

# AVON PARK HOUSING DEVELOPMENT CORPORATION

Board of Directors Regular Meeting  
North Central Heights Community Center  
709 Juneberry Street, Avon Park, Florida  
Tuesday, June 21<sup>st</sup>, 2016; 6:00 P.M.  
Meeting Agenda

## ROLL CALL;

**PREVIOUS MINUTES:** Regular Board Meeting Minutes May 17, 2016; May 17, 2016; May 20, 2016 APHDC/APH A Budget Committee Meeting; May 14, 2016 Executive Search Review Committee; May 26, 2016 Executive Search Review Committee Meeting

**COMMUNICATIONS:** None

### I. OLD BUSINESS;

- A. 695 Palmetto Ave property; Secretary will provide a briefing on the status of development Preliminary Sites Plan by Cool & Cobb Engineering.
- B. Cornell Colony Project Status/Update; The Secretary will provide a project construction progress & status report, including planned Ribbon Cutting Ceremony June 23, 2016; 10:00am.
- C. APHA- RAD Conversion: Secretary will provide the Board with an update on the APHA's progress in completing conversion process.
- D. NCH II LLC Restructure; Secretary will provide the Board with an update on the restructure of NCH II; HCHO replacing AHS as majority shareholder.
- E. Executive Search/Strategic Planning Committee; Search Committee Chair will report out on results of Final Executive Search Candidate interviews and recommendation for new CEO.

### II. NEW BUSINESS;

- A. Irish Interns; Internship Completion Report; Ashleigh Mulgrave & Tanya Graham
- B. 2016 Budget Committee; 2016 Staff Supplemental Compensation Schedule

Other matters to come before the Board:

Next Board Meeting(s): July 19, 2016, Regular 6:00pm Board Meeting.

## VI. ADJOURN

In accordance with the American Disabilities Act and Section 286.26 Florida Statutes, any person with disabilities requiring reasonable accommodations to participate in this meeting should call the Housing Authority offices five days prior to the meeting.

# AVON PARK HOUSING DEVELOPMENT CORPORATION

Board of Directors Regular Meeting  
North Central Heights Community Center  
709 Juneberry Street, Avon Park, Florida  
Tuesday, May 17, 2016; 6:00 P.M.

## Meeting Minutes

**ROLL CALL;** Vice-Chairperson Barnard requested the Secretary to call the roll, with the following results: Directors Present; Roberts, Barnard, Johnson, Windsor, Daffner, Stukes, Eldred, and Brojek. Director Absent; Harris and Wade. Secretary Shoeman declared quorum present.

**PREVIOUS MINUTES:** Regular Board Meeting Minutes; April 19, 2016 were circulated by the Secretary in advance of the Meeting; Moved by Director Brokek, seconded by Director Roberts to approve the minutes; Motion carried unanimously.

**COMMUNICATIONS:** None

### OLD BUSINESS;

- A. 695 Palmetto Ave. Property; The Secretary informed the Board that Carl Cool was working on the Preliminary Site Plan and that the Survey scheduled to support that work was delayed due to emphasis on Lakeside Park II Survey taking priority. Secretary Shoeman will report further progress of preliminary site plan development status at the next Board Meeting.
- B. Cornell Colony Project Status/Update; The Secretary informed the Board that the project was moving forward timely with construction according to project plans and milestones. A pictorial array was displayed to the Board providing insight of various stages of the project's development @ 94% completion.
- C. APHA-RAD Conversion; The Secretary provided the Board with an update of the APHA's progress on their conversion process.
- D. North Central Heights II Restructure; The Secretary provided the Board with an update on the progress of replacing AHS with HCHO as majority shareholder.
- E. Executive Search/Strategic Planning Committee; The Secretary reported that the Search consultant was wrapping up Proof of Resume submissions and that the list of final candidates would be forwarded to the Secretary in the next day or so. The Search Committee will then

convene to review & select final candidates for interview later this month.

**II. NEW BUSINESS;**

- A. Resolution No. 16-04; Churchill Stateside Group Commitment; USDA-RD 538 Advance Loan Guarantee Program funding \$1.28M for rehabilitating Lakeside Park II was reviewed by the Secretary. After discussion, moved by Commissioner Brojek, seconded by Commissioner Windsor to adopt Resolution No. 16-03 as circulated; motion carried unanimously.

