

Housing Authority of Avon Park
North Central Heights Community Building
709 Juneberry Street, Avon Park, FL
Tuesday, October 17, 2023, 5:15PM

AGENDA

- A. Opening Prayer, Roll Call by Secretary
- B. Public Comments/Presentations:
- C. Communications:
- D. Consent Agenda
 - 1. Regular Board Meeting Minutes: September 2023
 - 2. Monthly Occupancy Report: September 2023
 - 3. TAR & Maintenance Reports: September 2023
 - 4. Cash Analysis: September 2023
 - 5. Project Budgeted Income Statement Reports: September 2023
 - 6. Fee Accountants Financials: August 2023
- E. Secretary Reports & Old Business.
 - Highlands County Workshop, September 12th, Property Managers attended, topics were Unhoused, Mental Health, Substance Abuse, Affordable Housing; property managers were able to network and talk about the Unhoused.
 - Applications were hand delivered to Hands for Homeless October 5.
 - Lakeside Park II one bedroom waiting list opened October 6 and closed October 13.
 - Working on Budget 2024
- F. New Business
 - Video Surveillance System Policy and Procedure—per Attorney Ric Gilmore
- G. Unfinished Business, Concerns of Commissioners
- H. Next Meeting: Regular Board Meeting: November 21, 2023
- 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, October 17, 2023; 5:30 P.M.
Meeting Agenda**

ROLL CALL:

PREVIOUS MINUTES:

A. Consent Agenda

1. Regular Board Meeting Minutes: September 2023
2. Monthly Occupancy Report: September 2023
3. TAR & Maintenance Reports: September 2023
4. Cash Analysis: September 2023
5. Project Budgeted Income Statement Reports: September 2023
6. Fee Accountants Financials: August 2023

COMMUNICATIONS:

I. OLD BUSINESS

II. NEW BUSINESS

Other matters to come before the Board:

Next Board Meeting(s): November 21, 2023

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
September 19, 2023, 5:15 P.M.
Meeting Minutes

A. Opening/Roll Call: Commissioner Jackson called the Board Meeting to order at 5:20pm. Secretary Pieratt led us in prayer. Secretary Pieratt called the member attendance roll: Commissioners Present: Brojek, Jackson, Pineiro and Dilday. Absent: Chairman Pough, Knighten and Day. Attended guest: Jenna LaBarr, APHA Property Manager

B. Public Comments/Presentations:

C. Communications: None

D. Consent Agenda: Commissioner Jackson called for a motion to approve the consent agenda items 1-5. Commissioner Pineiro moved to accept as presented. The motion was seconded by Commissioner Day and carried unanimously.

E. Secretary Report & Old Business:

- Lakeside Park I SAIL audit scheduled for August 16th went very well
- FAHRO (Florida Association of Housing and Redevelopment Officials) conference scheduled August 22nd to 24th in Orlando was full of information. Glad I went.
- Cornell Colony Amerinat audit scheduled for August 24th went very well
- The month of August we had nine move ins and five move outs.
- North Central Heights roofs have been completed as of August 18th.
- Penny will be out of the office September 25th to September 29th

F. New Business:

- Resolution 23-03 Authorizing the Appointment of Records Custodian

G. Unfinished Business, Concerns of Commissioners:

H. Next Meeting: Tuesday, October 17, 2023 at 5:15pm

Being no further business to come before the Board, Chair adjourned the meeting at 5:40 pm.

Accepted _____

Attest _____

AVON PARK HOUSING DEVELOPMENT CORPORATION
REGULAR MONTHLY MEETING
North Central Heights Community Center
709 Juneberry Street, Avon Park, FL 33825
September 19, 2023, 5:30 P.M.

Meeting Minutes

ROLL CALL: Director Jackson called the meeting to order at 5:40 PM. Secretary Pieratt called the roll with the following directors present: Brojek, Pineiro, Jackson, and Dilday. Also in attendance: Penny Pieratt, CEO/Secretary and APHA Property Manager, Jenna LaBarr. Absent: Director Knighten, Pough and Day.

PREVIOUS MINUTES: On a motion by Director Pineiro seconded by Director Dilday, the minutes of the previous meeting were unanimously approved as presented.

COMMUNICATIONS:

SECRETARY REPORT AND OLD BUSINESS:

1. Regular Board Meeting Minutes: August 2023
2. Monthly Occupancy Report: August 2023
3. TAR & Maintenance Reports: August 2023
4. Cash Analysis: August 2023
5. Project Budgeted Income Statement Reports: August 2023
6. Fee Accountants Financials: waiting on fee accountant

NEW BUSINESS:

Next Board Meeting: Tuesday, October 17, 2023

ADJOURN: There being no further business to come before the Board, Director Jackson adjourned the meeting at 5:45pm; motioned by Director Day and second by Director Pineiro.

Accepted _____

Accepted _____

Attest _____

SEAL

OCCUPANCY/VACANCY REPORT

Sep-23

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>
311	1	7/31/2023	9/1/2023	3	29	32	Passed Away
527	1	8/28/2023			17		No notice given
515	1	8/28/2023			24		Passed Away
							MI 10/3
							MI 10/3

TOTAL DELANEY HEIGHTS VACANT - 2

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>
25E	2	12/8/2022			301		Multiple lease violations
1314	4	3/27/2023			46		Criminal Activity
29	3	3/29/2023			OPEN 54495		Multiple lease violations
1317	3	7/26/2023			OPEN 55539		No reason given
1312	3	8/31/2023			OPEN 55912		VAWA
1308	3	9/5/2023			OPEN 55912		Non pmt rent

TOTAL LAKESIDE PARK I VACANT - 6

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>
201	3	6/8/2022			33		No reason/Richardson's temp
313	1	11/7/2022			149		Criminal Activity
254	2	11/22/2022			OPEN 53854		Transferred to 224/mold
314	2	5/2/2023			61		Moved to GA
203	2	5/11/2023			OPEN 54872		Evicted
305	3	7/3/2023			OPEN 55306		Unreported income
207	3	7/5/2023			OPEN 55309		Abandoned
255	3	7/13/2023			OPEN 55379		Non pmt rent

TOTAL LAKESIDE PARK II VACANT - 8

SUBMITTED BY PENNY PIERATT, CEO

OCCUPANCY/VACANCY REPORT Sept 23

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	8/1/2022		* MOLD*	OPEN 52555		Unreported income
744	3	9/19/2022		* MOLD*	OPEN 52933		Ceiling collapse
711	1	10/3/2022			9		Moved with daughter
727	3	10/4/2022		* MOLD*	OPEN 53514		Criminal Activity
702	4	11/14/2022		* MOLD*	OPEN 53513		Criminal Activity
720	3	11/18/2022		* MOLD*	OPEN 53674		Criminal Activity
709	3	12/20/2022		* MOLD*	OPEN 53751		Unreported income
729	3	2/27/2023		* MOLD*	OPEN 54196		No notice given
736	1	4/24/2023		* MOLD*	OPEN 54692		Moved to Delaney
726	2	5/30/2023		* MOLD*	OPEN 55027		Refused to sign recert
708	4	5/31/2023		* MOLD*	OPEN 54905		Moved to LP1
730	3	6/13/2023		* MOLD*	OPEN 55186		Moved to LP1
707	3	6/22/2023		* MOLD*	OPEN 55227		Evicted
719	3	8/24/2023		* MOLD*	OPEN 55845		Transfer to 241
713	2	8/31/2023		* MOLD*	OPEN 55910		Unreported income
717	3	9/2/2023		* MOLD*	OPEN 55973		Unreported income
718	1	9/5/2023		* MOLD*	OPEN 55902		Multiple lease violations
715	2	9/11/2023		* MOLD*	OPEN 56002		Unreported income

TOTAL RIDGEDALE VACANT - 18

OCCUPANCY/VACANCY REPORT

9/1/2023

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>	
638	3	5/12/2023			OPEN 54895		Non pmt rent	MI 10/13
605	2	6/30/2023			84		Rent too high	MI 10/13
608	2	8/11/2023			OPEN 55693		Lost job	MI 10/20
TOTAL NCH I VACANT - 3								

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	2/13/2023	9/29/2023	22	206	228	Moved to Puerto Rico	
738	4	2/16/2023			OPEN 54112		Non pmt rent	
406	3	2/24/2023			208		Abandoned unit	MI 10/5
405	3	3/1/2023	9/25/2023	17	191	208	Criminal activity	
305	3	6/9/2023			OPEN 55121		Abandoned unit	
728	3	7/28/2023			OPEN 55540		Rent too high	
307	3	9/30/2023			OPEN 56181		Non renewal	
TOTAL NCH II VACANT - 5								

SUBMITTED BY: PENNY PIERATT, CEO

Cornell Colony - (44 units) \$692 or \$915

<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>	
38258	3	2/16/2023	9/1/2023	80	117	197	Abandoned unit	
38278	3	2/16/2023			126		Non pmt rent	MI 10/16
38192	3	5/8/2023			OPEN 54815		Cannot afford rent	MI 10/20
38253	3	5/10/2023			OPEN 54866		Abandoned unit	
38218	3	5/30/2023			OPEN 55032		Non renewal	
38264	3	7/25/2023			OPEN 55472		Abandoned unit	
38197	3	7/25/2023			OPEN 55471		Abandoned unit	
38271	3	8/18/2023			OPEN 55759		No reason given	
TOTAL CORNELL VACANT - 7								

