



REGULAR BOARD REPORT

JANUARY 2013

LAKELAND HOUSING AUTHORITY REGULAR BOARD MEETING

ITEM NO. 4

APPROVAL OF MINUTES OF THE REGULAR BOARD MEETING NOVEMBER 26, 2012

MINUTES
Regular Board Meeting of
The Housing Authority of the City of Lakeland
November 26, 2012

The Commissioners of the Housing Authority of the City of Lakeland met for a Regular Board Meeting on Monday, November 26th at 6:00 p.m. at the Lakeland Housing Authority, 430 Hartsell Avenue, Lakeland, Florida.

LHA Board Members Present: Michael Pimentel, 2nd Vice Chairman
Dr. Bernice Evans, Commissioner
Edward Hall, Commissioner
Dorothy Sanders, Commissioner
Rev. Richard Richardson, Commissioner

LHA Board Member Absent: Beverly Copeland, 1st Vice Chairman

LHA Staff Present: Benjamin Stevenson, Executive Director
Carlos Pizarro, Director of Housing
Tom Hornack, Procurement
Earl Haynes, Director of Resident Services
Gwen Collins, Property Manager
Shauna Ginn, Development Manager
Donald Paredez, Section 8 HCV, Manager
Jennifer Robinson, Section 8 HCV, Assistant Manager
Patrick Roberts, HR Generalist
Eva Hall, Director of Finance
Kasandra S. Davis, Executive Administrative Coordinator

The Meeting was called to order at 6:05 p.m. by Michael Pimentel.

Pledge of Allegiance and a moment of silence observed.

A quorum was established.

- The first order of business was the swearing-in of the new Commissioner, Dorothy Sanders, by Attorney Rhonda Stringer.

- Attorney Stringer read Article 2 Section 9 of the Lakeland Housing Authority By-Laws regarding filling a vacant seat of an officer of the Board of Commissioners.

- Attorney Gilmore conducted the election of officers starting with the Chairman of the Board.

Commissioner Pimentel nominated himself; 2nd Sanders. Commissioner Hall nominated Commissioner Richardson; 2nd Evans. Commissioner Richardson respectively declined the nomination.
All Ayes

The floor was opened for nominations to fill the 2nd Vice Chairman position by Attorney Gilmore. Commissioner Evans nominated Commissioner Richardson; 2nd Hall.

All Ayes

- Mayor Gow Fields commended the Board of Commissioners on their ability to maintain through various changes over the past few years. He wanted the Board of Commissioners to understand that progress has occurred the number of calls to the Mayor's Office has reduced to zero regarding outstanding work orders.
- Commissioner Pimentel commended the staff for their efforts in servicing the residents and reducing the number of outstanding work orders.

Selection of Committees

There are 3 vacancies on the various committees. They are:

- Finance Committee – One
- Personnel and Administration – Two

Chairman Pimentel appointed Commissioner Hall to the Finance Committee; 2nd Sanders.

All Ayes

Chairman Pimentel will assume one of the vacancies on the Personnel and Administration Committee.

- Commissioner Richardson asked for the position on the Personnel and Administration Committee to remain open giving the new Commissioner an opportunity to serve on a committee.
- Attorney Gilmore shared with the Board of Commissioners that Mr. Stevenson sent Commissioner Copeland an email asking her if she wanted him to postpone the meeting tonight due to the elections; however she did not respond.
- Attorney Gilmore received correspondence from Commissioner Copeland asking him to read a list of concerns during the Board Meeting of which she would like a written response. There was a lengthy discussion on the items read by Attorney Gilmore. As a result of the discussion the LHA By-Laws will be reviewed and revised in the very near future.

- The position of Deputy Director/Sr. Director of Development is the same title and position of Mrs. Brown predecessor. However, the correct title of the position is Sr. Director of Development. Mr. Stevenson informed the Board of Commissioners that a written response will be given to Commissioner Copeland by December 3, 2012.

Commissioner Evans motioned for the review and revision of the LHA By-Laws; 2nd Richardson.

All Ayes

Commissioner Evans motioned that the Chairman of the Board of Commissioners would ask the Personnel and Administration to meet and answer the recommendations submitted by the Finance Committee regarding salaries and job descriptions; 2nd Hall.

All Ayes

- The Board of Commissioners will have a retreat in early January 2013 to review the By-Laws, Strategic Plan, Corrective Action Plan and Commissioners training.

The Regular Board Meeting was adjourned at 7:00 p.m.

The Regular Board Meeting re-convened at 7:44 p.m.

- Any minutes before the Board of Commissioners for acceptance will be placed under consent unless there are corrections.

Approval/Acceptance of Minutes

- **Acceptance of Minutes of the Regular Finance Committee Meeting held on November 19, 2012.**
- **Motion to approve the Minutes of the Regular Board Meeting held on October 15, 2012- Evans. 2nd Richardson** **All Ayes**

Commissioner Evans would like the minutes approved with recommended edits to page 3 attachment #1 changed to #2.

- **Acceptance of the Minutes of the Residents' Interest Committee Meeting held on October 18, 2012.**

New Business

Resolutions

Resolution #12-1340 – Approving authorization to the Executive Director to purchase six 2013 motor vehicles.

- **Motion to Approve Resolution #12-1340 – Approving authorization to the Executive Director to purchase six motor vehicles. – Evans. 2nd Richardson**

Discussion: Commissioner Hall would like one of the vans to be retrofitted for handicap accessibility. Commissioner Evans amended motion to include retrofitting one of the vehicles for handicap accessibility. 2nd Richardson

After further discussion Commissioner Richardson withdrew the second and Commissioner Evans withdrew the motion.

- **Commissioner Evans reiterated the original motion; 2nd Richardson. All Ayes**
- **The staff will investigate the possibility of purchasing a handicap vehicle and report the findings to the Board of Commissioners.**

Resolution #12-1341 – Approve the Minority and Women Business Enterprise and Section 3 Policy in order to satisfy a United States Department of Housing and Urban Development (HUD) regulation.

- **Motion to Approve Resolution #12-1341 – Approving the Minority and Women Business Enterprise and Section 3 Policy. – Evans. 2nd Richardson All Ayes**

Commissioner Evans recommends motion approval with the recommended edits; Removal of the wording nominal cost of \$0.

- The Employee of the Month for October Roger Gonzalez certificate was presented by Chairman Pimentel.
- Financial Reports – Commissioner Evans informed the Board of Commissioners that the Finance Committee extensively reviewed the financial reports, the format, and the explanations. The Finance Committee is satisfied with the financial reports and submits the reports for Board approval. Commissioner Richardson shared with the Board of Commissioner the Authority did not receive a clean audit from Bernham Hopkins for the year 2011. Also, based on the findings it is possible that this year's audit will not be a clean audit because the personnel change did not take place until mid-year. However, the new administration is moving in the right direction and will bring the Finance Department into compliance.
- Grant Updates -- Commissioner Evans stated that staff, under the direction of the Executive Director, reviewed the report with the Finance Committee and that she is presenting the report for Board approval.
- Mr. Stevenson introduced three selections for the new Lakeland Housing Authority's logo. The commissioners and community voted and selected selection number 2 for the new logo.

The meeting was adjourned at 8:14 p.m.

Benjamin Stevenson, Secretary

LAKELAND HOUSING AUTHORITY REGULAR BOARD MEETING

ITEM NO. 5

ACCEPTANCE OF MINUTES OF THE RESIDENT INTERESTS' COMMITTEE MEETING NOVEMBER 15, 2012

REPORT
The City of Lakeland Housing Authority
The Residents' Interest Committee Meeting
November 15, 2012

Attendees

Residents' Interests Committee: Bernice Evans, Commissioner
Michael Pimentel, Commissioner

LHA Staff and Consultants: Earl Haynes, Director of Resident Services
Donald Paredez, Section 8 Manager
Kasandra Davis, Executive Administrative Coordinator
Gwen Collins, Community Manager
Idalia Gonzalez, Community Manager

Meeting called to order by Commissioner Pimentel at 6:30p.m.

Established quorum – followed by a moment of silence

Introduced LHA Staff, Guest, and Residents

Approval of Minutes

- **Motion to approve the Residents' Interests Committee Meeting Minutes October 8, 2012 as presented– Pimentel. 2nd - Evans**

Consensus: All Ayes

Old Business

The following updates were given by Mr. Haynes, Director of Resident Services:

1. Citrus Connections – Transportation

Response: Cathy Wolosia (Rep form Citrus Connection – Citrus connection thought the RIC meeting was scheduled for October 18, 2012 as oppose to October 8, 2012. She indicated that she will be able to meet with the Residents again in December. She will get back with Linda Willis after the Thanksgiving holidays.

The Executive Director has scheduled a meeting with Tom Phillips; Executive Director of Citrus Connection to discuss, resident transportation issues, transportation grant and possible preventative maintenance of LHA bus.

2. Status Update - Servers and Printers for LHARAA Computers

Response: Laptops are working fine. Desk top computers are in need of more memory, per IT person. (He will make recommendation for upgrade)

3. Status Update - Emma Turner- Computer Lab

Response: The computer lab is in full operation.

4. Status Update- OST/MST Training Program - Selection & Interview Process

Response: Interviews were conducted by Resident Services Coordinator (Cynthia Zorn-Shaw) and Human Resources (Patrick Roberts).

The following updates were given by Kasandra Davis on the behalf of Mr. Pizzaro, Director of Housing:

1. Pest Control status: The process of setting up and starting this business venture will take several months; however, it is in progress. The pest control services will continue to be contracted until the new business is set-up.
2. Security cameras (WestLake): The Development Department submitted the grant to HUD.
3. The Fair Housing issue was addressed and resolved in the October's meeting where the documentation was given from HUD to the Committee.

New Business:

The residents voiced the following concerns:

1. **Traffic:** People are cutting through the community to access the public streets. They are speeding through the parking lot and residents are very concern that a pedestrian may be hit while walking through the lot. We were told that traffic studies had been conducted for the lot and that the city had determined that the drive was too short to effectively implement speed bumps.
2. **Lighting:** Residents complained about the lighting at the back of the building. Specifically, they thought that the lights were not working or did not consistently work.
3. **Door sweeps:** The residents requested door sweeps for the entry door of their units as they are trying to keep pests from one apartment from coming into their units. (Biggest problem is on trash collection day when people set their garbage out in the hallway.)

