

**Housing Authority of Avon Park**  
North Central Heights Community Building  
709 Juneberry Street, Avon Park, FL  
Tuesday, December 15, 2020, 5:15PM

**AGENDA**

- A. Opening Prayer, Roll Call by Secretary
- B. Public Comments/Presentations:
- C. Communications:
- D. Consent Agenda
  - 1. Regular Board Meeting Minutes: November 2020
  - 2. Monthly Occupancy Report: November 2020
  - 3. TAR & Maintenance Reports: November 2020
  - 4. Cash Analysis: November 2020
  - 5. Project Budgeted Income Statement Reports: November 2020
  - 6. Fee Accountants Financials: October 2020
- E. Secretary Reports & Old Business
  - Due to Covid19 we are still closed to the public but working in the office; however, we are taking care of those that come to the office on a one on one basis—we are wearing masks and gloves. Maintenance is now working on all work orders and we are performing unit inspections.
  - Playground property—waiting on City for closing date per email from our attorney on 12/8/2020
  - Security Cameras – work has begun December 8.
  - Resolution 20-07—Salary Study
  - Resolution 20-08—Budget 2021
  - Future training for Commissioners with Attorney Gilmore regarding the Roles and Responsibilities of Commissioners and the Sunshine Law—waiting on Attorney for dates on training.
  - Glory Food Services gave hot free meals November 23 to the community from our parking lot at 21 Tulane Drive.
  - Missions Without Borders gave turkeys to Delaney Heights residents November 25.
  - We donated socks to the Oaks Nursing Home December 9.
  - We donated dictionaries and books to Avon Park schools December 9.
  - Fair Housing racial discrimination received November 30 and response sent December 3 with guidance from our attorney.
  - Property Manager for our Section 8 Project Based properties has given resignation.
- F. New Business
- G. Unfinished Business, Concerns of Commissioners
- H. Next Meeting: Regular Board Meeting: January 20, 2021
- I. Adjournment

Any person who might wish to appeal any decision made by the Avon Park Housing Authority, in public hearing or meeting, is hereby advised that he/she will need a record of the proceedings, and for such purpose, he/she may need to ensure that a verbatim record of the proceedings is made which will include the testimony and evidence upon which such an appeal is to be based. 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, December 15, 2020; 5:30 P.M.**  
**Meeting Agenda**

**ROLL CALL;**

**PREVIOUS MINUTES:**

**COMMUNICATIONS:**

**I. OLD BUSINESS**

- 1) Palmetto—We had offer of \$50,000 and will close January 25, 2021, and we also have another offer of \$40,000 and will close December 22, 2020. I suggest we accept the \$50,000 offer.

**II. NEW BUSINESS**

Other matters to come before the Board:

Next Board Meeting(s): January 20, 2021

**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.

THE HOUSING AUTHORITY OF AVON PARK  
BOARD OF COMMISSIONERS REGULAR MEETING MINUTES  
North Central Heights Community Center  
709 Juneberry Street, Avon Park, FL 33825

**November 17, 2020, 5:15 P.M.**

**A. Opening/Roll Call:** Chairman Wade called the Board Meeting to order at 5:15 pm. We had silent prayer. Secretary Pieratt called the member attendance roll: Commissioners Present: Wade, Brojek, Mundt, and Day. Also Present: APHA CEO Penny Pieratt and Brenda Gray, City Liaison, APHA maintenance staff—David Herbert, Carmelo Pineiro, Daniel Whitlock, and Chris Ramey. Absent: Commissioners Jackson and Knighten.

**B. Public Comments/Presentations:** None

**C. Communications:** None

**D. Consent Agenda:** Chairman Wade called for a motion to approve the consent agenda. Commissioner Lewis moved to accept as presented. The motion was seconded by Commissioner Brojek and carried unanimously.

**E. Secretary Report & Old Business:** Secretary Pieratt informed the board that the office is still closed to the public due to Covid 19; however, we are taking care of those who come to the office on a one by one basis as long as they have masks on. (we have masks to provide them if they do not have one). Maintenance is now working on all work orders and we are performing annual unit inspections Playground update: waiting on City; they need address. Sebring Computers has received the deposit for installing our security cameras and parts have been ordered. We have begun the 2021 Budget with Cornwell Associates and should have the draft by next board meeting. Waiting on Attorney Ric Gilmore to set up a training on the Roles and Responsibilities of Commissioners and the Sunshine Law. The proposed 2020 Incentive Compensation for staff and CEO were approved. RFP 20-01 for Lawn Care approved Gammage's Lawn Service LLC and RFP 20-02 for Pest Control was approved for Clarke Pest Control.