OCCUPANCY/VACANCY REPORT

Aug-23

Intent to Vacate --

Lakeside Park 1=unit 25=2 bdrm=needs 3 bedroom 9/1

Lakeside Park II=unit 248=3 bdrm=needs 2 bdrm

Evictions -

NCH II=unit 302=3 bdrm=non pmt rent

Cornell=unit 38257=3 bdrm=-criminal activity

Lakeside Park II=unit 220=3 bdrm=non pmt rent

WAITING LIST

2023

DELANEY HEIGHTS

1 BDRM 8
TOTAL 8

2019

LAKE SIDE PARK I

1 BDRM 0
2 BDRM 4
3 BDRM 1
4 BDRM 1
5 BDRM 0
TOTAL 6

2017

LAKE SIDE PARK II

1 BDRM 14
2 BDRM 61
3 BDRM 93
4 BDRM 22
5 BDRM 0
TOTAL 190

2017

RIDGE DALE

1 BDRM 4
2 BDRM 65
3 BDRM 21
4 BDRM 3
TOTAL 93

2022

NORTH CENTRAL HEIGHTS OPEN

2 BDRM 43
3 BDRM 27
4 BDRM 14
TOTAL 84

2022

CORNELL COLONY

3 BDRM 23
OPEN 23

SUBMITTED BY PENNY PIERATTI, CEO

TOTAL

404

Tenant Accounts Receivable
30-Sep-23

<u>Delaney Heights</u>	<u>Amt</u>	<u>Reason</u>
V. Antequera	\$ 5.00	Late fee
C. Coleman	\$ 7.00	Late fee
N. Collings	\$ 4.58	Late fee
S. Evans	\$ 45.17	Work order
R. Griffin	\$ 6.00	Late fee
C. Jackson	\$ 99.87	Work order
P. Robitaille	\$ 6.00	Late fee
J. Ross	\$ 5.89	Work order
E. Sanders	\$ 8.60	Work order
DH Total	\$ 188.11	
<u>Lakeside Park I</u>		
E. Brown	\$ 15.69	Work order
C. Haggins	\$ 34.17	Work order
T. Hill	\$ 121.27	Work order
T. Jones	\$ 5,686.07	Rent, unreported income (pmts)
Lakeside I Total	\$ 5,857.20	
<u>Lakeside Park II</u>		
Q. Ash-Birts	\$ 117.83	Rent balance
C. Caldwell	\$ 47.65	Work order
B. Concepcion	\$ 577.00	Unreported Income
A. Hodges	\$ 32.55	Work order
N. Jones	\$ 77.18	Work order
G. Mack	\$ 115.00	Rent
A. Pauldo	\$ 187.12	Rent, Work order
L. Rivera	\$ 218.00	Unreported income (pmts)
B. Robinson	\$ 274.77	Work order
Y. Salas	\$ 665.00	Unreported income (pmts)
F. Swinton	\$ 107.00	Rent balance
A. Thompson	\$ 6.99	Work order
E. Vertus	\$ 2.50	Work order
S. Williams	\$ 1,681.00	Unreported income/evicting
T. Young	\$ 1.49	Work order
Lakeside II Total	\$ 4,111.08	

Submitted by:
Penny Pieratt,CEO

Tenant Accounts Receivable

30-Sep-23

Page 2

NCH I

A. Brown	\$	225.15	Work Order
S. Dewaint	\$	906.00	Rent
M. Hudson	\$	239.62	Late fee, work order
P. Pantoja	\$	34.30	Late fee
A. Sandelier	\$	39.17	Late fee, work order
C. Torres	\$	476.04	Work order

NCH I Total \$ 1,920.28

NCH II

C. Castillo	\$	863.00	Rent, Late fee
T. Hill	\$	60.00	Late fee, Work Order
L. Hillard	\$	2,109.00	Rent
J. Martinez	\$	862.00	Rent, Work Order
J. Matthews	\$	980.32	Rent, Late fee, work order
T. Otero	\$	92.99	Work Order
M. Packer	\$	176.32	Work order
C. Redding	\$	107.23	Work order
S. Rivera	\$	1,368.98	Rent, Late fee
B. Santos	\$	1,063.25	Rent, Work order
R. Tirado	\$	31.65	Work Order
S. Vazquez	\$	33.70	Work Order
C. Wooden	\$	902.50	Rent, Late fee, work order

NCH II Total \$ 8,650.94

Cornell Colony

L. Adkins	\$	787.01	Rent, Late fee, work order
J. Bush	\$	1,044.16	Rent, Work Order
S. Butler	\$	19.19	Work Order
A. Castle	\$	11.67	Work Order
K. Diaz	\$	94.00	Late fee
A. Fernandez	\$	900.00	Rent
D. Guerrero	\$	161.29	Late fee
J. Hamilton	\$	31.15	Work Order
E. Leon	\$	786.07	Rent, Late fee
I. McLaren	\$	10.37	Work Order
M. Pagan	\$	18.99	Work order
L. Peralta	\$	711.00	Rent
S. Pinon	\$	29.23	Work Order
J. Rodriguez	\$	32.00	Work Order
R. Rodriguez	\$	29.26	Work Order
L. Smith	\$	1,906.00	Rent, Late fee
J. Wilder	\$	798.69	Rent, Late fee

Cornell Total \$ 7,370.08

Submitted by:
Penny Pieratt, CEO

Tenant Accounts Receivable
30-Sep-23

Ridgedale

C. Anderson	\$	191.77	Rent
S. Antoine	\$	1.49	Work order
C. Coley	\$	309.48	Rent
J. Davis	\$	834.59	Unreported income (pmts)
M. Milton	\$	462.49	Unreported income (pmts)
T. Richardson	\$	189.92	Work order
G. Robinson	\$	0.79	Work order
F. Weeks	\$	42.70	Work order
Ridgedale Total	\$	2,033.23	

GRAND TOTAL	\$ 30,130.92
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WRITE OFFS

Delaney	\$	-	
Lakeside Park I	\$	4,380.67	B. Dozier
Lakeside Park II			
NCH I	\$	-	
NCH II	\$	-	
Ridgedale	\$	1,109.39	J. Echevarria
Ridgedale	\$	4,603.49	J. Fils-Aime
Ridgedale	\$	607.35	L. Jackson
Ridgedale	\$	5,215.56	N. Pounds
Cornell	\$	-	
TOTAL	\$	15,916.46	

Submitted by:
Penny Pieratt,CEO

Daily Tasks:

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

Preventive Maintenance:

Work from preventive maintenance inspections are on-going. 136 hours were taken during the month of September for sick, vacation, and holiday leave.

Maintenance

Delaney Heights Inspections	2
Lakeside Park I Inspections	0
Lakeside Park II Inspections	22
Ridgdeale Inspections	2
NCH I Inspections	4
NCH II Inspections	0
Cornell Colony Inspections	1
Total	31
Delaney Heights Vacancies	2
Lakeside Park I Vacancies	0
Lakeside Park II Vacancies	0
Ridgedale Vacancies	0
NCH I Vacancies	1
NCH II Vacancies	3
Cornell Colony Vacancies	0

Property Manager

Delaney Heights Move Ins	1	1
Lakeside Park I Move Ins	0	0
Lakesdie Park II Move Ins	0	0
Ridgedale Move Ins	0	0
NCH I Move Ins	0	0
NCH II Move Ins	2	2
Cornell Colony Move Ins	1	1

Delaney Heights Move Outs	0
Lakeside Park I Move Outs	1
Lakeside Park II Move Outs	0
Ridgedale Move Outs	3
NCH I Move Outs	0
NCH II Move Outs	1
Cornell Colony Move Outs	0
Total	5