4. **Flooring/Carpet:** The residents are concerned about the stains in the carpet from liquid that spills on trash collection day. The carpet is tentatively scheduled to be replaced in 2012 with wood floors.
5. **Trash/Garbage Compactor:** The issue is the residents are not using trash bags and they are not disposing of their garbage correctly. There was discussion on this matter and the residents were asked to dispose of their garbage in the proper manner.
6. The residents requested a directory in the foyer for deliveries. Staff explained for the safety of the residents we will not post a directory in the foyer. Also, staff asked the residents to make sure they give their apartment number when placing orders; staff is not allowed to disclose their apartment numbers.

The meeting was adjourned at 7:16 p.m.

LAKELAND HOUSING AUTHORITY REGULAR BOARD MEETING

ITEM NO. 7

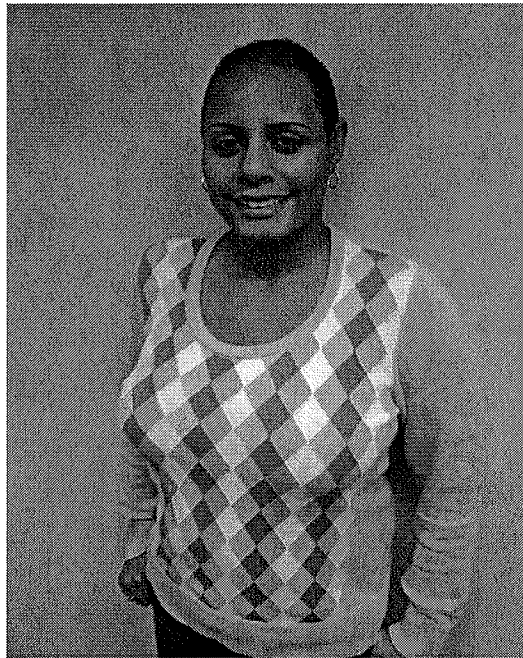
NEW BUSINESS

LAKELAND HOUSING AUTHORITY REGULAR BOARD MEETING

MONTHLY REPORTS

December Employee of the Month

Ayana Weaver



I am pleased to present Ms. Ayana Weaver, an FSS Coordinator from the Housing Choice Voucher department for the company's coveted 'Employee of the Month' award for the month of December.

Ms. Weaver has been employed in our department for just over a year, but she has shown that by helping other team members, we are all winners. Ms. Weaver helped one of our newest community managers coordinate and prepare the files, tenant ledgers, prepare the site for the 2012 State Tax Credit audit and physical inspection of the assigned community. As a result of the before mentioned help and assistance, we passed the inspection with "no" findings.

The Lakeland Housing Authority and WestLake Management need more team members like Ms. Weaver. I know her winning this award will motivate other staff to assist and get involve with future projects.

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Lakeland Housing Authority
Central Office Cost Center
Statement of Operations
For the Twelve Months Ended December 31, 2012

	Current Month			Year to Date				
	Actual	Budget	\$ Variance	% Variance	Actual	Budget	\$ Variance	% Variance
Management & Admin Income	24,951	42,132	(17,181)	-40.78%	473,653	515,602	(41,949)	-8.14%
Development Income	106,243	57,293	48,950	85.44%	975,951	758,243	217,708	28.71%
Total Revenue	131,194	99,425	31,769	31.95%	1,449,604	1,273,845	175,759	13.80%
Administrative Expenses	126,516	95,394	31,122	32.63%	1,405,083	1,225,452	179,631	14.66%
Utility Expense	1,375	1,866	(491)	-26.30%	17,694	22,388	(4,694)	-20.97%
Maintenance Expense	1,651	1,165	486	41.72%	14,574	13,984	590	4.22%
General Expenses	1,518	1,000	518	51.80%	10,655	12,021	(1,366)	-11.36%
Depreciation	133	-	133	0.00%	1,598	-	1,598	0.00%
Total Expense	131,194	99,425	31,769	31.95%	1,449,604	1,273,845	175,759	13.80%
Net Operating Income (Loss)	0	-	0	0%	-	-	-	0.00%

Comments

- 1 Depreciation Expense is not included in the 2012 budget.
- 2 Central Office Cost Center net operating expenses are allocated to all programs and properties served by the central office and are recorded in the COCC as management & admin income.

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Lakeland Housing Authority
Central Office Cost Center
Balance Sheet
December 31, 2012

<u>Assets</u>	<u>Liabilities and Equity</u>
Current Assets	Liabilities
Prepaid Expense	Current Liabilities
Total Current Assets	Accounts Payable
	Due to Other Programs
	Accr Compensated Absences Current
	Total Current Liabilities
Other Assets	Other Liabilities
Property & Equipment	Accr Compensated Absences - LT
Accumulated Depreciation	Total Other Liabilities
Total Other Assets	
	Total Liabilities
	Equity
	Net Assets
	Unrestricted Net Assets
	Total Equity
Total Assets	Total Liabilities and Equity

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Lakeland Housing Authority
Public Housing
Statement of Operations

For the Twelve Months Ended December 31, 2012

	Current Month			Year to Date				
	Actual	Budget	\$ Variance	% Variance	Actual	Budget	\$ Variance	% Variance
Rental Income	25,008	22,279	2,729	12.25%	293,459	267,348	26,111	9.77%
Other Tenant Income	600	533	67	12.49%	10,553	6,396	4,157	65.00%
Grant Income	69,213	31,563	37,651	119.29%	722,257	378,750	343,507	90.69%
Interest Income Restricted	20,709	-	20,709	100.00%	248,540	-	248,540	100.00% ¹
Other Income	300	-	300	100.00%	24,716	-	24,716	100.00%
Total Revenue	115,829	54,375	61,455	113.02%	1,299,525	652,494	647,031	99.16%
Administrative Expenses	40,124	44,406	(4,282)	-9.64%	508,561	557,971	(49,410)	-8.86% ²
Tenant Services Expenses	469	900	(431)	-47.94%	5,175	10,800	(5,625)	-52.08%
Utility Expense	8,839	6,368	2,471	38.80%	82,545	84,949	(2,404)	-2.83%
Maintenance Expense	23,033	23,681	(647)	-2.73%	203,953	299,470	(95,517)	-31.90% ³
General Expenses	5,730	6,110	(380)	-6.22%	64,127	73,319	(9,192)	-12.54%
Housing Assistance Payments	4,564	1,650	2,914	176.61%	35,342	19,800	15,542	78.49%
Total Expense	82,758	83,114	(356)	-0.43%	899,703	1,046,309	(146,606)	-14.01%
Net Operating Income (Loss)	33,071	(28,740)	61,811	-215.07%	399,822	(393,815)	793,637	-201.53%

Comments

- Total amount is interest earned on loans receivable from Colton Villas and Villas at Lake Bonnet
- Variance is attributable primarily to actual salary/benefit expenses being less than budgeted
- Actual Maintenance expenses are less than budgeted in all areas: salaries/benefits, materials and contract services

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Lakeland Housing Authority
Public Housing
Balance Sheet
December 31, 2012

Assets	Liabilities and Equity	
Current Assets	Liabilities	
Cash - Unrestricted	Current Liabilities	
Cash - Restricted	Accounts Payable	6,586
Accounts Receivable - Tenants	Tenant Security Deposits	49,059
Accounts Receivable - Formal Agreements	Other Current Liabilities	102,790
Due from Other Programs	Accrued PILOT	12,169
Lakeridge Homes 3rd Mortgage	Due to Other Programs	458,410
Lakeridge Homes 2nd Mortgage	Tenant Prepaid Rent	2,393
Colton Meadow Mortgage	Accr Compensated Absences Current	20,730
Villas at Lake Bonnet Mortgage	Total Current Liabilities	<u>652,136</u>
A/R - HUD		
A/R - West Bartow	Other Liabilities	
A/R - Paul Colton Closing	Accr Compensated Absences - LT	18,906
A/R - Judgments	FSS Liability	28,312
A/R - TriParty	Total Other Liabilities	<u>47,217</u>
Allowance for A/R - TriParty		
Prepaid Expense	Total Liabilities	<u>699,354</u>
Other Current Assets	Equity	
Total Current Assets	Contributed Capital	
	Contributed Capital	10,638,480
Other Assets	Retained Earnings	
Property & Equipment	Unrestricted Net Assets	2,827,071
Accumulated Depreciation	Restricted Net Assets	(949,632)
Total Other Assets		
	Total Equity	<u>12,515,918</u>
Total Assets	Total Liabilities and Equity	<u>13,215,272</u>

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Lakeland Housing Authority
Section 8

Statement of Operations

For the Twelve Months Ended December 31, 2012

	Current Month			Year to Date				
	Actual	Budget	\$ Variance	% Variance	Actual	Budget	\$ Variance	% Variance
Grant Income	469,227	771,583	(302,356)	-39.19%	9,252,437	8,905,320	347,117	3.90%
Other Income	-	30	(30)	-100.00%	-	360	(360)	-100.00%
Total Revenue	469,227	771,613	(302,386)	-39.19%	9,252,437	8,905,680	346,757	3.89%
Administrative Expenses	99,590	58,486	41,104	70.28%	769,213	773,448	(4,235)	-0.55%
Utility Expense	278	550	(272)	-49.54%	4,226	6,500	(2,274)	-34.99%
Maintenance Expense	590	617	(27)	-4.32%	6,903	7,484	(581)	-7.77%
General Expenses (Insurance, etc)	16,649	550	16,099	2927.05%	17,770	6,600	11,170	169.24%
Housing Assistance Payments	820,086	717,708	102,378	14.26%	9,309,777	8,923,211	386,566	4.33%
Depreciation	315	-	315	0.00%	3,780	-	3,780	0.00% ¹
Total Expense	937,507	777,911	159,596	20.52%	10,111,669	9,717,243	394,426	4.06%
Net Operating Income (Loss)	(468,281)	(6,298)	(461,983)	7335.49%	(859,233)	(811,563)	(47,670)	5.87%

Comments

¹ Depreciation is not included in 2012 budget.

