

Housing Authority of Avon Park
And
Avon Park Housing Development Corporation
LOCATION FOR MEETING: CORNELL COLONY
Community Building
August 25, 2026, 6:00 PM
REGULAR MEETING AGENDA

- 1. Invocation, Roll Call by Secretary
- 2. Public Comments
- 3. Approval of Minutes of July 21st, 2026p. 2-3
- 4. Mid-year financial overviewp.4-10
- 5. Evictions/ vacancies.....p. 11
- 6. OCAF (Operating Cost Adjustment Factors) update p. 12
- 7. Board Evaluation for Sutherlandp. 13-17
- 8. Community Centers’ fee structure and use agreementp. 18-19
- 9. Commissioner comments
- 10. Adjournment

Next Meeting: Regular Tuesday, September 22, 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 July 21 , 2026

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

PRESENT:

Crystal Bryant, Chair
Brenda Gray, Board member
Padrika Sheppard, Board Member

Louis Bates, Sr., Vice-Chair
Lilly Hilton, Bord Member

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

ABSENT:

City Council Liaison Shelly Mercure Lisa Pough, Board member

A. Call to Order by Chair Crystal Bryant at 6:10 PM

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

C. Public Comment:

No public comments other than an announcement of a CRA meeting for the Southside CRA taking place in the future and some discussion about work order process for tenants with inspections.

D. Motion by Member Gray, Chair to approve Minutes of May 19, 2026. Second by Member Sheppard Motion carried unanimously.

E. Executive Director Maria Sutherland discussed the SAIL (State Apartment Incentive Loan) and the last \$38,000 installment due the end of August 2026. In consideration of all loan assurances being met, the \$38,000 will defeat the loan while \$190,000 remaining portion of the loan will be forgiven.

- a. Motion by Member Gray to authorize signature by Crystal Bryant, Chair, and Executive Director for payment of the \$38,000. Second by Member Sheppard. Motion carried unanimously.**

- F.** Maria Sutherland gave an overview of the APHA’s 17 bank accounts with explanation of how fund transfers, management fees and other transactions work, how the different developments “pay” certain portions of payroll, maintenance and general expenses.
- G.** Maria Sutherland suggested a plan for tree installments/ beautification of properties. Motion by Chair Bryant, Second by Member Gray to approve \$13,000 for beautification for 6 developments for a total of \$13,000 combined. Motion by Chair Bryant, Second by Member Gray. Motion passed unanimously.
- H.** Additional discussion regarding contract with a consultant to assist in HUD vouchers and training in proper coding was presented. Co-Chair Bates suggested contacting APHS attorney to tighten the agreement to include indemnification clause and total of three months training. Member Hilton requested a copy of the APHA By-laws. Engage the APHA attorney for Ethics training.
- I.** There was discussion regarding board member conflict with next regular board meeting date.

 - a. Motion by Chair Bryant to have the August 18th meeting be rescheduled to August 25th. Second by Member Sheppard. Motion carried unanimously.
 - b. Maria Sutherland evaluation was discussed. Motion by Chair Bryant to submit all scored evaluation forms by September 11 to Board Liaison Berniece Taylor and make them available in copies for all the board for the September 15th regular meeting. Second by Member Hilton. Motion carried unanimously.

J. Adjourned 9:47 PM

ATTEST: _____
Maria Sutherland

DATE RECORDED July 21, 2026

APPROVED _____
Crystal Bryant, Chair

DATE APPROVED _____

AGENDA ITEM 4

Avon Park Housing Authority
August 25, 2026

RE: Mid year financial cash overview

Of the Seventeen bank accounts the APHA oversees, only seven occupy the cash flow status as they are the accounts that receive rental revenue.

These seven accounts subsidize the COCC (Central Office Cost Center/ Daily Operating Account).