Submitted by Penny Pieratt, CEO

AVON PARK HOUSING AUTHORITY COLLECTION LOSS QUERY REPORT

Write Off Date Range 9/1/2023 - 9/30/2023

Reference#	Group	Posted Date	Original Amount Written Off	Date Written Off	Amount Collected	Remaining Write Off
DOZIER BRITTANY R		26248	589-15-3073	1308 S TULANE AVENUE AVON PARK FL 33825-		
Current Balance: \$0.00		Current Deposit: \$0.00		Phone Number: 863-257-4010		
AR00129878	RETRO	7/1/2023	\$2,523.94	9/14/2023	\$0.00	\$2,523.94
AC00058725	RENT	8/1/2023	\$573.00	9/14/2023	\$0.00	\$573.00
WO00005226	WKORD	8/3/2023	\$17.99	9/14/2023	\$0.00	\$17.99
WO00005250	WKORD	8/17/2023	\$11.25	9/14/2023	\$0.00	\$11.25
AC00058960	RENT	9/1/2023	\$95.50	9/14/2023	\$0.00	\$95.50
AR00130957	MAINT	9/14/2023	\$13.98	9/14/2023	\$0.00	\$13.98
AR00130953	MAINT	9/14/2023	\$336.00	9/14/2023	\$0.00	\$336.00
AR00130959	MAINT	9/14/2023	\$13.98	9/14/2023	\$0.00	\$13.98
AR00130956	MAINT	9/14/2023	\$11.96	9/14/2023	\$0.00	\$11.96
AR00130955	MAINT	9/14/2023	\$597.55	9/14/2023	\$0.00	\$597.55
AR00130954	MAINT	9/14/2023	\$13.98	9/14/2023	\$0.00	\$13.98
AR00130958	MAINT	9/14/2023	\$13.98	9/14/2023	\$0.00	\$13.98
AR00130963	MAINT	9/14/2023	\$118.78	9/14/2023	\$0.00	\$118.78
AR00130962	MAINT	9/14/2023	\$35.00	9/14/2023	\$0.00	\$35.00
AR00130960	MAINT	9/14/2023	\$2.00	9/14/2023	\$0.00	\$2.00
AR00130961	MAINT	9/14/2023	\$1.78	9/14/2023	\$0.00	\$1.78
Totals			\$4,380.67		\$0.00	\$4,380.67
PHA: 04 PROJECT: 001				Totals		\$4,380.67
PHA: 04				Totals		\$4,380.67
ECHEVARRIA RET JENNIF		13158	584-87-2983	715 FAIRVIEW TERR APT#30 AVON PARK FL 33825-		
Current Balance: \$0.00		Current Deposit: \$0.00		Phone Number: 336-866-4649		
AR00129985	RETRO	7/14/2023	\$752.43	9/14/2023	\$0.00	\$752.43
AR00130970	MAINT	9/14/2023	\$100.00	9/14/2023	\$0.00	\$100.00
AR00130966	MAINT	9/14/2023	\$224.00	9/14/2023	\$0.00	\$224.00
AR00130967	MAINT	9/14/2023	\$13.98	9/14/2023	\$0.00	\$13.98
AR00130968	MAINT	9/14/2023	\$13.98	9/14/2023	\$0.00	\$13.98
AR00130969	MAINT	9/14/2023	\$5.00	9/14/2023	\$0.00	\$5.00
Totals			\$1,109.39		\$0.00	\$1,109.39
FILS-AIME JOANE F		19045	595-28-8446	713 FAIRVIEW TERR APT#31 AVON PARK FL 33825-		
Current Balance: \$0.00		Current Deposit: \$0.00		Phone Number: 954-266-9423		
AR00129976	RETRO	7/10/2023	\$2,892.00	9/14/2023	\$0.00	\$2,892.00
AR00129975	RETRO	7/10/2023	\$211.00	9/14/2023	\$0.00	\$211.00
AR00129974	RETRO	7/10/2023	\$584.00	9/14/2023	\$0.00	\$584.00
AC00058858	RENT	8/1/2023	\$815.00	9/14/2023	\$0.00	\$815.00
WO00005243	WKORD	8/4/2023	\$1.49	9/14/2023	\$0.00	\$1.49
AR00130949	MAINT	9/14/2023	\$100.00	9/14/2023	\$0.00	\$100.00
Totals			\$4,603.49		\$0.00	\$4,603.49
JACKSON LISA G		12809	266-67-1855	718 FAIRVIEW TERR APT#14 AVON PARK FL 33825-		
Current Balance: \$0.00		Current Deposit: \$0.00		Phone Number: 863-257-4501		
AR00126007	MAINT	11/4/2022	\$115.90	9/14/2023	\$0.00	\$115.90
WO00005072	WKORD	3/14/2023	\$3.00	9/14/2023	\$0.00	\$3.00
AR00128536	LATECG	4/10/2023	\$1.92	9/14/2023	\$0.00	\$1.92

AVON PARK HOUSING AUTHORITY COLLECTION LOSS QUERY REPORT

Write Off Date Range 9/1/2023 - 9/30/2023

Reference#	Group	Posted Date	Original Amount Written Off	Date Written Off	Amount Collected	Remaining Write Off
WO00005140	WKORD	5/24/2023	\$16.99	9/14/2023	\$0.00	\$16.99
WO00005162	WKORD	6/12/2023	\$9.00	9/14/2023	\$0.00	\$9.00
AR00129603	MISC	6/27/2023	\$47.06	9/14/2023	\$0.00	\$47.06
WO00005199	WKORD	7/18/2023	\$14.71	9/14/2023	\$0.00	\$14.71
WO00005201	WKORD	7/19/2023	\$66.33	9/14/2023	\$0.00	\$66.33
AC00058846	RENT	8/1/2023	\$2.00	9/14/2023	\$0.00	\$2.00
WO00005253	WKORD	8/11/2023	\$0.79	9/14/2023	\$0.00	\$0.79
AC00059083	RENT	9/1/2023	\$34.67	9/14/2023	\$0.00	\$34.67
AR00130944	MAINT	9/14/2023	\$7.98	9/14/2023	\$0.00	\$7.98
AR00130943	MAINT	9/14/2023	\$5.00	9/14/2023	\$0.00	\$5.00
AR00130942	MAINT	9/14/2023	\$112.00	9/14/2023	\$0.00	\$112.00
AR00130945	MAINT	9/14/2023	\$1.00	9/14/2023	\$0.00	\$1.00
AR00130941	MAINT	9/14/2023	\$169.00	9/14/2023	\$0.00	\$169.00
Totals			\$607.35		\$0.00	\$607.35

POUNDS NICOLE J 19278 264-55-2038 717 FAIRVIEW TERR APT#29 AVON PARK FL 33825-
 Current Balance: \$0.00 Current Deposit: \$0.00 Phone Number: 863-253-7286

WO00005192	WKORD	7/13/2023	\$2.29	9/14/2023	\$0.00	\$2.29
AR00130012	RETRO	7/18/2023	\$1,685.00	9/14/2023	\$0.00	\$1,685.00
AR00130011	RETRO	7/18/2023	\$1,085.00	9/14/2023	\$0.00	\$1,085.00
AC00058856	RENT	8/1/2023	\$294.00	9/14/2023	\$0.00	\$294.00
AC00059092	RENT	9/1/2023	\$78.40	9/14/2023	\$0.00	\$78.40
AR00130937	MAINT	9/14/2023	\$1,987.00	9/14/2023	\$0.00	\$1,987.00
AR00130936	MAINT	9/14/2023	\$39.60	9/14/2023	\$0.00	\$39.60
AR00130935	MAINT	9/14/2023	\$43.48	9/14/2023	\$0.00	\$43.48
AR00130934	MAINT	9/14/2023	\$0.79	9/14/2023	\$0.00	\$0.79

Totals \$5,215.56 \$0.00 \$5,215.56

PHA: 07 PROJECT: 002 Totals \$11,535.79 \$0.00 \$11,535.79

PHA: 07 Totals \$11,535.79 \$0.00 \$11,535.79

Grand Totals \$15,916.46 \$0.00 \$15,916.46

Selection Criteria: Tenant #: ALL PHA: ALL Project: ALL Write Off Date Range: 9/1/2023 - 9/30/2023
 Include Family Member Information: False Sort By: PHA/Project/First Name

CASH ANALYSIS
9/30/2023

Escrows/Reserves

Petty Cash	\$ 100.00		
Avon Park Development Corp	\$ 104,849.06		
North Central Heights I General Fund	\$ 153,873.29	NCH I Reserves/Bonneville	\$ 140,334.60
Hail Funds	\$ (84,344.53)	NCH I Insurance	\$ 13,286.85
Available Funds	\$ 69,528.76		
NCH I Security Deposit	\$ 11,159.19		
North Central Heights II General Fund	\$ 181,103.95	NCH II Reserves/Bonneville	\$ 112,230.44
Hail Funds	\$ (103,202.99)	NCH II Insurance	\$ 10,966.29
Available Funds	\$ 77,900.96		
NCH II Security Deposit	\$ 8,248.47		
Cornell Colony General Fund	\$ 297,141.60	CC Reserves/Amerinat	\$ 89,294.80
Hail Funds	\$ -	CC Insurance	\$ 22,087.12
Available Funds	\$ 297,141.60	CC Reserves/Amerinat	\$ 117,815.15
Cornell Colony Security Deposit	\$ 12,133.53	CC Reserves/Heartland	\$ 84,000.00
Lakeside Park I General Fund	\$ 11,829.36	LPI Reserves/First Hsg	\$ 45,688.62
Hail Funds	\$ (72,500.00)	LPI Insurance	\$ 1,850.99
Available Funds	\$ (60,670.64)		
LPI Security Deposit	\$ 2,267.64		
Lakeside Park II General Fund	\$ 304,521.16	LPII Reserves/Churchill	\$ 204,266.45
Hail Funds	\$ (250,550.00)	O&M Reserves/Churchill	\$ 25,600.00
Available Funds	\$ 53,971.16	Operating Res./Churchill	\$ 58,000.00
LPII Security Deposit	\$ 13,396.83	LPII Insurance	\$ 20,792.94
		GNMA-Other Churchill	\$ 13,326.24
Delaney Heights General Fund	\$ 60,007.06	DH Reserves/South State	\$ 82,887.40
Hail Funds	\$ -		
Available Funds	\$ 60,007.06		
DH Security Deposit	\$ 10,633.79		
COCC	\$ 400,208.14		
Hail Funds	\$ (32,258.51)		
HUD Lawsuit Income	\$ 245,209.29 *		
Available Funds	\$ 432,466.65		
Ridgedale General Fund	\$ 6,539.20	RD Reserves/Centennial	\$ 57,259.37
Hail Funds	\$ -	RD Insurance	\$ 6,218.14
Available Funds	\$ 6,539.20	RD Residual Reserves	\$ 9,133.48
Ridgedale Security Deposit	\$ 3,959.81	RD MIP Insurance	\$ 3,584.13

SUBMITTED BY: PENNY PIERATT, CEO

AVON PARK HOUSING AUTHORITY
Budgeted Income Statement
 NORTH CENTRAL HEIGHTS
 N CENTRAL HEIGHTS MGMT

