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ALACHUA COUNTY HOUSING AUTHORITY

BOARD OF DIRECTORS MEETING MINUTES Regular Meeting held November 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; Alternate Commissioner Michelle Beans; Tenant Commissioner Nicole Graham (entered 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 Kasey Nelson; Staff Rodney Davis and Catherine Hanner **Absent:** Commissioner Tyrone Johnson
Public: None

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

2. Approval of this Agenda: Resolution #11052025A

Chairperson Packer asks if there are any corrections or comments. **Executive Director Amanda Nazaro** asks to amend the agenda to add resolution 11052025g Late Fee Waiver. **Vice Chairperson Martin-Back MOVES** to approve the agenda. **Alternate Commissioner Michelle Beans 2nd**. Roll Call Vote taken and the agenda was accepted unanimously.

3. Public Comments – None

4. Approval of Minutes: Resolution #11052025B

Chairperson Packer asks if there are any corrections or comments. **Commissioner Blount MOVES** to accept the October 1st, 2025 General Meeting Minutes. **Alternate Commissioner Michelle Beans 2nd**. Roll Call Vote taken, October 1st, 2025 General Meeting Minutes accepted unanimously.

5. Financial Reports

a. Approval of August 2025 Financial Statements: Resolution #11052025C, Presented by Kori Allen, CFO

Mrs. Allen states that the water expense is higher than normal do to slab leaks earlier in the year. Mrs. Allen also informs the board that the material expense is high due to cabinet repairs at unit turns.

Signature/Date

Signature/Date

Chairperson Packer asks if there are any further questions or comments. **Vice Chairperson Martin-Back MOVES** to approve August 2025 Financials. **Alternate Commissioner Michelle Beans 2nd**. Roll Call Vote taken. August 2025 Financials accepted unanimously.

b. **Approval of 2024 Audit: Resolution #11052025D, Presented by Kori Allen**

Mrs. Allen states that ACHA received the results of the 2024 Audit. ACHA received 1 letter/comment from the auditors regarding internal controls in Housing Choice Voucher Inspections. Moving forward Kasey Nelson, Director of Voucher Programs, will initial off on any extension on repairs from HQS inspections.

Mrs. Allen touches on the main Financial Highlights under the Management's Discussion and Analysis. This includes that the assets of the Authority exceeded its liabilities as of December 31st, 2024, by \$11,979,749 (net position). In addition, the Authority's total cash and investment balance as of December 31st, 2025 was \$4,330,445 representing a decrease of \$924,386 from 2023.

Mrs. Allen moves on the Financial Analysis and the Statement of Net Position. Mrs. Allen states that the current assets decreased by \$936,490 primarily due to utilizing reserves for HAP payments and repairs and maintenance in the Public Housing Department. Mrs. Allen also mentions that the total liabilities decreased by \$83,603 primarily due to principal payments being made on the long-term debt at Sunshine Inn. The next section of Net Position stated that the Net Investment in Capital Assets (capital assets, net of accumulated depreciation and related debt reflects the capital asset balance net of accumulated depreciation and associated long-term debt) was \$7,802,650 as of December 31st, 2024. In addition, the Authority's unrestricted net position that are neither invested in capital assets nor restricted which change principally due to operations, was \$4,177,099 as of December 31st, 2024. These resources are available to meet the Authority's ongoing obligations to its residents and creditors and is designated for housing purposes.

On the next page, Statement of Revenues, Expenses, and Changes in Net Position, there were two main points. The first was that the Total Operating Revenue increased \$2,063,893 in fiscal year 2024, primarily due to an increase in HAP funding for the Housing Choice and Mainstream voucher programs. The second point was that the Total Operating Expenses increased by \$2,248,606 during fiscal year ending in 2024 primarily as a result of an increase in HAP payments for voucher programs.

Mrs. Allen moves on to talk about ACHA's unrestricted net position as of December 31st, 2024, by department. For the Public Housing Department, the unrestricted net position is \$3,178,953. For the Mainstream Voucher Program, the unrestricted net position is \$123,044. For the Housing Choice Voucher Program, the unrestricted net position is \$426,524. And for the Single Room Occupancy (SRO) Program, the unrestricted net position is \$56,169.

