

430 Hartsell Ave Lakeland, FL 33815

(863) 687-2911

http://LakelandHousing.org



#### **Board Of Commissioners**

Michael Pimentel, Chairman

Richard Richardson, Vice-Chairman

Joseph DiCesare

Edward Hall

Lorenzo Robinson

Dorothy Sanders

Shelly Asbury

## **REGULAR BOARD MEETING**

Monday, August 21, 2017

Benjamin Stevenson, Executive Director Ricardo Gilmore, Esquire

#### **AGENDA**

Board of Commissioners
Regular Meeting
The Housing Authority of the City of Lakeland, Florida

Monday, August 21, 2017 at 6:00 P.M. LHA Board Room 430 Hartsell Avenue Lakeland, Florida

Pledge of Allegiance Moment of Silence Establish a Quorum

- 1. Approval of the Meeting Agenda
- 2. Approval of the Minutes of the Regular Board Meeting held Monday, July 24, 2017.
- 3. Public Forum
- 4. New Business
- 5. Old Business
  - LHA Recovery Plan Update
- 6. Secretary's Report
  - Housing and Operations
  - Administration
  - Resolutions
- 7. Legal Report
- 8. Other Business
- 9. Adjournment

#### **MINUTES**

#### The Regular Board Meeting of The Housing Authority of the City of Lakeland Monday, July 24, 2017

The Board of Commissioners of the Housing Authority of the City of Lakeland met at the Lakeland Housing Authority, 430 Hartsell Avenue, Lakeland, Florida.

**LHA Board Members Present:** Michael Pimentel, Chairman

Richard Richardson, Vice-Chairman

Edward Hall, Commissioner Joseph DiCesare, Commissioner Dorothy Sanders, Commissioner Lorenzo Robinson, Commissioner Shelly Asbury, Commissioner

Secretary: Benjamin Stevenson
Legal Counsel: Ricardo Gilmore

The meeting was called to order at 6:05 p.m. by Chairman Pimentel. The Pledge of Allegiance and a Moment of Silence were observed. A quorum was established.

#### **APPROVAL OF THE AGENDA**

Commissioner Pimentel asked the Board to review the agenda and if there were any requests for items to be added to the agenda. Commissioner DiCesare requested to add to the agenda his concerns regarding "Consistency." He requested that the topic be placed under "New Business."

• Motion to approve and accept the agenda for the July 24, 2017 meeting with the addition to New Business.

Motion by Hall, second by Richardson

**Votes: Commissioners** 

Michael Pimentel – Aye
Richard Richardson – Aye

Joseph DiCesare – Aye

Lorenzo Robinson – Aye
Shelly Asbury – Aye

#### **SWEARING IN OF NEW COMMISSIONER**

Mr. Gilmore conducted the swearing in of the new LHA Commissioner Shelly Asbury. Commissioner Asbury was recently appointed to the Board by Mayor Wiggs and the City of Lakeland City Commission.

#### **APPROVAL/ACCEPTANCE OF MINUTES**

Commissioner Pimentel asked the Board if they had reviewed the meeting minutes, dated June 19, 2017, and if there was a motion for acceptance.

• Motion to approve and accept the minutes of the Board of Commissioners meeting held on Monday, June 19, 2017.

Motion by Hall, second by Pimentel.

#### **Votes: Commissioners**

Michael Pimentel – Aye	Edward Hall – Aye	Dorothy Sanders – Present
Richard Richardson - Present	Joseph DiCesare – Aye	Lorenzo Robinson – Aye
		Shelly Asbury – Present

#### **PUBLIC FORUM**

Bridgette Hamilton, a resident of John Wright Apartments, addressed the Board. She voiced concerns regarding the FSS Program.

Myshawn Howard spoke as a supporter of his grandmother, Patricia Howard, a former resident of Dakota Apartments. He voiced concerns regarding her tenancy on the property.

Karen Gray, a resident of West Lake Apartments, addressed the Board. She voiced concerns regarding the FSS program, resident utility checks and resident leadership.

Commissioner Pimentel explained to the public forum speakers that written responses will be given to the Board. The speakers will also receive a copy of staff's response.

#### **NEW BUSINESS**

Commissioner DiCesare indicated his concerns of "consistency" in the meetings regarding the policy and procedures for the Public Forum speakers. He indicated that everyone should be given the same amount of time to speak. Also no items should be allowed to be added after the agenda has been approved.

Commissioner Richardson spoke regarding the issue of a person attending the meeting and requesting to speak after the Public Forum and towards the end of the meeting was a request which was voted on and agreed to by the Board. He emphasized this was a one-time occurrence which does not require a change to the Public Forum policy.

Mr. Stevenson further clarified that it has always been customary to allow significant community leaders or elected officials to address the Board when visiting in an official capacity. He stated the speaker was a state officer for a national organization and permission to speak later on the agenda was voted on and approved by the Board. This is a pattern he has witnessed since he started his tenure at LHA.

#### **OLD BUSINESS**

• Recovery Plan Review Committee Update:

Commissioner Richardson gave updates regarding the Recovery Plan Review meeting. He also welcomed the Commissioner Asbury to the Board and explained the purpose of the Committee.

Mr. Stevenson informed the board that the demo-disposition application for Phase I of West Lake had been submitted to HUD review and approval. He gave additional information regarding the HUD process. Mr. Stevenson also indicated that Resolution 17-1444 is related to the West Lake project. Even though HUD had approved the award of the Section 8 vouchers to the project, LHA must show proof that the Board authorized the award of subsidy to the new development. This is a requirement of the Subsidy Layering Review process.

The Williamstown project received an impact wavier from Polk County. Approximately \$240,000 in impact fees was awarded. An application has also been submitted to the City of Lakeland requesting impact fee waivers. The City is still reviewing the request.

Mr. Stevenson reminded the Board of an investor that is looking to provide \$10 to \$20 million dollars for an affordable housing venture with the LHA. He distributed a copy of a Letter of Interest received from a representative of the investor. LHA will explore this option.

Commissioner Richardson stated that LHA received a High Performer designation. Mr. Stevenson advised this is the third consecutive year LHA had earned this rating for Public Housing and Section 8.

Mr. Stevenson informed the Board that the final upgrade conversion to Yardi-7 was now completed. There are some minor adjustments to be made, but the system is up and running. The YouthBuild Lakeland program celebrated its 10 year anniversary. Mr. John Valverde, YouthBuild CEO, was the guest speaker at the celebration. The Mayor and two members of the City Commission also attended.

Mr. Stevenson advised the Board a couple of letters were included in the Board Report. The Federal Home Loan Bank had awarded \$1.2 million to the West Lake project. These funds will help with the funding gap on Phase I. The second letter addresses moving the \$765,000 LHA loan to Phase II. The swapping of funds was requested by the Developer Partner.

Commission Pimentel inquired about changing the name of the Recovery Plan Review Committee to the Sustainability Committee. Mr. Stevenson replied that was still in the works.

#### • <u>SECRETARY'S REPORT</u>

Report submitted as written.

#### Housing/Operations

Report submitted as written.

#### • Administration/Finance

Carlos Pizarro gave an overview of the Financial Report.

#### • Resolutions

Resolution # 17-1444 - Authorizing the provision of Section 8 Project-Based Voucher Assistance to Phase I of the West Lake redevelopment project.

• Motion that Resolution 17-1444 be accepted and approved.

Motion by Richardson, second by DiCesare

**Votes: Commissioners** 

Michael Pimentel – Aye Richard Richardson – Aye Edward Hall – Aye Joseph DiCesare – Aye Dorothy Sanders – Aye Lorenzo Robinson – Aye Shelly Asbury – Aye

#### **LEGAL REPORT**

None

#### **OTHER BUSINESS**

None

The meeting adjourned at 7:35 p.m.

Benjamin Stevenson, Secretary

## **OLD BUSINESS**



#### **BOARD OF COMMISSIONERS**

Michael A. Pimentel Chairman

Rev. Richard Richardson Vice-Chairman

> Eddie Hall Commissioner

Joseph DiCesare Commissioner

Lorenzo Robinson. Commissioner

**Dorothy Sanders** Commissioner

Shelly L. Asbury Commissioner

Benjamin J. Stevenson **Executive Director** 

430 Hartsell Ave Lakeland, FL 33815

#### **MAIN OFFICE**

Fax: (863) 413-2976

Phone: (863) 687-2911

DATE: August 15, 2017

TO: LHA Commissioners

Benjamin Stevenson, Executive Director FROM:

RE: Recovery Plan Update

Below is a summary update of progress made with the LHA Recovery Plan.

#### 1) Developer Partners Update

Status: Housing Trust Group (HTG), the Developer Partner for the West Lake Apartments property, was successful in the submittal of an application for low income housing tax credits through the SAIL program for Phase I. The SAIL award of 4% bonds will be combined with Project-Based Section 8 Vouchers to make the project a viable alternative for LHA and the Developer. LHA staff and HTG negotiated some additional business terms for Phase I. HTG increased the amount of developer fee to be received by LHA and offered a ground lease payment. LHA agreed to provide a construction loan for the first phase.