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Lakeland Housing Authority
Section 8
Balance Sheet
December 31, 2012

Assets	Liabilities and Equity
Current Assets	Liabilities
Cash - Restricted	Current Liabilities
Cash - FSS Escrow	Accounts Payable
Accounts Receivable	Accr Compensated Absences
Accounts Receivable - Formal Agreements	Due to Other Program
Allow for Doubtful A/R	Total Current Liabilities
Prepaid Expense	
Other Current Assets	Other Liabilities
Total Current Assets	Accr Compensated Absences - LT
	FSS Escrow Liability
Other Assets	Total Other Liabilities
Furniture & Fixtures	
Accumulated Depreciation	Total Liabilities
Total Other Assets	Equity
	Retained Earnings - Restricted
Total Assets	Retained Earnings - Unrestricted
	Total Equity
	Total Liabilities and Equity

Comments

1 Escrow liability balance is under review by Section 8 Department FSS staff.

2 Section 8 Equity accounts are currently being reconciled by CliftonLarsonAllen, CPAs.

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Lakeand Housing Authority Dakota Park

Statement of Operations

For the Twelve Months Ended December 31, 2012

	Current Month			Year to Date		
	Actual	Budget	% Variance	Actual	Budget	% Variance
Rental Income	8,094	8,239	(145)	107,478	98,868	8,610
Other Tenant Income	330	1,415	(1,085)	5,174	16,980	(11,806)
Grant Income	5,988	3,129	2,859	35,991	37,548	(1,557)
Other Income	6	-	6	11,919	-	11,919
Total Revenue	14,418	12,783	1,635	160,562	153,396	7,166
Administrative Expenses	5,164	4,056	1,108	72,481	50,546	21,935
Tenant Services Expense	-	-	-	54	-	54
Utility Expense	3,323	1,652	1,671	18,197	20,040	(1,843)
Maintenance Expense	3,692	3,882	(191)	42,064	48,185	(6,121)
General Expenses	6,399	2,607	3,792	32,894	31,280	1,614
Housing Assistance Payments	1,471	925	546	19,614	11,100	8,514
Financing Expenses	7,131	3,082	4,049	97,112	36,981	60,131
Depreciation & Amortization	7,647	-	7,647	91,770	-	91,770
Replacement Reserve Expenses	1,728	-	1,728	1,728	-	1,728
Total Expense	36,554	16,204	20,350	375,915	198,132	177,783
Net Operating Income (Loss)	(22,137)	(3,421)	(18,716)	(215,353)	(44,736)	(170,617)

Comments

- 1 Other tenant income budget includes \$6,600 for Damages & Cleaning and \$6,600 for Forfeited Security Deposits. These charges have not been as large as expected.
- 2 Includes refund of real estate taxes paid before tax exempt status = approx \$11,800.
- 3 Total includes adjustment of old receivables = approx \$5,000; accrual of audit fee for 2012 audit and amount paid for 2011 audit; asset management fee \$5,722 paid to Boston Financial Investment Management which accounts for the variance.
- 4 Interest expense on the HOPE VI mortgage note of \$47,589 YTD was not budgeted due to the uncertainty of expense.
- 5 Depreciation & Amortization is not included in 2012 budget.

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Lakeland Housing Authority
Dakota Park
Balance Sheet
December 31, 2012

<u>Assets</u>		<u>Liabilities and Equity</u>	
Current Assets		Liabilities	
Cash - Unrestricted	5,671	Current Liabilities	
Cash - Security Deposits	8,048	Accounts Payable	6,758
Cash - FSS Escrow	15,196	Tenant Security Deposits	7,748
Cash - Reserve for Replacements	64,603	Accrued Interest - HOPE VI	462,048
Accounts Receivable - Tenants	5,205	Accrued Audit Fees	10,400
Allow for Doubtful A/R - Tenants	(1,137)	Accrued Developer Fee	149,860
Prepaid Expense	5,649	Due to West Lake Management	69,226
Other Current Assets	15,223	Accr Compensated Absences Current	598
Total Current Assets	<u>118,458</u>	Total Current Liabilities	<u>706,638</u>
Other Assets		Other Liabilities	
Fixed Assets	969,359	Accr Compensated Absences - LT	1,293
Accumulated Depreciation	(87,712)	FSS Escrow Liability	15,455
Total Other Assets	<u>881,647</u>	Due to Partner	19,034
		Due to General Partner	84,778
		Due to Limited Partner	21,142
		Loan Payable - HOPE VI	714,591
		Loan Payable - SunTrust	375,265
		Loan Payable - Lkld Housing Authority	101,380
		Total Other Liabilities	<u>1,332,938</u>
		Total Liabilities	<u>2,039,576</u>
		Equity	
		Partners' Equity	(1,039,472)
		Total Equity	<u>(1,039,472)</u>
Total Assets	<u>1,000,105</u>	Total Liabilities and Equity	<u>1,000,105</u>

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Lakeland Housing Authority
Renaissance Partnership
Statement of Operations

For the Twelve Months Ended December 31, 2012

	Current Month			Year to Date		
	Actual	Budget	% Variance	Actual	Budget	% Variance
Rental Income	54,128	53,985	143	679,723	647,820	31,903
Other Tenant Income	1,539	2,080	(541)	18,837	24,960	(6,123)
Grant Income	21,238	11,203	10,035	127,665	134,436	(6,771)
Other Income	199	-	199	55,603	-	55,603
Total Revenue	77,104	67,268	9,836	881,828	807,216	74,612
Administrative Expenses	32,384	20,415	11,969	306,374	257,692	48,682
Tenant Services	(11)	100	(111)	417	1,200	(783)
Utility Expense	11,065	5,042	6,023	73,211	68,210	5,001
Maintenance Expense	30,138	19,162	10,976	231,446	242,757	(11,311)
General Expenses	6,426	8,360	(1,935)	90,652	109,324	(18,672)
Housing Assistance Payments	2,689	1,864	825	34,032	22,368	11,664
Financing Expenses	14,353	4,946	9,407	190,189	59,351	130,838
Depreciation & Amortization	61,308	-	61,308	735,698	-	735,698
Replacement Reserve Expenses	2,906	-	2,906	9,768	-	9,768
Total Expense	161,258	59,889	101,369	1,671,787	760,902	910,885
Net Operating Income (Loss)	(84,154)	7,379	(91,533)	(789,959)	46,314	(836,273)

Comments

- 1 Includes refund of real estate taxes paid before tax exempt status = approx \$53,300.
- 2 Administrative expenses include the write off a \$11,200 receivable from Renaissance GP, Inc., which is no longer the general partner of Renaissance Partnership. The receivable is deemed uncollectible. Also, an unidentifiable prepaid asset as been carried in the g/l since 2005. The amount of \$18,000 is currently being written off \$3,000 per month.
- 3 Budget includes real estate tax expense.
- 4 Interest expense on the HOPE VI mortgage note of \$126,328 YTD was not budgeted due to the uncertainty of expense.
- 5 Depreciation & Amortization is not included in the 2012 budget.

Net Operating Income (Loss)

119.71%

169.26%

(1805.66%)

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Lakeland Housing Authority
Renaissance Partnership
Balance Sheet
December 31, 2012

Assets		Liabilities and Equity	
Current Assets		Liabilities	
Cash - Unrestricted	224,498	Current Liabilities	
Cash - Security Deposits	41,404	Accounts Payable	16,748
Cash - FSS Escrow	14,023	Tenant Security Deposits	41,730
Cash - Reserve for Replacements	138,882	Accrued Interest - HOPE VI	570,909
Cash - Partnership Development	1,188	Accrued Audit Fees	12,200
Cash - OA Reserve	76,113	Accrued Developer Fee	1,308,453
Cash - AA Reserve	46,921	Due to West Lake Management	23,087
Investments	504,254	Accr Compensated Absences Current	2,933
Accounts Receivable - Tenants	17,680	Total Current Liabilities	<u>1,976,060</u>
Allow for Doubtful A/R - Tenants	(10,225)		
Prepaid Expense	76,571	Other Liabilities	
Other Current Assets	28,038	Accr Compensated Absences - LT	6,339
Total Current Assets	<u>1,159,345</u>	FSS Escrow Liability	14,023
		Loan Payable - HOPE VI	2,200,000
Other Assets		Loan Payable - SunTrust	653,421
Furniture & Fixtures	24,308,040	Loan Payable	381,200
Accumulated Depreciation	(6,291,692)	Total Other Liabilities	<u>3,254,983</u>
Total Other Assets	<u>18,016,347</u>	Total Liabilities	<u>5,231,043</u>
		Equity	
Total Assets	<u>19,175,692</u>	Partners' Equity	13,944,649
		Total Equity	<u>13,944,649</u>
		Total Liabilities and Equity	<u>19,175,692</u>

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Lakeland Housing Authority
Colton Meadow, LLLP
Statement of Operations
For the Twelve Months Ended December 31, 2012

	Current Month			Year to Date				
	Actual	Budget	\$ Variance	% Variance	Actual	Budget	\$ Variance	% Variance
Rental Income	43,756	42,679	1,077	2.52%	510,703	512,144	(1,441)	-0.28%
Other Tenant Income	1,626	1,409	217	15.39%	15,968	16,908	(940)	-5.56%
Other Income	4	-	4	0.00%	26	-	26	0.00%
Total Revenue	45,386	44,088	1,294	2.94%	526,697	529,052	(2,355)	-0.45%
Administrative Expenses	12,338	12,112	226	1.87%	114,599	156,705	(42,106)	-26.87% ¹
Tenant Services	-	250	(250)	-100.00%	221	3,000	(2,779)	-92.62%
Utility Expense	5,245	4,552	693	15.23%	59,035	53,111	5,924	11.15%
Maintenance Expense	10,870	8,410	2,460	29.26%	87,935	101,108	(13,173)	-13.03%
General Expenses	9,301	7,564	1,737	22.97%	90,981	91,125	(144)	-0.16%
Financing Expenses	8,358	7,778	580	7.46%	89,006	87,981	1,025	1.17%
Replacement Reserve	-	-	-	0.00%	990	-	990	0.00%
Total Expense	46,113	40,665	5,447	13.40%	442,768	493,030	(50,262)	-10.19%
Net Operating Income (Loss)	(727)	3,422	(4,149)	-121.23%	83,929	36,022	47,907	133.00%

Comments

¹ Admin personnel expenses are under budget by \$11,000. Travel/training expense is \$12,000 under budget. Marketing & Advertising is under budget by \$9,700.