Mrs. Allen states that the Excess Cash for the Public Housing Department was \$2,960,611 as of December 31st, 2024.

Mrs. Allen wraps up the audit conversation by going over the Schedule of Findings and Questioned Costs. Section One is the Summary of Auditors' Results. For Basic Financial Statements: Material weaknesses were not identified in the internal control over the financial

reporting and there were no significant deficiencies identified. For Federal Awards: Material Weaknesses were not identified in the internal control over major programs and there were no significant deficiencies identified. In summary, there were no audit findings disclosed that were required to be reported in accordance with section 2 CFR 200.516(a). Section Two is the Basic Financial Statement Findings. There are no Basic Financial Statement Findings to report. Section Three is Federal Award Findings and Questioned Costs. There were no Federal Award Finding and Questioned Costs.

Tenant Commissioner Nicole Graham Enters

Chairperson Packer asks if there are any further questions or comments. **Vice Chairperson Martin-Back MOVES** to approve the 2024 Audit. **Alternate Commissioner Michelle Beans 2nd**. Roll Call Vote taken. The 2024 Audit was accepted unanimously.

c. **Approval of 2026 Operating Budget: Resolution #11052025E, Presented by Kori Allen**

Mrs. Allen states that all of the property management fee income will fall under the CoCC Fund. All of the overhead for that will come from there. This includes the property manager's salary, the designated maintenance employee's salary, as well as lawn care and AC repairs.

Mrs. Allen states the Sunshine Inn rent prices are going up January 2026. There will be 2 rates; \$900 for unrenovated units and \$950 for renovated units. This increase will not be seen by the renter's as their voucher will cover the increase.

Mrs. Allen states that the operating subsidy is going down in Merrillwood due to having less units now.

Mrs. Allen states that the net revenue is being based on the 2025 income and that the Section 8 Administrative Income is a 89-90% proration of the current numbers.

Mrs. Allen moves on to speak on CoCC fees. Currently this includes Sunshine Inn (which we previously paid 5% management and 2.5% admin) and NSP. Sunshine Inn will be restructuring to a 12% flat fee. NSP will be remaining the same. The new budget will include the new properties at the Scottish Inn (renamed to Forest Edge) which will be coming online soon as well as the Sunrise Residence Inn. Mrs. Allen states that she did not include the income that will also be coming in from the Budget Inn.

Mrs. Allen states that other revenue include port ins, due to HAP and Admin Fees collected on those tenants, rental income from the Sunshine Inn office space, and potential income from the Merrillwood complex.

Mrs. Allen moves on the Administrative Salaries. In the Section 8 Department, ACHA is dissolving the Administrative Assistant Position. In the Public Housing Department, there are still open positions. And Under the CoCC there is now the property management and maintenance salaries.

Mrs. Allen touches on the fact that ACHA is making some additional pay and benefit changes for employees. Instead of the government 2.8% COLA that was announce, ACHA will be giving their employees 4%. This increased COLA is so that employees can afford basic living expenses. In addition, ACHA will be increasing their employee benefits bank from \$1,000/month to

\$1,100/month. This increase in the benefit bank is due to the 13% increase being seen in the cost of insurance.

Mrs. Allen states that there will be new office expenses such as Buildium, Mailchimp, and additional programs that ACHA now pays for. Another office expense includes travel overhead. Mrs. Allens adds there are new contracts under the maintenance budget.

Mrs. Allen mentions that ACHA is debating selling some properties in the future. Mrs. Allen states that the protective services is GRU payments for security cameras in the public areas of neighborhoods that have been installed.

Mrs. Allen states that she is assuming a 10% increase in insurance, an increase on worker's compensation, and a 1k increase in vehicle insurance.

Mrs. Allen also states that ACHA is trying to use up excess cash so that HUD does not take it back.

Commissioner Kali Blount asked a question about the travel expenses. **Mrs. Allen** states that \$7,500 of the budget is for 3 board members to have \$2,500/each travel budgets. The remainder is for travel expenses related to staff trainings.