The HUD-Jacksonville Field Office approved the Request to Award the Section 8 Project-Based Vouchers to the West Lake Phase I project in July 2017. Basically, the Field Office approved the process whereby the City of Lakeland reviewed the RFP responses and made a recommendation for award of the Section 8 vouchers. The next step was for LHA to submit the Subsidy Layering Review (SLR) documents to HUD-Washington, D.C. for review and approval. The SLR documents were submitted this past week. After approval of the SLR, LHA will enter into an Agreement to enter into Housing Assistance Payment (AHAP) contract with the Developer to provide 80 Section 8 project-based vouchers to the project. The AHAP is one of the documents that will be included with the Mixed Finance Evidentiary closing currently scheduled for October 2017.

LHA staff continues to meet with HTG to discuss plans for relocation, demolition, overall master plan, and communication with residents and the general public. We also discussed funding options, timing of finances and construction schedules.

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LHA has submitted an application to HUD requesting approval for disposition and demolition of the property. The application was submitted in February 2017. HUD approval must be obtained prior to starting any relocation or demolition activities. Staff has responded to the preliminary comments received from the HUD-SAC Office. HUD has requested that Mixed Finance Development Proposal be submitted before granting approval of the application. The Development Proposal packet was submitted to HUD-Washington, D.C. and HUD-Jacksonville Offices on August 14, 2017. A copy of the document will be made available at the Board meeting. The relocation and demolition will be completed in phases over a two-three year period. Subsequent applications for disposition, demolition and relocation will be submitted for Phases II and III in 2017 and 2018, respectively.

LHA and the Developer Partner received notification of the award of \$1.2 million dollars from the Federal Home Loan Bank of San Francisco for Phase I of the West Lake project. This award addresses a funding gap on Phase I, so the Developer has requested that LHA transfer the loan of public housing funds to Phase II. It was also requested that LHA provide a commitment letter that obligates the FHLB funds to Phase I. LHA agreed to both requests since it is in the best interest of the project. Copies of both commitment letters were included in the July 2017 Update.

The City of Lakeland has completed a HUD Part 58 Environmental Review for all LHA properties located within the city limits of Lakeland. The environmental review is a HUD requirement of the Capital Fund program. The first property to be reviewed was West Lake. The Part 58 will be used for the demolition/disposition applications for West Lake Phases II and III. Polk County Neighborhood Services staff has completed the environmental review for the John Wright property. The County performed this review since the property is located in the unincorporated area of the county. LHA posted a notice of FONSI (Finding of No Significant Impact) in the local newspaper for approximately two weeks which was necessary before HUD will consider the process to be complete.

LHA hired a Relocation Manager in February to work with the residents on relocation activities. The Relocation Manager also completed a survey of the Phase I residents regarding their preferences for relocation. 100% of the residents have requested a Section 8 voucher for relocation. The Relocation Plan was submitted to HUD in May 2017. LHA requested Section 8 vouchers for the twenty (20) families impacted by the relocation. Relocation activity will officially begin after HUD approves the Relocation Plan.

The Relocation Manager gave 90-Day Notices in June 2017 to persons residing in Phase I. The Relocation Plan for Phase I has been submitted to HUD. LHA requested Section 8 vouchers for the twenty (20) families impacted by the Phase I relocation. A copy of the Relocation Plan was included with the May 2017 Board packet. Previously, the Relocation Manager completed a survey of the Phase I



residents regarding their preferences for relocation. 100% of the residents have requested a Section 8 voucher for relocation.

Staff continues to have Relocation Meetings with the residents of West Lake Apartments. The most recent meeting was held on August 3, 2017. Section 8 staff was in attendance and answered questions from the residents.

A design charrette was also held with the residents on June 28, 2017. Residents were shown updated architectural renderings and staff answered questions about the construction schedule and development phases. The Developer and Project Architect were also in attendance to answer questions.

Staff is continuing to have discussions with HTG on financing options for Phase II of the project. HTG has received a preliminary award of 4% tax credits for Phase II. HTG is exploring additional financing options to bring in more soft money to support the bonds. In that regard, they submitted an application for Green Reuse Area Designation Eligibility. One of the first steps in this process was to submit a copy of the application to the City of Lakeland for review and approval. A public hearing was also required. The hearing was held at West Lake on February 28, 2017. Attendance was minimal. The Green Reuse application is a part of the Brownfield grant process for provides funding for projects the emphasize energy reuse and environmental efficiency. HTG has advised LHA that the application was approved and will provide some additional financing for Phase II of the West Lake redevelopment project.

The name for the new community was also selected. The new name will be Twin Lake Estates.

#### 2) Use of HOPE VI Funds

Status: The General Contractor began construction activity by starting the process of clearing the site for vertical construction work. LHA hosted a groundbreaking ceremony to announce the Micro-Cottages at Williamstown development project on Tuesday, May 16, 2017. Representatives from Senator Bill Nelson, Congressman Dennis Ross, City of Lakeland City Council, U.S. Department of Veteran Affairs, City of Lakeland staff and other local partners were in attendance. The Lakeland Ledger published a nice article about the ceremony on their website and in the printed edition of the newspaper.

The Williamstown project satisfies the HUD requirement to obligate the remaining HOPE VI funds while constructing some affordable housing rental units for senior citizens. This project also will obligate some RHF funds that are nearing their expiration date. LHA received final approval of the Williamstown project from the HUD-Washington, D.C. office in April 2017. A copy of the HUD approval letter for the Mixed-Finance Evidentiary Documents was included with the Development Report of the May 2017 Board Packet. Staff also previously received HUD approval of the Designated Housing Plan and Site Neighborhood Review documents. The project has a fourteen month construction schedule.



#### 3) Purchase Agreement for Sale of LHA Property

Status: The City Commission on March 21, 2016 approved the change in zoning for the 10<sup>th</sup> Street property. The Commission then approved the request to change the zoning from residential to commercial. The Potential Buyer (Buyer) honored their commitment to buy the property by wiring the payment to LHA on February 15, 2017. Construction activity has begun.

HUD has mandated that 100% of the sales proceeds be used for affordable housing development. The funds will be used in combination with other financial funding on the Williamstown and West Lake affordable housing development projects.

#### 4) Reduce COCC Budget/Overall Agency Debt

Status: The COCC budget is a part of the Recovery Plan. Staff continues to make progress with reducing the overall agency debt to the Public Housing program. Staff will be submitting a Sustainability Plan to the Recovery Plan Review Committee and Board of Commissioners for review sometime within the next couple of months.

#### 5) Implement Upgrade of Yardi System

Status: LHA completed the process of transferring funds from the thirty-seven (37) old accounts for the housing programs and properties to the TD Bank accounts in September 2016. The next step was to upgrade the Yardi system to the 7.0 version. I am happy to report that upgrade has been completed. Staff is still working out some of the kinks, but setbacks have been minor.

#### 6) Other Items

LHA continues to entertain offers for the purchase and/or development of the Arbor Manor property. Staff received written approval from the HUD SAC for the disposition of the Arbor Manor property. A copy of the approval letter was included with the November 2015 Board packet. LHA staff continues to discuss options with a local group.

Staff has also received an inquiry regarding the vacant lot on N. 10<sup>th</sup> Street located across the street from the Colton Meadows property. The lot is currently zoned for multi-family residential development. All of the discussions are preliminary. The potential buyer is looking for a location to build housing for senior citizens as partnering with some other local organizations to provide some recreational and community service programs.



LHA staff has drafted the 2018 Agency Plan. Copies are being distributed to the Board along with this month's Board packet. The document will be made available for review and comment by the Resident Advisory Board and general public for 45 days. Locations where physical copies of the Plan are available include LHA, the Larry Jackson Library and the City of Lakeland. A copy is also available on the LHA website. LHA staff held the first of three public meetings with the RAB and the general public to discuss their comments regarding the Plan on July 6, 2017. Members of the RAB were given an overview of the revisions and updates to last year's Plan. The next meeting with the RAB will be held on July 20, 2017. A Public Hearing with the general public will be held on July 24, 2017. All of the meetings are held in the LHA Boardroom. The Plan will be submitted to HUD in October 2017.

The HUD-Jacksonville Office sent written approval of the 2017 Agency Plan in December 2016. LHA staff anticipates a similar time frame for approval of the 2018 document. A copy of the HUD Approval Letter for the 2017 Agency Plan was included with the December 2016 Board packet.

The City of Lakeland requested permission to conduct a shoreline restoration project along the southside of Lake Beulah across from the West Lake Apartments development. The work will improve the shoreline and stabilize the water edge from further erosion.

**BJS** 

## **SECRETARY'S REPORT**

## Secretary's Report August 2017

#### **HOPE VI Funds Expenditure**

The Williamstown project satisfies the HUD requirement to obligate the remaining HOPE VI funds while constructing some affordable housing rental units for senior citizens. This project also will obligate some RHF funds that are nearing their expiration date. LHA received final approval of the Williamstown project from the HUD-Washington, D.C. office in April 2017. A copy of the HUD approval letter for the Mixed-Finance Evidentiary Documents was included with the Development Report of the May 2017 Board Packet. Staff also previously received HUD approval of the Designated Housing Plan and Site Neighborhood Review documents. The project has fourteen month construction schedule.

The General Contractor started construction activity by clearing the site for vertical construction work in June. The GC started laying concrete foundations for the housing units on July 6, 2017. Construction activity continues to go well with minor weather delays. The project is on schedule for completion.

#### **Annual Budget/Agency Update**

The LHA Recovery Plan is still being implemented. An update memorandum on Recovery Plan activities is a standard part of the Board agenda. LHA recently received HUD approval of the Capital Fund Amendment. A copy of the approval letter is included with the June 2016 Board packet.