**F. New Business:** None

**G. Unfinished Business, Concerns of Commissioners:**

**H. Next Meeting:** Tuesday, December 15, 2020 at 5:15pm.

Being no further business to come before the Board, Chair adjourned the meeting at 5:50 pm.

Accepted \_\_\_\_\_

Attest \_\_\_\_\_

SEAL

**AVON PARK HOUSING DEVELOPMENT CORPORATION**  
**REGULAR MONTHLY MEETING**  
North Central Heights Community Center  
709 Juneberry Street, Avon Park, FL 33825  
November 17, 2020, 5:30 P.M.

**Meeting Minutes**

**ROLL CALL:** Director Brojek called the meeting to order at 5:50 PM. Secretary Pieratt called the roll with the following present: Wade, Brojek, Mundt, and Day Also in attendance: Penny Pieratt, CEO/Secretary and Brenda Gray, City Liaison, APHA maintenance staff—David Herbert, Carmelo Pineiro, Daniel Whitlock and Chris Ramey. Absent: Directors Jackson and Knighten.

**PREVIOUS MINUTES:** On a motion by Brojek seconded by Mundt the minutes of the previous meeting were unanimously approved as presented.

**COMMUNICATIONS:**

**OLD BUSINESS:** Palmetto Site—we received an offer of \$30,000 but I counter offered at \$40,000 and waiting on reply.

**NEW BUSINESS:**

Next Board Meeting: December 18, 2020

**ADJOURN:** There being no further business to come before the Board, Director Brojek adjourned the meeting at 6:00pm; motioned by Mundt and second by Wade.

Accepted \_\_\_\_\_

Accepted \_\_\_\_\_

Attest \_\_\_\_\_

SEAL

OCCUPANCY/VACANCY REPORT

Nov-20

Delaney Heights - (50 units)

<u>Unit #</u>	<u>Bdrm</u>	<u>Move-Out</u>	<u>Move-In</u>	<u>#Days in Mgmt</u>	<u>#Days in Maint.</u>	<u>#Vacancy Days</u>	<u>Reason For Vacancy</u>
<b>TOTAL DELANEY HEIGHTS VACANT - 0</b>							

Lakeside Park I - (16 units)

<u>Unit #</u>	<u>Bdrm</u>	<u>Move-Out</u>	<u>Move-In</u>	<u>#Days in Mgmt</u>	<u>#Days in Maint.</u>	<u>#Vacancy Days</u>	<u>Reason For Vacancy</u>
<b>TOTAL LAKESIDE PARK I VACANT - 0</b>							

Lakeside Park II - (63 units)

<u>Unit #/Add</u>	<u>Bdrm</u>	<u>Move-Out</u>	<u>Move-In</u>	<u>#Days in Mgmt</u>	<u>#Days in Maint.</u>	<u>#Vacancy Days</u>	<u>Reason For Vacancy</u>
354	2	10/29/2020	11/6/2020	5	4	9	Abandoned unit
363	1	11/6/2020					Transferred to 2 bdrm
<b>TOTAL LAKESIDE PARK II VACANT - 1</b>							

Ridgedale - (36 units)

<u>Unit #/Add</u>	<u>Bdrm</u>	<u>Move-Out</u>	<u>Move-In</u>	<u>#Days in Mgmt</u>	<u>#Days in Maint.</u>	<u>#Vacancy Days</u>	<u>Reason For Vacancy</u>
703	2	10/31/2020	11/6/2020	5	2	7	Roach infested/asthma
<b>TOTAL RIDGEDALE VACANT - 0</b>							

SUBMITTED BY PENNY PIERATT, CEO

**OCCUPANCY/VACANCY REPORT**

Nov-20

**North Central Heights I - (40 units)**

<u>Unit #</u>	<u>Bdrm</u>	<u>Move-Out</u>	<u>Move-In</u>	<u>#Days in Mgmt</u>	<u>#Days in Maint.</u>	<u>#Vacancy Days</u>	<u>Reason For Vacancy</u>
620	2	10/13/2020	11/20/2020	18	21	39	Criminal/drugs
638	3	10/30/2020					Move in with boyfriend
650	3	10/30/2020	11/20/2020	5	17	22	Purchased home
<b>TOTAL NCH I VACANT - 1</b>							