The Secretary also advised that when the Lakeside Park II property was surveyed, boundaries indicated that two encroachments of City owned structures were discovered. The Secretary recommended that the Board endorse the dedication of such land, sidewalks, streets and easements to the City for Public Purpose. Moved by Director Brojek, seconded by Director Daffner to endorse such dedication by the APHA to the City for such purpose; motion carried unanimously.

- B. Voluntary 2015 PILOT Payment to City of Avon Park; The Secretary informed the Board that it was appropriate at this time to consider PILOT Payment to the City for its 2015 FYE. The Board noted that Fire Assessments totaling \$10,220 was paid by NCH I & II this past year which was approximately the same amount that would have been paid for PILOT. It was the a consensus by the Board not to voluntarily pay PILOT this year.

Other matters to come before the Board: None

The Board elected to schedule the next Regular Board Meeting June 21st, 2016; APHDC Regular Board Meeting, 6pm

**VI. ADJOURN** ; Chairman Wade adjourned the meeting at 6:41pm.

ADOPTED THIS 12<sup>st</sup> DAY OF JUNE 2016

\_\_\_\_\_  
Accepted

\_\_\_\_\_  
Attest

SEAL

AVON PARK HOUSING DEVELOPMENT CORP./AVON PARK HOUSING AUTHORITY

Board Appointed Committee

2016 APHDC/APHA Budget Committee Meeting

May 20, 2016, 10:00 AM

1306 Tulane Ave; Transitional Housing Office Training Room

Avon Park, Florida

Meeting Minutes

Roll Call: Committee Chair Lester Roberts called the Meeting to order at 10:02 am and requested Secretary Shoeman to call the roll; Attending were Committee Members Johnson, Wade, Eldred and Roberts. Members absent; none. Secretary declared a quorum present.

The Secretary proceeded to review a proposal for 2016 APHA Employee Supplemental Compensation, based on outstanding performance by APHA personnel during the 2016 Fiscal Year including but not limited to 96% timely lease up of vacant units, minimal accounts receivables, 95% satisfactory approval survey ratings by tenants served, 100% compliance with underwriting requirements and no findings in the APHA's Annual Audit for FYE 2015.

The Secretary proceeded to review all funding sources available to support the proposed Supplemental Compensation Schedule, including individual estimated Cash Flow Projections per project as well as projected earned Developer Fee detail for both Lakeside/Delaney RAD conversion and Cornell Colony projects. Secretary Shoeman further explained that the proposed across-the-board staffing Supplemental Compensation Schedule was calculated based on 2%/year of each employee's base salary, capped at a maximum of 10%, with the exception of the Executive Director who will receive 15% due to primary responsibility for overall project portfolio growth and performance for FY 2016.

After general discussion, moved by Committee Member Brojek, seconded by Committee Member Johnson to approve & recommend to the Boards authorization to implement the 2016 APHA Employee Supplemental Compensation Schedule as circulated; motion carried unanimously.

Being no further items to come before the Committee, Chair Roberts adjourned the meeting at 10:31 am.

X \_\_\_\_\_  
Lester Roberts, Committee Chair

X \_\_\_\_\_  
Larry Shoeman, Committee Secretary

Date: \_\_\_\_\_

Date: \_\_\_\_\_

# AVON PARK HOUSING DEVELOPMENT CORPORTION

## 2016 REVENUE PROJECTIONS

<u>DEVELOPER FEES EARNED</u>	<u>AMOUNT</u>
RAD Conversion (Delaney Heights/Lakeside Park	\$235,172
Cornell Colony LLC	<u>\$186,133</u>
<b>Total</b>	<b><u>\$421,305</u></b>

### PROJECTED ANNUAL OPERATING PROFORMAS; Post Year End Project-wide expenses Net Cash Flow

Delaney Heights LLC	\$ 25,000
Lakeside Park I LLC	\$ 3,000
Lakeside Park II LLC	\$ 50,000
North Central Heights LLC	\$ 20,000
APHDC-NCH II Corp.	\$ 10,000
Cornell Colony LLC	<u>\$ 28,000</u>
<b>Total</b>	<b><u>\$136,000</u></b>