The Recovery Plan and 2015 Budget were approved by the LHA Board of Commissioners at the October 2014 board meeting. The Plan was revised as instructed by the Board and submitted to the HUD-Miami Field Office. Staff is still waiting on comments on the Plan from HUD.

The 2017 Annual Budget was distributed to the Board at the October meeting. The budget was discussed and approved at the November 2016 meeting.

#### Agency Plan

LHA staff has drafted the 2018 Agency Plan. Copies were being distributed to the Board along with July 2017 Board packet. The document has been made available for review and comment by the Resident Advisory Board and general public for 45 days. Locations where physical copies of the Plan are available include LHA, the Larry Jackson Library and the City of Lakeland. A copy is also available on the LHA website. LHA staff held public meetings with the RAB and the general public to discuss their comments regarding the Plan on July 6<sup>th</sup> and July 20, 2017. Members of the RAB were given an overview of the revisions and updates to last year's Plan. A

## Secretary's Report August 2017

Public Hearing with the general public was held on July 24, 2017. All of the meetings were held in the LHA Boardroom. The Plan will be submitted to the LHA Board for approval and later to HUD in October 2017.

The HUD-Jacksonville Office sent written approval of the 2017 Agency Plan in December 2016. LHA staff anticipates a similar time frame for approval of the 2018 document. A copy of the HUD Approval Letter for the 2017 Agency Plan was included with the December 2016 Board packet.

#### West Lake

I continue to have meetings with the Developer Partner for the West Lake project. We discussed plans for relocation, demolition, overall master plan, communication with residents, timing of finances and construction schedules as well as developer fees. The Developer Partner has received a preliminary award of 4% tax credits for Phase II. We are discussing additional financing options to bring in more soft money to support the bonds.

LHA and the Developer Partner received notification of the award of \$1.2 million dollars from the Federal Home Loan Bank of San Francisco for Phase I of the West Lake project. This award addresses a funding gap on Phase I, so the Developer has requested that LHA transfer the loan of public housing funds to Phase II. It was also requested that LHA provide a commitment letter that obligates the FHLB funds to Phase I. LHA agreed to both requests since it is in the best interest of the project. Copies of both commitment letters are included with the July 2017 Recovery Plan Update.

Staff continues to have Relocation Meetings with the residents of West Lake Apartments. The most recent meeting was held on August 3, 2017. Section 8 and Public Housing staff was in attendance and answered questions from the residents.

A design charrette was also held with the residents on June 28, 2017. Residents were shown updated architectural renderings and staff answered questions about the construction schedule and development phases. The Developer and Project Architect were also in attendance to answer questions.

In June, the Relocation Manager gave 90-Day Notices to persons residing in Phase I. The Relocation Plan for Phase I has been submitted to HUD. LHA requested Section 8 vouchers for the twenty (20) families impacted by the Phase I relocation. A copy of the Relocation Plan is included with the May 2017 Board packet. Previously, the Relocation Manager completed a survey of the Phase I residents regarding their preferences for relocation. 100% of the residents have requested a Section 8 voucher for relocation.

## Secretary's Report August 2017

Staff has submitted the Demolition/Disposition application for Phase I to the HUD-SAC Office. We hope to receive HUD approval of the application in approximately 60 days. Subsequent applications will be submitted for Phases II and III in 2017 and 2018, respectively. Staff has responded to HUD comments received on the Phase I application. HUD has fixed the technical difficulties with receiving the information on their end.

The HUD-Jacksonville Field Office approved the Request to Award the Section 8 Project-Based Vouchers to the West Lake Phase I project in July 2017. Basically, the Field Office approved the process whereby the City of Lakeland reviewed the RFP responses and made a recommendation for award of the Section 8 vouchers. The next step was for LHA to submit the Subsidy Layering Review (SLR) documents to HUD-Washington, D.C. for review and approval. The SLR documents were submitted this past week. After approval of the SLR, LHA will enter into an Agreement to enter into Housing Assistance Payment (AHAP) contract with the Developer to provide 80 Section 8 project-based vouchers to the project. The AHAP is one of the documents that will be included with the Mixed Finance Evidentiary closing currently scheduled for October 2017.

LHA staff met with the Board of Directors for Lakeland Polk Housing Corporation in October 2016. The LPHC Board approved resolutions authorizing LHA to proceed with an application for low income housing tax credits for West Lake Phase II and the submittal Mixed Finance Evidentiary documents for the Williamstown project.

The name for the new community was also selected. The new name will be Twin Lake Estates.

#### **Other Activities**

I attended the Florida Association of Housing and Redevelopment Officials (FAHRO) Annual Conference in Orlando. LHA received an award for its YouthBuild Lakeland program.

I also attended the FHARMI Annual Meeting while in Orlando.

Respectfully submitted,

Benjamin Stevenson

Secretary

## **AFFORDABLE HOUSING REPORT**

**◄ Housing Report** 

**◄ FSS & Resident Activities** 

# Affordable Housing Department Board Report August 2017

- Public Housing (PH), Housing Choice Voucher (HCV), Family Self-Sufficiency (FSS), Resident Activities and West Lake Management Communities Reports
  - Housing communities reports
    - 1. West Lake
    - 2. West Lake Addition
    - 3. Cecil Gober
    - 4. John Wright Homes
    - 5. Carrington Place (Formerly known as Dakota Apartments)
    - 6. Renaissance/Washington Ridge
    - 7. Villas at Lake Bonnet
    - 8. Colton Meadow
    - 9. The Manor at West Bartow
  - Housing Choice Voucher Program
    - 1. Intake & Occupancy Report
    - 2. Housing Choice Voucher report
  - Family Self-Sufficiency Program and Resident Activities

Updates for the month of July:

• Colton Meadow Apartments and the Villas at Lake Bonnet passed without any findings their annual Florida State Low Income Housing Tax Credit physical inspection and management audit.

#### Health and the Capital Fund

The underfunding of the Public Housing Capital Fund has led directly to a public health crisis. Because of budget cuts, PHAs have been unable to make necessary repairs to their buildings. As a result, the health of their residents has been negatively impacted. Poorly maintained and aging infrastructure has been proven to cause asthma, respiratory illnesses, and elevated blood-lead levels. Congress must increase funding the Capital Fund in order to protect the health of thousands of residents nationwide.

#### Senate and House Appropriations Committees Pass Transportation, HUD Bill

The Senate Appropriations Committee voted unanimously on July 27 to approve its FY 2018 Transportation, Housing and Urban Development (T-HUD) bill. The bill provides \$60.058 billion in funding overall, \$2.407 billion higher than current funding levels and \$3.5 billion higher than the House. Considering the constraints of the FY 2018 budget cap, the increased T-HUD allocation is a huge win and allowed appropriators to avoid making the same types of cuts seen in the House T-HUD bill. The House Appropriations Committee approved its bill on July 17. NAHRO's in-depth analysis of the Senate bill and House bills as they relate to Community Planning and Development (CPD) programs are available online (login required).

#### Senate Banking Committee Votes Favorably on Three HUD Nominees

On July 27, the Senate Committee on Banking, Housing, and Urban Affairs voted favorably and sent to the full Senate the HUD nominations of Mr. J. Paul Compton, Jr., to be General Counsel; Ms. Anna M. Farias, to be Assistant Secretary for Fair Housing and Equal Opportunity; Mr. Neal J. Rackleff, to be Assistant Secretary for Community Planning and Development. These nominees still require full Senate confirmation and it is currently

unclear whether they, or HUD Deputy Secretary-nominee Ms. Pamela Patenaude, will be approved prior to the August recess.

#### Community Development Block Grant Updates

New CDBG-DR Launch and Implementation Tools: On July 17, HUD launched the CDBG-Disaster Recovery (CDBG-DR) tools in the Redesigned CDBG-DR Toolkit for both new and experienced grantees. Divided into sections, the Program Launch guide walks grantees through the key things to know when they receive a CDBG-DR allocation, and the Program Implementation guide describes important design considerations and provides implementation tools for common CDBG-DR activities.

#### **HOME** and Housing Trust Fund Updates

Guidance Update on Base City High Cost Percentages to Determine the HOME Max Per-Unit Subsidy Limits: HUD has updated HOME fires Vol. 12, No. 1 to reflect a change in the HUD Office of Multifamily Housing Program's Field Office structure. HUD Multifamily Hubs in the field have been reorganized into HUD Multifamily Regional and Satellite Offices. This guidance makes clear that the Office of Community Planning and Development within a HUD Field Office may allow a HOME PJ that is not listed on the published list of "Base City High Cost Percentages" to use the high cost percentage of its HUD Multifamily Regional Office to determine the maximum per-unit subsidy limits for HOME.

#### Homeless Assistance Programs Updates

<u>FY 2017 Continuum of Care (CoC) Program Competition is Now Open</u>: On July 14, HUD announced the publication of the FY 2017 CoC Program Competition Notice of Funding Availability (NOFA). This NOFA makes available approximately \$2 billion in FY 2017 for the CoC Program, supporting efforts across the nation by nonprofit providers, States, and local governments to address homelessness in their communities. The submission deadline for CoC Consolidated Applications is **September 28, 2017 at 8:00 PM EDT.** 

Optional Rating and Ranking Tool for CoC Program Competition: CoCs are required to design and implement a collaborative process for the CoC Program Competition and this includes an objective and effective local project ranking process. HUD recently published an optional Rating and Ranking Tool to help CoCs enhance their local competitions. The tool supports CoCs in their year-round rating and ranking processes and it is not tied specially to any FY 2017 CoC Program NOFA questions or metrics.