1. **July 31, 2025 and July 31, 2026 Mid-Year Comparisons** (Exhibit "A")
 - this spreadsheet DOES NOT include the escrow/investment/GNMA accounts and only reflects total mid-year bank account cash activity
2. **July 31, 2025** Schedule of cash/ Investments / bulleted items are GNMA
3. **Aug 15, 2026** Bank Statement current ledger
4. **Aug 15, 2026** COCC daily activity

SUGGESTED MOTION: N/A

Exhibit "A"

Mid year comparisons		July 31, 2025	July 31, 2026	Notes
1	* 3124 (Ridgedale)	\$5,550.94	\$110,143.82	Star/ stays balanced / Owes COCC @ \$75,000
2	* 7062 (CKG NCH I)	\$85,156.72	\$159,739.90	Star with loans
3	* 7936 (CKG NCH II)	\$108,254.39	\$122,412.69	Star with loans
4	* 2650 (Delaney Heights)	\$35,364.29	\$47,462.62	Star/ Stays balanced/ no loans
5	* 2653 (LAKE PARK 1)	\$1,049.76	\$39,057.43	Paid \$38,000 to defeat First Housing loan- better \$ flow after Oct 2026
6	* 3011 (CORNELL COLONY LLC)	\$331,629.34	\$374,314.15	Star/ stays balanced May 2025, \$170,000 transfer to COCC
7	* 2659 (LAKE PARK 2)	\$176,751.99	\$72,202.61	Since prior to Feb 2025 been at negative cash flow (\$4000-\$15,000 per month)

Exhibit "A"

Mid year comparisons		July 31, 2025	July 31, 2026	Notes
8	*3250 (COCC)	\$180,813.73	\$86,186.45	Operating account/ all seven properties contribute to this account
9	*7872 (Delaney Heights Security Deposit)	\$10,804.86	\$9,626.51	
10	*9714 (NCH II Sec Deposit)	\$8,360.65	\$10,204.79	
11	*3196 (LAKE PARK 2 SEC DEP)	\$17,053.98	\$17,580.98	
12	*2882 (CORNELL COLONY LLC Security Dep)	\$12,151.36	\$13,105.54	
13	*9727 (NCH I Sec Deposits)	\$10,874.78	\$11,373.22	
14	*3187 (LAKE PARK 1 SEC DEP)	\$3,394.41	\$4,018.52	
15	*3137 (Ridgedale Sec Dep)	\$8,341.38	\$9,393.54	
16	*0884 (AVON PARK HOUSING DEVELOPMENT)	\$210,883.15	\$210,241.54	March 2025 this acct was used to pay \$76,000 towards Lakeside I loan//Receives credit pymts from properties/ to be transferred end of 2026
17	*3963 (Delaney Heights Reserves)	\$98,217.40	\$100,013.40	To receive credits from Delaney checking acct avg \$500 per month to be transferred end of 2026.
		\$1,304,653.13	\$1,397,077.71	

**Not included above are the escrow accounts **

Quick View

All 17 Accounts as of
Aug 15, 2026

Select Quick View Accounts

Account Number / Name

Account Type

Search

All

Select Group

Groups

Add Group

Data reported as of Aug 15, 2026 12:50 PM EDT

DDA

Account Number	Current Ledger	Memo Available	Memo Ledger	Total Funds Available	
Number of Accounts: 17	\$1,455,410.34	\$1,455,036.24	\$1,455,036.24	\$1,455,036.24	
<u>*2650</u> Delaney Heights	\$56,226.91	\$56,226.91	\$56,226.91	\$56,226.91	▼
<u>*2653</u> LAKE PARK 1	\$45,857.00	\$45,857.00	\$45,857.00	\$45,857.00	▼
<u>*2659</u> LAKE PARK 2	\$75,849.28	\$75,849.28	\$75,849.28	\$75,849.28	▼
<u>*3187</u> LAKE PARK 1 SEC DEP	\$4,018.79	\$4,018.79	\$4,018.79	\$4,018.79	▼
<u>*3196</u> LAKE PARK 2 SEC DEP	\$17,582.17	\$17,582.17	\$17,582.17	\$17,582.17	▼
<u>*3250</u> COCC	\$141,513.95	\$141,139.85	\$141,139.85	\$141,139.85	▼
<u>*7062</u> CKG NCH I	\$157,260.26	\$157,260.26	\$157,260.26	\$157,260.26	▼
<u>*7936</u> CKG NCH II	\$103,920.37	\$103,920.37	\$103,920.37	\$103,920.37	▼
<u>*9714</u> NCH II Security Deposit	\$10,205.46	\$10,205.46	\$10,205.46	\$10,205.46	▼
<u>*9727</u> NCH I Security Deposits	\$11,373.99	\$11,373.99	\$11,373.99	\$11,373.99	▼
<u>*3124</u> Ridgedale	\$123,050.19	\$123,050.19	\$123,050.19	\$123,050.19	▼
<u>*3137</u> Ridgedale Security Dep	\$9,394.18	\$9,394.18	\$9,394.18	\$9,394.18	▼
<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	\$209,895.82	\$209,895.82	\$209,895.82	\$209,895.82	▼
<u>*2882</u> CORNELL COLONY LLC Security Dep	\$13,106.43	\$13,106.43	\$13,106.43	\$13,106.43	▼
<u>*3011</u> CORNELL COLONY LLC	\$366,514.98	\$366,514.98	\$366,514.98	\$366,514.98	▼
<u>*7872</u> Delaney Heights Security Deposit	\$9,627.16	\$9,627.16	\$9,627.16	\$9,627.16	▼

