

MTB

Housing Authority of Avon Park
And
Avon Park Housing Development Corporation
LOCATION FOR MEETING: CORNELL COLONY
Community Building
JULY 21, 2026, 6:00 PM
REGULAR MEETING AGENDA

1. Invocation, Roll Call by Secretary
2. Public Comments
 - a. Genise Williams
3. Approval of Minutes of May 19, 2026p. 2-3
4. SAIL 2008-01-06R // Lakeside Park I Loan payoffp. 4
5. Bank Account reviewp. 5
6. Beautification projectp. 6
7. Executive Director Report:
 - a. OCAF (Operating Cost Adjustment Factors) update.
 1. Delaney
 2. Ridgedale
 - b. Contractor Services for HUD subsidy trainingp. 7
 - c. Evictions
 1. Lakeside I- legal eviction
 2. Lakeside II - 3 voluntary
 3. Ridgedale- I eviction
 - d. Staffing changes
 - e. Evaluation for Sutherland p. 8-11
8. Commissioner comments
9. Adjournment

Next Meeting: Regular Tuesday, August 18 2026 @6PM

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.

MINUTES

HOUSING AUTHORITY of AVON PARK North Central Heights Community Building 709 Juneberry Street, Avon Park, Florida 33825 Meeting Minutes of May 19, 2026

Meeting was called to order by Crystal Bryant, Board Chair @ 6p.m.

PRESENT:

Crystal Bryant, Chair
Lisa Pough, Board member (6:32PM)
Padrika Sheppard, Board Member

Louis Bates, Sr., Vice-Chair
Brenda Gray, Board member
Lilly Hilton

Maria Sutherland, E.D.
City Council Liaison Berniece Taylor

ABSENT:

City Council Liaison Shelly Mercure

A. Call to Order by Chair Crystal Bryant at 6PM

B. Invocation by Louis Bates, Sr., Vice-Chair

C. Public Comment:

a. Kristi L Robey of 732 Juneberry Street, Avon Park FL 33825 (NCH):

Ms. Robey brought several matters before the Board regarding her tenancy and property conditions. She reported experiencing financial hardship due to a low income, noting significant difficulty paying her bills and keeping up with her current rent obligations.

In addition to financial strains, Ms. Robey raised multiple property maintenance concerns. She stated that there is an outstanding, unresolved issue regarding the paint on the property never being completed, and noted that the windows are structurally difficult to open. Furthermore, the property's sprinkler system is currently broken. Ms. Robey also expressed frustration with management operations, specifically highlighting issues with maintenance changing work order.

Finally, Ms. Robey raised a community safety concern, reporting that she has previously lodged complaints regarding residents with suspected drug problems, which remains an ongoing issue for her. She is to meet with staff to discuss her issues.

- D. Motion by Crystal Bryant, Chair to approve Minutes of April 21, 2026. Second by Louis Bates, Sr., Vice-Chair. Motion carried unanimously.**
- E.** Executive Director Maria Sutherland discussed CDBG Subrecipient Agreement authorizing signatures by Board Member and Executive Director.
- a. Motion by Crystal Bryant, Chair to authorize signatures of Board Member and Executive Director. Second by Brenda Gray, Board member. Motion carried unanimously.**
- F.** Maria Sutherland gave an overview of the FY 2025 Audit DRAFT (sent via email).
- G.** M Sutherland gave a report of the following topics:
- a. The Operating Cost Adjustments Factors (OCAF) update. Delaney Heights (DH) – Scheduled for May 21, 2022 at DH Clubhouse and door to door.
 - b. Cameras and crime
 - c. Utility Allowance rent changes; North Central Heights I (NCHI), North Central Heights II (NCHII) and Cornell Colony. She will gather additional information from surrounding developments for rent comparison.
- H. Commissioner Comments:** Juneteenth event; proposed food distribution
- I. Adjourned 8:02 PM**

ATTEST: _____
Maria Sutherland

DATE RECORDED May 19, 2026

APPROVED _____
Crystal Bryant, Chair

DATE APPROVED July 21, 2026

AGENDA ITEM # 4

**Avon Park Housing Authority
July 21, 2026**

**RE: Loan payment \$38,000
 Approval for Lakeside I, SAIL 2008-01-06R**

The Avon Park Housing Authority executed a loan under the State Apartment Incentive Loan (SAIL) program with Florida Housing Finance Corp (FHFC) on August 29, 2011 in the amount of \$760,000 to finance certain improvements and rehab existing residential buildings for occupancy by the homeless. The note is a construction loan bearing interest at 0%, so long as the development maintains certain occupancy standards.

The balance of the SAIL loan is \$228,000.

After the next scheduled \$38,000 payment by August 29, 2026, the balance will be \$190,000.