Fiscal Year End Date:	12/31/2023	ACCOUNT	1 Month(s) Ended September 30, 2022	9 Month(s) Ended September 30, 2023	Budget	Variance
Operating Revenues and Expenses						
Operating Expenses						
Nontechnical Salaries	02 001 4110.00 5		1,301.84	14,958.82	15,162.75	203.93
Legal Expense	02 001 4130.00 5		0.00	51.57	374.94	323.37
Staff Training	02 001 4140.00 5		0.00	600.00	749.97	149.97
Travel	02 001 4150.00 5		0.00	0.00	374.94	374.94
Accounting Fees	02 001 4170.00 5		0.00	2,218.44	2,999.97	781.53
COMPUTER SUPPORT/LICENSING	02 001 4170.2 5		0.00	210.00	0.00	(210.00)
Audit Fees	02 001 4171.00 5		0.00	2,968.00	3,337.47	369.47
Employee Benefits Cont - Admin	02 001 4182.00 5		740.94	7,395.53	6,996.69	(398.84)
Sundry	02 001 4190.00 5		45.85	224.55	824.94	600.39
Advertising and Marketing	02 001 4190.08 5		0.00	37.41	0.00	(37.41)
Bank Fees	02 001 4190.18 5		0.00	24.00	0.00	(24.00)
Telephone	02 001 4190.2 5		0.00	840.60	900.00	59.40
Tenant Background Checks	02 001 4190.20 5		0.00	582.53	374.94	(207.59)
Postage	02 001 4190.3 5		0.00	0.00	37.44	37.44
Eviction Costs	02 001 4190.4 5		0.00	0.00	374.94	374.94
Ten Services	02 001 4220.2 5		0.00	0.00	1,125.00	1,125.00
Water	02 001 4310.00 5		61.39	399.60	499.50	99.90
Electricity	02 001 4320.00 5		356.44	2,235.30	4,541.94	2,306.64
Sewer	02 001 4390.00 5		50.57	498.14	446.22	(51.92)
Labor	02 001 4410.00 5		1,519.18	18,983.44	15,120.00	(3,863.44)
Maintenance Materials	02 001 4420.00 5		586.96	9,968.73	9,383.94	(584.79)
Contract Costs	02 001 4430.00 5		96.00	1,774.50	29,421.72	27,647.22
Contract Costs-Pest Control	02 001 4430.1 5		0.00	2,110.00	1,937.97	(172.03)
Contract Costs - AC	02 001 4430.4 5		0.00	7,535.00	8,254.44	719.44
Contract Costs - Lawn	02 001 4430.5 5		1,932.00	17,388.00	21,084.75	3,696.75
Contract Costs - Vacancy Turnaround	02 001 4430.6 5		0.00	3,200.00	0.00	(3,200.00)
Garbage and Trash Collection	02 001 4431.00 5		71.00	455.00	983.97	528.97
Emp Benefit Cont - Maintenance	02 001 4433.00 5		1,026.28	8,983.33	7,181.19	(1,802.14)
Insurance - Property	02 001 4510.00 5		0.00	19,800.72	19,140.75	(659.97)
Bad Debts - Other	02 001 4570.00 5		0.00	3,573.65	3,749.94	176.29
Bonneville Interest	02 001 4580.01 5		3,643.67	32,902.64	32,861.25	(41.39)
Other General Expense	02 001 4590.00 5		0.00	392.00	1,125.00	733.00
Management Fees	02 001 4590.02 5		1,296.83	11,948.48	17,951.22	6,002.74
Total Operating Expenses			12,728.95	172,259.98	207,317.79	35,057.81
Operating Revenues						
Dwelling Rent	02 001 3110.00 5		27,057.00	241,808.34	224,393.22	17,415.12
Total Operating Revenues			27,057.00	241,808.34	224,393.22	17,415.12
Total Operating Revenues and Expenses			14,328.05	69,548.36	17,075.43	52,472.93
Other Revenues and Expenses						
Other Revenues and Expenses						
Investment Income - Unrestricted	02 001 3610.00 5		0.00	48.52	0.00	48.52
Other Income - Tenant	02 001 3690.00 5		233.17	4,630.31	6,870.69	(2,240.38)
Other Income - Non Tenant	02 001 3690.02 5		(17,693.50)	128,863.53	0.00	128,863.53
Total Other Revenues and Expenses			(17,460.33)	133,542.36	6,870.69	126,671.67
Total Other Revenues and Expenses			(17,460.33)	133,542.36	6,870.69	126,671.67
Total Net Income (Loss)			(3,132.28)	203,090.72	23,946.12	179,144.60

AVON PARK HOUSING AUTHORITY
Budgeted Income Statement
NORTH CENTRAL HEIGHTS
NORTH CENTRAL HEIGHTS II

Fiscal Year End Date:	12/31/2023	ACCOUNT	1 Month(s) Ended September 30, 2022	9 Month(s) Ended September 30, 2023	Budget	Variance
Operating Revenues and Expenses						
Operating Expenses						
Nontechnical Salaries	02 002 4110.00 5		1,047.56	12,061.94	12,202.47	140.53
Legal Expense	02 002 4130.00 5		0.00	410.25	374.94	(35.31)
Staff Training	02 002 4140.00 5		0.00	480.00	450.00	(30.00)
Travel	02 002 4150.00 5		0.00	0.00	187.47	187.47
Accounting Fees	02 002 4170.00 5		0.00	2,193.06	2,812.50	619.44
COMPUTER SUPPORT/LICENSING	02 002 4170.2 5		0.00	165.00	0.00	(165.00)
Audit Fees	02 002 4171.00 5		0.00	2,332.00	2,624.94	292.94
Employee Benefits Cont - Admin	02 002 4182.00 5		596.63	5,956.59	5,631.75	(324.84)
Sundry	02 002 4190.00 5		21.40	221.40	562.50	341.10
Advertising and Marketing	02 002 4190.08 5		0.00	30.81	0.00	(30.81)
Telephone	02 002 4190.2 5		0.00	0.00	225.00	225.00
Tenant Background Check	02 002 4190.20 5		112.63	438.97	749.97	311.00
Eviction Costs	02 002 4190.4 5		0.00	325.00	374.94	49.94
Water	02 002 4310.00 5		0.00	352.25	106.47	(245.78)
Electricity	02 002 4320.00 5		32.61	2,473.19	1,929.69	(543.50)
Sewer	02 002 4390.00 5		0.00	115.74	23.22	(92.52)
Labor	02 002 4410.00 5		1,428.10	16,971.17	12,562.47	(4,408.70)
Maintenance Materials	02 002 4420.00 5		795.09	11,128.36	8,569.44	(2,558.92)
Contract Costs	02 002 4430.00 5		63.00	1,772.50	29,438.19	27,665.69
Contract Costs-Pest Control	02 002 4430.1 5		0.00	4,134.00	1,548.00	(2,586.00)
Contract Costs - Lawn	02 002 4430.3 5		1,518.00	13,662.00	16,566.75	2,904.75
Contract Costs - AC	02 002 4430.4 5		0.00	16,830.00	6,701.22	(10,128.78)
Contract Costs - Vacancy Turnaround	02 002 4430.6 5		0.00	6,700.00	0.00	(6,700.00)
Garbage and Trash Collection	02 002 4431.00 5		60.00	626.00	229.50	(396.50)
Emp Benefit Cont - Maintenance	02 002 4433.00 5		942.08	7,963.77	6,049.44	(1,914.33)
Insurance - Property	02 002 4510.00 5		0.00	15,437.12	15,059.97	(377.15)
Bad Debts - Other	02 002 4570.00 5		(102.48)	14,539.96	3,749.94	(10,790.02)
Bonneville Interest	02 002 4580.01 5		3,296.12	29,764.24	29,727.00	(37.24)
Other General Expense	02 002 4590.00 5		0.00	308.00	1,125.00	817.00
Management Fees	02 002 4590.02 5		1,338.49	14,053.05	16,516.44	2,463.39
Total Operating Expenses			11,149.23	181,446.37	176,099.22	(5,347.15)
Operating Revenues						
Dwelling Rent	02 002 3110.00 5		21,093.00	189,739.97	206,456.22	(16,716.25)
Total Operating Revenues			21,093.00	189,739.97	206,456.22	(16,716.25)
Total Operating Revenues and Expenses			9,943.77	8,293.60	30,357.00	(22,063.40)
Other Revenues and Expenses						
Other Revenues and Expenses						
Investment Income - Unrestricted	02 002 3610.00 5		0.00	38.80	0.00	38.80
Other Income - Tenant	02 002 3690.00 5		659.43	9,040.51	4,301.19	4,739.32
Other Income - Non Tenant	02 002 3690.02 5		16,086.71	234,892.64	0.00	234,892.64
Total Other Revenues and Expenses			16,746.14	243,971.95	4,301.19	239,670.76
Total Other Revenues and Expenses			16,746.14	243,971.95	4,301.19	239,670.76
Total Net Income (Loss)			26,689.91	252,265.55	34,658.19	217,607.36

AVON PARK HOUSING AUTHORITY
Budgeted Income Statement
 CORNELL COLONY
 CORNELL COLONY LLC