* indicates required fields

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Transaction Report for account *3250

Reported on Aug 15, 2026 12:39 PM EDT

Current Ledger \$141,513.95
 Memo Available \$141,139.85
 Memo Ledger \$141,139.85
 Total Funds Available \$141,139.85

COCC
 operating account
 as of Aug 15, 2026

Actions

[Transfer From](#)
[Transfer To](#)
[Transaction Search](#)
[Balance Reporting](#)
[Export Report](#)

Date	Deposits	Description	Credit	Debit	Running Balance
08/17/2026		Debit INVOICE CLOUD WEBPAYMENT *****3908		\$1.50	\$141,139.85
08/17/2026		Debit AVON PARK UTILITY *****3908		\$372.60	\$141,141.35
08/14/2026		ACH Debit MRI Software LLC VSP*MRI So 38751677		\$1,487.00	\$141,513.95
08/12/2026		ACH Debit Shred-it USA LLC Collection 000002901851720		\$1,774.60	\$143,000.95
08/11/2026		ACH Debit Shred-it USA LLC Collection 000002901841787		\$198.09	\$144,775.55
08/10/2026		ACH Debit IRS USATAXPYMT 270662250852214		\$6,715.50	\$144,973.64
08/10/2026		ACH Debit COMCAST-XFINITY CABLE SVCS 6791880		\$131.97	\$151,689.14
08/07/2026		ACH Settlement Debit HOUSING AUTH3250 Payroll -SETT-A455TNAV		\$20,809.36	\$151,821.11
08/07/2026		ACH Debit IRS USATAXPYMT 270661903868546		\$6,126.89	\$172,630.47
08/07/2026		ACH Debit IRS USATAXPYMT 270661903958572		\$158.41	\$178,757.36
08/07/2026		Transfer Credit 932560 ACCOUNT TRANSFER FROM BUS GOLD CHECKING 14047062 8:00 <u>NCH I</u>	\$2,893.51		\$178,915.77
08/07/2026		Transfer Credit 932567 ACCOUNT TRANSFER FROM COMMERCIAL ANALYSIS 14047936 8:00 <u>NCH II</u>	\$2,479.09		\$176,022.26
08/07/2026		Transfer Credit 932591 ACCOUNT TRANSFER FROM SMALL BUS CHECKING 1373011 8:00 <u>Cornell Colony</u>	\$2,326.54		\$173,543.17
08/07/2026		Transfer Credit 932618 ACCOUNT TRANSFER FROM BUSINESS INTEREST 14503124 8:00 <u>Ridgedale</u>	\$2,186.50		\$171,216.63
08/07/2026		Transfer Credit 932605 ACCOUNT TRANSFER FROM COMMERCIAL ANALYSIS 1092659 8:00 <u>Lakeside II</u>	\$2,165.39		\$169,030.13
08/07/2026		Transfer Credit 932614 ACCOUNT TRANSFER FROM BUS GOLD CHECKING 1092650 8:00 <u>Delaney</u>	\$1,867.24		\$166,864.74
08/07/2026		Transfer Credit 932596 ACCOUNT TRANSFER FROM BUS GOLD CHECKING 1092653 8:00 <u>Lakeside I</u>	\$1,331.17		\$164,997.50