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Lakeand Housing Authority
Colton Meadow, LLLP
Balance Sheet
December 31, 2012

<u>Assets</u>		<u>Liabilities and Equity</u>	
Current Assets		Liabilities	
Cash - Unrestricted	26,107	Current Liabilities	
Cash - Security Deposits	20,975	Accounts Payable	6,818
Cash - Reserve for Replacements	34,200	Tenant Security Deposits	21,275
Cash - Tax & Insurance Escrow	39,649	Accrued Audit Fees	4,915
Accounts Receivable - Tenants	15,954	Due to West Lake Management	9,592
Allow for Doubtful A/R - Tenants	(6,153)	Tenant Prepaid Rent	404
Prepaid Expense	17,183	Other Current Assets	581
Other Current Assets	5,000	Accr Compensated Absences Current	2,147
Total Current Assets	<u>152,915</u>	Total Current Liabilities	<u>45,732</u>
		Other Liabilities	
		Accr Compensated Absences - LT	3,965
		Total Other Liabilities	<u>3,965</u>
		Total Liabilities	<u>49,697</u>
		Equity	103,218
		Total Equity	<u>103,218</u>
Total Assets	<u>152,915</u>	Total Liabilities and Equity	<u>152,915</u>

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Lakeand Housing Authority
 Villas at Lake Bonnet, LLLP
 Statement of Operations
 For the Twelve Months Ended December 31, 2012

	Current Month			Year to Date				
	Actual	Budget	\$ Variance	% Variance	Actual	Budget	\$ Variance	% Variance
Rental Income	49,934	51,290	(1,356)	-2.64%	603,168	615,476	(12,308)	-2.00%
Other Tenant Income	1,856	1,559	297	19.08%	11,317	18,708	(7,391)	-39.51%
Other Income	0	-	0	100.00%	5	-	5	100.00%
Total Revenue	51,790	52,849	(1,058)	-2.00%	614,490	634,184	(19,694)	-3.11%
Administrative Expenses	19,257	10,719	8,538	79.65%	120,691	133,587	(12,896)	-9.65%
Tenant Services	-	250	(250)	-100.00%	134	3,000	(2,866)	-95.55%
Utility Expense	4,740	4,580	160	3.49%	43,832	65,039	(21,207)	-32.61%
Maintenance Expense	11,538	8,233	3,305	40.14%	86,288	103,349	(17,061)	-16.51%
General Expenses	10,306	7,964	2,341	29.40%	80,363	98,428	(18,066)	-18.35%
Financing Expenses	16,508	15,858	650	4.10%	175,374	174,792	582	0.33%
Total Expense	62,348	47,604	14,744	30.97%	506,680	578,195	(71,515)	-12.37%
Net Operating Income (Loss)	(10,558)	5,244	(15,802)	-301.32%	107,810	55,989	51,821	92.56%

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Lakeland Housing Authority
Villas at Lake Bonnet, LLLP
Balance Sheet
December 31, 2012

Assets	Liabilities and Equity
Current Assets	Liabilities
Cash - Unrestricted	Current Liabilities
Cash - Security Deposits	Accounts Payable
Cash - Reserve for Replacements	Tenant Security Deposits
Cash - Tax & Insurance Escrow	Accrued Interest Payable
Accounts Receivable - Tenants	Accrued Audit Fees
Allow for Doubtful A/R - Tenants	Due to Bonnet Shores Partnership
Prepaid Expense	Due to West Lake Management
Other Current Assets	Tenant Prepaid Rent
Total Current Assets	Accr Compensated Absences Current
	Total Current Liabilities
	Other Liabilities
	Accr Compensated Absences - LT
	Total Other Liabilities
	Total Liabilities
	Equity
	Total Equity
Total Assets	Total Liabilities and Equity

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Lakeland Housing Authority
The Manor at West Bartow
Statement of Operations

For the Twelve Months Ended December 31, 2012

	Current Month			Year to Date				
	Actual	Budget	\$ Variance	% Variance	Actual	Budget	\$ Variance	% Variance
Rental Income	98,391	62,661	35,730	57.02%	816,057	751,932	64,125	8.53%
Other Tenant Income	-	165	(165)	-100.00%	1,538	2,580	(1,042)	-40.38%
Other Income	104	-	104	0.00%	6,964	-	6,964	0.00%
Total Revenue	98,494	62,826	35,668	56.77%	824,559	754,512	70,047	9.28%
Administrative Expenses	26,838	15,889	10,948	68.90%	182,524	196,802	(14,278)	-7.26% ¹
Utility Expense	10,740	9,600	1,140	11.87%	119,188	121,800	(2,612)	-2.14%
Maintenance Expense	31,263	10,055	21,208	210.92%	137,023	138,867	(1,844)	-1.33% ²
General Expenses	1,755	4,163	(2,408)	-57.85%	72,956	57,466	15,490	26.95% ³
Financing Expenses	18,990	19,344	(354)	-1.83%	239,377	232,128	7,249	3.12%
Depreciation & Amortization	40,826	43,929	(3,103)	-7.06%	489,914	527,150	(37,236)	-7.06%
Total Expense	130,411	102,980	27,430	26.64%	1,240,982	1,274,213	(33,231)	-2.61%
Net Operating Income (Loss)	(31,916)	(40,154)	8,238	-20.52%	(416,423)	(519,701)	103,278	-19.87%

Comments

The current year budget was created by the prior property management company.

- YTD Administrative Salary expense is approx \$14,000 below budget. Marketing and miscellaneous expenses are also below budget
- Maintenance Salary expense, Materials and Contract services are all below budget.
- The Allowance for Doubtful Tenant Accounts Receivable has been adjusted to reflect rents outstanding for more than 90 days. The allowance has been adjusted approx \$22,000 YTD. The adjustment to bad debt had not been made by the previous management company

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**Lakeland Housing Authority
The Manor at West Bartow
Balance Sheet
December 31, 2012**

<u>Assets</u>	<u>Liabilities and Equity</u>
Current Assets	Liabilities
Cash - Unrestricted	Current Liabilities
Cash - Security Deposits	Accounts Payable
Cash - Operating Reserve	Tenant Security Deposits
Cash - Reserve for Replacements	Accrued Property Taxes
Cash - Tax & Insurance Escrow	Accrued Interest Payable
Investment	Accrued Audit Fees
Accounts Receivable - Tenants	Due to West Lake Management
Allow for Doubtful A/R - Tenants	Tenant Prepaid Rent
Prepaid Expense	Accr Compensated Absences Current
Other Current Assets	Mortgage Note Payable
<u>Total Current Assets</u>	Second Mortgage Note Payable
	Third Mortgage Note Payable
	Fourth Mortgage Note Payable
Other Assets	Note Payable - City of Bartow Impact Fees
Property & Equipment	Deferred Development Fee
Accumulated Depreciation	<u>Total Current Liabilities</u>
<u>Total Other Assets</u>	
	Other Liabilities
	Accr Compensated Absences - LT
	Total Other Liabilities
	<u>Total Liabilities</u>
	Equity
	Total Equity
Total Assets	Total Liabilities and Equity

14,306,650

14,306,650

LAKELAND HOUSING AUTHORITY
December 2012
All Grants

	START DATE	OBLIGATION END DATE	DISTRIBUTION END DATE	AUTHORIZED	OBLIGATION 90% THRESHOLD	OBLIGATED AMOUNT	DISBURSED	AVAILABLE BALANCE
Capital Fund Program								
CFP - 2009	09-15-09	09-14-11	09-14-13	640,879.00	576,791.10	617,533.78	617,533.78	23,345.22
CFP - 2010	07-15-10	07-14-12	07-14-14	639,073.00	575,165.70	600,171.79	600,171.79	38,901.21
CFP - 2011	07-15-11	07-14-13	07-14-15	562,980.00	506,682.00	224,321.90	224,321.90	338,658.10
CFP - 2012	03-12-12	03-11-14	03-11-16	327,414.00	294,672.60	0.00	0.00	327,414.00
			CFP Subtotal:	2,170,346.00	1,953,311.40	1,442,027.47	1,442,027.47	728,318.53
Replacement Housing Factor								
RHF - 2009	09-15-09	09-14-11	09-14-13	431,912.00	388,720.80	0.00	0.00	431,912.00
RHF - 2010	07-15-10	07-14-12	07-14-14	441,385.00	397,246.50	0.00	0.00	441,385.00
RHF - 2011	08-03-11	10-29-15	10-29-17	380,321.00	342,288.90	0.00	0.00	380,321.00
RHF - 2012(a)	03-12-12	03-11-14	03-11-16	185,485.00	166,936.50	0.00	0.00	185,485.00
RHF - 2012(b)	03-12-12	03-11-14	03-11-16	70,661.00	63,594.90	0.00	0.00	70,661.00
			RHF Subtotal:	1,509,764.00	1,358,787.60	0.00	0.00	1,509,764.00
HOPE VI	04-05-00		12-31-17	21,842,801.00		19,908,767.13	19,908,767.13	1,934,033.87
Resident Opportunities and Self Sufficiency								
ROSS - Family Self Sufficiency 2012	09-26-12		07-01-14	52,084.00		0.00	0.00	52,084.00
ROSS - Family Self Sufficiency 2011	09-22-11		07-01-13	52,084.00		9,325.60	9,325.60	42,758.40
ROSS - Service Coordinator 2011	09-22-11		09-29-14	140,838.00		54,120.83	54,120.83	86,717.17
			ROSS Subtotal:	245,006.00		63,446.43	63,446.43	181,559.57
Youth Build (DOL)	06-01-11		05-31-14	997,492.00		206,697.16	206,697.16	790,794.84
			Youth Build Subtotal:	997,492.00		206,697.16	206,697.16	790,794.84
21st Century Department of Education 2012(WL)	08-01-12		09-20-13	369,283.00		0.00	0.00	369,283.00
			21st Century Subtotal:	369,283.00		0.00	0.00	369,283.00
			GRANT TOTALS	27,134,692.00		21,620,938.19	21,620,938.19	5,513,753.81

January 2013

Real Estate & Development

Colton Meadow

- Staff completed waterproofing of the fascia/gutter area.

