Res 17-18. Commissioner Buchand seconded the motion.
The motion was voted on and passed unanimously.

A. Resolution 17-16: Approval of Annex House Rules

- Commissioner Buchand requested that this be tabled so that meetings could be set up with the residents to assure that they fully understand what is being asked from them. Ms. Scruggs reported that the revised House Rules were posted publically (in the lobby) and a notice was given to each resident (on their door in the newsletter on July 1st) that there would be new House Rules put into place effective August 1st. The new House Rules were set up as a result of a Management Occupancy Review (MOR's) where there were findings within SHA's Annex House Rules for not having the HUD language required for VAWA, EIV report requirements, bed bug language and mold language. So that is what was added. SHA was given a deadline of 6/15/17 to create the revised House Rules and this was submitted and approved by the North Tampa Housing, pending approval by SHA's board.
- Commissioner Buchand maintains that she does not believe all the residents did not receive the notice regarding the revised House Rules. She further states that many do not read the newsletters that are posted on their doors.
- Commissioner Morgan inquired if the new VAWA and Non-Smoking regulations were being followed. Ms. Scruggs reported that they were.
- Chair Colón tabled the resolution to allow SHA staff to notice the staff of the changes and hold meetings with the residents to go over updates prior to the next board meeting.

D. Resolution 17-19: Approval of Amended ACOP

- Commissioner Morgan inquired about the repayment agreement. The ACOP lists a 40% of income cap for repayment or a \$50 minimum repayment. What happens when a resident is at 0% income, damages a unit and is asked to go into a repayment agreement? Mr. Russell suggested setting a minimum repayment amount similar to how HUD has set the minimum rent. Discussion took place on repayment options.
- Commissioner Morgan asked if this should be tabled and discussed at an Admin/Finance Meeting.
- Commissioner DeLaughter made a motion that anyone paying less than \$50 in rent has a minimum \$50 repayment agreement. Commissioner Meredith seconded the motion. This motion was withdrawn so it could be discussed at an Admin/Finance Meeting.
- Upon further discussion to clarify how Zero rent payments work, Commissioner Morgan made a motion to have a repayment minimum of \$50 or 40% of income, whatever is greater for damages. Commissioner Colón seconded the motion. The motion was voted on and passed unanimously.

E. Resolution 17-20: Amended SHA By-Laws

- Commissioner Buchand inquired why "The Administration & Finance Committee" was struck from page 6. Mr. Russell stated that it can be put back in.
- Commissioner Buchand made a motion to approve the resolution with this one correction. Commissioner Morgan seconded the motion. The motion was voted on and passed unanimously.

XI. OLD BUSINESS

A. Risdon on 5th Update

- Mr. Russell reported that they're doing all the previously discussed items (remove a section of fence, connect the fence at front/back to the corner of the new building, install a new pedestrian gate for SHA residents, remove trees the City states can be removed, plant palm trees along Florida and 5th). They've also agreed to an additional \$3,000 for plantings and \$2,000 more in addition to this to assist in relocating the garden. Mr. Hawthorne is working with the Fire Department and the City on a resolution for the access to building for fire prevention. SHA is working to get the power lines buried, since the Fire Department had stated they would not put a ladder over power lines. SHA is trying to get this in writing so that the City will cover the cost of burying the lines.
- Commissioner Morgan suggested utilizing Commissioner Meredith to assist with the negotiations for this. Mr. Hawthorn will notify him when the meeting takes place to see if he can join.

B. Janie's Garden Phase III Update

- Mr. Hawthorne reported the fence is up around the playground and work has begun to fix minor landscaping issues. However, the trees that were planted under the other trees have not been moved yet. Michaels is now responsible due to the City signing off on the contractor and sub-contractor's work.
- Commissioner DeLaughter asked why Phase III seems barer then the other 2 phases with regards to landscaping. Mr. Hawthorne stated that that was what was approved by the architect.

C. Effect of Extending Late Rent Grace Period

- Mr. Russell reported on the results of testing the effect of pushing back the late fee to allow tenants to have until the 15th of the month versus the 8th of the month before a late fee was imposed. Before the change the average number of tenants that were late was 47. After the change the average number of tenants that were late is 44. The date change is also elongating the file time and filings often go into the next month due to the 14 day grace to file. Mr. Russell is proposing to go back to having late fees assessed on the 8th day.
- Commissioner Morgan made a motion to go back to allowing 7 days for residents to pay their rent and assess late fees on the 8th day. Commissioner Meredith seconded the motion. Additional discussion took place on how the process works and how long residents have to pay before delinquency is filed with the court and if Resident Services gets the list of delinquent renters on the 8th day. It was confirmed that this does happen.
- The motion was voted on and passed unanimously.