The remaining \$190,000 is a forgivable part of the loan if the ELI (Extremely Low-Income) units are in compliance for the 15-year compliance period. This is a minimum 80% occupancy (we are consistently at 100%).

At some point next year, the compliance term will have run and the \$190,000 will be forgiven and the entire Note and Mortgage with FHFC will be satisfied.

The Asset Management staff from FHFC will confirm the compliance period with us.

Lakeside I has sufficient funds with reserves to pay \$38,000 without affecting long term sustainability as long as HUD subsidies and rent payments continue to fund this property.

<u>SUGGESTED MOTION:</u>	Approve payment of \$38,000 towards SAIL loan #2008-01-06R from Lakeside I checking account
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Quick View

Select Quick View Accounts

Account Number / Name

Account Type

Search

All

Select Group

Groups

Add Group

DDA

Data reported as of Jul 17, 2026 1:44 PM EDT

	Account Number	Current Ledger	Memo Available	Memo Ledger	Total Funds Available	
	Number of Accounts: 17	\$1,408,458.64	\$1,408,458.64	\$1,408,458.64	\$1,408,458.64	
	<u>*2650</u> Delaney Heights	\$60,467.15	\$60,467.15	\$60,467.15	\$60,467.15	▼
1	<u>*2653</u> LAKE PARK 1	\$38,726.32	\$38,726.32	\$38,726.32	\$38,726.32	▼
					+ 38000 LOAN	
2	<u>*2659</u> LAKE PARK 2	\$83,865.98	\$83,865.98	\$83,865.98	\$83,865.98	▼
	<u>*3187</u> LAKE PARK 1 SEC DEP	\$4,018.52	\$4,018.52	\$4,018.52	\$4,018.52	▼
	<u>*3196</u> LAKE PARK 2 SEC DEP	\$17,580.98	\$17,580.98	\$17,580.98	\$17,580.98	▼
3	<u>*3250</u> COCC	\$91,196.22	\$91,196.22	\$91,196.22	\$91,196.22	▼
4	<u>*7062</u> CKG NCH I	\$158,674.31	\$158,674.31	\$158,674.31	\$158,674.31	▼
5	<u>*7936</u> CKG NCH II	\$123,713.93	\$123,713.93	\$123,713.93	\$123,713.93	▼
	<u>*9714</u> NCH II Security Deposit	\$9,904.79	\$9,904.79	\$9,904.79	\$9,904.79	▼
	<u>*9727</u> NCH I Security Deposits	\$11,373.22	\$11,373.22	\$11,373.22	\$11,373.22	▼
6	<u>*3124</u> Ridgedale	\$86,318.86	\$86,318.86	\$86,318.86	\$86,318.86	▼
	<u>*3137</u> Ridgedale Security Dep	\$9,393.54	\$9,393.54	\$9,393.54	\$9,393.54	▼
7	<u>*3963</u> Delaney Heights Reserves	\$100,013.40	\$100,013.40	\$100,013.40	\$100,013.40	▼
	<u>*0884</u> AVON PARK HOUSING DEVELOPMENT	\$210,241.54	\$210,241.54	\$210,241.54	\$210,241.54	▼
	<u>*2882</u> CORNELL COLONY LLC Security Dep	\$13,105.54	\$13,105.54	\$13,105.54	\$13,105.54	▼
8	<u>*3011</u> CORNELL COLONY LLC	\$380,237.83	\$380,237.83	\$380,237.83	\$380,237.83	▼
	<u>*7872</u> Delaney Heights Security Deposit	\$9,626.51	\$9,626.51	\$9,626.51	\$9,626.51	▼

* indicates required fields

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AGENDA ITEM # 6

Avon Park Housing Authority
July 21, 2026

RE: Beautification/ tree installations

The Avon Park Housing Authority's many properties could benefit from a more natural aesthetic by replacing high maintenance grassy areas with tree installations, bird houses and bird feeders.

Sabal palms	\$90- \$150 per tree uninstalled
Oak	\$80-\$200 depending on container/ variety
Flowering trees	\$100-\$200 depending on container/ variety
Assorted fruit trees	\$100- \$200 depending on variety and container/ Avocado, lychee, mango
Florida Pine	\$200 per 1000
Slash, Longleaf, Loblolly	
Equipment rental	\$1000
Soil amendments	\$500
Water bladders	\$14 per bladder

SUGGESTED MOTION: Approve initial installation of trees

Lakeside II	\$3,000
Lakeside I	\$1,000
Ridgedale	\$2,000
Cornell Colony	\$3000
NCH I	\$2,000
NCH II	\$2,000
Average total cost anticipated at \$13,000	

Avon Park Housing Authority
21 Tulane Drive
Avon Park, FL 33825

This agreement dated 6/22/2026 between the Avon Park Housing Authority (APHA) and Mrs. Penny Pieratt (Contractor).

