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**ALACHUA COUNTY HOUSING AUTHORITY  
BOARD OF DIRECTORS MEETING  
MINUTES**

**Regular Meeting held on February 1, 2023 @ 5:00PM**

Located at ACHA administrative office located at 703 NE 1<sup>st</sup> Street, Gainesville, FL 32601

**Present:** Chairperson Sheldon Packer; Vice Chairperson Debra Martin-Back; Commissioner Kali Blount; Commissioner Latonya Porter; Tenant Commissioner Rudolph Vaughan; Executive Director Ken Armstrong; Chief Financial Officer Kori Allen; Director of Operations Ron Hall; Deputy Director Amanda Nazaro; Staff Rodney Davis; Staff Ebony Harrington; **Absent:** Alt Commissioner (pending appointment); Alt Tenant Commissioner (pending appointment); **Public:** One Individual

**1. Call to Order and Introductions 5:00PM**

**2. Approval of this Agenda**

**Resolution #02012023A** – Chairperson Packer calls for discussion or comments.

**Commissioner Blunt MOTION** to approve the agenda as is. **Tenant Commissioner Vaughn 2<sup>nd</sup>.** Roll Call Vote taken. Agenda accepted unanimously.

*Kori Allen, Chief Financial Officer enters meeting*

**3. Public Comments**

None

**4. Approval of Minutes**

*Vice Chairperson Debra Martin-Back enters meeting*

**Resolution #02012023B** – Chairperson Packer asks if there are any corrections or comments. **Tenant Commissioner Vaughn MOTION** to accept January 4, 2023, General Meeting Minutes. **Commissioner Porter 2<sup>nd</sup>.** Roll Call Vote taken. January 4, 2023, General Meeting Minutes accepted unanimously.

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**5. Financial Reports**

**Resolution #02012023C – Kori Allen, CFO**, reviewed November 2022, Financials. She stated that everything looked good and opened the floor for questions.

**DISCUSSION: Commissioner Blount** asked if we expect at some point that we would be looking at the previous month's financials. **Kori Allen, CFO**, advised that we will usually be two months back because she is working on December right now, but it is year-end closing. We wouldn't be able to look at January because the bank statements came out this morning. She advised that we may be able to catch up at some point in the summer, but then we would wind up lagging back again come the end of the year.

*Member of the Public enters meeting* and Chairperson Packer asked what he may be able to assist him with. Individual responded that he wanted to attend the meeting today. Chairperson Packer asked Ron Hall, DOO, if there was a sign in sheet to which Mr. Hall replied that he would make one. Sign in sheet circulated around room.

**Chairperson Packer** asks if there are any questions or comments. **Tenant Commissioner Vaughn MOTION** to approve November 2022, Financial Statements. **Vice Chairperson Martin-Back 2<sup>nd</sup>**. Roll Call Vote taken. November 2022, Financial Statements accepted unanimously.

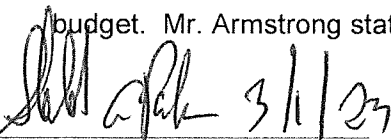
**6. Old Business**

None

**7. New Business**

- a. **Resolution #02012023D – Ken Armstrong, ED** reviewed Arbours at Merrillwood I Equity Construction Loan. He advised that this is our 40 unit (23 -1 Bedroom and 17 – 2 Bedroom units), senior complex in the city of Alachua with around a \$14,000,000.00 budget. Mr. Armstrong stated that this has been a three-year process, but that we were

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almost there for the Equity Construction and Permanent Loan Closing. **Jozette Chack-On of Saxon Gilmore & Carraway, P.A.**, reviewed the resolution for Arbours at Merrillwood I, and the closing that is scheduled to occur in late February or early March. She advised that the resolution gives authorization to the Executive Director (ED) to sign all of the closing documents (equity documents and all of the loan documents). Ms. Chack-On further advised that it authorized the ED to sign any other documents associated with the closing. She then opened the floor for questions and reiterated that this is just a general resolution covering all of the closing documents and authorizing the ED to sign on any closing documents on behalf of the Housing Authority and the Alachua Housing Development LLC (co-developer of Arbours at Merrillwood I). She again, opened the floor for any questions.

**DISCUSSION: Commissioner Blount** inquired about deferred developers fees, inquiring if that was the Arbours delaying or giving back some funds. **Jozette Chack-On of Saxon Gilmore & Carraway, P.A.** advised that this was not a part of her resolution so she was not exactly certain of where he was reading this information from. **Ken Armstrong, ED** advised that with this the developer would be deferring their part of the development fee back into the scenario. Jozette Chack-On added that part of it is paid in increments at closing, during construction and a portion upon completion of constructions. She stated that the remaining is deferred, and comes through the waterfall as cash flow. Ms. Chack-On stated that this is because there are not significant sources to pay this upfront. She went on to state that this is outlined in the partnership agreement that you will be entering into and the development agreement.