Fiscal Year End Date:	12/31/2023	ACCOUNT	1 Month(s) Ended September 30, 2022	9 Month(s) Ended September 30, 2023	Budget	Variance
Operating Revenues and Expenses						
Operating Expenses						
Nontechnical Salaries	03 001 4110.00 5		1,471.36	16,890.08	17,136.00	245.92
Legal Expense	03 001 4130.00 5		0.00	388.78	374.94	(13.84)
Staff Training	03 001 4140.00 5		0.00	680.00	374.94	(305.06)
Travel	03 001 4150.00 5		0.00	0.00	374.94	374.94
Accounting Fees	03 001 4170.00 5		0.00	1,885.36	2,399.94	514.58
Computer Support/Licensing Fees	03 001 4170.20 5		0.00	240.00	0.00	(240.00)
Audit Fees	03 001 4171.00 5		0.00	3,392.00	3,825.00	433.00
Employee Benefits Cont - Admin	03 001 4182.00 5		837.15	8,354.75	7,907.22	(447.53)
Sundry	03 001 4190.00 5		21.40	298.90	1,125.00	826.10
Tenant Background Checks	03 001 4190.02 5		281.56	670.22	299.97	(370.25)
Advertising and Marketing	03 001 4190.08 5		0.00	41.82	0.00	(41.82)
Bank Fees	03 001 4190.19 5		0.00	12.00	0.00	(12.00)
Telephone/Communications	03 001 4190.20 5		0.00	1,149.79	1,499.94	350.15
Postage	03 001 4190.30 5		0.00	27.96	0.00	(27.96)
Eviction Costs	03 001 4190.40 5		0.00	325.00	374.94	49.94
Water	03 001 4310.00 5		27.83	847.86	382.50	(465.36)
Electricity	03 001 4320.00 5		580.70	5,055.66	2,585.97	(2,469.69)
Sewer	03 001 4390.00 5		59.20	556.67	368.19	(188.48)
Labor	03 001 4410.00 5		1,215.34	19,595.00	21,828.69	2,233.69
Materials	03 001 4420.00 5		780.14	13,815.00	7,423.47	(6,391.53)
Contract Costs	03 001 4430.00 5		0.00	10,490.86	14,398.47	3,907.61
Contract Costs - Pest Control	03 001 4430.10 5		0.00	3,366.00	752.22	(2,613.78)
Contract Costs-Lawn	03 001 4430.30 5		2,200.00	19,658.25	21,780.00	2,121.75
Contract Costs - AC	03 001 4430.40 5		0.00	1,940.00	4,275.72	2,335.72
Contract Costs - Vacancy Turnaround	03 001 4430.60 5		0.00	1,500.00	118.44	(1,381.56)
Garbage and Trash Collection	03 001 4431.00 5		164.00	1,596.50	830.97	(765.53)
Emp Benefit Cont - Maintenance	03 001 4433.00 5		762.86	8,599.32	9,034.47	435.15
Property Insurance	03 001 4510.00 5		0.00	34,418.84	21,430.44	(12,988.40)
Bad Debts - Other	03 001 4570.00 5		0.00	15,928.90	7,337.97	(8,590.93)
Management Fees	03 001 4590.01 5		1,587.78	14,489.90	16,490.97	2,001.07
Other General Expense	03 001 4590.02 5		0.00	7,240.00	8,624.97	1,384.97
Total Operating Expenses			9,989.32	193,455.42	173,356.29	(20,099.13)
Operating Revenues						
Dwelling Rent	03 001 3110.00 5		29,890.00	254,706.56	274,847.22	(20,140.66)
Total Operating Revenues			29,890.00	254,706.56	274,847.22	(20,140.66)
Total Operating Revenues and Expenses			19,900.68	61,251.14	101,490.93	(40,239.79)
Other Revenues and Expenses						
Other Revenues and Expenses						
Investment Income - Unrestricted	03 001 3610.00 5		47.42	(506.18)	97.47	(603.65)
Other Income - Misc Other Revenue	03 001 3690.00 5		(15,910.42)	415,840.87	3,957.75	411,883.12
Interest on Loan - Heartland National	03 001 5610.00 5		(3,589.00)	(30,790.62)	(31,841.19)	1,050.57
Total Other Revenues and Expenses			(19,452.00)	384,544.07	(27,785.97)	412,330.04
Total Other Revenues and Expenses			(19,452.00)	384,544.07	(27,785.97)	412,330.04
Total Net Income (Loss)			448.68	445,795.21	73,704.96	372,090.25

AVON PARK HOUSING AUTHORITY
Budgeted Income Statement
 PBRA
 LAKESIDE PARK I - PBRA

Fiscal Year End Date:	12/31/2023	ACCOUNT	1 Month(s) Ended September 30, 202	9 Month(s) Ended September 30, 2023	Budget	Variance
Operating Revenues and Expenses						
Operating Expenses						
Nontechnical Salaries	04 001 4110.00 5		751.60	7,850.32	8,741.25	890.93
Legal Expense	04 001 4130.00 5		0.00	1,784.43	374.94	(1,409.49)
Staff Training	04 001 4140.00 5		0.00	240.00	239.94	(0.06)
Accounting Fees	04 001 4170.00 5		0.00	1,932.76	2,475.00	542.24
Computer Support/Licensing Fees	04 001 4170.20 5		0.00	90.00	0.00	(90.00)
Audit Fees	04 001 4171.00 5		0.00	1,272.00	1,125.00	(147.00)
Employee Benefits Cont - Admin	04 001 4182.00 5		367.78	3,632.79	3,739.50	106.71
Sundry	04 001 4190.00 5		67.26	297.34	974.97	677.63
TENANT BACKGROUND CHECKS	04 001 4190.02 5		0.00	252.26	74.97	(177.29)
Bank Fees	04 001 4190.19 5		0.00	82.41	0.00	(82.41)
Telephone/Communications	04 001 4190.20 5		0.00	0.00	374.94	374.94
Eviction Costs	04 001 4190.40 5		0.00	660.30	225.00	(435.30)
Ten Services -	04 001 4220.00 5		0.00	1,181.70	1,125.00	(56.70)
Water	04 001 4310.00 5		0.00	36.93	0.00	(36.93)
Electricity	04 001 4320.00 5		0.00	3,026.54	0.00	(3,026.54)
Sewer	04 001 4390.00 5		0.00	136.69	74.97	(61.72)
Labor	04 001 4410.00 5		741.27	10,544.81	9,798.75	(746.06)
Maintenance Materials	04 001 4420.00 5		172.14	4,921.20	3,749.94	(1,171.26)
Contract Costs	04 001 4430.00 5		0.00	1,581.50	1,293.75	(287.75)
Contract Costs - Pest Control	04 001 4430.10 5		425.00	3,385.00	7,499.97	4,114.97
Contract Costs-Lawn	04 001 4430.30 5		255.00	2,295.00	2,250.00	(45.00)
Contract Costs - AC	04 001 4430.40 5		150.00	1,405.00	2,250.00	845.00
CONTRACT COST-PLUMBING	04 001 4430.50 5		0.00	0.00	149.94	149.94
Contract Costs - Vacancy Turnaround	04 001 4430.60 5		0.00	0.00	149.94	149.94
Garbage and Trash Collection	04 001 4431.00 5		0.00	345.08	374.94	29.86
Emp Benefit Cont - Maintenance	04 001 4433.00 5		515.06	4,874.50	4,532.22	(342.28)
Property Insurance	04 001 4510.00 5		0.00	10,000.32	9,641.97	(358.35)
Bad Debts - Other	04 001 4570.00 5		4,380.67	14,273.52	1,874.97	(12,398.55)
Other General Expense--Florida Hsg F	04 001 4590.00 5		0.00	6,556.00	4,484.97	(2,071.03)
Management Fees	04 001 4590.01 5		429.18	4,000.57	5,446.44	1,445.87
Other General Expense	04 001 4590.02 5		0.00	1,100.00	562.50	(537.50)
GROUND LEASE EXPENSE	04 001 4590.03 5		208.33	1,874.97	1,874.97	0.00
Total Operating Expenses			8,463.29	89,633.94	75,480.75	(14,153.19)
Operating Revenues						
Dwelling Rent	04 001 3110.00 5		1,511.10	28,102.96	12,665.25	15,437.71
HAP Subsidy	04 001 3110.01 5		4,833.00	38,654.00	78,115.50	(39,461.50)
Total Operating Revenues			6,344.10	66,756.96	90,780.75	(24,023.79)
Total Operating Revenues and Expenses			(2,119.19)	(22,876.98)	15,300.00	(38,176.98)
Other Revenues and Expenses						
Other Revenues and Expenses						
Investment Income - Restricted	04 001 3610.00 5		0.00	608.00	90.00	518.00
Other Income - Tenant	04 001 3690.00 5		1,435.93	7,090.84	1,580.22	5,510.62
Other Income - Misc Other Revenue	04 001 3690.01 5		38,000.00	99,727.13	0.00	99,727.13
Other Income - Laundry	04 001 3690.07 5		565.00	565.00	749.97	(184.97)
Total Other Revenues and Expenses			40,000.93	107,990.97	2,420.19	105,570.78
Total Other Revenues and Expenses			40,000.93	107,990.97	2,420.19	105,570.78
Total Net Income (Loss)			37,881.74	85,113.99	17,220.19	67,393.80

AVON PARK HOUSING AUTHORITY
Budgeted Income Statement
 PBRA
 LAKESIDE PARK II - PBRA