### FUTURE POTENTIAL REVENUE

#### PALMETTO HOMES SALE

Developer Fee (5% of \$2.5M)	\$125,000
Net profit per home sale (\$2K X 20)	<u>\$ 40,000</u>
Sub-total	\$165,000
Land Purchase	<u>-\$ 32,000</u>
Net Revenue	\$133,000

2016 AVON PARK HOUSING DEVELOPMENT CORP; SUPPLEMENTAL PAYMENT SCHEDULE

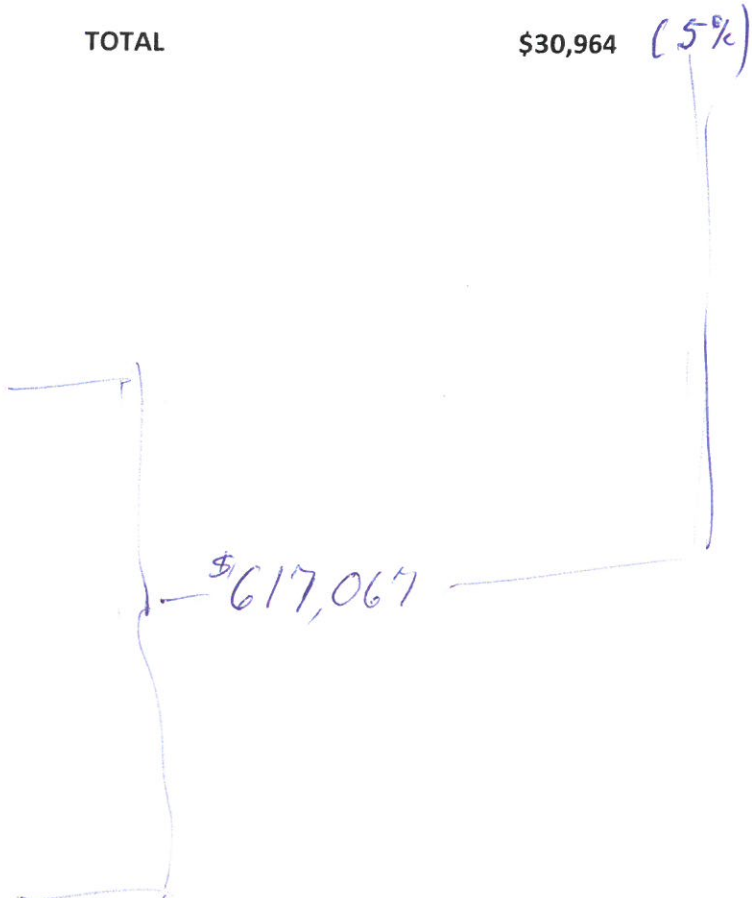
Years	Employee Name	ANNUAL SALARY	2%/yr. up to 5yrs.Max	
2	CLAITT, SONNY	\$28,954	4%	\$1,158
5	GILLIANS, BEATRIZ	\$38,106	10%	\$3,810
5	HERBERT, DAVID F	\$39,270	10%	\$3,927
8	HOWARD, WILL M	\$33,280	10%	\$2,316
4	PARSONS, RONALD D	\$28,954	8%	3,316
14	PIERATT, PENNY K	\$41,059	10%	\$4,160
3	PINEIRO, CARMELO	\$28,954	6%	\$1,738
0	RODRIGUEZ, ARLEY	\$9,360	Part-Time NA	\$500
2	SALVAGGIO, TONI M	\$34,570	4%	1,383
4	SILVA, ELIZABETH	\$21,216	8%	\$1,698
0	SOUTHER, STEPHANIE S	\$10,400	Part-Time NA	\$500
SubTotal				\$19,492
10	SHOEMAN, LARRY P	\$76,485	15%	\$11,472
<b>TOTAL</b>				<b>\$30,964 (5%)</b>

**FUNDING SOURCE:**

CORNELL COLONY DEVELOPER FEE	\$171,895
LAKESIDE PARK II DEVELOPER FEE	\$235,172
<b>TOTAL</b>	<b>\$407,067</b>

**2017 NET CASH FLOW P POST DEBT SERVICE**

NCH I	\$16,000
NCH II	\$20,000
Cornell Colony	\$24,000
Ridgedale Apt.s	\$70,000
LSP I	\$5,000
LSP II	\$50,000
Delaney Hgts.	\$25,000
<b>TOTAL</b>	<b>\$210,000</b>