**Chairperson Packer** asks if there are any questions or comments. **Commissioner Porter MOTION** to approve Arbours at Merrillwood I Equity Construction Loan. **Commissioner Blount 2<sup>nd</sup>**. Roll Call Vote taken. Arbours at Merrillwood I Equity Construction Loan accepted unanimously.

b. **Resolution #02012023E – Chairperson Packer** stated that it was time to do the elections and open the floor for nominations for ACHA 2023 Chairperson. **Tenant**

  
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**Commissioner Vaughn** nominated Sheldon Packer. **Ken Armstrong, ED** closed the floor on nominations. **Commissioner Blount 2<sup>nd</sup>**. Vote taken.

**Chairperson Packer** asks if there are any questions or comments. **Tenant Commissioner Vaughn MOTION** to approve ACHA 2023 Chairperson, Sheldon Packer. **Commissioner Blount 2<sup>nd</sup>**. Roll Call Vote taken. ACHA 2023 Chairperson Sheldon Packer accepted unanimously.

- c. **Resolution #02012023F Chairperson Packer** announced election of ACHA 2023 Vice Chairperson and open the floor for nominations. **Commissioner Blount** nominated Debra Martin-Back. **Tenant Commissioner Vaughn 2<sup>nd</sup>**. Floor closed for nominations. **Ken Armstrong, ED**, advised that this will be for one term for one year.

**Chairperson Packer** asks if there are any questions or comments. **Tenant Commissioner Vaughn MOTION** to approve ACHA 2023 Vice Chairperson, Debra Martin-Back. **Commissioner Blount 2<sup>nd</sup>**. Roll Call Vote taken. ACHA 2023 Vice Chairperson Debra Martin-Back accepted unanimously.

- d. **Resolution #02012023G Ken Armstrong, ED** advised that they would be reviewing the Housing Choice Voucher SEMAP for the year ending in 2022. **Amanda Nazaro, Deputy Director**, advised that this is like their annual report card and it is what we have to report to HUD and what HUD audits us on. She advised that the Quality control size is 22, noted that her team issued over 250 vouchers this year to new families coming in, they housed over 150 individuals/families and completed over 1,100 inspections and an equal number of recertifications. Mrs. Nazaro then reviewed the indicators; Selection from the waiting list and 98 % of the families were taken from the waiting list and in order, Rent Reasonableness (36 files were reviewed and scored 100%), determination of adjusted income (65 audits and scored 96%), Utility Allowances, HQS quality control (goal was 30, but were only able to do 25, but target met) and making sure life threatening deficiencies are done within 24 hours/ 30 day repairs done within that time frame (30 files audited and scored 100%). Mrs. Nazaro noted that they make accommodations for extensive repairs like roofs. She went on to review additional areas, we encourage participation for clients to live outside of poverty stricken areas,

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making tenants aware of school zones, contact information for landlords we already work with, operate at the highest voucher amount to give clients the best chance of finding housing. Mrs. Nazaro reviewed payment standards, timely annual reexaminations, correct tenant rent calculations, pre contract HQS, utilizing our funding and family self-sufficiency (we respond no as we do not have, but we do not lose points). Mrs. Nazaro stated that we should get 135/135 and be a High Performer.

**Discussion: Commissioner Blount** inquired about how close are we with starting a self-sufficiency program. **Amanda Nazaro, Deputy Director** advised that we are certified in it, but noted funding as an issue.

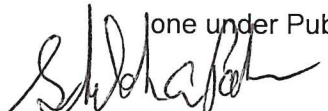
**Chairperson Packer** asks if there are any questions or comments. **Commissioner Blount MOTION** to approve HCV SEMAP Certification. **Vice Chairperson Debra Martin-Back 2<sup>nd</sup>**. Roll Call Vote taken. HCV SEMAP Certification accepted unanimously.


- e. **Resolution #02012023H Chairperson Packer** presented Board Travel to Washington DC go to classes, go to our congressional representative's office and speak with her, etc. **Tenant Commissioner Vaughn** advised that he would like to go. **Ken Armstrong, ED** advised that the BOD has around \$11,500.00 set aside for trainings and this should cost around \$2,000.00 per person.

**Discussion: Commissioner Blount** inquired about registration fees for the travel. **Ken Armstrong, ED** advised that these have increased over the years.

**Chairperson Packer** asks if there are any questions or comments. **Tenant Commissioner Vaughn MOTION** to approve Board Travel to Washington DC. **Commissioner Blount 2<sup>nd</sup>**. Roll Call Vote taken. Board Travel to Washington DC accepted unanimously.