**North Central Heights II - (32 units)**

<u>Unit #</u>	<u>Bdrm</u>	<u>Move-Out</u>	<u>Move-In</u>	<u>#Days in Mgmt</u>	<u>#Days in Maint.</u>	<u>#Vacancy Days</u>	<u>Reason For Vacancy</u>
403	3	11/4/2020					Lost job
<b>TOTAL NCH II VACANT - 1</b>							

**Cornell Colony - (44 units) \$721 or \$549**

<u>Unit #</u>	<u>Bdrm</u>	<u>Move-Out</u>	<u>Move-In</u>	<u>#Days in Mgmt</u>	<u>#Days in Maint.</u>	<u>#Vacancy Days</u>	<u>Reason For Vacancy</u>
38232	3	10/30/2020	11/10/2020	1	12	11	Move in with fiance
<b>TOTAL CORNELL VACANT - 0</b>							

**SUBMITTED BY PENNY PIERATT, CEO**

**OCCUPANCY/VACANCY REPORT**

Nov-20

**Intent to Vacate**

Lakeside Park I=4 bdrm=unit 31=non renewal 11/30  
 NCH I=2 bdrm=unit 649=10/31=arrested drugs  
 NCH I=3 bdrm=unit 624=12/31=non renewal  
 NCH II=3 bdrm=unit 302=no date yet=Jan or Feb  
 Cornell=3 bdrm=unit 38210=moving in with family=12/31  
 Lakeside Park II=unit 314=2 bdrm=moving to Vermont 12/27

**Evictions**

Lakeside Park II=unit 345=3 bdrm=drugs in home=sent to Ric 1/27=hearing 11/3=out by 1/31/2021  
 Ridgedale=unit 738=2 bdrm=non renewal 6/30  
 Lakeside Park I=3 bdrm=unit 1308=non renewal 10/31  
 NCH I=3 bdrm=unit 616=non renewal=9/30=sent to attorney

**WAITING LIST**

2018		2018		2017	
<b>DELANEY HEIGHTS</b>					
1 BDRM	36				
TOTAL	36				
<b>LAKESIDE PARK I</b>					
1 BDRM	0	1 BDRM	105		
2 BDRM	50	2 BDRM	77		
3 BDRM	16	3 BDRM	26		
4 BDRM	16	4 BDRM	18		
5 BDRM	0	5 BDRM	0		
TOTAL	82	TOTAL	226		
<b>LAKESIDE PARK II</b>					
1 BDRM		1 BDRM			
2 BDRM		2 BDRM			
3 BDRM		3 BDRM			
4 BDRM		4 BDRM			
5 BDRM		5 BDRM			
TOTAL		TOTAL			
<b>2017</b>					
<b>RIDGEDALE</b>					
1 BDRM	78				
2 BDRM	50				
3 BDRM	51				
4 BDRM	15				
TOTAL	194				
<b>2020</b>					
<b>NORTH CENTRAL HEIGHTS OPEN</b>					
2 BDRM	39				
3 BDRM	27				
4 BDRM	10				
TOTAL	76				
<b>2020</b>					
<b>CORNELL COLONY</b>					
3 BDRM				<b>OPEN</b>	
				22	
<b>TOTAL</b>					
<b>636</b>					

SUBMITTED BY PENNY PIERATTI, CEO

Tenant Accounts Receivable  
30-Nov-20

<u>Delaney Heights</u>	<u>Amt</u>	<u>Reason</u>
R. Batty	\$ 46.00	Work order
C. Jackson	\$ 13.32	Rent balance
C. Thornton	\$ 34.99	NSF fee
<b>DH Total</b>	<b>\$ 94.31</b>	

<u>Lakeside Park I</u>		
D. Dennis	\$ 1,359.00	Rent
E. Dorn	\$ 3,121.11	Rent
J. Gifford	\$ 1,214.38	Rent, Eviction fees
K. Small	\$ 6.00	Work order
F. Swinton	\$ 6.89	Work order
J. Toney	\$ 32.55	Work order
<b>Lakeside I Total</b>	<b>\$ 5,739.93</b>	