<u>2016 CoC GIS Toolkits Posted</u>: CoC GIS Toolkits are now available for grantees, homeless service planners, and research institutions. The toolkit includes data on CoC Boundaries, HUD Geocodes and Preliminary Pro Rata Need, Housing Inventory Count data, U.S. Census demographics, detailed street maps, and mapping data. Users must download the free ArcReader software.

HUD's 30-Day Information Collection on Rapid Re-Housing (RRH) Study: HUD is requesting comment from all interested parties on the proposed collection of information for The Understanding Rapid Re-Housing Study. This study provides an opportunity to (1) synthesize existing research on RRH programs, (2) extend the analysis of data from the Family Options Study (2016), (3) provide a detailed examination of all rapid re-housing programs nationwide, and (4) conduct qualitative research with a small sample of families and individuals who receive RRH. Respondents (i.e., affected public) include CoC Collaborative Applicants, RRH program directors, and participants of RRH programs. Comments are due by **August 7, 2017.** 

Survey from Partners at the National Alliance for Safe Housing (NASH): NASH, in collaboration with the National Network to End Domestic Violence (NNEDV), the National Resource Center on Domestic Violence (NRCDV), and Collaborative Solutions, Inc (CS), and other stakeholders, have developed a Safe Housing Needs Assessment to gather input from victim service providers, community service providers, coalitions, and CoCs on specific barriers preventing collaboration across these fields, as well as promising practices. The needs assessment should take 10-15 minutes. The assessment will close on **August 4, 2017.** Any questions please contact Larisa Kofman at <a href="mailto:lkofman@dashdc.org">lkofman@dashdc.org</a> or Christie Bevis at <a href="mailto:cbevis@nrcdv.org">cbevis@nrcdv.org</a>.

#### Other Community Development Updates

Changes to the Affirmatively Furthering Fair Housing Data and Mapping Tool (AFFH-T) and User Interface (AFFH-UI): On July 19, HUD announced their update of data for the maps and tables in the AFFH-T. The latest version is labeled "AFFHT0003." Users will also continue to have access to existing maps and tables available in AFFH-T prior to the update (data versions AFFHT0001 and AFFHT0002). Notably, HUD's announcement discusses known errors in data version AFFHT0002 that may impact the accurate display of R/ECAP boundaries and directs program participants to refer to the AFFH-T Known Issues and AFFH-T Data Documentation HUD-

provided resources for more information on these errors. In the coming weeks, HUD will provide a new release of the AFFH-UI to reflect the AFFHT0003 update.

HUD Seek Comments on New Veterans Housing Rehabilitation and Modification Pilot Program: On July 12, HUD published a notice announcing the Department's intention to develop a NOFA for the Disabled and Low-Income Veterans Housing Rehabilitation and Modification Pilot Program. HUD is also seeking input from interested parties and stakeholders to inform the development of the NOFA so that the funds are "used efficiently and fulfill the statutory purpose." The NOFA will announce the availability of up to \$5.7 million to be competitively awarded through grants of up to \$1 million. Deadline to submit comments is **September 11, 2017**.

#### Research & Reports

New Markets Tax Credit: A Big Deal for Rural America: A recent report published by the New Markets Tax Credit (NMTC) Coalition analyzes CDFI Fund transaction data and NMTC Coalition survey data to better understand the impact of NMTCs in rural America. Between 2003 and 2014, NMTC allocation awards have helped financed 817 businesses, community facilities and other important revitalization projects. In these non-metropolitan counties, \$6.15 billion in NMTC allocation have generated \$11.6 billion in total project costs, and NMTC projects generated almost 50,000 full-time jobs and over 21,000 construction jobs.

#### **Grants & Opportunities**

- <u>Choice Neighborhoods Planning Grants Program (HUD)</u>: Deadline August 28, 2017.
- FY 2017 Continuum of Care Program Competition (HUD): Deadline September 28, 2017.

#### Training & Events

In-Person

- <u>2017 NAHRO National Conference & Exhibition</u>: Pittsburgh, Penn. October 27-29, 2017 *Online*
- 2017 CDBG-DR Problem Solving Clinic: Chicago, Ill. August 29-30, 2017
- <u>2017-2018 Building HOME Webinar Series II</u>: September 6-27, 2017
- <u>2017-2018 Building HOME Webinar Series III</u>: October 25-November 15, 2017
- <u>2017-2018 ConnectHome Webinar Series</u>: October 25-November 15, 2017

#### Recorded

- Multifamily VAWA Rule for Owners and Agents
- Reporting on Chronic Homelessness
- Capturing Chronic Homeless Status in a Client's HMIS Records
- Housing Choice Voucher Program CY2017 Implementation

#### Public Housing PIC Reporting Percentage

All Housing Authorities are required to submit information to HUD through the PIH Information Center (PIC). All transactions processed on the Public Housing 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 Public Housing program:

Effective Date	Public Housing	Date Collected
07/31/2017	98.67%	08/07/2017

Program type: Public Housing

Level of Information: City or Locality within State and County

FL105

Effective Dates Included: April 01, 2016 through July 31, 2017

NOTE: Percentages in each area may not total 100 percent due to rounding.

#### Race/Ethnicity

Distribution by Head of Household's Race as a % of 50058 Received

City	White Only	Black/African American Only	American Indian or Alaska Native Only	Asian Only	Native Hawaiin/Other Pacific Islander Only	Indian/Alaska	White, Black/African American Only	White, Asian Only	Any Other Combination
FL105	20	80	0	0	0	0	1	0	0

#### Distribution by Head of Household's Ethnicity as a % of 50058 Received

City	Hispanic or Latino	Non - Hispanic or Latino
FL105	14	86

#### **Housing Choice Voucher Program Report**

#### **Waiting Lists**

#### **Tenant-Based Waitlist**

The tenant-based waiting list is currently closed.

#### Project-Based Waitlist - The Manor at West Bartow

The Manor at West Bartow waiting list is continuously open.

#### Project-Based Waitlist - Villas at Lake Bonnet

The Villas at Lake Bonnet waiting list is continuously open.

#### Program Information

#### **Port Outs**

LHA currently has nineteen (19) port-outs in the month of July. Port outs are clients that use their voucher in another jurisdiction.

#### Port Ins

LHA currently has twenty seven (27) active port ins for the month of July. Port-ins are participants that transferred from another housing agency that we are billing for HAP and administrative fees.

#### Lease-up & Movers

As of July 31, 2017, Lakeland Housing Authority issued six (6) vouchers to movers. We received twelve (12) Requests for Tenancy Approvals during the month of July. We processed one (1) initial move-in, and two (2) portin.

#### **Active Clients**

As of July 31, 2017, LHA is servicing 1272 families on the Housing Choice Voucher program.

Progra	m	Total
		Vouchers
•	Regular Vouchers &	1085
	Project Based Vouchers	
•	Mainstream	42
•	VASH	68
•	Tenant Protection	59
•	Port Out	
		18
Total		1272

#### **EOP – End of Participation**

LHA processed four (4) EOP's with a date effective the month of July 2017. Below are the reasons for leaving the program:

Reason	Count
Termination – Criminal	0
Termination – Unreported income	4
and/or family composition	
Left w/out notice	0
No longer need S/8 Assistance	0
Deceased	0
Landlord Eviction	0
Lease and/or Program Violations non-curable	0
Total	4

#### 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
07/31/2017	96.82%	08/07/2017

#### General information and activities for the month of July 2017

- The Housing Choice Voucher Department processed one hundred ten (110) annual certifications and eighty one (81) interim certifications.
- The Inspections Unit conducted a total of thirty nine (39) inspections.
- A total of eleven (11) informal hearings were processed during this month.