Fiscal Year End Date:	12/31/2023	ACCOUNT	1 Month(s) Ended September 30, 202	9 Month(s) Ended September 30, 2023	Budget	Variance
Operating Revenues and Expenses						
Operating Expenses						
Nontechnical Salaries	04 002 4110.00 5		1,233.00	12,873.26	14,349.69	1,476.43
Legal Expense	04 002 4130.00 5		0.00	1,187.71	749.97	(437.74)
Staff Training	04 002 4140.00 5		0.00	0.00	749.97	749.97
Travel	04 002 4150.00 5		0.00	0.00	187.47	187.47
Accounting Fees	04 002 4170.00 5		0.00	2,595.16	2,624.94	29.78
Computer Support/Licensing Fees	04 002 4170.20 5		0.00	330.00	0.00	(330.00)
Audit Fees	04 002 4171.00 5		0.00	4,664.00	3,375.00	(1,289.00)
Employee Benefits Cont - Admin	04 002 4182.00 5		612.78	6,034.67	6,075.00	40.33
Sundry	04 002 4190.00 5		82.56	233.31	749.97	516.66
TENANT BACKGROUND CHECKS	04 002 4190.02 5		0.00	773.90	749.97	(23.93)
Eviction Costs	04 002 4190.40 5		0.00	0.00	749.97	749.97
Ten Services -	04 002 4220.00 5		0.00	4,930.60	1,350.00	(3,580.60)
Water	04 002 4310.00 5		55.84	484.31	446.22	(38.09)
Electricity	04 002 4320.00 5		500.89	2,916.48	1,385.19	(1,531.29)
Sewer	04 002 4390.00 5		80.27	380.04	128.97	(251.07)
Labor	04 002 4410.00 5		1,330.71	17,735.73	15,335.19	(2,400.54)
Maintenance Materials	04 002 4420.00 5		472.78	12,633.69	16,524.72	3,891.03
Contract Costs	04 002 4430.00 5		350.00	23,539.22	27,506.97	3,967.75
Contract Costs - Pest Control	04 002 4430.10 5		1,575.00	12,770.00	15,710.22	2,940.22
Contract Costs-Lawn	04 002 4430.30 5		1,020.00	9,180.00	13,191.75	4,011.75
Contract Costs - AC	04 002 4430.40 5		435.00	5,735.02	3,545.19	(2,189.83)
CONTRACT COSTS-PLUMBING	04 002 4430.50 5		0.00	350.00	847.44	497.44
Contract Costs - Vacancy Turnaround	04 002 4430.60 5		0.00	0.00	423.00	423.00
Garbage and Trash Collection	04 002 4431.00 5		56.00	754.55	669.69	(84.86)
Emp Benefit Cont - Maintenance	04 002 4433.00 5		918.56	8,373.74	7,178.22	(1,195.52)
Property Insurance	04 002 4510.00 5		0.00	29,906.76	29,700.00	(206.76)
Bad Debts - Other	04 002 4570.00 5		0.00	14,689.45	3,375.00	(11,314.45)
Management Fees	04 002 4590.01 5		1,805.52	17,252.88	20,363.94	3,111.06
Other General Expense	04 002 4590.02 5		0.00	11,051.21	6,750.00	(4,301.21)
GROUND LEASE EXPENSE	04 002 4590.03 5		8,000.00	72,000.00	72,000.00	0.00
Total Operating Expenses			18,528.91	273,375.69	266,793.66	(6,582.03)
Operating Revenues						
Dwelling Rent	04 002 3110.00 5		10,599.12	85,552.23	69,395.22	16,157.01
HAP Subsidy	04 002 3110.01 5		18,489.00	195,155.00	270,000.00	(74,845.00)
Total Operating Revenues			29,088.12	280,707.23	339,395.22	(58,687.99)
Total Operating Revenues and Expenses			10,559.21	7,331.54	72,601.56	(65,270.02)
Other Revenues and Expenses						
Other Revenues and Expenses						
Investment Income - Restricted	04 002 3610.00 5		0.00	190.46	187.47	2.99
Other Income - Tenants	04 002 3690.00 5		431.09	3,290.76	5,608.44	(2,317.68)
Other Income - Misc Other Revenue	04 002 3690.02 5		0.00	399,350.00	749.97	398,600.03
Interest on Loan	04 002 5610.00 5		(4,988.23)	(45,053.48)	(44,993.25)	(60.23)
Total Other Revenues and Expenses			(4,557.14)	357,777.74	(38,447.37)	396,225.11
Total Other Revenues and Expenses			(4,557.14)	357,777.74	(38,447.37)	396,225.11
Total Net Income (Loss)			6,002.07	365,109.28	34,154.19	330,955.09

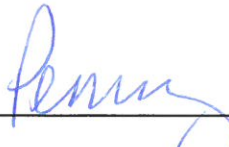
AVON PARK HOUSING AUTHORITY
Budgeted Income Statement
PBRA
DELANEY HEIGHTS - PBRA

Fiscal Year End Date:	12/31/2023	ACCOUNT	1 Month(s) Ended September 30, 2022	9 Month(s) Ended September 30, 2023	Budget	Variance
Operating Revenues and Expenses						
Operating Expenses						
Nontechnical Salaries	04 003 4110.00 5		921.12	9,619.98	10,714.50	1,094.52
Legal Expense	04 003 4130.00 5		0.00	7.29	374.94	367.65
Staff Training	04 003 4140.00 5		0.00	0.00	374.94	374.94
Travel	04 003 4150.00 5		0.00	0.00	450.00	450.00
Accounting Fees	04 003 4170.00 5		0.00	2,096.68	2,999.97	903.29
Computer Support/Licensing Fees	04 003 4170.20 5		0.00	270.00	0.00	(270.00)
Audit Fees	04 003 4171.00 5		0.00	3,816.00	4,275.00	459.00
Employee Benefits Cont - Admin	04 003 4182.00 5		489.77	4,799.10	4,572.00	(227.10)
Sundry	04 003 4190.00 5		0.00	229.68	374.94	145.26
Contract. Admin	04 003 4190.01 5		0.00	30.00	299.97	269.97
Advertising and Marketing	04 003 4190.08 5		0.00	44.50	0.00	(44.50)
Bank Fees	04 003 4190.19 5		0.00	94.30	0.00	(94.30)
Postage	04 003 4190.30 5		0.00	74.06	0.00	(74.06)
Eviction Costs	04 003 4190.40 5		0.00	330.00	225.00	(105.00)
Tenant Services - Water	04 003 4220.00 5		0.00	0.00	3,749.94	3,749.94
Electricity	04 003 4320.00 5		85.84	467.79	305.19	(162.60)
Natural Gas	04 003 4330.00 5		615.70	3,589.24	2,440.44	(1,148.80)
Sewer	04 003 4390.00 5		0.00	221.30	324.00	102.70
Labor	04 003 4390.00 5		9.33	431.56	460.44	28.88
Maintenance Materials	04 003 4410.00 5		1,239.63	15,723.42	12,777.75	(2,945.67)
Contract Costs	04 003 4420.00 5		782.38	12,248.75	8,624.97	(3,623.78)
Contract Costs - Pest Control	04 003 4430.00 5		1,297.00	6,158.50	4,563.72	(1,594.78)
Contract Costs - Lawn	04 003 4430.10 5		928.00	3,281.00	14,234.94	10,953.94
Contract Costs - AC	04 003 4430.30 5		645.00	5,805.00	14,999.94	9,194.94
Contract Costs - Plumbing	04 003 4430.40 5		0.00	3,445.00	3,524.22	79.22
Garbage and Trash Collection	04 003 4430.50 5		0.00	914.00	433.44	(480.56)
Emp Benefit Cont - Maintenance	04 003 4431.00 5		30.00	578.09	543.69	(34.40)
Property Insurance	04 003 4433.00 5		870.81	7,804.97	6,046.47	(1,758.50)
Bad Debts - Other	04 003 4510.00 5		0.00	14,133.04	24,283.44	10,150.40
Management Fees	04 003 4570.00 5		0.00	1,361.58	749.97	(611.61)
Other General Expense	04 003 4590.01 5		1,044.24	9,222.07	9,682.47	460.40
GROUND LEASE EXPENSE	04 003 4590.02 5		0.00	2,200.00	749.97	(1,450.03)
GROUND LEASE EXPENSE	04 003 4590.03 5		2,916.67	26,250.03	26,249.94	(0.09)
Total Operating Expenses			11,875.49	135,246.93	159,406.20	24,159.27
Operating Revenues						
Dwelling Rent	04 003 3110.00 5		5,665.00	43,358.17	35,118.00	8,240.17
HAP Subsidy	04 003 3110.01 5		11,679.00	108,455.00	126,252.00	(17,797.00)
Total Operating Revenues			17,344.00	151,813.17	161,370.00	(9,556.83)
Total Operating Revenues and Expenses			5,468.51	16,566.24	1,963.80	14,602.44
Other Revenues and Expenses						
Other Revenues and Expenses						
Investment Income - Restricted	04 003 3610.00 5		0.00	0.00	112.50	(112.50)
Other Income - Tenants	04 003 3690.00 5		352.99	2,619.14	2,250.00	369.14
Other Income - Misc Other Revenue	04 003 3690.01 5		1,606.79	104,917.19	0.00	104,917.19
Other Income - Laundry	04 003 3690.07 5		406.00	406.00	374.22	31.78
Leave with no Notice	04 003 3690.16 5		110.00	110.00	0.00	110.00
Total Other Revenues and Expenses			2,475.78	108,052.33	2,736.72	105,315.61
Total Other Revenues and Expenses			2,475.78	108,052.33	2,736.72	105,315.61
Total Net Income (Loss)			7,944.29	124,618.57	4,700.52	119,918.05