# Executive Search Review Committee Meeting

APHA/APHDC Board of Commissioners/Directors

Transitional Housing Office Training Room

March 14, 2016; 10:00am

Minutes & Committee Report

The Review Committee held their Meeting March 14, 2016; 10:00 AM, at the Transitional Housing Office Training Room, 1306 Tulane Ave., Avon Park, Florida. Chairing the meeting was Lester Roberts and Executive Director Larry Shoeman serving as Committee Secretary. Other Committee Members attending were Greg Wade, Chet Brojek and Cam Barnard. Also attending was newly appointed Commissioner Bill Day. Chairman Roberts called the meeting to order and Secretary Shoeman introduced Leo Dauwer, Executive Search Consultant who provided the Committee with an overview of what the Board can expect to see through the search process. As a result of the subsequent discussion, the Committee agreed on the following executive search provision;

1. Change the position title from Executive Director to Chief Executive Officer
2. Committee will review the lists of sample questions provided and advise the Secretary of specific questions they would prefer Consultant Dauwer to use in pre-screening.
3. Set the base range from \$90K-\$110K, predicated on knowledge & experience
4. Timelines; initiate search advertisement March, close month end May (predicated on quantity & quality of candidate responses; slide additional month if needed.
5. Limit final candidates for Board Interview to 6; 3 in AM & 3 in PM.
6. Candidate Interviews to be conducted by Review Committee with questions derived from candidates profile/resume prescreened by Search Consultant.
7. Final position offering to be approved by full Board, APHA General Counsel to draft Employment Contract to also include performance based enhanced compensation.

Secretary Shoeman will revise the first draft of the position description to incorporate title and compensation reference changes transmit to Mr. Dauwer, following Board approval, and proceed with distribution to National industry publications (PHADA, NAHRO & FAHRO) for immediate release. Secretary Shoeman will also post the advertisement on the APHA's website as soon as available.

Board Chair Roberts thanked Mr. Dauwer for the information shared with the Board and thanked Committee Members for their time and participation in today's Committee Meeting.

Meeting adjourned 11:05 AM.

The Committee adjourned their Committee Meeting at 11:05 AM

X \_\_\_\_\_  
Lester Roberts, Committee Chair

X \_\_\_\_\_  
Larry Shoeman, Committee Secretary

Date: \_\_\_\_\_

Date: \_\_\_\_\_

# Executive Search Review Committee Meeting

APHA/APHDC Board of Commissioners/Directors

Transitional Housing Office Training Room

May 26, 2016; 10:00am

Minutes & Committee Report

Committee Co-Chairman Greg Wade called the Committee Meeting to order @ 10:00 am, May 26, 2016 at the Transitional Housing Office Training Room, 1306 Tulane Ave., Avon Park, Florida and requested Secretary Shoeman to call the roll. Committee Members attending were Greg Wade, Chet Brojek, Bill Day and Cam Barnard. Committee Member absent; Lester Roberts. Secretary Shoeman declared a quorum and proceeded to review the candidate documents circulated by Executive Search consultant Leo Dauwer and distributed to the Committee Members in advance for their review.

The Committee Members then reviewed the Candidate documents, deliberated on the various qualities and credentials of the candidates recommended for consideration by the consultant and elected by mutual consensus the following candidates be selected for Final Candidate Interviews;

1. Melody Gates, Clayton, North Carolina
2. John Hurt, Ft. Myers, Florida
3. Debra Grise, Longwood, Florida
4. Becky-Sue Mercer, North Port, Florida

Alternate- Tracey Rudy, Columbus, Ohio chosen Alternate in the event any of top four dropped out for any reason.

Committee Members also agreed to provide consultant Dauwer with the following instructions;

- a. Set the interview date for Saturday, June 18, 2016.
- b. Inform Finalists that reimbursement for travel expenses will be paid in accordance with the APHA's Travel Policy; Secretary to transmit Policy to consultant for circulation.
- c. Order of interviews performed according to furthest from site to closest to site as an accommodation for candidate travel convenience.

There being no further discussion, the Chair thanks the Committee Members for their attendance and adjourned the meeting at 10:50am.

Meeting adjourned 11:05 AM.