#### Repayment Agreements for Unreported Income

8/2/2017	Accumulati					
Total of unreported	d income that has been identified	\$	186,706.00			
	Non reponsive	\$	47,736.00			
	Identified as uncollectible	\$	38,040.57			
	Repayment agreement signed		123,681.00			
Pending repayments to be signed		\$	15,289.00			
	Downpayments received	\$	13,544.00			
	Lump sum received	\$	2,236.00			
	Payments towards agreement	\$	24,106.50			
		\$	39,886.50			
			G/L		Pending	 of 08/02/17
	RNP	s	19,572.95	s	370.34	\$ 19,943.2
	UNP	\$	19,572.88		370.33	\$ 19,943.2
		\$	39,145.83	\$	740.67	\$ 39,886.50

RECEP	RECEPTION MONTHLY REPORT 2017							
	VISITOR'S COUNT	RFTA	INTERIM CHANGE					
January	1,139	28	59					
February	906	38	53					
March	950	34	46					
April	732	30	67					
May	1009	22	64					
June	895	15	67					
July	745	12	81					



#### Reports from the Communities

- 1. West Lake
- 2. West Lake Addition
- 3. Cecil Gober
- 4. John Wright Homes
- 5. Carrington Place (Formerly known as Dakota Apartments)
- 6. Renaissance/Washington Ridge
- 7. Villas at Lake Bonnet
- 8. Colton Meadow
- 9. The Manor at West Bartow

Item	WestLake	WestLake Addition	Cecil Gober	John Wright	Carrington Place	Renaissance	Villas Lake Bonnet	Colton Meadow	Manor at West Bartow
Occupancy 99.8%	99%	100%	100%	100%	100%	100%	100%	100%	99%
averaged									
Down units due to modernization/ Insurance									
Vacant units	1	0	0	0	0	0	0	0	1
Unit inspections	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Building inspections	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Security issues (Insurance claims)	No	No	No	No	No	No	No	No	No
Number of Annual Certifications done	14	13	10	9	4	16	7	13	3
Newsletter distributed	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Community Manager's Name	Vanessa C. Johnson	Vanessa C. Johnson	Vanessa C. Johnson	Vanessa C. Johnson	Lovett Johnson	Lovett Johnson	Jeannette Albino	Gladys Delgad o	Catherin e Diaz

Comments	Monthly residents meeting.	Monthly residents meeting.	Monthly residents meeting.	Monthly residents meeting.	Monthly resident meeting.	Monthly resident meeting.	Monthly residents meetings, Taishi Classes, Movies, Art classes for kids, Bingo, Blood Pressure clinic and Tutoring: Weekly; each Wednesday from 4pm to	Monthly residents meetings and Tutoring: Weekly; each Wednesday from 4pm to 6pm. Health Fair.	Monthly residents meeting.
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#### Resident Services Programs and Activities

#### July 2017

#### • West Lake Apartments

Our Computer Lab is open daily, Monday thru Thursday from 10:00am – 2:00pm. It is also open upon request of the residents. We are collaborating with Career Source Polk in allowing our residents to gain job skills by operating our computer lab.

#### • Polk County Health Department

We have established a new partnership with Moriah at the Polk County Health Department. She is one of our FSS Community Coordinator Partners. They are in need of help wrapping condoms that are distributed to the community, and we have residents in need of community service hours, so once a month she delivers 10 boxes of condoms to our West Lake Community Center for processing and we call her for pick up upon completion.

#### • Diamond In The Rough

The topic this month was When Your Mind Plays Tricks On You... Tawanta Stanley was the speaker of the hour. The women had a wonderful time listening to this empowering message. The fellowship was great, new relationships are blooming and our residents are learning how to encourage one another and share different techniques that they are applying to gain strength and victory in the difficult areas of their lives.







#### • Sewing & Crochet Class

We are back to our regular schedule this month, as back to school is approaching. We have recruited a volunteer that will come in and teach simple sewing techniques for the month of August.

#### • 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. These same computers are also available for residents to complete the Children and Families Services Florida ACCESS new and/or recertification applications (for eligibility review) to receive food stamps and/or cash assistance.

#### • Cecil Gober Villa's

July was a very hot month full of fun for our seniors. Simply Health Care and IMA Medical Group collaborated

with us for "Burgers & Bingo", they ended the event with tons of prizes and delicious red velvet cake!









Michelle from Simply Health and her team, at the photo booth entertaining our seniors!!

#### Senior Beach Day

We sponsored our 1<sup>st</sup> senior beach day this year. Our seniors packed their lunches, we filled up a cooler of refreshing drinks and their destination for the day was Anna Maria Island. The day was perfect, the sun was kind and the waves just forceful enough for the seniors to wade and collect seashells.



We are currently looking for a contractor to teach mechanics & welding at our West Lake Community.

#### **Upcoming Events**

Family Self Sufficiency Workshops
Financial Education Services
West Lake Community Room
August 15<sup>th</sup>

Pre-Purchasing Housing Counseling West Lake Community Room August 23rd

Senior Events
Sr. Water Aerobics/Kelly Recreation Center
August 3<sup>rd</sup> & August 30<sup>th</sup>

Sr. Dance 2 The Rhythm Night
August 18<sup>th</sup>
Cecil Gober Villas

Fort DeSoto Beach Trip August 23rd

#### Resident Opportunity and Self-Sufficiency (ROSS)

The Resident Opportunity and Self-Sufficiency Grant, primary purpose is to provide for the provision of a Service Coordinator to coordinate various supportive services and other activities identified as a need of the ROSS Grant participants and the ROSS Grant Logic Model.

There is a misconception among a few ROSS Grant participants regarding the funding and the proposed services to be provided. Unlike HUD Grants from the past (example HOPE VI Grant) when there were enough funding to provide unlimited supportive services, where-in the ROSS Grant is primarily a grant to assist with referrals to the appropriate services identified. The administrative budget line of the grant has allowed some limited funding for those residents that are employed, underemployed and seeking employment and training.

The ROSS Grant funds pay for; (1) Salary and fringe benefits of one Service Coordinator, for three years, (2) training and travel, (3) administrative cost, includes but not limited to: office supplies and equipment, administrative staff support (clerical, van driver, etc.) and miscellaneous items that will help residents toward self-sufficiency.

#### LHA's Youth Summer Activities

- The Summer Feeding Program of Polk County School Board ended on July 7, 2017, 3 weeks earlier than we had anticipated
- KIDS HOUSE continued to take our youth to the movies on every Tuesday and Thursday
- Staff (Haynes) provided our youth with hot dogs, chips, and juice at Westlake Homes Community Center on July 7<sup>th</sup>
- Staff (Haynes) provided the youth of Westlake Homes with an ice-cream social on July 14, 2017 to celebrate National Ice-cream Day on July 16, 2017
- Staff (Haynes) provided popsicles to all of our youth residing at Westlake on July 21, 2017
- The youth was afforded the opportunity to have access to the Westlake computer lab every day of the week

#### During the month the following activities and events occurred:

- Attended the Family Self-Sufficiency Coordinating Committee monthly meeting on July 7, 2017
- Assist with setting up for the Women's Empowerment Workshop on July 25, 2017
- Participated in the Family Self- Sufficiency Workshop
- Distributed "Cost of Smoking" posters and information to the various communities. The information was provided to LHA by Ms. Juli Davis Tobacco Policy Manger of the Florida Department of Health
- Participated in the Family Self-Sufficiency webinar on July 31, 2017

#### Overview of the Relocation of Residents Westlake Homes Phase I

Number of households impacted by the Relocation
Number of households requesting Section 8 vouchers
Number of households requesting Public Housing
Number of split households request
Number of households requesting portability
2
Number of Households provided one-on-one counseling 18
Number of Relocation meetings since January 2017
6

Respectfully,

Carlos R. Pizarro An

Carlos R. Pizarro An, Vice-President of Affordable Housing



## **Affordable Housing**

### **Innovation + Funding**

By Erica Rascón on Jul 12, 2017 in News



In the face of crippling budget cuts, housing authorities rely on innovation, resourcefulness, and advanced software to stimulate growth.

Carlos Pizarro serves as Vice President of Housing at Housing Authority of the City of Lakeland, Florida. His decades of experience in the private sector made him an unlikely candidate for the position. That experience, however, is the key to the housing authority's success.

"Public housing and section 8 must change," reflects Pizarro. "It needs the private sector and the public sector to work together to create something new. I don't see the government able to support Section 8 and public housing forever. There has to be an effort between everybody."

Such industry changes are felt across the nation. Fort Smith Housing Authority in Arkansas has managed to ride the waves of these changes under the guidance of Rachel Brown, Section 8 Director.

"You can't depend on public housing funding anymore," Brown says. "Public housing is going away. A lot of us are focused on converting public housing into RAD."

Fort Smith Housing Authority demolished 170 of its public housing units. The 288 remaining units were converted to Rental Assistance Demonstration (RAD) units.

RAD, per the U.S. Department of Housing and Urban Development, "allows public housing agencies to leverage public and private debt and equity in order to reinvest in the public housing stock." The program is an effort to address a \$25.6 billion dollar-backlog of public housing capital improvements.

Blending funding options within a portfolio, and even within a single project, is one way that housing authorities stay afloat. Discovering untraditional sources of income is another.

#### **Innovative Incomes**

Both the City of Lakeland and Fort Smith housing authorities have created construction and development branches.

"We got into developing properties, which is new for a housing authority. That's usually in the private sector business model. We're in the process of building two new properties," says Pizarro.

One project, Micro-Cottages at Williamstown, broke ground in late spring. It is Lakeland's newest affordable housing community for seniors. The site consists of 38 two-bedroom units and 10 one-bedroom units, each handicap-accessible and approximately 550 square feet. The community is scheduled to open in July 2018.

The second project kicks off this summer. The housing authority will construct 100 rental units for seniors within its West Lake Apartments community.

The construction affiliate at Fort Smith takes a more opportunistic approach by buying and flipping dilapidated properties.

The most recent project includes a lot that quickly went from a local hotspot to a local heartbreak. Red Barn Steakhouse fed the families of Fort Smith for more than 50 years. In June 2014, fire destroyed the beloved landmark.



Fort Smith Housing Authority purchased the site early in 2017. The organization has submitted an application for tax credits to build 60 houses for low- to moderate-income families.

The City of Lakeland has also tapped into management to generate revenue. The organization currently manages nine public housing, Section 8, tax credit and multifamily properties in the region.

"Since I have experience with managing tax credit and multifamily, we took over all of the tax credit properties that were being managed by other companies and investors," says Pizarro. "We're getting creative."

In some cases, smaller endeavors prove to be lucrative. The Housing Authority of the City of Lakeland opened a landscaping business that has pleasantly surprised everyone involved.