Villas at Lake Bonnet

- In November 2012, Bonnet Shores, LLLP received authorization to enter into a temporary access agreement with URS Corporation. Outside counsel signed off on the last set of revisions from URS Corporation in January 2013. Bonnet Shores, LLLP executed the agreement the same month.

Hampton Hills Homes

- LHA is still waiting for approval from the Department of Housing and Urban Development (HUD) of the Homeownership Plan. As it typically takes 45-60 days to obtain HUD approval, LHA should receive a response in January 2013.

Cecil Gober

- Staff conducted interviews with the firms that responded to the Architecture IDIQ and scored high enough to make it to the second round January 7-8, 2013. Now that the interviews are complete, staff will commence negotiating contract terms and unit prices with the high-scoring firms.

The Manor at West Bartow

- Development is in the process of assisting site staff with procurement of a contractor to install a new electrical door access system.

Westlake

- Conversion of the cabinetry shop from a commercial space back to a residential use is another project that will require design services from one of the on-call architectural firms. Once staff completes contract negotiations and establishes unit prices for the pool, Development will issue a task order for design of the space to one of the high-scoring firms.

Renaissance

- The Ribbon Cutting for the Bus Shelter is scheduled to occur at 10 AM EST on Thursday, January 24, 2013.
- Last month Development procured a third party contractor to repair the roofs at Washington Ridge and The Manor at Washington Oaks. Repairs for Washington Ridge

January 2013

Real Estate & Development

are 100% complete. Work at The Manor at Washington Oaks is approximately 50% complete.

John Wright

- 🏡 Last month Development procured playground equipment for the site. The equipment is on order and is scheduled to ship in February 2013.

Additional Projects

- 🏡 LHA continued to assist Volunteers of America (VOA) with housing needed for the Transition in Place grant they received for assisting disabled, homeless veterans in establishing permanent housing.
- 🏡 Staff continued to investigate additional multi-family site purchase opportunities.
- 🏡 Staff continued to manage the operations of the Lake Ridge Home Owners Association. The following projects are underway:
 - working in conjunction with West Lake Management to resolve parking and trespassing issues in the alley way between the Lake Ridge homes and the Lake Ridge rental properties
 - addressing and resolving the delinquent HOA fees
 - re-establishing a Neighborhood Watch Program

LAKELAND HOUSING AUTHORITY REGULAR BOARD MEETING

LEGAL REPORT

LAKELAND HOUSING AUTHORITY REGULAR BOARD MEETING

ITEM NO. 8

SECRETARY'S REPORTS

Procurement December 2012

In addition to the normal day-to-day procurement activities (such as: monitoring invoices and certified payroll reports submitted by contractors, writing task orders and agreement modifications, and maintaining contract files and vendor lists), the following activities were accomplished in December 2012:

- Issued a Request for Qualifications for *Indefinite Delivery, Indefinite Quantity Surveying Services*.
- Issued a Request for Proposals for *Indefinite Delivery, Indefinite Quantity Real Estate Appraisal Services*.
- Issued a Request for Proposals for *Indefinite Delivery, Indefinite Quantity Environmental Testing and/or Due Diligence Building Inspection Services*.

**Resident Services
December 2012 Board Report**

We Are Here to Serve You!

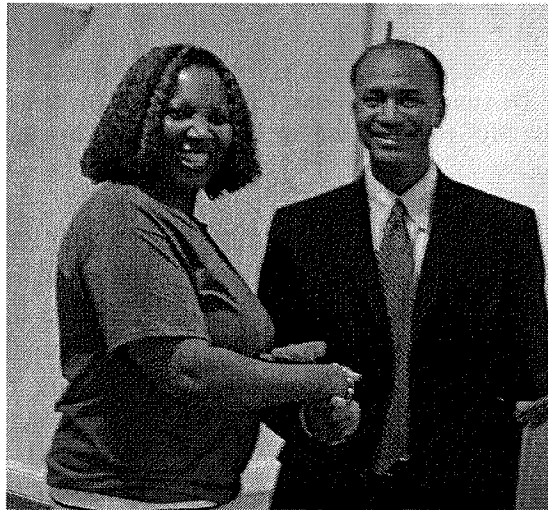


**L-R: DeAundray Williams, Commissioner Dr. Bernice Evans and
Nita McGee preparing for the evening of Christmas delivery.**

Greetings, on behalf of Lakeland Housing Authority's (LHA) Resident Services: I would like to say "Thank You" to all of our community partners, friends and LHA staff that contributed to the success of LHA's first annual Christmas Toy, Food and Socks for Seniors Drive. Special thanks to "Santa's Helpers": Commissioner Michael Pimentel, Commissioner Bernice Evans, Eva Hall, Valerie Brown, Katrina Holston, Kim Bean, Brenda Griffin, Elba Luzunaris, Tom Hornack, Cynthia Zorn-Shaw, staff of Alphagraphics, Broken Chain Ministry, Inc., Linda Willis and Annie Phyllis of the Paul A. Diggs Neighborhood, for their donations of toys, food, socks for Seniors and their overall support. Happy New Year! to each of you! – Earl W. Haynes, Resident Services Director/Executive Special Assistant.

- **Resident Services and Support Services Programs (ROSS)**
- On Dec. 3rd, LHA entered into an agreement with Girls Inc. of Lakeland for its Emma Turner Center to serve as a host-site for The Prodigy Cultural Arts Program. This program is a research proven, diversion, intervention and prevention project that provides a safe arena where children ages 7-17 learn communication, problem-solving and conflict resolution skills through visual and performing arts. There are two 90-minute classes each week. AND IT'S FREE! All supplies needed are provided to the student. The Prodigy Instructor is Ken McAllister, who formerly taught art during LHA's 21st Century Learning Center's Afterschool Program.

- On Dec. 4th, the ROSS Coordinator attended the Race to Place Partners Communications and Outreach at the Polk Works Bartow location. Topics included: Linking to Race to Place and Employ Florida Marketplace, Timeline of Initiative and Events, How to Promote to Jobseekers, How to Promote to other Employers, Social Media, and Labor Market information. The goal of this workforce initiative is to place 10,000 jobseekers in gainful employment on or before June 30, 2013. The meeting was facilitated by Polk Works staff Marybeth Soderstrom, Community Outreach Coordinator and Stacy Campbell-Domineck, President/CEO. The Lakeland Housing Authority has partnered with Polk Works in this effort. Ben Stevenson, Executive Director and Earl W. Haynes, Resident Services Director/S.A. and the ROSS Coordinator also met with Campbell-Domineck to discuss ways that LHA can support this and other efforts of Polk Works for the benefit of LHA residents and jobseekers of surrounding neighborhoods. It was agreed that the Emma Turner Center will serve as a host-site for Race to Place activities, workshops and events.
- On Dec. 6th, the ROSS Coordinator attended the Teen Pregnancy Prevention Alliance's meeting at The Salvation Army. Plans were discussed for the following upcoming 2013 events: Hispanic Teen Festival, the Faith-based Leaders Breakfast and the Teen Summit.



City of Lakeland's Mayor Gow B. Fields presented a key to the City to Celina Okpaleke, President/CEO of We Care Services, Inc. during the Meet & Greet Luncheon.

- We Care Services, Inc., Celina Okpaleke, President/CEO and the Lakeland Housing Authority (LHA) have joined forces to provide supportive services to the families/senior residents of (LHA) and the community. On Dec. 11th, the ROSS Coordinator served as Mistress of Ceremony for the We Care Services, Inc. and Lakeland Housing Authority's Meet and Greet Luncheon. On Tues., Dec. 11th, a Meet and Greet luncheon was held to introduce the new collaboration to the community. Because the strong focus of We Care will be seniors, the host-site of the luncheon was The Manor at Renaissance Community Room. The Welcome and Occasion was extended to guests by the Mistress of Ceremony. The Lakeland Police Department's Dr. Greg Robinson rendered a Prayer



L-R: Carlos Pizarro, Earl Haynes, Celina Okpaleke, Commissioner Michael Pimentel, Commissioner Dorothy Sanders and (front) Commissioner Ed Hall participated in the ribbon-cutting ceremony.

which was followed by the Blessing of the Food by LPD's Officer George Edwards. Mayor Gow B. Fields and Celina Okpaleke were joined by Earl W. Haynes, Carlos Pizarro, Commissioner Michael Pimentel, Commissioner Edward Hall, and Commissioner Dorothy Sanders, during the ribbon-cutting ceremony for the first flood office where We Care is now located. Remarks were given by Mayor Fields who also presented a Key to the City of Lakeland to Okpaleke. She was elated! As the guests enjoyed lunch, Okpaleke shared All About We Care Services, Inc. Remarks of encouragement and appreciation was extended by LHA's Commissioner Michael Pimentel, Earl W. Haynes, Resident Services Director and Carlos Pizarro, Housing Director. Everyone enjoyed a delicious lunch prepared by Fred's Market and served by the volunteers of We Care and New Life Outreach Ministry, Inc. of Lakeland, Larry Mitchell, CEO. Among the guests in attendance were: Darnetha Sanders, Eneida Espinosa, Carlos Soto, Maximina Rodriguez, Shirley Straun, Leah Hoosier, Evelyn Peterson, Gerald Lewis, Emmett Burgess, Officer Cynthia Sharp, LPD; Robin Fuller, Mike Vege, Julie Davis, Inter-Act Alliance; Mrs. McMillon, Faith in Action-North Lakeland; Laticia Cason, PACE Center for Girls; David Simpkins, 21st Century Community Learning Center; Keith Boyd, Polk County Health Department; Kancylin Stone; Linda Silas, City of Lakeland; Sandra Donaldson, Avon, Inc.; Mamie Johnson, Julio Rivera, and Hilda Causey.