Date	Deposits	Description	Credit	Debit	Running Balance
08/07/2026	<u>650120788</u>	Credit Deposit	\$2,559.00		\$163,666.33
08/06/2026		ATM Debit AMAZON MKTPL 563 Am n.com-bill WA 00000000 052537 XX9895 SIG PURCH 08-04 15		\$244.66	\$161,107.33
08/06/2026	<u>9751</u>	Check Paid Check Paid		\$1,427.50	\$161,351.99
08/06/2026	<u>9750</u>	Check Paid Check Paid		\$1,212.50	\$162,779.49
08/06/2026		Transfer Credit 564286 ACCOUNT TRANSFER FROM BUS GOLD CHECKING 14047062 13:40	\$17,545.30		\$163,991.99
08/06/2026		Transfer Credit 564285 ACCOUNT TRANSFER FROM SMALL BUS CHECKING 1373011 13:40	\$17,444.70		\$146,446.69
08/06/2026		Transfer Credit 564300 ACCOUNT TRANSFER FROM COMMERCIAL ANALYSIS 14047936 13:40	\$16,461.71		\$129,001.99
08/06/2026		Transfer Credit 723543 ACCOUNT TRANSFER FROM BUSINESS INTEREST 14503124 16:13	\$9,059.68		\$112,540.28
08/06/2026		Transfer Credit 742972 ACCOUNT TRANSFER FROM COMMERCIAL ANALYSIS 1092659 16:37	\$5,925.07		\$103,480.60
08/06/2026		Transfer Credit 735800 ACCOUNT TRANSFER FROM SMALL BUS CHECKING 1373011 16:28	\$5,325.62		\$97,555.53
08/06/2026		Transfer Credit 735802 ACCOUNT TRANSFER FROM COMMERCIAL ANALYSIS 14047936 16:28	\$5,028.66		\$92,229.91
08/06/2026		Transfer Credit 735801 ACCOUNT TRANSFER FROM BUS GOLD CHECKING 14047062 16:28	\$3,977.09		\$87,201.25
08/06/2026		Transfer Credit 723548 ACCOUNT TRANSFER FROM BUS GOLD CHECKING 1092650 16:13	\$3,165.54		\$83,224.16
08/06/2026		Transfer Credit 742970 ACCOUNT TRANSFER FROM BUS GOLD CHECKING 1092653 16:37	\$1,867.26		\$80,058.62
08/06/2026		Transfer Credit 564301 ACCOUNT TRANSFER FROM COMMERCIAL ANALYSIS 1092659 13:40	\$725.00		\$78,191.36
08/06/2026		Transfer Credit 564283 ACCOUNT TRANSFER FROM COMMUNITY CHECKING 1370884 13:40	\$360.00		\$77,466.36
08/06/2026		Transfer Credit 564304 ACCOUNT TRANSFER FROM BUS GOLD CHECKING 1092650 13:40	\$340.00		\$77,106.36
08/05/2026		ATM Debit XX9895 PMT DDA 08-05 06:19 APPLE.COM-BILL 866-712-7753 CA 00000000 008614		\$0.99	\$76,766.36
08/04/2026		ACH Debit EDI PYMNTS +Lincoln Nationa RMR*IV*86911541GP83102-		\$6,799.84	\$76,767.35
08/03/2026		ACH Debit Duke Energy DUKE PYMNT 910087355671		\$545.45	\$83,567.19

Date	Deposits	Description	Credit	Debit	Running Balance
08/03/2026		ACH Debit SKYGEN PAYMENTS 33034246		\$309.11	\$84,112.64
08/03/2026		ACH Debit SKYGEN PAYMENTS 33034180		\$309.11	\$84,421.75
08/03/2026		ACH Debit SKYGEN PAYMENTS 33034150		\$309.11	\$84,730.86
08/03/2026		ACH Debit SKYGEN PAYMENTS 33034121		\$309.11	\$85,039.97
08/03/2026		ACH Debit SKYGEN PAYMENTS 33034039		\$309.11	\$85,349.08
07/31/2026		ACH Debit AFLAC COLUMBUS ACHPMT 125093991		\$528.26	\$85,658.19
07/29/2026		ATM Debit XX9895 PMT DDA 07-29 05:48 APPLE COM CUPERTINO CA 004 183891		\$2.99	\$86,186.45
07/29/2026	<u>9746</u>	Check Paid Check Paid		\$6,679.29	\$86,189.44
07/29/2026	<u>9747</u>	Check Paid Check Paid		\$1,045.97	\$92,868.73
07/29/2026	<u>9729</u>	Check Paid Check Paid		\$589.21	\$93,914.70
07/28/2026	<u>9748</u>	Check Paid Check Paid		\$1,500.00	\$94,503.91
07/27/2026	<u>9731</u>	Check Paid Check Paid		\$15,571.89	\$96,003.91
07/27/2026		ACH Settlement Debit HOUSING AUTH3250 Payroll -SETT-A455TNAV		\$13,914.07	\$111,575.80