"The landscaping business is the one that is really giving us enough income." Pizarro pauses and then shrugs, "We almost get the same amount of money from the landscaping business as we do from managing nine properties," he says.

The City of Lakeland has several ancillary services that generate revenue: Pizarro helps train other housing authority directors, sharing his knowledge of the private sector and its potential benefits for affordable housing. The organization also sells inspection services for neighboring housing authorities. Pizarro has even found a way to subcontract painters and maintenance techs to other affordable communities.

Force accounts in public housing allows agencies to have skilled labor on standby. When a housing authority needs a painter, plumber, or similar tradesman, The Housing Authority of the City of Lakeland serves as a contractor that can use its labor force to fill the work order.

"I'm telling you, we tap into anything where we can increase our income. These ideas allow me to increase my bottom line," says Pizarro.

He continues, "Our agency was in deep financial trouble when I was hired and now I can say that every department and property is profitable. Additionally, we have received the High Performer designation in both Public Housing and the Housing Choice Voucher for the past three years. Some of these initiatives and programs were implemented thanks to the Yardi software."

#### **Efficient Technology**

Generating cash flow is only one portion of the housing authorities' success. Efficiently managing resources is another. Yardi software helps to decrease overhead costs and promote efficiency throughout the organizations.

Fort Smith recently converted to Yardi Voyager 7S, a robust property management platform that runs on any device using any browser. Users can choose from predetermined and customized workflows that streamline processes, resulting in consistency and efficiency.

Voyager 7S for Affordable Housing stays abreast of industry updates and changes, taking the workload off of housing authorities.

"I love the way that Yardi keeps up with all of the HUD changes," says Brown. "They change so often and Yardi gets on it with plugins and updates."

A full spectrum of modules allows clients to customize Voyager. The City of Lakeland has implemented Yardi RENTCafé with specialized features for Affordable Housing and PHA.

"Our Section 8 department is already paperless," says Pizarro. "RENTCafé, the resident portal, is helping a lot with that process. RENTCafé is going to allow us to process the applications and certifications faster and also give the users a smoother experience."

RENTCafé makes it easy for applicants to submit documentation online, eliminating data entry for staff. Electronic applications reduce the costs, clutter, and risk of storing physical files. Applicants can login from anywhere, anytime to update their application or review its status, minimizing phone calls to the leasing office.

The RENTCafé application process is consistent and unbiased, reducing housing authorities' exposure to fair housing claims.

"Voyager 7S and RENTCafé will allow us to do more with less overhead," says Pizarro.

Through creativity and resourcefulness, housing authorities can succeed even as federal funds diminish. To learn how your housing authority can succeed on Yardi, explore the <u>Affordable Housing suite</u>.

# SO A THE TOP HOLES

#### U.S. Department of Housing and Urban

OFFICE OF PUBLIC AND INDIAN HOUSING REAL ESTATE ASSESSMENT CENTER

#### Public Housing Assessment System (PHAS) Score Report for Interim Rule

Report Date: 07/06/2017

PHA Code:	FL011
PHA Name:	HOUSING AUTHORITY OF THE CITY OF LAKELAND
Fiscal Year End:	12/31/2016

PHAS Indicators	Score	Maximum Score
Physical	34	40
Financial	23	25
Management	25	25
Capital Fund	10	10
Late Penalty Points	0	
PHAS Total Score	92	100
Designation Status:	High Performer	

Published 07/06/2017 Initial published 07/06/2017

Financial Score Details		Maximum Score
Unaudited/Single Audit	Score	
FASS Score before deductions	23.00	25
2. Audit Penalties	0.00	
Total Financial Score Unrounded (FASS Score - Audit Penalties)	23.00	25

Capital Fund Score Details	Score	Maximum Score
Timeliness of Fund Obligation:		
1. Timeliness of Fund Obligation %	90.00	
2. Timeliness of Fund Obligation Points	5	5
Occupancy Rate:		
3. Occupancy Rate %	98.41	
4. Occupancy Rate Points	5	5
Total Capital Fund Score (Fund Obligation + Occupancy Rate):	10	10

#### Notes

- 1. The scores in this Report are the official PHAS scores of record for your PHA. PHAS scores in other systems are not to be relied upon and are not being used by the Department.
- 2. Due to rounding, the sum of the PHAS indicator scores may not equal the overall PHAS score.
- 3. "0" FASS Score indicates a late presumptive failure. See 902.60 and 902.92 of the Interim PHAS rule.
- 4. "0" Total Capital Fund Score is due to score of "0" for Timeliness of Fund Obligation. See the Capital Fund
- 5. PHAS Interim Rule website http://www.hud.gov/offices/reac/products/prodphasintrule.cfm

## **ADMINISTRATION REPORT**

- **◄** Finance
- **◄ Contracting**
- **→ Development**
- **◄ YouthBuild**



TO: Lakeland Housing Authority Board of Commissioners

FROM: Valerie Brown, VP of Administration

DATE: August 16, 2017

RE: July 2017 Financial Statements

I have attached the Statements of Operations, Balance Sheets and Cash Flows for period ending July 25, 2017 for the following entities:

- 1. Central Office Cost Center (COCC)
- 2. Housing Choice Voucher Program (Section 8)
- 3. Public Housing Program (AMP 1)
- 4. Dakota Park Limited Partnership, LLLP
- 5. Renaissance at Washington Ridge, Ltd., LLLP
- 6. Colton Meadow, LLLP
- 7. Bonnet Shores, LLLP
- 8. West Bartow Partnership, Ltd., LLLP
- 9. Hampton Hills (AMP 4)
- 10. YouthBuild

These statements are unaudited and compiled from LHA Finance.

Valerie Brown, PMP VP of Administration

**Lakeland Housing Authority** 

Valer<u>ie Brown</u>



# Monthly Statement of Operations Narrative Summary Report

### RE: For the current month and seven (7) months (Year to Date) ended July 25, 2017

## Summary report by Program and/or Property (Partnership)

- 1. Central Office Cost Center (COCC):
  - A. COCC has a Net Operating Income (NOI) of \$7,770 for the period and \$58,484 for year-to-date.
- 2. Section 8 Housing Choice Voucher (HCV) Program:
  - A. HCV Administration has a NOI of -\$103,037 for Program Administration and -\$233,377 for Housing Assistance Payment.
  - B. The loss is due to delays in receiving port in HAP from other housing agencies.
  - C. HCV also has HUD-held reserves to cover shortfalls in the HAP portion of the program.
- 3. Public Housing (AMP 1: WestLake Apartments, John Wright Homes and Cecil Gober Villas):
  - A. NOI is \$74,852 for the year before depreciation.
- 4. Dakota Park Limited Partnership, LLLP d/b/a Carrington Place:
  - A. Carrington Place's NOI is \$1,641 before depreciation.
  - B. Note that rent collection continues to be higher than the budget for both the period and year-to-date.
- 5. Renaissance at Washington Ridge LTD., LLLP:
  - A. NOI is \$81,898 before depreciation.
- 6. Colton Meadow LLLP:
  - A. The NOI for Colton Meadow is \$38,995 before depreciation.
- 7. Bonnet Shores LLLP:
  - A. Villas at Lake Bonnet's NOI is -\$13,953 before depreciation for the period and -\$11,506 before depreciation for year-to-date.
- 8. The Manor at West Bartow:
  - A. The property has a NOI of \$53,133 before depreciation.
- 9. Hampton Hills
  - A. This property has a NOI of \$3,188 for the year before depreciation.
- 10. YouthBuild
  - A. YouthBuild has a NOI of -\$6,148 for the period and -\$26,603 for year-to-date before depreciation. The negative NOI is because funds received for YouthBuild from other





grants have not been transferred from the PHA master account. See YouthBuild's Balance Sheet for details.

Conclusion: HUD recognized that it had under subsidized AMPs 1-4 during calendar year 2016. Staff also continues to work diligently to collect rents and earn non-HUD income to assist in maintaining the financial viability of the properties and programs.



#### Lakeland Housing Authority Central Office Cost Center Statement of Operations

#### For the Current Month and Seven Months Ended July 25, 2017

		<b>Current Month</b>				Year to Date				Annual
	Actual	Budget	\$ Variance	% Variance	-	Actual	Budget	\$ Variance	% Variance	Budget
Other Tenant Income	190.50	750.00	(559.50)	-74.60%	1	5,196	5,250	(55)	-1.04%	9,000
Public Housing & Sec 8 Management Income	28,523	28,703	(180)	-0.63%		199,664	200,922	(1,258)	-0.63%	344,438
Other Income	38,159	21,608	16,551	76.60%	2	215,399	151,253	64,147	0.42	259,290
Grants Salary Cont.(YB-Director)	1,000	1,000	-	0.00%		7,000	7,000	-	0.00%	12,000
Front Line Activities and Other	5,000	5,000	-	0.00%		35,000	35,000	-	0.00%	60,000
Capital Fund Allocation (1410)	3,000	3,000	-	0.00%		21,000	21,000	-	0.00%	36,000
Total Revenue	75,873	60,061	15,812	26.33%	-	483,259	420,425	62,834	14.95%	720,728
Tenant Services	-	-	-	#DIV/0!		-	-	-	#DIV/0!	-
Administrative Expenses	66,478	57,293	9,185	16.03%	3	411,417	401,048	10,368	2.59%	687,511
Utility Expense	-	520	(520)	-100.00%	4	-	3,637	(3,637)	-100.00%	6,234
Maintenance Expense	411	937	(526)	-56.16%	4	4,860	6,558	(1,698)	-25.89%	11,243
General Expenses	812	1,254	(442)	-35.25%	4	5,684	8,779	(3,095)	-35.25%	15,050
Financing Expenses	-	-	-			-	-	-		-
Total Expense before depreciation	67,701	60,003	7,698	12.83%	_	421,961	420,023	1,939	0.46%	720,039
Operating Income (Loss) before Depreciation	8,172	57	8,115	14124.41%		61,298	402	60,895	15142.25%	689
Depreciation	402	523	(121)	-23.14%	_	2,814	3,661	(847)	-23.14%	6,276
Total Expense	68,103	60,526	7,577	12.52%		424,775	423,684	1,092	0.26%	- 726,315
h		(455)	2.225	4750 040/			(2.250)	C4 740	1001.510/	(5.505)
Net Operating Income (Loss)	7,770	(466)	8,236	-1769.01%		58,484	(3,259)	61,742	-1894.61%	- (5,587)

<sup>1</sup> Variance for the period is below budget but income received from the vending machines remains stable for the year.