- During the month of December, the staff of Resident Services conducted Toy/Food Drive and Socks for Seniors receiving donations to assist the residents of Public Housing with Christmas. On Dec. 21st, deliveries were made by staff, with the assistance of residents DeAundray Williams and Nita McGee. The following e-mail which was sent with reference to this effort, by the Resident Services Coordinator is being included in this report, as per Ben Stevenson, LHA Executive Director, as he, too appreciated those who were instrumental in this work..... **THANK YOU** to all LHA team members and Commissioners who contributed to the Lakeland Housing Authority's Socks for Seniors and Toy/Food Drive. The toys were delivered to selected families who reside in LHA's

Public Housing communities/units. These families were very grateful. The smiles and gratitude on the faces of the Mothers and children (*a number of the children had faith that there were toys in those bags!!!!*) were priceless! Some of the Mothers have contacted me on today, to once again say, THANK YOU to LHA for being concerned about their family at Christmas time. AND.....**THANK YOU** to Earl W. Haynes for enacting the 'spirit of giving' at LHA during the 2012 Holiday Season.....and to Katrina Holston for keeping record of the donations.....and Linda Willis for her hours of laboring with me to bag up the toys for the families....and to MST DeAundray Williams, LHARAA Parliamentarian Nita McGee for their assistance in embracing the cold temperature on last Friday evening as they assisted with delivering the bags of toys to the families. DeAundray even volunteered to deliver (to the ones who were not at home on Friday evening) during the weekend! May each of you be richly blessed for the LHA Team Work that made the Dream of Giving a Christmas Reality at LHA.

- **Resident Services Coordinator Program**

Office Skills Training Program/Maintenance Skills Training Program

During the month of November the participants of the Office Skills Training Program and Maintenance Skills Training Program continued to excel in their on-the-job training. Training assignments were as follows: Elizabeth Roman-Ortiz – LHA Receptionist; Kawanna Freeman – West Lake Management/The Renaissance; Jazmon Ponder – Colton Meadow/Villas at Lake Bonnet; and DeAundray Williams – The Renaissance. Interviews continued to be conducted for both programs.

Job Search/Florida ACCESS Center

The Job Search/Florida ACCESS Center continues to provide the opportunity for residents, especially West Lake residents, who are unemployed or underemployed to utilize the computers to search for employment. During the month of October, the upgrading of all computers in the Center began to make each computer more user-friendly for our clients. There are two computers on-site at the LHA Central Office. During the month of November, residents continued to utilize the computers at the Emma Turner Center and LHA Central Office for job search, ACCESS/Florida, Florida Virtual School and other on-line needs.

Lakeland Housing Authority Resident Advisory Association, Inc. (LHARAA)

The LHARAA meeting scheduled to be held on Dec. 11th was postponed until Jan. 2013.

- **YouthBuild-Lakeland**

Academics

The month of December was a very productive month academically for the program. Students have been working very hard academically moving toward their goal of obtaining their GED. Thirteen participants have signed up, and will take the GED on January 15th and 16th. In

addition to preparing for the exam students have been working to complete a financial literacy course. This course informs students on the basics of money management and budgeting through more difficult topics such as investing and insurance. Participants are making great strides each day and look forward to earning their diplomas in January.

Construction Training

The YouthBuild participants completed the single family home located on the corner of Fourth Street and Florence within the Lake Ridge neighborhood (pictured below). Everyone was very pleased as they were able to finish construction in time for the family to move in and spend the holidays in their new home. The participants are also working hard on their HBI PACT (nationally recognized certification in carpentry) and will complete their training and certification before the cycle ends on February 8.



Career Development

Continuing the program's focus on employability skills and training, participants completed CPR/First Aid training on December 7th. The training was conducted by Central Florida Safety and all participants were certified by the American Heart Association in first aid and infant/ adult CPR. Students also attended an Ex-Offender workshop held by Tony Forbes from Polk Works. The workshop focused on the realities of the job market for ex-offenders, myth busters, secrets to a positive job interview, and Polk Works job referrals. The participants really enjoyed Tony and were inspired by the workshop. In preparation for the end of the program cycle, participants have been registering with major recruiting agencies and applying for part-time jobs. Participants were given an opportunity to write a letter of reference. This activity gave them a chance to think about what a supervisor might write about their skills and how they stand out from others.

Recruitment

Our next Open House for the upcoming cycle (March, 2013) is scheduled for January 15 at 2pm and will be held at the Lakeland Housing Authority. We welcome anyone who wants to learn more about the program or is interested in joining to attend.

- **21st Century Community Learning Center (CCLC)**
- We had 74 students enrolled in the month of December.
- The students sung Christmas carols to LHA's senior residents at Washington Renaissance.
- We had our Parental Involvement Night on Thursday, December 20th.
- The 21st CCLC Staff Meeting was on Friday, December 21st.
- Some of our 3-5 students began Prodigy visual arts classes provided by Girls Inc.
- The program was closed for Winter Break from December 24th through January 7th.

Upcoming

- The students and staff will return to the program on January 8th.
- Our next 21st CCLC Staff Meeting will be on January 15th.
- The next Parental Involvement Night will be on January 24th.
- We will be starting Boy Scouts at our program in January.

- **Public Housing/Family Self-Sufficiency (PH/FSS)**

December 2012	# FSS Tenants	# with Escrow	% with Escrow	Escrow Amount (\$)
Public Housing (02,04) (05)	26	13	50	27,659.57
Dakota Park (13)	07	03	43	15,196.45
Renaissance (14)	09	02	22	14,022.55
Totals	42	18	43*	56,878.57

* The percentage using the total number of FSS clients and total number of clients with escrow.

Public Housing FSS Waiting List: Zero (0)

The Coordinator continues to meet with residents, by walking the sites and having one-on-one meeting. Each resident is given information on services available in the community.

Enrollment: Zero (0)

Public Housing Termination/Forfeiture/Transfer/Disbursement: Zero (0)

Pictures of the Cecil Gober Residents Holiday Party

On Dec. 12th, (12/12/12), LHA provided a Christmas luncheon program for the residents of Gober Villa. Commissioner Michael Pimentel and Commissioner Ed Hall were in attendance. The community center was beautifully decorated by LHA staff members: Vanessa Johnson, Jasmyne Huewitt, Linda Willis and Shauna Mobley. A Christmas tree was delivered and decorated by a Girl Scouts troop earlier during the month. The residents and their guests enjoyed delicious food prepared by Fred's Market. Entertainment included songs by Toxi Dockins, an LHA resident and praise dance performances by the daughters of Lovette Johnson, an LHA staff member.



- **Section 8/Family Self-Sufficiency (S-8/FSS)**

Programs	No. of FSS Tenants	Percentage of Slots filled	No. of Tenants with Escrow	Percentage with Escrow
Section 8 (HCV)	68	91	32	47%

Escrow Balances

- The balance of the Section 8 FSS Escrow November 2012 is \$ 130,833.64.
- The average amount is \$ 4,088.55.
- **Recruiting:** Received two (0) letters of interest

- **Housing Choice Voucher Program (Section 8):** The FSS Coordinator continues to submit the FSS clients 50058 data to Public & Indian Housing (PIC) in a timely manner, while ensuring that the information in PIC is current and up-to-date.
- **(HCV) Termination/Forfeiture/Transfer/Disbursement:** Zero (0)
- **Goals completed/enrolled by the Section 8 FSS participants:** Zero (0)
- **Completed Contract of Participation:** Zero (0)
- **Services needed to complete Contract of Participation:** A large number of our clients need assistance with childcare. At the present time, the only childcare provider available in the community is with Arbor E&T. This childcare provider currently has a waiting list.

Community Networking

Agency Connection Network (ACN)
Bank on Programs
Polk Work Partner Management

Earl W. Haynes
Resident Services Director

Nick Elzy
Resident Services Manager

Cynthia E. Zorn-Shaw
ROSS Service Coordinator

Kim Bean
21st CCLC Site Coordinator

Linda Willis
PH/FSS Coordinator

Dayen Valentine
S8/FSS Coordinator

Ayana Weaver
S8/FSS Coordinator

**Housing Management
Board Report
December 2012**

**Public Housing (PH), Housing Choice Voucher (HCV) and West Lake
Management Communities Reports**

- **Housing Communities Reports – Attached**
 1. WestLake
 2. WestLake Addition
 3. Cecil Gober
 4. John Wright Homes
 5. Dakota Apartments
 6. Renaissance/Washington Ridge
 7. Villas at Lake Bonnet
 8. Colton Meadow
 9. The Manor at West Bartow

- **Housing Choice Voucher Program - Attached**
 1. Intake & Occupancy Report
 2. Family Self-Sufficiency (HCV and PH)
 3. Housing Choice Voucher Report

The Manor at West Bartow

- The occupancy level is 98%. The staff processed 25 re-certifications.

Washington Renaissance and Dakota Park

- Dakota is 90% occupied and Renaissance is 98% occupied.

Colton Meadow/Villas at Lake Bonnet

- Colton Meadow is 99% occupied and Villas at Lake Bonnet is 99% occupied.

Public Housing

- The mean occupancy level for WestLake, WestLake Addition, Cecil Gober, and John Wright is 99%. PII PIC score as of December 31st is 99.62%.

Housing Choice Voucher Program

- The Inspection transmission through HUD PIC system is now complete; we contracted with TENMAST Corporation to process these inspections. HCV PIC score as of December 31st is 96.02%.

Housing Choice Voucher Program Monthly Board Report January 2013

HCV Intake and Occupancy Information

- **Tenant-Based Waitlist**

As of December 31, 2012, the Housing Choice Voucher tenant based waiting list contained four hundred ninety-nine (499) applicants.

- **VASH Waitlist**

As of December 31, 2012, the Veteran Affairs Supportive Housing waiting list contained three (3) applicants.

- **Project-Based Waitlist – The Manor at West Bartow**

As of December 31, 2012, Lakeland Housing Authority project-based waiting list for The Manor at West Bartow contained forty-eight (48) applicants.

- **Project-Based Waitlist – Villas at Lake Bonnet**

As of December 31, 2012, Lakeland Housing Authority project-based waiting list for the Villas at Lake Bonnet contained forty-four (44) applicants.