AVON PARK HOUSING AUTHORITY Budgeted Income Statement

COCC
COCC

Fiscal Year End Date:	12/31/2023	ACCOUNT	1 Month(s) Ended September 30, 2022	9 Month(s) Ended September 30, 2023	Budget	Variance
Operating Revenues and Expenses						
Operating Expenses						
Nontechnical Salaries	05 001 4110.00 5		8,986.48	105,321.21	111,274.47	5,953.26
Legal Expense	05 001 4130.00 5		108.00	729.00	1,874.97	1,145.97
Staff Training	05 001 4140.00 5		0.00	0.00	1,874.97	1,874.97
Travel	05 001 4150.00 5		0.00	700.61	1,874.97	1,174.36
Accounting Fees	05 001 4170.00 5		0.00	1,598.00	2,250.00	652.00
Computer Support/Licensing Fees	05 001 4170.20 5		0.00	5,744.00	8,249.94	2,505.94
Audit Fees	05 001 4171.00 5		0.00	0.00	1,499.94	1,499.94
Employee Benefits Cont - Admin	05 001 4182.00 5		3,556.05	35,677.59	36,690.75	1,013.16
Sundry	05 001 4190.00 5		1,382.87	11,694.60	15,750.00	4,055.40
Bank Fees	05 001 4190.19 5		12.50	315.25	0.00	(315.25)
Telephone/Communications	05 001 4190.20 5		497.30	4,485.62	4,500.00	14.38
Postage	05 001 4190.30 5		816.41	3,708.90	1,499.94	(2,208.96)
Contract Costs - Copier	05 001 4190.60 5		338.66	2,222.50	4,500.00	2,277.50
Contract Costs - Admin	05 001 4190.90 5		150.00	3,666.26	0.00	(3,666.26)
Water	05 001 4310.00 5		0.00	250.63	341.19	90.56
Electricity	05 001 4320.00 5		910.83	5,180.50	4,841.19	(339.31)
Sewer	05 001 4390.00 5		0.00	520.00	675.72	155.72
Materials	05 001 4420.00 5		931.74	6,615.42	2,250.00	(4,365.42)
Contract Costs	05 001 4430.00 5		168.00	168.00	1,607.22	1,439.22
Contract Costs - AC	05 001 4430.40 5		0.00	100.00	149.94	49.94
Garbage and Trash Collection	05 001 4431.00 5		0.00	545.46	675.00	129.54
Emp Benefit Cont - Maintenance	05 001 4433.00 5		100.00	254.08	0.00	(254.08)
Property Insurance	05 001 4510.00 5		0.00	4,779.96	7,180.47	2,400.51
Insurance - Auto-Public Offic-Sinkhole	05 001 4510.20 5		0.00	400.24	0.00	(400.24)
Other General Expense	05 001 4590.02 5		318.45	3,838.39	9,374.94	5,536.55
Other General Expense-Unemployeme	05 001 4590.03 5		0.00	1,375.00	0.00	(1,375.00)
Total Operating Expenses			18,277.29	199,891.22	218,935.62	19,044.40
Total Operating Revenues and Expenses			(18,277.29)	(199,891.22)	(218,935.62)	19,044.40
Other Revenues and Expenses						
Other Revenues and Expenses						
Other Income - Misc Other Revenue	05 001 3690.00 5		(38,000.00)	24,841.51	0.00	24,841.51
Revenue-Mgmt Fees- NCH I	05 001 3690.01 5		1,296.83	11,948.48	17,951.22	(6,002.74)
Revenue-Mgmt Fees- NCH II	05 001 3690.02 5		1,338.49	14,053.05	16,516.44	(2,463.39)
Revenue-Mgmt Fees- Cornel Colony	05 001 3690.03 5		1,587.78	14,489.90	16,490.97	(2,001.07)
Revenue-Mgmt Fees-Ridgedale	05 001 3690.04 5		859.00	18,339.44	25,269.75	(6,930.31)
GROUND LEASE INCOME	05 001 3690.05 5		11,125.00	100,125.00	100,125.00	0.00
Revenue-Mgmt Fees-Lakeside Park I	05 001 3690.08 5		429.18	4,000.57	5,446.44	(1,445.87)
Revenue-Mgmt Fees-Lakeside Park II	05 001 3690.09 5		1,805.52	17,252.88	20,363.94	(3,111.06)
Revenue-Mgmt Fees-Delaney Heights	05 001 3690.10 5		1,044.24	9,222.07	9,682.47	(460.40)
Other Income - Rent for Tulane Ave B	05 001 3690.13 5		0.00	8,000.00	12,150.00	(4,150.00)
OTHER GENERAL-EXP.HUD LAWSL	05 001 4590.04 5		0.00	(25,881.19)	0.00	(25,881.19)
Total Other Revenues and Expenses			(18,513.96)	196,391.71	223,996.23	(27,604.52)
Total Other Revenues and Expenses			(18,513.96)	196,391.71	223,996.23	(27,604.52)
Total Net Income (Loss)			(36,791.25)	(3,499.51)	5,060.61	(8,560.12)



AVON PARK HOUSING AUTHORITY
Budgeted Income Statement
RIDGEDALE
RIDGEDALE APARTMENTS LLC

Fiscal Year End Date:	12/31/2023	ACCOUNT	1 Month(s) Ended September 30, 202	9 Month(s) Ended September 30, 2023	Budget	Variance
Operating Revenues and Expenses						
Operating Expenses						
Nontechnical Salaries	07 002 4110.00 5		1,749.52	18,268.60	11,808.00	(6,460.60)
Legal Expense	07 002 4130.00 5		783.00	4,181.27	1,499.94	(2,681.33)
Staff Training	07 002 4140.00 5		0.00	35.88	524.97	489.09
Travel	07 002 4150.00 5		0.00	0.00	374.94	374.94
Accounting Fees	07 002 4170.00 5		0.00	1,652.54	2,774.97	1,122.43
COMPUTER SUPPORT/LICENSING	07 002 4170.2 5		0.00	195.00	0.00	(195.00)
Audit Fees	07 002 4171.00 5		0.00	2,756.00	3,074.94	318.94
Employee Benefits Cont - Admin	07 002 4182.00 5		883.77	8,694.80	5,431.50	(3,263.30)
Sundry	07 002 4190.00 5		67.26	206.01	1,987.47	1,781.46
Postage	07 002 4190.03 5		0.00	7.48	299.97	292.49
Bank Fees	07 002 4190.18 5		0.00	61.27	0.00	(61.27)
TENANT BACKGROUND CHECKS	07 002 4190.20 5		350.14	1,551.59	1,125.00	(426.59)
Eviction Costs	07 002 4190.4 5		0.00	0.00	374.94	374.94
Contract Costs - Admin	07 002 4190.9 5		0.00	0.00	1,125.00	1,125.00
Tenant Services	07 002 4220.00 5		64.23	3,294.23	4,500.00	1,205.77
Water	07 002 4310.00 5		0.00	4,687.80	5,250.69	562.89
Electricity	07 002 4320.00 5		796.80	5,456.88	3,256.47	(2,200.41)
Sewer	07 002 4390.00 5		0.00	7,430.58	8,703.72	1,273.14
Labor	07 002 4410.00 5		4,766.06	64,691.13	65,981.97	1,290.84
Maintenance Materials	07 002 4420.00 5		418.19	5,133.15	20,493.72	15,360.57
Contract Costs	07 002 4430.00 5		1,000.00	32,396.86	23,482.44	(8,914.42)
Pest Control	07 002 4430.1 5		672.00	2,269.00	5,310.72	3,041.72
Contract Costs-Lawn	07 002 4430.3 5		475.00	4,275.00	4,296.69	21.69
Contract Costs-Air Conditioning	07 002 4430.4 5		0.00	7,825.00	10,751.94	2,926.94
Contract Costs-Plumbing	07 002 4430.5 5		0.00	0.00	749.97	749.97
Contract Costs - Vacancy Turnaround	07 002 4430.6 5		0.00	0.00	149.94	149.94
Garbage and Trash Collection	07 002 4431.00 5		0.00	4,705.11	5,030.19	325.08
Emp Benefit Cont - Maintenance	07 002 4433.00 5		2,405.17	25,488.85	25,504.47	15.62
Insurance - Property	07 002 4510.00 5		0.00	16,911.52	17,501.94	590.42
Bad Debts - Other	07 002 4570.00 5		11,535.79	33,606.91	11,250.00	(22,356.91)
Interest on Notes Payable-Centennial	07 002 4580.03 5		2,429.48	22,228.89	22,091.94	(136.95)
Management Fees	07 002 4590.00 5		859.00	18,339.44	25,269.75	6,930.31
Other General Expense	07 002 4590.01 5		0.00	2,475.05	2,999.97	524.92
Total Operating Expenses			29,255.41	298,825.84	292,978.17	(5,847.67)
Operating Revenues						
Dwelling Rent	07 002 3110.00 5		3,081.14	60,221.57	36,716.94	23,504.63
HAP Subsidy	07 002 3110.01 5		7,821.00	186,886.00	279,149.94	(92,263.94)
Total Operating Revenues			10,902.14	247,107.57	315,866.88	(68,759.31)
Total Operating Revenues and Expenses			(18,353.27)	(51,718.27)	22,888.71	(74,606.98)
Other Revenues and Expenses						
Other Revenues and Expenses						
Interest - Restricted - RFR	07 002 3431.00 5		0.00	57.90	74.97	(17.07)
Interest - Restricted - Residual Receipt	07 002 3431.01 5		0.00	7.56	37.44	(29.88)
Investment Income - Unrestricted	07 002 3610.00 5		0.80	80.89	0.00	80.89
Other Income - Tenant	07 002 3690.00 5		2,967.80	8,355.78	3,960.72	4,395.06
Other Income - Non Tenant	07 002 3690.02 5		0.00	0.00	824.94	(824.94)
Other Income - Insurance	07 002 3690.14 5		16,428.73	163,902.50	0.00	163,902.50
Other Income/Laundry	07 002 3690.7 5		1,064.00	1,064.00	0.00	1,064.00
Total Other Revenues and Expenses			20,461.33	173,468.63	4,898.07	168,570.56
Total Other Revenues and Expenses			20,461.33	173,468.63	4,898.07	168,570.56
Total Net Income (Loss)			2,108.06	121,750.36	27,786.78	93,963.58

