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ALACHUA COUNTY HOUSING AUTHORITY

BOARD OF DIRECTORS MEETING MINUTES Regular Meeting held February 5th, 2025 @ 5:00PM

Held at ACHA Administrative Office located at 703 NE 1st Street, Gainesville, FL 32601

Present: Chairperson Sheldon Packer; Vice Chairperson Debra Martin-Back; Commissioner Kali Blount; Commissioner Tyrone Johnson (via video chat); Tenant Commissioner Nicole Graham; Alternate Tenant Commissioner Angela Robinson (arrived late); Executive Director Amanda Nazaro; Chief Financial Officer Kori Allen; Director of Operations Ron Hall; Director of Maintenance Robert Cortes; Director of Public Housing Ebony Harrington; Director of Voucher Programs Cody Pierce; Staff Rodney Davis and Catherine Hanner (via video chat) **Absent: Public: None**

1. **Call to Order and Introductions at 5:00 PM**
2. **Approval of this Agenda: Resolution #02052025A**

Chairperson Packer calls for any discussion.

Vice Chairperson Martin-Back **MOVES** to approve the agenda as is. Tenant Commissioner Graham 2nd. Roll Call Vote taken, and agenda was accepted unanimously.

3. **Public Comments - None**
4. **Approval of Minutes: Resolution #02052025B**

Chairperson Packer asks if there are any corrections or comments. Vice Chairperson Martin-Back **MOVES** to accept December 4th, 2024 and January 8th, 2025 General Meeting Minutes. Commissioner Blount 2nd. Roll Call Vote taken, December 4th, 2024 and January 8th, 2025 General Meeting Minutes accepted unanimously.

5. **Financial Reports**
 - a. **Approval of October and November 2024 Financial Statements Resolution #02052025C, Presented by Kori Allen, CFO**

Mrs. Allen states that November will be the first time the board is seeing the SRO (St. Francis House/Sunrise Inn) property management income coming in. Mrs. Allen states this can be found on printed pages 21-22 of the November financials. Vice Chairperson Martin-Back asks about security deposits for those individuals. Mrs. Allen states it can be found listed on page 21 of the November financial report. Mrs. Allen states that December will be the last time the board sees TBRA on the financials and then it will transfer over to General Fund beginning in 2025.

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Tenant Commissioner Angela Robinson Enters the Meeting

ACHA had an agreement with the city of Alachua to give us \$200,000 for the construction of the Merrillwood project. Mrs. Allen states that this money came in in December so the board will see that on the upcoming December financials. In other financial news, the final AP payment was made and write-offs will finish us off on ARs and we can start working on closing out the books. Audit FDS report is due February 28th. Mrs. Allen is working with the auditors to get the audit scheduled soon and will let the board know when we know when the dates for that. **Commissioner Blount** asks about Public Housing balance sheet for October, specifically the line for AP vendors with an amount of \$103,000. Mr. Blount asks if this is an unusually high amount. **Mrs. Allen** states no because it done on an accrual basis and is recorded to when it happened, rather than when the bill came in.

Chairperson Packer asks if there are any further questions or comments. **Vice Chairperson Martin-Back MOVES** to approve October and November 2024 Financials. **Tenant Commissioner Graham 2nd**. Roll Call Vote taken. October and November 2024 Financials accepted unanimously.

b. **Approval of Public Housing and Sunshine Inn Write Offs Resolution #02052025D, Presented by Ebony Harrington, Director of Public Housing**

Ms. Harrington states that to close out the year we have \$5,816 in write-offs for Sunshine Inn and \$5804.74 for Public Housing.

Chairperson Packer asks if there are any further questions or comments. **Vice Chairperson Martin-Back MOVES** to approve Public Housing and Sunshine Inn Write Offs Resolution. **Tenant Commissioner Graham 2nd**. Roll Call Vote taken. Public Housing and Sunshine Inn Write Offs Resolution accepted unanimously.

6. **Old Business: None**

7. **New Business:**

a. **Approval of Roofing Contract Resolution #0252025E, Presented by Ron Hall, Director of Operations**

Mr. Hall announces that a bid-request went out for the re-roofing of the in town units in the continued effort of getting all of our roofing completed and on a 15-year replacement schedule. This project would consist of 20 multi-unit buildings (59 units). Mr. Hall state that bids were due January 28th, 2025 and that two bids were received for the job. The first bid was from Certified Roofing and Construction dba Johnson and Johnson Roofing at a base price of \$280,430 or \$4,753.05/unit. The second bidder was Keeler Roofing, LLC at a base price of \$245,243 or \$4156.66/unit. Mr. Hall states that with both bids also come price per linear foot for certain woodwork and deck pricing, and as we have seen in the past, there will need to be some wood work completed. Mr. Hall states that he and Mr. Cortes will be confirming any woodwork that is done before it is covered up. Mr. Hall states that both companies provided the HUD forms, however, neither company provided completed Performance and Payment Bonds. Both companies have stated that these could be provided before prior to contract signing. ACHA is recommending that the board go with Keeler Roofing, LLC.