Premise of agreement is for Contractor to perform specific HUD portal coordination with Lindsey software and drawdown of vouchers for the Housing Authority with focus on the four developments named below:

Ridgedale
Delaney Heights
Lakeside I
Lakeside II

Work to be performed is to provide training and guidance with any option or manner to bring the Housing Authority current with HUD reimbursements.

- To include any advice necessary for the continuance of fund drawdowns to benefit the Avon Park Housing Authority.
- Allow for APHA staff to participate in training
- Any additional requests of consulting services will be based on need and mutual agreement.

Work by contractor to be performed at an hourly rate of \$50.

No specific timeline will be adhered to so long as the need for contracting service exist. Any additions or deletions to this agreement shall be mutually agreed to.

Maria Sutherland
Executive Director APHA

Penny Pieratt
Contractor

EXECUTIVE DIRECTOR Evaluation Checklist

This form may be used by each member of the Board of Commissioners to evaluate the Executive Director's performance in fulfilling each role she plays in the Housing Authority. The Executive Director is rated 1 through 5, with the following scale:

- | | | |
|---|---|------------------------------------|
| 1 | = | Substantially Below Expectations |
| 2 | = | Below Expectations |
| 3 | = | Meets Expectations |
| 4 | = | Exceeds Expectations |
| 5 | = | Substantially Exceeds Expectations |

Each member of the Board should sign the form and forward it to the Board Chairwoman, who will be responsible for compiling the comments. The forms and accompanying summary should then be presented to the Executive Director's permanent file.

1. **Personal**

- _____ Invests sufficient effort toward being diligent and thorough in the discharge of duties.
- _____ Composure, appearance, and attitude fitting for an individual in this executive position.

2. **Professional Skills and Status**

- _____ Knowledgeable of current developments affecting the management field.
- _____ Respected in management position.
- _____ Has a capacity for innovation.
- _____ Anticipates problems and develops effective approaches for solving them.
- _____ Willing to try new ideas proposed by the Board or staff.

3. **Relations with the Board of Commissioners**

- _____ Carries out directives of the Board as a whole rather than those of any one Board member.
- _____ Assists the Board in resolving problems at the administrative level to avoid unnecessary Board action.
- _____ Assists the Board in establishing policy while acknowledging the ultimate authority of the Board.
- _____ Responds to requests for information or assistance by the Board.
- _____ Informs the Board of administrative developments.
- _____ Receptive to constructive criticism and advice.

4. **Policy Execution**

- _____ Implements Board action in accordance with the intent of the Board.
- _____ Supports the actions of the Board after a decision has been reached.
- _____ Enforces Board policies.
- _____ Understands Housing Authority regulations and policies.
- _____ Reviews enforcement procedures periodically to improve effectiveness.

5. **Reporting**

- _____ Provides the Board with reports concerning matters of importance to the APHA.
- _____ Reports are accurate and comprehensive.
- _____ Reports are generally produced through own initiative rather than when requested by the Board.
- _____ Prepares a sound agenda which prevents trivial administrative matters from being reviewed by the Board.

6. **Citizen Relations**

- _____ Accommodates complaints from citizens.
- _____ Dedicated to the community and to its citizens.
- _____ Has the capacity to listen to others and to recognize their interests.
Works well with others.
- _____ Willing to meet with members of the community and discuss their real concerns.
- _____ Cooperates with neighboring communities.
- _____ Cooperates with the city, state and federal governments.

7. **Staffing**

- _____ Recruits and retains competent personnel for APHA positions.
- _____ Aware of weak or inefficient personnel and works to improve their performance.
- _____ Accurately informed and concerned about employee insurance, fringe benefits, promotions, and pensions.

8. **Supervision**

- _____ Encourages staff to make decisions within their own jurisdictions without Executive Director's approval, yet maintains general control of administrative operations.
- _____ Instills confidence and initiative in subordinates and emphasizes support rather than restrictive controls for their programs.
- _____ Has developed a friendly and informal relationship with the work force as a whole, yet maintains the dignity of the Executive Director's office.
- _____ Evaluates personnel periodically and points out staff weaknesses and strengths.

9. **Fiscal Management**

- _____ Prepares a balanced budget to provide services at a level intended by the Board.
- _____ Makes the best possible use of available funds, conscious of the need to operate the APHA efficiently and effectively.
- _____ Prepared budget is in an intelligible format.
- _____ Reports the APHA financial position on a regular basis.

10. **What have been the finest accomplishments of the Executive Director's this past year?**

11. **What areas need the most improvement? Why? What constructive, positive ideas can you offer the Executive Director to improve these areas?**

Signature

Signature

Date

Date