VIDEO SURVEILLANCE SYSTEM POLICY AND PROCEDURE

1. Introduction:

The Avon Park Housing Authority (PHA) is committed to enhancing the quality of life of its residents by integrating the best practices of safety and security with technology. The safety of PHA residents, guests, business invitees and employees are of paramount importance. A critical component of a comprehensive safety plan is the utilization of video recording equipment. The surveillance of public areas, where there is no reasonable expectation of privacy, is intended to deter crime, aid in lease enforcement, and assist in protecting the safety and property of the PHA community. However, these security measures, no matter how well intended, are not meant to imply or guarantee safety on PHA properties.

2. General Principles:

The Avon Park Housing Authority (PHA) is authorized to select, coordinate, operate, manage, and/or monitor all video recording equipment pursuant to this policy. Video recording equipment footage and related information shall be used exclusively for crime deterrence and /or official business purposes, including but not limited to lease enforcement as determined or approved by the Chief Executive Officer or his/her designee, in consultation with the General Counsel. The video recording equipment shall be used in a professional and ethical manner in accordance with PHA policy and local, state, and federal laws and regulations. All PHA personnel accessing video recording equipment surveillance or obtaining footage thereof are responsible for complying with this policy in their respective operations.

3. Definitions: For purposes of this policy, capitalized terms shall have the following definitions, unless another definition is explicitly used:

Applicable Laws and Regulations – This policy is adopted in accordance with, and shall be interpreted to comply with, all relevant law and regulation, as may be amended from time to time, including but not limited to:

A. The Federal Privacy Act (5 U.S.C. § 552a) and it's implementing regulation for the U.S. Department of Housing and Urban Development, and other federally assisted housing programs (24 C.F.R. § 5.212); and

B. The Public Records laws of the State of Florida, (Chapter 119, Florida Statutes).

To the extent that this policy is silent on, or conflicts with, any provision of relevant law or regulations, the law or regulations shall govern. To the extent that there is any conflict of laws, the General Counsel will determine which law shall be applied.

Video Surveillance System (VSS) – any video surveillance cameras located on PHA property.

Recorded – stored in such a format as to enable actual production of the recording as of the date any request for such production is processed. Specifically, this term shall not include any recording which is deleted, destroyed, or overwritten due to passage of time, storage limitations, or other lawful reason.

Requestor – any person, whether a natural person or legal entity, who is not affiliated with an instrumentality of PHA, who requests that PHA provide Surveillance Footage, subject to any statutory exemptions.

PHA Avon Park Housing Authority, a political subdivision of the State of Florida.

PHA Camera – any Camera that is owned by PHA and for which PHA maintains all Recorded Surveillance Footage.

Surveillance Footage – any video or image captured by any Camera.

Vendor – any person, whether a natural person or legal entity, other than an instrumentality of PHA, who is engaged in the business of installing, owning, operating, monitoring and/or maintaining video surveillance systems.

Vendor Camera – any Camera that is owned and maintained by any Vendor, pursuant to a written agreement with PHA, and from which PHA does not generally store, maintain, or preserve any Surveillance Footage.

4. Purpose & Scope:

This policy applies to all PHA personnel in the use of security cameras and their video monitoring and recording systems. VSS cameras are or may be installed in situations and places where the security and safety of either property or persons would be enhanced. To ensure the protection of individual privacy rights in accordance with the PHA's core values and state and federal laws, this policy is adopted to formalize procedures for the installation of surveillance equipment and the handling, viewing, retention, dissemination, and destruction of Recorded content. The existence of this policy does not imply or guarantee that the VSS will be live monitored by PHA personnel in real time twenty-four (24) hours a day, seven (7) days a week.

PHA and Vendor Cameras will be limited to uses that do not violate the reasonable expectation of privacy as defined by law. Where appropriate, the cameras may be placed outside buildings and inside building doorways, hallways, lobbies, community rooms and elevators. The functions of all cameras fall into three main categories:

- A. **Personal Safety:** Where the primary intent is to monitor and/or capture Recorded content and store it on a secure device so that it may aid in the investigation of any crimes against the person or deter a potential threat thereof.
- B. **Property Protection:** Where the primary intent is monitor and/or capture Recorded content and store it on a secure device so that it may aid in the investigation of any crimes against property or deter a potential threat thereof.
- C. **Extended Responsibility:** Other official uses, including but not necessarily limited to lease enforcement as determined or approved by the Chief Executive Officer or his/her designee, in consultation with the General Counsel.

5. Appropriate Use:

All VSS Recorded content on PHA Cameras are the sole property of the PHA. No footage from PHA Cameras shall be shown, disclosed, or disseminated to the media, public, internet or any other unauthorized person(s) without prior written approval from the Chief Executive Officer or his/her designee, in consultation with the General Counsel.

All information and/or observations made available through the VSS shall only be used to deter crime, aid in lease enforcement, assist in protecting the safety and property of the PHA community or other official purposes as determined by the Chief Executive Officer or his/her designee, in consultation with the General Counsel.

No Recorded image shall be altered in any manner. The only narrow exception allows for faces of non-participants in an incident to be blurred or otherwise obscured for privacy reasons in the event a video or image is officially released to the media, as allowed by Applicable Laws and Regulations.

The VSS is not configured to detect or record audio.

6. Responsibilities and Authority:

Responsibility for oversight of the VSS and associated policies, standards and practices is delegated by the Chief Executive Officer or his/her designee, in consultation with the General Counsel. These responsibilities include:

- A. Procurement, deployment, and use of the camera systems.
- B. Coordinating evaluation and analysis of the most effective placement of cameras.
- C. Authorizing the placement of all cameras.
- D. Authorizing the purchase of any new camera systems.
- E. Reviewing existing camera systems and installations and providing feedback and recommending required changes to bring them into compliance with this policy.
- F. Creating and approving PHA standards and procedures for cameras and their use.
- G. Authorizing appropriate signage for posting in conspicuous places to notify the public concerning the cameras and their use.

7. VSS Monitoring and Review:

1. PHA personnel may monitor and review live camera feeds from PHA or Vendor Cameras and bookmark footage as needed to enhance public safety.
2. The Chief Executive Officer may allow select law enforcement personnel to review live camera feeds from PHA or Vendor Cameras, bookmark footage and access and/or record and/or download archived footage to aid in investigations or enhance public safety.
3. PHA personnel shall conduct directed live monitoring of PHA or Vendor Cameras based on observed and/or reported suspicious activity and/or lease violations, not individual characteristics. Direct monitoring of individuals based solely on characteristics of race, gender, ethnicity, sexual orientation, disability, or other protected classification is strictly prohibited.

8. Use of Cameras for Criminal Investigations:

In addition to the fixed VSS cameras the use of mobile or hidden PHA or Vendor Cameras may also be used in criminal investigations by the PHA or other local, state, or federal law enforcement agencies. Covert PHA or Vendor Cameras may also be used for non-criminal investigations of specific instances which may pose a significant risk to public safety, security, and property as authorized by the Chief Executive Officer or his/her designee, in consultation with the General Counsel.

9. Video Capture Requests:

VSS Recorded content shall be kept on the PHA secure server until the footage is eventually recorded over as the VSS is configured, and pursuant to Applicable Laws and Regulations.

- A. All internal requests for Surveillance Footage within the PHA must be submitted in writing or electronically to the Chief Executive Officer or his/her designee. PHA personnel are reminded that Surveillance Footage becomes evidence upon download to appropriate recording devices and need to adhere to established chain of custody protocol in subsequent handling.
- C. No Surveillance Footage shall be authorized for release that may compromise a potential or ongoing criminal investigation or is otherwise detrimental toward the interest of public safety as determined by the Chief Executive Officer or his/her designee, in consultation with the General Counsel.
- D. All requests for Surveillance Footage by a Requestor, subject to Applicable Laws and Regulations shall contain the following information:
 - 1. Location to include specific information about address, hallway, floor, exit or elevator as applicable.
 - 2. Date(s) of interest.
 - 3. Time period(s) of interest.
 - 4. Detailed reason(s) for interest.

10. Exceptions:

This policy does not address the use of privately owned cameras by individuals or Webcams for general use by or within the PHA. This policy also does not apply to the use of video equipment for the recording of public performances and/or events for educational purposes.

Accepted and Approved by Board 10.17.23