- f. **Resolution #02012023I Ken Armstrong, ED** reviewed TAR Write-Offs advising of only one under Public Housing for \$132.00.

  
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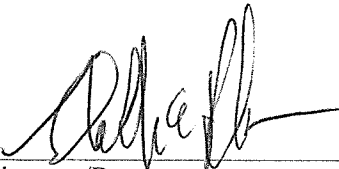
  
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**Chairperson Packer** asks if there are any questions or comments. **Tenant Commissioner Vaughn MOTION** to approve TAR Write-Offs. **Commissioner Blount 2<sup>nd</sup>**. Roll Call Vote taken. TAR Write-Offs accepted unanimously.

## 8. Secretary's Report

- a. **Capital Fund Report: Ron Hall, DOO** advised that the smoke detector project is underway.
  
- b. **Public Housing Occupancy Report: Ken Armstrong, ED**, reviewed that we have five non HUD approved vacancies bringing us to 98.43%. He noted that we have had a number of move outs in the past months. **Ron Hall, DOO** reviewed the Waldo burn units noting that we will be doing a de minimis demolition. He advised that he is in process doing this application and this is just a preliminary meeting with the BOD to make them aware. He then reviewed additional steps including procurement for environmental review. He went on to state that either next month or the month after there will need to be a Board resolution and approval of the demolition Recreational space gardening. Lastly he stated that this will be recreational space, gardening.
  
- c. **Section 8 HCV Report: Amanda Nazaro, Deputy Director**, reviewed the Section 8 program and advised the following stats on programs under her department; 407 HCV vouchers (374 leased/45 issued/0 available), Tenant Protection Vouchers, Merrillwood (6 in use and 4 are not usable), 208 Mainstream Vouchers (177 leased/ 17 issued/ 14 available), HUD-VASH (372 leased/ 62 issued/109 available), Foster Youth Vouchers (3 leased/0 issued/0 available), 7 TBRA (4 of 25 families housed and 13 of those 25 have graduated). She stated that under the new Partners in Housing Initiative, they received 2 referrals and Heather is working with them. Lastly, she advised that they have 21 port-ins. Mrs. Nazaro then opened the floor for questions.

**DISCUSSION: Commissioner Blount** inquired about unused HUD-VASH vouchers and homeless Veterans in our area. **Amanda Nazaro, HCV Director** advised that there are 100 vets that are homeless per the Point in Time survey.



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**9. Discussion of Vision 2030 ACHA Projects** Ken Armstrong, ED, advised that the agency submitted another 9% tax credit to the Florida Housing Finance and received a lottery number of 20. He advised that he spoke with the Maintenance Supervisor this afternoon about some of the problems in Alachua and noted that this would be welcoming.

**DISCUSSION: Commissioner Blount** asked if they said how many they are going to fund. **Ken Armstrong, ED** advised that its between 5-7. **Commissioner Blount** asked Mr. Armstrong to expand on issues with units to which Mr. Armstrong replied that it was brought to his attention this afternoon issues with pipes in the wall and mold. He went on to note issues with copper pipes. **Ron Hall, DOO**, advised that the units in Alachua were redone years ago, but it wasn't copper. Mr. Hall noted that he thinks that it is issues were all of the units were not completely re-piped so galvanized piping issues. Mr. Hall then noted that some of the units in Alachua do have copper pipes.

**10. Commissioners Comments/Public Comments**

**Chairperson Packer:** Asked to keep his friend in prayer as he is going through a triple bypass.

**Vice Chairperson Martin-Back:** None

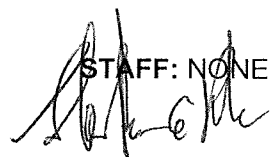
**Commissioner Blount:** Reviewed excitement with garden project and Master Gardner. 2/17 invite to Cypress and Grove.

**Commissioner Porter:** Advised that she may be five minutes or so late to the meetings as she gets off from work a bit later.

**Tenant Commissioner Vaughan:** None

**Alt Commissioner:** Vacant

**Alt Tenant Commissioner:** Vacant

STAFF: NONE  
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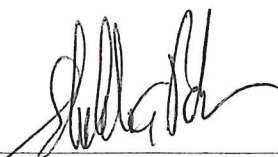
**PUBLIC: NONE**

**10. Future Scheduling:**

Next ACHA Board of Directors meeting scheduled for Wednesday, March 1, 2023 at 5:00PM at ACHA.

**11. Adjournment of the Meeting:**

Chairperson Packer asks for motion to adjourn. Adjournment @ 5:57PM



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