- **Project-Based Waitlist - Habitat for Humanity**

As of December 31, 2012, Lakeland Housing Authority project-based waiting list for Habitat for Humanity contained no applicants.

HCV Program Information

- **Port-Outs**

LHA currently has twenty-three (25) port-outs in the month of December. Port-outs are clients that use their voucher in another jurisdiction. The total amount of Portable HAP payments for the month of December is sixteen thousand, nine hundred sixteen dollars. This includes the Administration Fee of eight hundred ninety-four dollars and twenty-four cents.

- **Port- Ins**

LHA currently has five (9) port-ins for the month of December. Port-ins are participants that transferred from another housing agency that we are billing for HAP and administrative fees.

- **Lease-up & Transfers**

As of December 31, 2012, Lakeland Housing Authority issued ten (10) vouchers to transferees. We received two (2) Requests for Tenancy Approvals during the month of December. We processed twenty (20) unit transfers, 1 initial move-in, and 9 port-ins with a date effective in December on the Housing Choice Voucher program.

- **Active Clients**

As of December 31, 2012, LHA is servicing one thousand two hundred and thirty-five (1235) families on the Housing Choice Voucher program. These families include, but are not limited to, forty-five (44) Mainstream Disabled Housing Vouchers, forty-nine (49) VASH, nineteen (25) Port-outs and sixty-eight (68) FSS Participants. The balance of one thousand one hundred and two (1074) are comprised of the regular Housing Choice Voucher holders.

- **EOP – End of Participation**

LHA processed nine (6) EOP's with a date effective the month of December. Below are the reasons for leaving the program:

Housing Choice Voucher Program
 Monthly Board Report
 January 2013

Reason	Number
Termination – Criminal	0
Left w/out notice	0
No longer need S/8 Assistance	3
Deceased	1
Landlord Eviction	0
Lease Violations non-curable	2

- **Monthly HAP Analysis**

HAP disbursement for December, 2012 was seven hundred sixty-one thousand four hundred ninety-nine dollars and Admin Fee disbursement was fifty-five thousand two hundred thirty-four dollars.

- **PIC Reporting Percentage**

All Housing Authorities are required to submit information to HUD through the PIH Information Center (PIC). All transactions processed on the Housing Choice Voucher Program are submitted on a monthly basis to PIC. HUD requires a monthly reporting rate of 95%. Below is our current reporting rate for the Housing Choice Voucher program:

Effective Date	HCV	Date Collected
12/31/2012	97.24%	06/06/2012

- **General information and activities for the month of August:**

- Out of seventy-two (68) scheduled annual re-certifications for the month of December, the Housing Choice Voucher Department processed seven-two (68) re-certifications, non-renewals, unit transfers and/or termination.
- The Housing Choice Voucher program conducted 6 informal hearings in the month of December.

Property Name: Cecil Gober

Management Report for the Month of: December 2012

Occupancy:

As of the last day of the month of December, the community was 100% occupied.

Vacancy:

Vacant unit(s): 0

Turnover rate: 5 %

YTD: 2

Move-out(s): 0

Current Rent(s):

- 1- One Bedroom = \$ 481
- 2- Two Bedrooms = \$ NA
- 3- Three Bedrooms = \$ NA
- 4- Four Bedrooms = \$ NA

Utilities:

Residents pay: Electric

Maintenance:

Unit inspections: 6 Building inspections: 6

Vegetation is being trimmed weekly: X yes no

Security:

Any incident reports? ___yes no

If yes, give an explanation:

Insurance Claims:

Any claims this month? ___yes no

If yes, give an explanation:

Management Referrals:

Late Rent: 14 day notices were sent

Re-certifications:

Number completed for the current month: 5

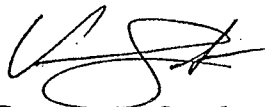
Number in process for the next month: 3

Social Services:

Newsletter completed and distributed? yes ___no

Scheduled activities: _____

Sincerely,



Community Coordinator

Property Name: John Wright

Management Report for the Month of: December 2012

Occupancy:

As of the last day of the month of December, the community was 100% occupied.

Vacancy:

Vacant unit(s): 0

Turnover rate: 5 %

YTD: 1

Move-out(s): 1

Current Rent(s):

- 1- One Bedroom = \$ NA
- 2- Two Bedrooms = \$ 526
- 3- Three Bedrooms = \$ 579
- 4- Four Bedrooms = \$ NA

Utilities:

Residents pay: Electric/Water

Maintenance:

Unit inspections: 0 Building inspections: 0

Vegetation is being trimmed weekly: X yes no

Security:

Any incident reports? yes no

If yes, give an explanation:

Insurance Claims:

Any claims this month? yes no

If yes, give an explanation:

Management Referrals:

Late Rent: 14 day notices were sent

Re-certifications:

Number completed for the current month: 1

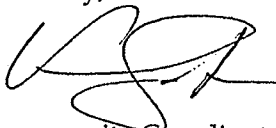
Number in process for the next month: 0

Social Services:

Newsletter completed and distributed? yes no

Scheduled activities: _____

Sincerely,



Community Coordinator

Property Name: Westlake

Management Report for the Month of: December 2012

Occupancy:

As of the last day of the month of December, the community was 98 % occupied.

Vacancy:

Vacant unit(s): 1

Turnover rate: 10 %

YTD: 6

Move-out(s): 0

Current Rent(s):

1- One Bedroom = \$ 387
2- Two Bedrooms = \$ 443
3- Three Bedrooms = \$ 543
4- Four Bedrooms = \$ 581

Utilities:

Residents pay: Electric/Water

Maintenance:

Unit inspections: 11 Building inspections: 11

Vegetation is being trimmed weekly: yes no

Security:

Any incident reports? ___yes no

If yes, give an explanation:

Insurance Claims:

Any claims this month? ___yes no

If yes, give an explanation:

Management Referrals:

Late Rent: 14 day notices were sent

Re-certifications:

Number completed for the current month: 3

Number in process for the next month: 7

Social Services:

Newsletter completed and distributed? yes ___no

Scheduled activities: _____

Sincerely,



Community Coordinator

Property Name: Westlake Addition
Management Report for the Month of: December 2012

Occupancy:

As of the last day of the month of December, the community was 98 % occupied.

Vacancy:

Vacant unit(s): 1

Turnover rate: 10 %

YTD: 6

Move-out(s): 1

Current Rent(s):

- 1- One Bedroom = \$ 425
- 2- Two Bedrooms = \$ 508
- 3- Three Bedrooms = \$ 576
- 4- Four Bedrooms = \$ NA

Utilities:

Residents pay: Electric/Water

Maintenance:

Unit inspections: 8 Building inspections: 8

Vegetation is being trimmed weekly: yes no

Security:

Any incident reports? ___yes no

If yes, give an explanation:

Insurance Claims:

Any claims this month? ___yes no

If yes, give an explanation:

Management Referrals:

Late Rent: 14 day notices were sent

Re-certifications:

Number completed for the current month: 2

Number in process for the next month: 6

Social Services:

Newsletter completed and distributed? yes ___no

Scheduled activities: _____

Sincerely,



Community Coordinator

Property Name: Colton Meadow

Management Report for the Month of: December 2012

Occupancy:

As of the last day of the month of December, the community was 99 % occupied.

Vacancy:

Vacant unit(s): 01

Turnover rate: 01 %

YTD: 18

Move-out(s): 01

Current Rent(s):

- 1- One Bedroom = \$ N/A
- 2- Two Bedrooms = \$ 600.00
- 3- Three Bedrooms = \$ 681.00
- 4- Four Bedrooms = \$ 779.00

Utilities:

Residents pay: Electricity

Maintenance:

Unit inspections: 06 Building inspections: 10

Vegetation is being trimmed weekly: X yes ___no

Security:

Any incident reports? _yes ___no

If yes, give an explanation:

One resident had an attempt break in. The Police was called. Nothing was taken.

Insurance Claims:

Any claims this month? ___yes _no

If yes, give an explanation:

N/A

Management Referrals:

Late Rent: N/A

Re-certifications:

Number completed for the current month: 04

Number in process for the next month: 01

Social Services:

Newsletter completed and distributed? ___yes _no

Scheduled activities: N/A

Sincerely,



Community Coordinator

Property Name: DAKOTA PARK

Management Report for the Month of: DEC 2012

Occupancy:

As of the last day of the month of DEC, the community was 90 % occupied.

Vacancy:

Vacant unit(s): 4

Turnover rate: 4 %

YTD: 8

Move-out(s): 0

Current Rent(s):

1- One Bedroom = \$ NA

2- Two Bedrooms = \$ 581

3- Three Bedrooms = \$ 660

4- Four Bedrooms = \$ 724

Utilities:

Residents pay: All their utilities.

Maintenance:

Unit inspections: 0 Building inspections: 0

Vegetation is being trimmed weekly: Xyes no

Security:

Any incident reports? ___yes Xno

If yes, give an explanation:

Insurance Claims:

Any claims this month? ___yes Xno

If yes, give an explanation:

Management Referrals:

Late Rent: Management sent out late notices to all residents that had not paid
rent by the 3rd and 10th of the month.

Re-certifications:

Number completed for the current month: 6

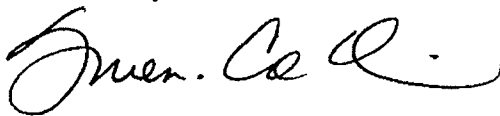
Number in process for the next month: 0

Social Services:

Newsletter completed and distributed? ___yes Xno

Scheduled activities: None for the month

Sincerely,



Community Coordinator

Property Name: RENAISSANCE

Management Report for the Month of: DEC 2012

Occupancy:

As of the last day of the month of DEC, the community was 98 % occupied.

Vacancy:

Vacant unit(s): 2

Turnover rate: 2 %

YTD: 37

Move-out(s): 1

Current Rent(s):

- 1- One Bedroom = \$ 490
- 2- Two Bedrooms = \$ 581
- 3- Three Bedrooms = \$ 660
- 4- Four Bedrooms = \$ 724

Utilities:

Residents pay: All their utilities. Senior owne pays water, sewer, trash

Maintenance:

Unit inspections: 0 Building inspections: 0

Vegetation is being trimmed weekly: Xyes no

Security:

Any incident reports? ___yes Xno

If yes, give an explanation:

Insurance Claims:

Any claims this month? ___yes Xno

If yes, give an explanation:

Management Referrals:

Late Rent: Management sent out late notices to all residents that had not paid
rent by the 3rd and 10th of the month.