<sup>2</sup> Variance for the period is due to 401a forfietures.

<sup>3</sup> Administrative expenses are over budget for the period due to bonuses that were paid in July 2017. However, costs remain within budget for year to date.

<sup>4</sup> Variance reflects expenses less than the budget.

### Lakeland Housing Authority Central Office Cost Center Balance Sheet July 25, 2017

ASSETS		LIABILITIES & EQUITY	
Unrestricted Cash		LIABILITIES	
Cash Operating 1	29,659.15	CURRENT LIABLITIES	
Cash-Payroll	35,504.96	A/P Vendors and Contractors	7,720.32
Total Unrestricted Cash	65,164.11	401 Plan Payable	8,105.71
		457 Plan Payable	165.55
TOTAL CASH	65,164.11	Aflac Payable	1,758.60
		Health Insurance Payable	0.03
ACCOUNTS AND NOTES RECEIVABLE		Other Current Liabilities	65,458.31
Cash - Vending	2,526.50	Accrued Audit Fees	3,250.00
Due from Hampton Hills	172.59	Due to Federal Master	2,756,937.70
Due from Polk County Housing	14.47	Due to West Lake Mgmt.	46,210.18
Due from Arbor Manor LTD	1,529.00	Due to Polk County Developers, Inc.	253,800.00
A/R - Youthbuild DOL	77,302.46	Accrued Compensated Absences-Current	12,793.07
A/R - Capital Fund Grants/HUD	56,000.00	TOTAL CURRENT LIABILITIES	3,156,199.47
TOTAL DUE FROM	137,545.02		
TOTAL ACCOUNTS AND NOTES RECEIVABLE	137,545.02		
OTHER CURRENT ASSETS			
Prepaid Insurance	4,060.28	NONCURRENT LIABILITIES	
TOTAL OTHER CURRENT ASSETS	4,060.28	Accrued Compensated Absences-LT	23,758.55
		TOTAL NONCURRENT LIABILITIES	23,758.55
TOTAL CURRENT ASSETS	206,769.41		
		TOTAL LIABILITIES	3,179,958.02
NONCURRENT ASSETS			
FIXED ASSETS		EQUITY	
Furniture & Fixtures	11,185.60		
Furn, Fixt, & Equip	22,582.84	RETAINED EARNINGS	
Accum Depreciation- Misc FF&E	-26,201.06	Retained Earnings-Unrestricted Net Assets	-2,965,621.23
Intangible Assets		TOTAL RETAINED EARNINGS:	-2,965,621.23
TOTAL FIXED ASSETS (NET)	7,567.38		
TOTAL NONCURRENT ASSETS	7,567.38	TOTAL EQUITY	-2,965,621.23
TOTAL ASSETS	214,336.79	TOTAL LIABILITIES AND EQUITY	214,336.79

# Lakeland Housing Authority Central Office Cost Center Changes in Cash

Period to Date	Beginning Balance	<b>Ending Balance</b>	Difference
Cash Operating 1	12,719.29	29,659.15	16,939.86
Cash-Payroll	48,302.08	35,504.96	-12,797.12
Cash Operating 3	0.00	0.00	0.00
Negative Cash LHA Master	0.00	0.00	0.00
Negative Cash COCC Master	0.00	0.00	0.00
Cash - Vending	2,336.00	2,526.50	190.50
Total Cash	63,357.37	67,690.61	4,333.24
Year to Date	Beginning Balance	Ending Balance	Difference
Year to Date Cash Operating 1	Beginning Balance 51,913.90	Ending Balance 29,659.15	<b>Difference</b> -22,254.75
		· ·	
Cash Operating 1	51,913.90	29,659.15	-22,254.75
Cash Operating 1 Cash-Payroll	51,913.90 4,704.11	29,659.15 35,504.96	-22,254.75 30,800.85
Cash Operating 1 Cash-Payroll Cash Operating 3	51,913.90 4,704.11 0.00	29,659.15 35,504.96 0.00	-22,254.75 30,800.85 0.00
Cash Operating 1 Cash-Payroll Cash Operating 3 Negative Cash LHA Master	51,913.90 4,704.11 0.00 0.00	29,659.15 35,504.96 0.00 0.00	-22,254.75 30,800.85 0.00 0.00

# Lakeland Housing Authority Section 8 Housing Choice Voucher Program Statement of Operations - Program Administration For the Current and Seven Months Ended July 25, 2017

		Curre	nt Month				Year to	o Date		Annual
	Actual	Budget	\$ Variance	% Variance		Actual	Budget	\$Variance	% Variance	Budget
Section 8 Admin Grant Revenue	67,570	62,998	4,572	7.26%		422,798	440,986	(18,188)	-4.12%	755,976
Other Income Total Revenue	2,161 <b>69,731</b>	63,004	2,155 <b>6,727</b>	36946.91% <b>10.68%</b>	1 _	13,368 <b>436,165</b>	41 <b>441,027</b>	13,327 (4,861)	32637.35% -1.10%	70 756,046
Administrative Expenses	60,387	62,310	(1,923)	-3.09%		444,671	436,170	8,501	1.95%	747,720
Tenant Services	-	-	-			37	-	37		-
Utilities	-	334	(334)	-100.00%	2	-	2,339	(2,339)	-100.00%	4,010
Maintenance Expense	258	229	29	12.48%	3	2,422	1,604	818	51.01%	2,750
General Expenses (Insurance, etc.)	21,912	130	21,781	16701.30%	4	89,663	913	88,750	9721.60%	1,565
Total Expense before Depreciation	82,557	63,004	19,553	31.03%		536,794	441,027	95,767	21.71%	756,045
Repayment Agreements	(21,781)	0	(21,781)	-46674250.00%		(88,750)	-	(88,750)	#DIV/0!	-
Operating Income (Loss) before Depreciation	8,956	0	8,956			(100,629)	0	(100,629)	-30804761.23%	1
Depreciation	344	-	344			2,408	-	2,408		-
Total Expense	82,901	63,004	19,897	31.58%		539,202	441,027	98,175	22.26%	756,045
Net Operating Income (Loss)	(13,170)	0	(13,170)	-28220735.70%	7	(103,037)	0	(103,037)		1

# Lakeland Housing Authority Section 8 Housing Choice Voucher Program Statement of Operations - Housing Assistance Payments (HAP) For the Current and Seven Months Ended July 25, 2017

	Current Month				Year to Date				Annual	
	Actual	Budget	\$ Variance	% Variance		Actual	Budget	\$Variance	% Variance	Budget
Section 8 HAP Grant Revenue	678,926	716,667	(37,741)	-5.27%		5,068,141	5,016,667	51,474	1.03%	8,600,000
Port In HAP Reimbursements Received	918	9,333	(8,416)	-90.17%	2	1,908	65,333	(63,425)	-97.08%	112,000
Other income	1,773	-	2,161	0.00%		128,418	-	128,418	0.00%	-
Total Revenue	681,616	726,000	(44,383)	-6.11%		5,198,467	5,082,000	116,467	2.29%	8,712,000
Housing Assistance Payments	745,230	695,000	50,230	7.23%		5,131,067	4,865,000	266,067	5.47%	8,340,000
Tenant Utility Reimbursement	26,173	20,417	5,756	28.19%	5	199,531	142,917	56,614	39.61%	245,000
Port Out HAP Payments	14,770	6,250	8,520	136.32%	5	115,889	43,750	72,139	164.89%	75,000
FSS Escrow Payments	4,849	2,667	2,183	81.86%	6	(14,644)	18,667	(33,310)	-178.45%	32,000
Operating Expenses Before Depreciation	791,022	724,333	66,689	9.21%		5,431,844	5,070,333	361,510	7.13%	8,692,000
Depreciation	-	350	(350)	-100.00%		-	2,450	(2,450)	-100.00%	4,200
Total Expense	791,022	724,683	66,339	9.15%	_	5,431,844	5,072,783	359,060	7.08%	8,696,200
Net Operating Income (Loss)	(109,406)	1,317	(110,723)	-8409.53%	7	(233,377)	9,216	(242,593)	-2632.18%	15,800

- 1 Variance reflects reclassifications and repayment agreements.
- 2 Variance reflects expenses less than the budget.
- 3 Variance is due to costs associated with janitorial supplies and cleaning.
- 4 Variance is a result of costs associated with bad debt.
- 5 Variance is due to LHA absorbing clients from other housing agencies. HUD also increased the utility allowances for Polk County.
- 6 Variance is due to a prior period adjustment.
- 7 NOI continues to be negative because the HCV program still has HUD held reserves.