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Vice-Chairperson Martin-Back asks if Certified Roofing and Construction would come down on their linear foot cost on the wood fascia to which **Mr. Hall** states they are pretty set on their prices. **Commissioner Blount** asks if the quality of the roofing paper makes a difference on the survival of the wood deck. **Mr. Hall** says yes and no and goes on to clarify that usually what it ends up being is the age of the wood when using 30-year shingles. **Vice-Chair Martin-Back** asks why **Mr. Hall** went with 30-year shingles as opposed to 20-25 year shingles when we plan to replace them every 15 years. **Mr. Hall** says this is due to price and availability. **Mr. Hall** also states that it may actually be 20-year shingles instead of 30-year shingles and states the will determine and provide this information.

Chairperson Packer asks if there are any questions or comments. **Commissioner Blount MOVES** to approve Keeler Roofing for the spring 2025 reroofing project. **Vice Chairperson Martin-Back 2nd**, with verification of 20/30 year shingles (verification of 20-year shingles provided during meeting). Roll Call Vote taken. Approval of Keeler Roofing for the spring 2025 reroofing project was accepted unanimously, with verification of 20/30 year shingles (verification provided).

b. **Approval of ACHA January and February Disposal of Assets Resolution #02052025F, Presented by Robert Cortes, Director of Maintenance**

For the month of January, ACHA is asking to dispose of three fridges, three stoves, seven hot water heaters, one ac condenser, and one cell phone. For the month of February, ACHA is asking to dispose of five fridges, three stoves, one AC condenser, and one air handler.

Commissioner Blount asks if we have thought about switching over to tank-less hot water heaters. **Mr. Cortes** says yes but they cost more money, roughly \$1000/unit more plus installation. **Commissioner Johnson** asks about the lifetime of the tank-less water heaters as well as about the impact on the water bills of the tenants' versus the traditional hot water heaters. **Mr. Cortes** states that they are recommended to last 10 years (which is the same lifetime as a tank water heater) and that impact on the tenant's bill depends a lot on usage.

Chairperson Packer asks if there are any questions or comments. **Vice Chairperson Martin-Back MOVES** to approve ACHA January and February Disposal of Assets. **Tenant Commissioner Graham 2nd**. Roll Call Vote taken. Approval of ACHA January and February Disposal of Assets was accepted unanimously.

c. **Approval of HCV SEMAP Certification Resolution #02052025G, Presented by Cody Pierce, Director of Voucher Programs**

Mr. Pierce states that this is something that ACHA submits every year to HUD and the agency is graded on 14 indicators. The 14 indicators include: 1) Selection from Waiting List; 2) Rent Reasonableness; 3) Determination of Adjusted Income; 4) Review of Utility Allowance; 5) Housing Quality Standards QC Inspections; 6) HQS Enforcement; 7) Expanding Housing Opportunities; 8) FMR Limits and Payment Standards; 9) Timely Annual Reexaminations; 10) Correct Tenant Rent Calculations; 11) Pre-Contract HQS Inspections; 12) Annual HQS Inspections; 13) Lease-Up; and 14) FSS Enrollment and Escrow.

Commissioner Blount asks about deconcentration and if we are doing such a superior job that there is nowhere to go up from here, to which **Mrs. Nazaro** responds exactly. **Mr. Pierce** goes on to explain that a lot of information is given to the client and they can go where they choose to go. He also states that we are consistently getting new landlords looking to work with us, which means

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more units in more areas. **Commissioner Blount** asked if there is a list of landlords who do not accept Section 8, to which the response was that we do not hear too often of that happening anymore because then it turns into a fair housing issue that most landlords do not want to have.

Alternate Tenant Commissioner Robinson asks who HUD is and where HUD gets there money. **Mr. Pierce** states that HUD is Housing and Urban Development, which is the government entity that provides the dollars for our agency to operate.