Re-certifications:

Number completed for the current month: 14

Number in process for the next month: 9

Social Services:

Newsletter completed and distributed? ___yes Xno

Scheduled activities: On December 11th Faith Home Health Services held their
open house luncheon at the senior building. December 18th 21st Century kids su

Sincerely,


Community Coordinator

Property Name: Villas At Lake Bonnet
Management Report for the Month of: December 2012

Occupancy:

As of the last day of the month of December, the community was 99 % occupied.

Vacancy:

Vacant unit(s): 01

Turnover rate: 01 %

YTD: 13

Move-out(s): 01

Current Rent(s):

- 1- One Bedroom = \$ n/A
- 2- Two Bedrooms = \$ 614.00
- 3- Three Bedrooms = \$ 711.00
- 4- Four Bedrooms = \$ N/A

Utilities:

Residents pay: Electricity

Maintenance:

Unit inspections: 04 Building inspections: 08

Vegetation is being trimmed weekly: yes no

Security:

Any incident reports? _yes ___no

If yes, give an explanation:

One Resident called the police because someone keyed his car. One residents
filed a police report for theft of a TV & Bicycle.

Insurance Claims:

Any claims this month? _yes ___no

If yes, give an explanation:

A tenant fell in the manager's office. The tenant stated she was hurt due to the fall.
An incident report and insurance claim was filed.

Management Referrals:

Late Rent: N/A

Re-certifications:

Number completed for the current month: 0

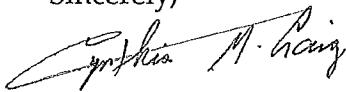
Number in process for the next month: 01

Social Services:

Newsletter completed and distributed? ___yes _no

Scheduled activities: N/A

Sincerely,



Community Coordinator

Property Name: Manor at West Bartow
Management Report for the Month of: December 2012

Occupancy:

As of the last day of the month of December, the community was 98 % occupied.

Vacancy:

Vacant unit(s): 1

Turnover rate: 21 %

YTD: 21

Move-out(s): 0

Current Rent(s):

- 1- One Bedroom = \$ 695
- 2- Two Bedrooms = \$ 801
- 3- Three Bedrooms = \$
- 4- Four Bedrooms = \$

Utilities:

Residents pay: Electric Only

Maintenance:

Unit inspections: 99 Building inspections: 1

Vegetation is being trimmed weekly: X yes ___no

Security:

Any incident reports? ___yes no

If yes, give an explanation:

Insurance Claims:

Any claims this month? ___yes no

If yes, give an explanation:

Management Referrals:

Late Rent: None

Re-certifications:

Number completed for the current month: 25

Number in process for the next month: 5

Social Services:

Newsletter completed and distributed? yes ___no

Scheduled activities: Christmas Party

Sincerely,

Aynne Weaver

Community Coordinator

Investigative Board Report December, 2012

1 Small Claims Court

- There were no small claims cases made for the month of December.

2 Eviction Court

- Two evictions filed for the month of December one was for non-payment, and the other was for lease violations, tenants were residing at West lake Management.

3 Applicant Criminal Histories

- During the month of December eight criminal histories were processed for Public Housing applicants, **resulting in a net savings to the Lakeland Housing Authority of one hundred and eighty-four dollars.**

4 Public Housing Re-certification Criminal Histories

- For the month of December thirty-four criminal histories were processed for Public housing, **resulting in a net savings of seven hundred and eighty-two dollars.**

5 Conflict Resolutions

- One for the month of December

6 Public Housing Fraud Recovery

- None for the month of December

7 Repayment Agreements

- None for the month of December

Section 8

1 Section 8 Terminations

- None for the month of December, however, we have some pending hearings.

Type	Current	Pending	Closed
Un-Authorized Guest	2	1	2
Un-Reported Income	1	1	1
Un-Guest / Income			
Drug Related Criminal Activity			
Totals	3	2	3

2 Section 8 Repayment Agreements

- No section 8 re-payment agreements were signed for the month of December.
- 3 **Section 8 Fraud Recovery**
 - No fraud figures were available due to the software conversion during the month of December.
 - 4 **Criminal Court**
 - The Lakeland Housing Authority currently has three pending cases with the State Attorney's Office.
 - 5 **Section 8 Applicant Criminal Histories**
 - During the month of December, the Lakeland Housing Authority Investigations Department ran Two (2) criminal histories for Section 8 applicants. **This resulted in a net savings of forty-six dollars.**
 - 6 **Section 8 Re-certification Criminal Histories**
 - During the month of December, fifty-six (56) section 8 re-certifications were submitted to Investigations, for a **total savings of one thousand two hundred and eighty-eight dollars.**
 - 7 **Section 8 Hearings**
 - Investigators attended no section eight hearings for the month of December.
 - 8 **VASH**
 - Four (4) for the month of December, for a **total savings of ninety-two dollars.**

Administration

- The investigative unit processed three (3) backgrounds on a L.H.A. new-hires, **for a savings of sixty-nine dollars.**

The Manor at West Bartow

- **Ten (10) applications were processed for new tenants for a total savings of two hundred and thirty dollars, in addition we processed fifteen (15) re-certifications for a total savings of three hundred and forty-five dollars**

Washington Renaissance and Dakota Park

- Two (2) criminal histories were processed for the Renaissance/Washington Oaks property, **for a savings of forty-six dollars.** In addition we processed twenty-eight (28) applications for recertification for a **total savings of six hundred and forty-four dollars.**

Colton Meadow/Bonnet Shores Villas

- Two (2) criminal histories were processed for Colton Meadow, for the month of December, **for a savings of forty-six dollars.** We also completed two (2) applications for recertification **for a savings of forty-six dollars. One criminal history was processed for Bonnett Shores for a savings of twenty-three dollars. Ten (10) criminal histories were processed for re-certification at the Bonnett Shores Property for a total savings**

of two hundred and thirty dollars.

Lincoln Square Apartments

- Periodic checks of the vacated property.

General

- During the month of December, we completed three (3) background checks for Lakeland Housing Authority employment, and attended several meetings. In addition we wrote eight (10) parking violations, all tenants complied with the 24 hour notice and none were towed. By having the Investigation Department process the criminal backgrounds in-house, the Lakeland Housing Authority has saved four thousand four hundred and eighty-five dollars, for the month of December. This figure is based upon the cost of twenty-three dollars per background check by outside information suppliers. In addition we have ordered a state of the art Identification Card maker. This new equipment should be up and running within the next few weeks.

Intake & Occupancy Board Report December 2012

o Unit Vacancies

❖ Public Housing currently has the following:

- ◆ **West Lake**
 - Units ready for occupancy – 0
 - Units in progress to rehab – 1
 - Units offline (ext. damages) – 0

- ◆ **West Lake Addition**
 - Units ready for occupancy – 0
 - Units in progress to rehab – 1
 - Units offline (ext. damages) – 0

- ◆ **John Wright**
 - Units ready for occupancy – 0
 - Units in progress to rehab – 0
 - Units offline (ext. damages) – 0

- ◆ **Cecil Gober**
 - Units ready for occupancy – 0
 - Units in progress to rehab – 0
 - Units offline (ext. damages) – 0

- ◆ **Dakota Park**
 - Units ready for occupancy – 1
 - Units in progress to rehab – 0
 - Units offline (ext. damages) – 0

- ◆ **Washington Ridge Renaissance**
 - Units ready for occupancy – 0
 - Units in progress to rehab – 0
 - Units offline (ext. damages) – 0

- ◆ **Washington Ridge Senior**
 - Units ready for occupancy – 0
 - Units in progress to rehab – 0
 - Units offline (ext. damages) – 0

- ◆ **Hampton Hills Homes**
 - Units ready for occupancy – 0
 - Units in progress to rehab – 8
 - Units offline (ext. damages) - 0

- **Lease-up**

- ❖ The Intake and Occupancy Department sent seventy four (74) offer letters to applicants on the waiting list to assist with Public Housing and West Lake Management lease-up. Eighteen (18) families responded to unit offers, four families (4) leased up. Three families are been process for eligibility and pending to lease up.

- ❖ The Intake and Occupancy Department processed zero (0) transfer during this month.

- **Front Desk Activity**

- Walk-Ins

413

o **Waiting List Activities**

- ❖ The Public Housing waiting list is not open at the present time.
- ❖ The Public Housing Hampton Hills Homeownership waiting list is open at this current time.

o **Grievance Hearings**

- ❖ No grievance hearings were conducted in the month of December.

Waiting List Recap

o **AMP 1 – Lakeland Housing Authority - Public Housing**

Size	TOTALS
Elderly	23
Near Elderly	71
Handi/Disab	106
Family	363
TOTALS	563
Race	
Black	382
White	162
Indian/Alaskan	1
Pacific	0
Islander	
Mixed/ Other	18
Ethnicity	
Not Hispanic	458
Hispanic	105

o **AMP 2: West Lake Management – Dakota Park Public Housing**

Size	TOTALS
Elderly	12
Near Elderly	10
Handi/Disab	27
Family	311
TOTALS	360
Race	
Black	236
White	103
Indian/Alaskan	0
Pacific Islander	0
Mixed / Other	21
Ethnicity	
Not Hispanic	280
Hispanic	80

o **AMP 3: West Lake Management – WR- Public Housing**

Size	TOTALS
Elderly	35
Near Elderly	13
Handi/Disab	36
Family	332
TOTALS	416
Race	
Black	281
White	108
Indian/Alaskan	1
Pacific Islander	0
Mixed/ Other	26
Ethnicity	
Not Hispanic	328
Hispanic	88

AMP 4: Lakeland Housing Authority – PH- Hampton Hills

Size	TOTALS
Elderly	01
Near Elderly	4
Handi/Disab	2
Family	31
TOTALS	38
Race	
Black	26
White	11
Indian/Alaskan	0
Pacific Islander	0
Mixed/ Other	1
Ethnicity	
Not Hispanic	31
Hispanic	07