<u>Lakeside Park II</u>		
P. Dupas	\$ 2,152.00	Unreported income/rent-pmts
C. McCarty	\$ 32.92	Work order
C. Medina	\$ 25.18	Work order
V. Raphael	\$ 8,677.00	Legal fees, eviction fees
S. Roux	\$ 2,027.49	Rent/late fee
S. Valentin	\$ 757.00	Unreported income/rent-pmts
J. Vega	\$ 458.23	Work order, rent
S. Williams	\$ 314.78	Rent, work order
<b>Lakeside II Total</b>	<b>\$ 14,444.60</b>	

<u>NCH I</u>		
R. Brown	\$ 1,424.48	Rent
Z. Clark	\$ 1,370.00	Rent
B. Franks	\$ 25.00	Work order
A. Gonzalez	\$ 608.00	Rent
T. Jones	\$ 625.00	Rent
E. Lawson	\$ 2,007.00	Rent
N. Legree	\$ 712.00	Rent
R. Nance	\$ 7.19	Work order
A. Shelby	\$ 5,587.87	Rent
A. Williams	\$ 3,767.20	Rent
<b>NCH I Total</b>	<b>\$ 16,133.74</b>	

<u>NCH II</u>		
J. Garcia	\$ 23.00	Work order
J. Machado	\$ 26.00	Work order
N. Natoli	\$ 3,053.00	Rent
C. Nelson	\$ 1,945.68	Rent
S. Rivera	\$ 1,128.00	Rent
K. Robey	\$ 17.98	Work order
<b>NCH II Total</b>	<b>\$ 6,193.66</b>	

Submitted by:

Penny Pieratt, CEO



Tenant Accounts Receivable  
30-Nov-20

Cornell Colony

L. Bowers	\$ 2,219.00	Rent
T. Cohen	\$ 2,230.00	Rent
G. Cubilette	\$ 2,780.41	Rent
A. Fernandez	\$ 549.00	Rent
J. Fonseca	\$ 688.00	Rent
B. Graham	\$ 1,659.48	Rent
G. Ramos	\$ 728.99	Rent
E. Rivera	\$ 721.00	Rent
C. Simmons	\$ 21.91	Work Order
A. Thompson	\$ 832.30	Rent
<b>Cornel Total</b>	<b>\$ 12,430.09</b>	

Ridgedale

J. Alexander	\$ 655.00	Retro Rent
C. Anderson	\$ 752.00	Retro Rent
E. Hankerson	\$ 38.98	Work Order
A. Hicks	\$ 568.00	Rent
L. Hodges	\$ 28.78	Work Order
V. Matthews	\$ 1,608.00	Rent
T. McNeil	\$ 5,285.51	Rent, Eviction fees
A. Tate	\$ 165.99	Rent
C. Vazquez	\$ 51.98	Work Order
L. Walker	\$ 20.25	Work Order
C. Wooden	\$ 16.00	Rent
<b>Ridgedale Total</b>	<b>\$ 9,190.49</b>	

<b>GRAND TOTAL</b>	<b>\$ 64,226.82</b>
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**WRITE OFFS**

Delaney	\$ -
Lakeside Park I	\$ -
Lakeside Park II	\$ 1,538.85
NCH I	\$ 15.00
NCH II	\$ 1,899.98
Ridgedale	\$ -
Cornell	\$ -
<b>TOTAL</b>	<b>\$ 3,453.83</b>

Approved--Penny Pieratt--Chief Executive Officer

Submitted by Penny Pieratt, CEO

## November 2020 MAINTENANCE MONTHLY REPORT

### Daily Tasks:

General cleaning of Admin/Maintenance building & grounds, work orders

### Preventive Maintenance:

Work from preventive maintenance inspections are on-going. 53 hours were taken during the month of November for sick, annual and holiday leave.

	Maintenance	Rachel/Housing Clerk
Delaney Heights Inspections	0	1
Lakeside Park I Inspections	0	0
Lakeside Park II Inspections	0	1
Ridgdeale Inspections	0	2
NCH I Inspections	0	0
NCH II Inspections	0	1
Cornell Colony Inspections	0	6
Delaney Heights Vacancies	0	
Lakeside Park I Vacancies	0	
Lakeside Park II Vacancies	2	
Ridgedale Vacancies	1	
NCH I Vacancies	2	
NCH II Vacancies	0	
Cornell Colony Vacancies	1	
		Property Manager
Delaney Heights Move Ins	0	0
Lakeside Park I Move Ins	0	0
Lakesdie Park II Move Ins	0	1
Ridgedale Move Ins	0	1
NCH I Move Ins	0	2
NCH II Move Ins	0	0
Cornell Colony Move Ins	0	1
Delaney Heights Move Outs	0	
Lakeside Park I Move Outs	0	
Lakeside Park II Move Outs	1	
Ridgedale Move Outs	0	
NCH I Move Outs	0	
NCH II Move Outs	1	
Cornell Colony Move Outs	0	