X \_\_\_\_\_  
Greg Wade, Committee Co-Chair

X \_\_\_\_\_  
Larry Shoeman, Committee Secretary

Date: \_\_\_\_\_

Date: \_\_\_\_\_





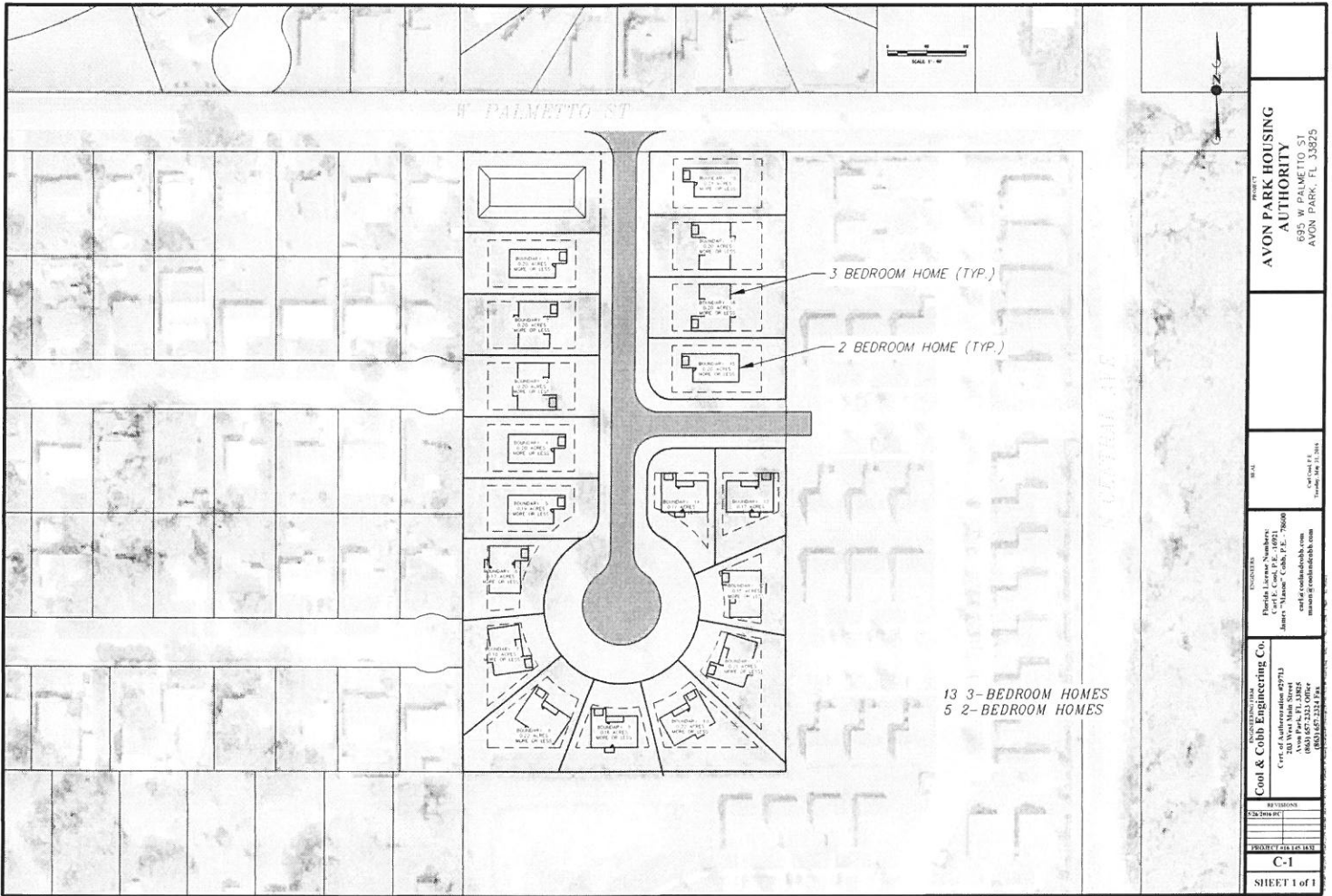
AVON PARK HOUSING  
 AUTHORITY  
 695 W PALMETTO ST  
 AVON PARK, FL 33825