Chairperson Sheldon Packer asks about any potential lapses in future HAP payments. **Mrs. Allen** informs the board that ACHA is currently funded though December 31st, 2025 and that if needed ACHA would take out a loan to continue operation.

Vice Chairperson Martin-Back asks about any CDs held by ACHA to which **Mrs. Allen** states there are not currently any CDs.

Chairperson Packer asks if there are any further questions or comments. **Commissioner Blount MOVES** to approve the 2026 Operating Budget. **Vice Chairperson Martin-Back 2nd**. Roll Call Vote taken. ACHA 2026 Operating Budget accepted unanimously.

6. Old Business:

7. New Business:

a. Approval of Personnel Policy Amendment: Resolution #11052025F, Presented by Amanda Nazaro, Executive Director

The Amendment was mentioned during the 2026 Operating Budget discussion.

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

b. Approval of Late Fee Waivers for Public Housing: Resolution #11052025G, Presented by Amanda Nazaro, Executive Director

Amanda Nazaro, ED, states this resolution is to waive late fees due to the ongoing government shutdown. Mrs. Nazaro states that with the hold on food stamps, families have new worries and

should not have to worry about late fees and repercussions that come with having to choose between feeding their kids and paying their rent.

Vice Chairperson Martin-Back asks if this is for November and December to which **Mrs. Nazaro** states that it would only extend to December if the shutdown. **Vice Chairperson Martin-Back** asks that an amendment be made that states this and that it would only extend if benefits were not restored.

Chairperson Packer asks if there are any questions or comments. **Commissioner Blount MOVES** to approve the Late Fee Waiver, with amendment. **Tenant Commissioner Graham 2nd**. Roll Call Vote taken. Approval of the Late Fee Waiver, with amendment, was accepted unanimously.

8. Secretary's Report

a. Capital Fund Report: Presented by Amanda Nazaro, Executive Director, and Ron Hall, Director of Operations

Mrs. Nazaro states that she went before the County Commission yesterday and ACHA was awarded a \$460,000 LGAO grant that will be used towards development and the tax credit application needed for the project. Mrs. Nazaro mentioned that the environment at the county commission was better than previous meetings.

Mr. Hall states that the next step for the project is the application for the tax credit. Mr. Hall expands by saying that this grant will give ACHA a better chance at receiving the 9% tax credit.

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

For the month of November, ACHA has 21 HUD-Approved Vacancies and 3 non-HUD Approved Vacancies for an occupancy rate for November at 98.72%. Currently the year's occupancy rate is 99.15%.

c. Housing Choice Voucher Program Report: Presented by Kasey Nelson, Director of Housing Choice Voucher Program

HCV Program has 407 total vouchers, with 410 leased, 0 issued and none available. Mainstream Program has 208 total vouchers, with 198 leased, 0 issued and none available. HUD-VASH has 533 total vouchers with 407 leased, 58 issued, and 68 available vouchers. ACHA is fully leased up on Tenant Protection, Partners in Hope, TBRA, and Foster Youth Initiative Program. AHCA has 27 HCV Port-Ins and no HUDVASH Port-Ins. Mrs. Nelson notes that while the Mainstream Program has a total of 208 vouchers and only 198 leased up tenants, due to the increased cost for disabled families, the funds for the program are completely utilized.

9. Commissioner's Comments/Public Comments

Chairperson Packer: Mr. Packer mentions that he has requested ACHA staff partake in an Active Shooter Training which Ron Hall is in the process of arranging.

Vice Chairperson Martin-Back: Mrs. Martin-Back mentions that her annual cookie party will be next month on December 3rd, 2025.

Commissioner Johnson: Absent

Commissioner Blount: Mr. Blount mentions that he will be playing at Cypress and Grove for his monthly jazz performance. Mr. Blount also mentions new county funding for on-site units on church properties.

Alternate Commissioner Beans: None

Tenant Commissioner Nicole Graham: None

10. Future Scheduling:

Next ACHA Board of Directors meeting is Wednesday, December 3rd, 2025, at 5:00PM, at ACHA.

11. Adjournment of the Meeting:

Chairperson Packer asks for motion to adjourn. Adjournment at 6:09pm.