Chairperson Packer asks if there are any questions or comments. **Commissioner Blount MOVES** to approve HCV SEMAP Certification. **Vice Chairperson Martin-Back 2nd.** Roll Call Vote taken. Approval of HCV SEMAP Certification was accepted unanimously.

d. **Review of ACHA Board of Directors 2025 General Meeting and Term Dates, Presented by Amanda Nazaro, Executive Director**

Mrs. Nazaro starts by stating that Svetlana Korotkevitch has stepped down from her position as alternate commissioner and the position has been posted online for applications. Mrs. Nazaro states that copies of the dates for all future board meetings for the year, as well as the list of commissioners with the positions, have been provided. It is stated that Vice Chair Martin-Back will Zooming in for April and May board meetings. Mrs. Nazaro also states that we are going from paper packets to tablets for the board members. **Vice-Chair Martin-Back** requests that at future meetings printed copies of the agenda be provided so that board members are not having to scroll back and forth on the tablet to see it.

e. **Approval of ACHA 2025 Chairperson: Resolution #02052025H**

Commissioner Blount NOMINATES to approve Mr. Packer as ACHA 2025 Chairperson. **Vice Chairperson Martin-Back 2nd.** Roll Call Vote taken. Approval of Mr. Packer for ACHA 2025 Chairperson was accepted unanimously.

f. **Approval of ACHA 2025 Vice Chairperson: Resolution #02052025I**

Chairperson Packer asks if there are any questions or comments. **Commissioner Blount NOMINATES** to approve Mrs. Martin-Back for ACHA 2025 Vice Chairperson. **Tenant Commissioner Graham 2nd.** Roll Call Vote taken. Approval of Mrs. Martin-Back ACHA Vice Chairperson was accepted unanimously.

8. **Secretary's Report**

a. **Capital Fund Report Presented by Amanda Nazaro, Executive Director**

Mrs. Nazaro states that Merrillwood should have occupancy before the next board meeting. The board members were shown pictures of the unit/property to see the quality of the units being presented to the clients. It is stated that Merrillwood currently has a temporary Certificate of Occupancy, due to lightening. Merrillwood would like to start occupancy ideally by February 17th, 2025. Mrs. Nazaro states there have been weekly calls between all parties. It is stated that Merrillwood has a waiting list is going and applications have been received, and Cody has been meeting with the Elvia to overseeing the waiting list and application processes. Merrillwood will have 23 1-bedroom units and 17 2-bedroom units, with 20 being specifically for veterans. Mrs.

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Nazaro states she will let the board know about the ribbon cutting ceremony once it has been announced.

Commissioner Blount asks about the countertop material being used in the Merrillwood units. It was stated that the material is Formica. **Commissioner Johnson** asks for an estimated completion date of the property, to which the response was to start occupying the property by Monday, February 17th, 2025.

Mrs. Nazaro moves on to the project of turning the Sunshine Inn units. The board is shown pictures of the improvements. It is stated that ACHA has turned over a 3rd of the units at the property at this time. These improvements mean that we can increase the rents in the future.

Mrs. Nazaro moves on the talk about the Sunrise Inn (St. Francis House). Mrs. Nazaro states the county is going to be rehabbing the property. – The county did not get the grant they were hoping for so instead of demoing the property and rebuilding, they are going ahead with making plans to rehab the current structure. Mrs. Nazaro states that there are bi-weekly meetings with the county currently that also include updates of the upcoming 31 units at Scottish Inn with the potential of add 29 container units and the 36 1-bedroom units at the Budget Inn.

Mrs. Nazaro ends with discussing plans for increasing the veteran voucher utilization. There have been multiple meetings a week with the VA to see what can be done to help utilize more of the available HUDVASH vouchers. ACHA is planning to do a surge housing event in April similar to the one Jacksonville Housing Authority did awhile back. The goal of this surge even would be to house 40 vets in a matter of weeks. Mrs. Nazaro states there would be an event in March for property owners/managers and services providers, in coordination with GHA and the VA, to discuss what this process looks like. Landlords would have the paperwork ready to go in advance for available units, and inspections would happen prior to the event allowing for quick move in of the veterans. The main event in April will be a combination of landlords/property managers, vendors (wrap around services like SSVF), veterans, COCC, and housing authorities to get the veterans quickly housed. The way this would work would be that the housing authorities would pre-inspect units, and then on the day of the event the veterans would walk around and look at the options. When a veteran finds a unit they are interested in, they can look at the unit and then lease up quickly as the units will have already passed inspection. Jacksonville Housing Authority had success with leasing veterans up the same day as the event. **Tenant Commissioner Graham** would like a flyer to distribute at her work (The VA), to which **Mrs. Nazaro** ensures everyone will be sent a copy of the flyer and information for distribution.

b. Public Housing Occupancy Report: Presented by Ebony Harrington, Director of Public Housing

For the month of January, ACHA has 18 HUD-Approved Vacancies and 4 non-HUD Approved Vacancies for an occupancy rate for January at 98.33%. For the month of February, ACHA has 21 HUD-Approved Vacancies and 2 non-HUD Approved Vacancies for an occupancy rate for January at 99.15%. Currently the year's occupancy rate is 98.74%.