DESIGNER  
 James "Nolan" Cobb, P.E., 78060  
 carl@coolandcobb.com  
 nolan@coolandcobb.com

Cool & Cobb Engineering Co.  
 300 W. Washington St. #27013  
 Avon Park, FL 33825  
 (888) 657-2323

10 3-BEDROOM HOMES  
 7 2-BEDROOM HOMES

BY RECORDS  
 2/26/2016 10:11  
 PROJECT: C-1  
 SHEET 1 of 1



## Larry Shoeman

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**From:** Larry Shoeman [Director@avonparkha.org]  
**Sent:** Thursday, June 09, 2016 1:42 PM  
**To:** 'Debra Fleming'  
**Cc:** 'Penny Phillippi'; 'Penny Phillippi'; 'Ray Worley'; 'MRosenthal@cohenlaw.com'  
**Subject:** North Central Heights II AHS Member transfer

**Importance:** High

Debra- This email is a follow up to the voice mail message I left from you on the AHS office recording line inquiring as to the status of your efforts to dialogue with Penny Phillippi regarding details associated with AHS Membership withdrawal from NCH II LLC.

As you are aware, North Central Heights II LLC has gone to great extents to accommodate AHS original request to withdraw from North Central Heights II LLC & we are now in the final stages of approving closing documents to effect that transition. However, it is not in the best financial interests of the LLC to continue to spend neither additional legal costs nor administrative time without confirmation by AHS of its intention to complete the transfer closing process.

Respective to the above, please be advised that if I have not received a response from AHS by this business weeks end as to AHS disposition associated with your organizations continued desire to compete the necessary steps to withdraw from NCH II Member participation, I will assume you do not wish to do so & inform, advise and recommend to fellow Member partner APHDC-North Central II Corporation to suspend and/or terminate any and all further efforts to accommodate the current AHS Member withdrawal request.

Respectfully submitted,  
Larry P. Shoeman, Secretary  
North Central Heights II LLC

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**From:** Larry Shoeman [mailto:Director@avonparkha.org]  
**Sent:** Wednesday, May 25, 2016 2:53 PM  
**To:** 'Debra Fleming'  
**Cc:** 'Penny Phillippi'  
**Subject:** RE: North Central Heights II transfer; Legal Fees  
**Importance:** High

Debra- Attached are the 2016 January & February Financial Statements for NCH II for your general reference.

Did you receive the below email message I sent you? **FYI, I have instructed our legal counsel to the stop processing any further transfer documents until I have received back a response from you regarding AHS further disposition on this matter.**

Please reply or call me so that I may proceed accordingly.  
Thanks,  
Larry  
(863) 452-4432, Ext. 2204

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**From:** Larry Shoeman [mailto:Director@avonparkha.org]  
**Sent:** Monday, May 23, 2016 10:13 AM

**To:** 'Debra Fleming'  
**Cc:** 'Penny Phillippi'  
**Subject:** RE: North Central Heights II transfer; Legal Fees  
**Importance:** High

Debra- Attached is a scanned copy of the most recent invoice received by our legal counsel for services performed in conjunction with coordinating/collaborating with underwriting principles & their counsels towards closing the transfer transaction. Just wanted to keep you updated on the fees NCH II is incurring pre-closing. As you are aware, we collectively agreed to hold out \$10K from our 2015 Year End Cash Flow Distribution to pay for anticipated legal fees at transaction closing. FYI, the typical legal fees anticipated for such transaction would be those passed through the respective underwriters principles counsel, as well as our respective counsels time. As you can see from the attached pre-closing invoice, our collective expenses for legal will most certainly exceed the previous amount budgeted.

Respective to the above referenced excessive legal costs and, based on our last conversation regarding a possible supplemental disbursement to the exiting member, please know that I am not very optimistic that excess funds in NCH II will be available to accommodate such consideration.

Also, per our last telephone conversation, were you successful in contacting Penny Phillippi to discuss your concerns on this transaction?

Perhaps it would be beneficial for us to have another telephone conversation to further discuss this transaction.