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AGENDA ITEM 5

Avon Park Housing Authority
August 25, 2026

RE: Evictions/ Vacancies

The time since July 1st has seen five evictions. All evictions were policy lead and HUD sanctioned evictions. Three required legal intervention and two were voluntary.

This opens up:

- Two unit vacancies at Lake side I(2 bedroom & 3 bedroom
- Two unit vacancies at Lakeside II(3 bedroom & 2 bedroom)
- One vacancy at Ridgedale (3 bedroom)

SUGGESTED MOTION: N/A

AGENDA ITEM 6

Avon Park Housing Authority
August 25, 2026

RE: Evictions/ Vacancies

The OCAF for Delaney is finalized and currently being reviewed by HUD. We anticipate approximately \$150,000 in retroactive rental assistance since 2019.

Lakeside I and II are $\frac{3}{4}$ complete and Ridgedale is last.

SUGGESTED MOTION: N/A

AGENDA ITEM 7

**Avon Park Housing Authority
August 25, 2026**

RE: Maria Sutherland Evaluation

The Board was provided with an evaluation form to be completed by the August 18th meeting.

Please reference Minutes from July 21st in this packet for the Board approved manner in which the evaluation is to be performed.

Documentation: Evaluation attached

SUGGESTED MOTION: N/A

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 assign scores and present their results at the designated meeting. The forms and any 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

Date

Signature

Date

AGENDA ITEM # 8

**Avon Park Housing Authority
8/25/2026**

RE: Community Centers/ review user agreement

The community centers at North Central Heights, Cornell Colony and Delaney Heights are used intermittently by the public and residents.

Only Delaney Heights has an ongoing, weekly activity by Veterans where support and outreach is performed. In return, that group provides low-key improvements and labor to the center itself which benefits all the community.

Prior to Covid, the use was consistent with small activity / small events such as tenant birthday parties and family gatherings.

Attached is the simple application form is required for reserving a center with a standard \$125 fee for any of the facilities.

<u>SUGGESTED MOTION:</u>	Discussion
---------------------------------	-------------------

Resident Community Building Space Agreement

THIS AGREEMENT, made this _____ day of _____ by and between the **Avon Park Housing Authority** (Leassor) and _____ (Lessee) for periodic use of the following facility:

Scheduled Event Date: _____

_____ North Central Heights Community Center, **709 Juneberry, Avon Park, FL**

_____ Cornell Colony, 38165 Ezra Circle, **Avon Park, FL**

_____ Delaney Heights Community Center, **541 Alton Street, Avon Park, FL**

_____ Lakeside Park Community Conference Room, **1306 Tulane Ave., Avon Park, FL**

The following terms shall apply to Lessee during the time the building is leased;

1. Provide the Housing Authority with the scheduled use of the building.
2. Return facility in clean & condition in which building was issued.
3. Provide own kitchen supplies & utensils.
4. Resident(s) will pay a building security deposit for Cornell Colony, North Central and Delaney Heights of \$125.00 due and payable not less than 3 working days in advance of date scheduled. The balance of the Security Deposit will be refundable upon return of the key and positive inspection of cleanliness & condition of the facility.
5. Any damages to the building, parking or play area by any guest of Leasee while using the building will be assessed against Security Deposit of lessee.
6. The Housing Authority will provide a key to the building, no additional Keys will be furnished or duplication of keys will be permitted by the lessee.
7. The contact person for facility scheduling or site issues is APHA main reception desk at 863-452-4432 or by email @ apha4@avonparkha.org. For maintenance problems contact the Facilities Department at 863-443-0225.
8. Each party agrees to provide minimum 7 days notice prior to Agreement termination. Lessee agrees to return the building, keys and contents in original form initially entered.

Authorized by: _____ date: _____
(Leasor)

Accepted by: _____ date: _____
(Lessee)