As mentioned in previous board meetings, the old standard was a 14-day notice for rent delinquencies. During COVID, this became a 30-day rule. Ms. Harrington states that HUD has decided the 30-day rule is now the final and new standard rule. Ms. Harrington states that ACHA is updating the ACOP and Lease and are consulting with the lawyer to make it a seamless

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transition. Some of the recommendations and policy changes from HUD we have already been doing. HUD has a hard recommendation for repayment agreements, which could extend the time for eviction and cause additional debt accrual if they do not comply with the agreement and default. Ms. Harrington believes ACHA will end up seeing higher write offs as we move into this being a rule and not a recommendation. **Commissioner Blount** asks about hand delivery versus mailing the 30-day notices. **Ms. Harrington** states that they must be hand delivered and the tenant must sign off that they receives it. The notice cannot be left on the door. The other options is the send it certified mail to get that delivery verification that is necessary for the eviction process.

c. **Housing Choice Voucher Program Report: Presented by Cody Pierce, Director of Voucher Programs**

HCV Program has 407 total vouchers, with 432 leased, 2 issued and none available. Mainstream Program has 208 total vouchers, with 217 leased, 1 issued and none available. HUD-VASH has 533 total vouchers with 400 leased, 29 issued, and 104 available vouchers. ACHA is fully leased up on Tenant Protection, Partners in Hope, TBRA, and Foster Youth Initiative Programs. All Partners in Hope families are set to end the program within the year 2025. AHCA has 13 HCV Port-Ins and 0 HUDVASH Port-Ins.

Mr. Pierce goes into detail on the Partners in Hope program and states that all seven of the current families will be coming off the program over the course of 2025. However, we have a meeting with Partners in Hope coordinators as we now have the new funding for the new additional families we can assist. **Mrs. Nazaro** explains that during the first phase of this program, the referred 10 families which was extremely successful. Partners in Hope is now going for a phase 2 with more funds than in previous years. Mrs. Nazaro states this is partially because during phase 1 no admin fees were collected, while in phase 2 we negotiated admin fees. For phase 2, they will be referring 7 families, however, it will also depend on the rent amounts and portion amounts these families have. If the families are higher income families, we have the opportunity to potentially help more than 7 families.

9. **Commissioner's Comments/Public Comments**

Chairperson Packer: Thanks staff for sending flowers to his wife while she was in the hospital.

Vice Chairperson Martin-Back: Reminder she is going cross country with her husband while he rides his bike across the country. Starts in San Diego and goes to St. Augustine for 3000 miles. Raises money for and bring awareness for suicide and suicide prevention efforts.

Commissioner Johnson: Would like to go on the record stating that it has been about 60 days that he has been waiting on crime stats that he requested. Mr. Johnson also feels that any contractors putting in bids for projects should have to come present themselves to the board at the approval meeting to be asked any pertinent questions. Mr. Hall says the opportunity for the contractors to present themselves is provided but is not required. Mr. Hall states that we do not track crime stats on our neighborhood, we get the information from the individual agencies and he should reach out to those agencies for that information. Commissioner Johnson asked if the board meeting dates/information is posted for the residents to see. Mr. Johnson would like to see more residents attend the board meetings. Mr. Hall states that the dates are posted online and in the lobby but are not sent directly to each resident because they have their own RAB (Resident Advisory Board).

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Commissioner Blount: Invites everyone to come out Friday the 21st at Cypress and Grove at 7pm for the free jazz show.

Tenant Commissioner Nicole Graham: None.

Alternate Tenant Commissioner Angela Robinson: Looks forward to helping more homeless individuals and would like information to pass out about the surge event.

10. Future Scheduling:

Next ACHA Board of Directors meeting is Wednesday, March 5th, 2025, at 5:00PM, at ACHA.

11. Adjournment of the Meeting:

Chairperson Packer asks for motion to adjourn. Adjournment at 6:21pm.