XII. NEW BUSINESS

A. Development Committee Meeting at FAHRO, 8/2/17 at 1:15 pm.

- Mr. Russell reported that 5 of the 7 board members are going to be at the FAHRO Convention in Orlando, which is where our Co-Developer's offices are.

There will be free time following the last session on 8/2 so Mr. Russell is proposing to hold a Development Committee meeting in an available room at the conference hotel. Other board members could participate by telephone if they'd like to join the meeting. The meeting agenda will be to review the Orange Ave site plan. The meeting will be notices and minutes will still be taken.

- Mr. Russell will mail the site plan to Commissioner DeLaughter so she can review it prior to the meeting.
- B. OCB Eviction
 - Commissioner Buchand reported on a non-curable eviction that is in process and that she has not been able to look into the extenuating circumstances but that she's working on getting the police report so she can look into the matter. It seems it has something to do with potpourri and a grandchild getting sick from it and a drug charge being involved and child neglect.
- C. Janie's Garden
 - Commissioner Buchand reported there are still serious concerns at Janie's Garden with discrimination issues. She wanted the board to be aware of this continued problem.

XIII. PROGRAM UPDATES – ACCEPTED BY CONSENT

- A. Monthly Financial Statements
- B. Board Committee Reports
- C. Housing Management Reports
- D. Housing Voucher Report
- E. Capital Fund Program Report
- F. Resident Services Monthly Report

-
- Commissioner DeLaughter pulled A. Monthly Financial Statements from the consent agenda.
 - Commissioner Buchand made a motion to accept the remaining items B, C, D, E and F on the consent agenda. Commissioner Morgan seconded the motion. The motion was voted on and passed unanimously.

- A. Monthly Financial Statements
 - Commissioner DeLaughter inquired how much has been paid back to SHA from the million dollars that was loaned. Mr. Russell reported that the annual payment of \$33,000 was just recently paid and should show up next month on the financials.
 - Commissioner DeLaughter also inquired at this time on what the advantage would be if SHA took over the management of Janie's Garden. Mr. Russell stated that in the long run it's in SHA's best interest to have control over addressing resident and community complaints. It would also provide more employment opportunities for SHA staff and residents and would allow SHA to earn a management fee. And finally, if there is a positive cash flow on the property, SHA would benefit.
 - Commissioner DeLaughter wanted to express that she believes that the Janie's Garden property always looks nice, unlike some of SHA properties.

- Commissioner Buchand disagreed and stated that Janie’s Garden utilizes a trash pick-up team of persons staying at the Salvation Army. Commissioner Buchand suggested that perhaps SHA could the Salvation Army to provide this free service to SHA.
- Commissioner Morgan made a motion to accept the Monthly Financial Statements. Commissioner Buchand seconded the motion. The motion was voted on and passed unanimously.

XIV. COMMISSIONER ANNOUNCEMENTS / COMMENTS

A. Commissioner Buchand reported:

- She hopes that no one is being evicted to accommodate the residents being relocated due to the new Orange Ave development going up.
- The Newtown Nation is holding an open house for the Jamaican restaurant at 2025 Dr. MLK. It’s being held on 8/12/17 at 2 pm. Pastor Greenidge will be giving the opening prayer. There will be a Christian band playing at the event.
- The Fresh Market, Farmer’s Market, is doing well. Fresh produce was brought to some of the residents at SHA to buy and the deals were discussed about how the food stamps can be used and how repeat customers are rewarded.

B. Commissioner Greenidge reporting holding a Hope Day, back to school event and had over 130 children participate. They partnered with 2 other churches and provided backpacks to the children. Also, the Evangelism and Discipleship Ministry of the Church has adopted a block of Dixie Ave to do some cleanup work and improve the area. They plan to do a new block every 3 months. Commissioner Colón suggested they contact Home Depot, as sometimes they will donate items to a cause. Commissioner Greenidge also announced that his son recently graduated from Baily University and is now looking to get into government work or law enforcement.

XV. ADJOURNMENT

The Sarasota Housing Authority Board of Commissioners meeting was adjourned at 6:01 pm.