Thanks,  
Larry  
(863) 452-4432, Ext. 2204

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**From:** Debra Fleming [<mailto:president@ahsf.org>]  
**Sent:** Friday, May 13, 2016 4:43 PM  
**To:** Larry Shoeman  
**Subject:** Re: North Central Heights II transfer documents; FHFC & SunTrust

Larry,

Thank you. I hope you have a great weekend as well. I wanted you to know the check that you sent for the cash flow was delayed because Fiscal sent it to the Hollywood address. This was not your fault as I saw you enclosed the e-mail with my current address for them to note. My guess is the person cutting the check did not check what was printed against what you provided them. I only mention this because Marquista Shipman is still in that office and there has been history of her not forwarding important items to us. Please ask them to update our address in the check writing software. My address forwarding expires next month. Thanks and Take Care, Debra

Debra Fleming  
President  
Affordable Housing Solutions for Florida, Inc.  
PO Box 2659  
Land O' Lakes, FL 34639  
Main Line: 305-865-4555  
Mobile: 813-956-4296  
Fax: 954-233-8292  
E-mail: [president@ahsf.org](mailto:president@ahsf.org)  
[www.ahsf.org](http://www.ahsf.org)

On May 13, 2016, at 4:31 PM, Larry Shoeman <[Director@avonparkha.org](mailto:Director@avonparkha.org)> wrote:

Debra- I see Marc re-sent the docs that were dispatched out to you and Penny a couple weeks ago; they were the docs referred to in my email.

Talk to you next week,

Have a great weekend.

Larry

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**From:** Debra Fleming [<mailto:president@ahsf.org>]  
**Sent:** Friday, May 13, 2016 3:40 PM  
**To:** Larry Shoeman  
**Cc:** Penny Phillippi; [hcho@avonparkha.org](mailto:hcho@avonparkha.org); [MRosenthal@cohenlaw.com](mailto:MRosenthal@cohenlaw.com)  
**Subject:** Re: North Central Heights II transfer documents; FHFC & SunTrust  
**Importance:** High

I did not get docs and there was nothing attached to this e-mail. I am not sure to what you are referring? Could you re-send? I apologize but I have been out of the office since last Thursday — both of you are on my list to call first thing next week.

Thanks, Debra

Debra Fleming  
President  
Affordable Housing Solutions for Florida, Inc.  
PO Box 2659  
Land O' Lakes, FL 34639  
Main Line: 305-865-4555  
Mobile: 813-956-4296  
Fax: 954-233-8292  
E-mail: [president@ahsf.org](mailto:president@ahsf.org)  
[www.ahsf.org](http://www.ahsf.org)

On May 12, 2016, at 1:17 PM, Larry Shoeman <[Director@avonparkha.org](mailto:Director@avonparkha.org)> wrote:

Penny/Debra- As we have not received any comments on the previously circulated documents provided by SunTrust and FHFC, we will interpret the absence of your response as "no comment" and thereby acceptable as circulated. If this is NOT the case, please reply within 24 hours of this transmission so that we may respond accordingly.

Thanks,

Larry

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**From:** [MRosenthal@cohenlaw.com](mailto:MRosenthal@cohenlaw.com) [<mailto:MRosenthal@cohenlaw.com>]  
**Sent:** Thursday, May 12, 2016 11:42 AM  
**To:** Larry Shoeman  
**Cc:** [CSalera@cohenlaw.com](mailto:CSalera@cohenlaw.com)  
**Subject:** RE: North Central Heights II

Larry,

**NORTH CENTRAL HEIGHTS COMMUNITY CENTER**  
709 Juneberry St.  
Avon Park, FL 33825  
863-443-0231

**INTERVIEW SCHEDULE**

**June 18, 2016**

(The interviews will be held at the above address)

9:00 – 9:30 a.m. Board Orientation/Breakfast

9:30 – 10:30 a.m. Melody Gates

10:45 – 11:45 a.m. Tracey Rudy

12:00 – 1:00 p.m. John Hurt

1:00 – 1:30 p.m. Lunch

1:30 – 2:30 p.m. Debra Grise

2:30 p.m. – Board's discussion of candidates and possible decision of the finalist to be offered the position.

Please note that a fifteen (15) minute recess has been scheduled between interviews so candidates may be escorted in and out of the interviews.

**Reminder:** Some of the candidates have seriously requested that their interviews be held in strict confidence and their current employers not be informed of this process. If one of these candidates is selected for the position, he/she needs to be informed that permission to contact his current employer will be a condition of the board's final decision for hiring her or him.