Submitted by Penny Pieratt, CEO

**CASH ANALYSIS**  
**11/30/2020**

		<u>Escrows/Reserves</u>	
Petty Cash	\$ 100.00		
Avon Park Development Corp	\$ 39,665.66		
North Central Heights I General Fund	\$ 135,498.45	NCH I Reserves/Bonneville	\$ 111,696.85
NCH I Security Deposit	\$ 12,131.63	NCH I Insurance	\$ 14,643.93
North Central Heights II General Fund	\$ 91,525.57	NCH II Reserves/Bonneville	\$ 89,377.61
NCH II Security Deposit	\$ 10,325.63	NCH II Insurance	\$ 39,864.61
Cornell Colony General Fund	\$ 212,514.10	CC Reserves/Amerinat	\$ 52,820.51
Cornell Colony Security Deposit	\$ 14,215.13	CC Insurance	\$ 16,794.59
		CC Reserves/Amerinat	\$ 117,567.31
		CC Reserves/Heartland	\$ 84,000.00
Lakeside Park I General Fund	\$ 87,530.33	LPI Reserves/First Hsg	\$ 39,082.92
LPI Security Deposit	\$ 3,499.74	LPI Insurance	\$ 5,219.30
Lakeside Park II General Fund	\$ 229,435.59	LPII Reserves/Churchill	\$ 102,836.22
LPII Security Deposit	\$ 14,431.87	O&M Reserves/Churchill	\$ 25,600.00
		Operating Res./Churchill	\$ 58,000.00
		LPII Insurance	\$ 18,809.88
Delaney Heights General Fund	\$ 5,346.60	DH Reserves/Center State	\$ 67,480.40
DH Security Deposit	\$ 10,244.22		
COCC	\$ 196,298.78		
Ridgedale General Fund	\$ 72.95	RD Reserves/Centennial	\$ 47,176.61
Ridgedale Security Deposit	\$ 7,096.40	RD Insurance	\$ 8,114.71
		RD Residual Reserves	\$ 9,109.02

SUBMITTED BY: PENNY PIERATT, CEO

The Housing Authority of Avon Park  
Board Resolution No. 20-07

**BE IT RESOLVED BY THE BOARD OF COMMISSINSERS FOR THE AVON PARK HOUSING AUTHOIRYT OF AVON PARK, FLORIDA, that:**

In accordance with the U. S Department of Housing and Urban Development (HUD) PIH Notice 2011-48 dated August 26, 2011, and subsequent updates to said notice, the Salary Study for the Housing Authority of Avon Park, Florida, dated November 2020 be approved and adopted on this 15th day of December, 2020. The motion to approve was made by \_\_\_\_\_ and a second to the motion was made by \_\_\_\_\_.

Those in favor:

Those opposed:

I, Penny Pieratt, Secretary for the Board of Commissioners for the Avon Park Housing Authority of Avon Park, Florida duly swear the above resolution was approved and adopted by majority vote on the date shown above. The Resolution has been recorded as Resolution No. 20-07 in the Avon Park Housing Authority of Avon Park, Florida Board Meeting Minutes.

Accepted \_\_\_\_\_

Attest \_\_\_\_\_

**THE HOUSING AUTHORITY OF AVON PARK**

**RESOLUTION #20-08**

**RESOLUTION APPROVING FFY 2021 OPERATING BUDGET**

- Whereas, HUD requires the submission of a FY2021 Operating Budget;
- Whereas, APHA staff and APHA Fee Accountant Cornwell Associates have collectively prepared the proposed 2021 Operating Budget in accordance to the regulations and known projected factors at this time; and
- Whereas, APHA Board of Commissioners have received and had opportunity to contemplate/review of the proposed 2021 Operating Budget through prior posting of same on the APHA website for sufficiency determination.

NOW THEREFORE, BE IT RESOLVED that the Operating Budget for the Avon Park Housing Authority for federal fiscal year January 1 to December 31, 2021, attached hereto and incorporated herein, be approved and adopted, with Budget implementation effective January 1, 2021.

ADOPTED THIS 15th DAY OF DECEMBE 2020.

Accepted \_\_\_\_\_

Attest \_\_\_\_\_

SEAL