# Lakeland Housing Authority Section 8 Housing Choice Voucher Program Balance Sheet as of July 25, 2017

ASSETS		LIABILITIES & EQUITY	
Unrestricted Cash		CURRENT LIABLITIES	
Cash Operating 1	27,444.78		
Cash-Payroll	1,632.49	A/P Vendors and Contractors	-30,685.20
Cash Operating 2B	80,385.92	Accrued Audit Fees	45,971.38
Total Unrestricted Cash	109,463.19	Due to Federal Master	180,561.29
Restricted Cash		Due to Section 8	-26,570.92
Cash Restricted - FSS Escrow	67,761.90	Tenant Prepaid Rents	18,394.74
Total Restricted Cash	67,761.90	State of FL Unclaimed Funds	33,224.76
Clearing	2,161.08	Accrued Compensated Absences-Current	4,100.71
TOTAL CASH	179,386.17	TOTAL CURRENT LIABILITIES	224,996.76
ACCOUNTS AND NOTES RECEIVABLE		NONCURRENT LIABILITIES	
A/R-Tenants/Vendors	132,985.80		
Allowance for Doubtful Accounts-Tenants/Vendors	-85,365.32		
AR-TPA/Fraud Recovery	62,268.48		
A/R WF Dec ACH	3,400.10	Accrued Compensated Absences-LT	7,615.60
Allowance for Doubtful Accounts-Aff. Hsg. Subsidies	-9,576.80	FSS Due to Tenant Long Term	67,761.90
Due from Section 8 Mainstream	-26,570.92		
TOTAL DUE FROM	-26,570.92		
A/R-Other Government	1,046.68		
TOTAL ACCOUNTS AND NOTES RECEIVABLE	78,188.02	TOTAL NONCURRENT LIABILITIES	75,377.50
OTHER SUPPLIES ASSETS			
OTHER CURRENT ASSETS	450.40		
Prepaid Insurance	652.10		
Prepaid Software Licenses	1,146.35		
TOTAL OTHER CURRENT ASSETS	1,798.45	TOTAL LIABILITIES	200 074 07
TOTAL CURRENT ASSETS	259,372.64	TOTAL LIABILITIES	300,374.26
NONCURRENT ASSETS		EQUITY	
FIXED ASSETS		240111	
Furniture & Fixtures	26.461.08		
Accum Depreciation- Misc FF&E	-26,664.97	RETAINED EARNINGS	
Intangible Assets	20,001.77	Retained Earnings-Unrestricted Net Assets	-38,799.51
TOTAL FIXED ASSETS (NET)	-203.89	TOTAL RETAINED EARNINGS:	-38,799.51
Non-Dwelling Equipment	2,406.00	. S	30,777.31
TOTAL NONCURRENT ASSETS	2,202.11	TOTAL EQUITY	-38,799.51
	2,202.11		33,77.01
TOTAL ASSETS	261,574.75	TOTAL LIABILITIES AND EQUITY	261,574.75
			•

# Section 8 Housing Choice Voucher Program Changes in Cash

Period to Date	Beginning Balance	Ending Balance	Difference
Cash Operating 1	24,186.44	27,444.78	3,258.34
Cash-Payroll	0.00	1,632.49	1,632.49
Cash Operating 2B	183,911.36	80,385.92	-103,525.44
Cash Operating 3	0.00	0.00	0.00
Negative Cash LHA Master	0.00	0.00	0.00
Negative Cash S8	0.00	0.00	0.00
Port Ins	0.00	0.00	0.00
Cash Restricted - FSS Escrow	62,893.41	67,761.90	4,868.49
Accrued FSS Escrow	0.00	0.00	0.00
Total Cash	270,991.21	177,225.09	-93,766.12

Year to Date	Beginning Balance	Ending Balance	Difference
Cash Operating 1	43,402.85	27,444.78	-15,958.07
Cash-Payroll	5,403.19	1,632.49	-3,770.70
Cash Operating 2B	1,164,595.57	80,385.92	-1,084,209.65
Cash Operating 3	0.00	0.00	0.00
Negative Cash LHA Master	0.00	0.00	0.00
Negative Cash S8	0.00	0.00	0.00
Port Ins	0.00	0.00	0.00
Cash Restricted - FSS Escrow	98,962.87	67,761.90	-31,200.97
Accrued FSS Escrow	0.00	0.00	0.00
Total Cash	1,312,364.48	177,225.09	-1,135,139.39

# Lakeland Housing Authority Public Housing (AMP 1) Statement of Operations

#### For the Current and Seven Months Ended July 25, 2017

		Current	Month				Year to D	Date		Annual
	Actual	Budget	\$ Variance	% Variance	_	Actual	Budget	\$ Variance	% Variance	Budget
Rental Income	26,234	26,500	(266)	-1.00%	1	187,545	185,500	2,045	1.10%	318,000
Other Tenant Income	775	1,868	(1,093)	-58.52%	2	7,002	13,077	(6,075)	-46.46%	22,418
Government Subsidy Income	62,314	58,130	4,184	7.20%	3	450,645	406,910	43,735	10.75%	697,560
Interest Income Restricted	9,138	7,750	1,388	17.92%	4	63,948	54,250	9,698	17.88%	93,000
Other Income	-	1,085	(1,085)	-100.00%		-	7,592	(7,592)	-100.00%	13,015
Total Revenue	98,461	95,333	3,129	3.28%	_	709,141	667,329	41,811	6.27%	1,143,993
Administrative Expenses	65,411	45,530	19,881	43.67%	5	310,958	318,713	(7,754)	-2.43%	546,364
Tenant Services Expenses	1,558	869	689	79.34%	6	4,307	6,081	(1,774)	-29.18%	10,425
Utility Expense	3,338	9,003	(5,665)	-62.93%	7	65,580	63,020	2,560	4.06%	108,035
Maintenance and Development Expense	24,897	29,642	(4,744)	-16.01%	8	193,659	207,491	(13,832)	-6.67%	355,699
General Expenses	5,179	6,652	(1,472)	-22.14%	8	43,882	46,562	(2,680)	-5.76%	79,821
Housing Assistance Payments	3,731	2,943	788	26.79%	9	15,902	20,599	(4,697)	-22.80%	35,312
Transfer Out	-	-	-			-	-	-		-
Operating expense before Depreciation	104,115	94,638	9,477	10.01%		634,289	662,466	(28,178)	-4.25%	1,135,657
Net Operating Income (Loss)	(5,653)	695	(6,348)	-913.75%		74,852	4,863	69,989	1439.22%	8,337
Depreciation	13,310	44,611	(31,302)	-70.17%		93,168	312,279	(219,112)	-70.17%	535,336
Capital Replacement Items	-	-	-		_	-	-	-		-
Total Expenses	117,424	139,249	(21,825)	-15.67%	_	727,456	974,745	(247,289)	-25.37%	1,670,992
Net Income (Loss)	(18,963)	(43,917)	24,954	-56.82%	_	(18,316)	(307,416)	289,101	-94.04%	(526,999)

- 1 Property consists of 177 public housing units (WestLake, John Wright, and Cecil Gober Villas). Rental income remains consistent with the budget.
- 2 Variance reflects less damage to units and timely payment of rent.
- 3 Subsidy received from HUD continues to be greater than anticipated.
- 4 Variance is a result of interest received on mortgages for Colton Meadow and the Villas at Lake Bonnet.
- 5 Administrative salaries were over budget for the period due to bonuses being paid out in July 2017. However, administrative costs still remain within budget for the year.
- 6 Resident services expenses were over budget for the period due to activities held during July 2017 but costs still remain within budget for the year
- 7 Utility expenses for the year continue to be higher than budgeted due to costs associated with electricity, water, and sewer.
- 8 Variance is due to expenses being less than the budget.
- 9 Variance is due to the timing of expenses.

#### Lakeland Housing Authority Public Housing (AMP 1) Balance Sheet July 25, 2017

CASH Unrestricted Cash		LIABILITIES & EQUITY	
		CURRENT LIABLITIES	
Cash Operating 1	2,334,908.43	A/P Vendors and Contractors	169.0
Cash-Payroll	15,025.98 500.00	Tenant Security Deposits	49,013.0
Petty Cash		Security Deposit-Pet	1,500.0
Petty Cash Public Housing	300.00	Accrued PILOT	29,443.
Total Unrestricted Cash	2,350,734.41	Accrued Audit Fees	53,533.3
Restricted Cash		Due to Federal Master	-391,283.1
Cash Restricted-Security Deposits	50,513.00	Due to YB-2014	-76,756.9
Cash Restricted - FSS Escrow	12,257.40	HOPE VI Funds on Hand	249,952.8
Total Restricted Cash	62,770.40	Due to Magnolia Pointe	155,869.6
		Renaissance Subsidy Payable	297.0
TOTAL CASH	2,413,504.81	Resident Participation Funds - LHA	-514.0
		Tenant Prepaid Rents	4,965.9
ACCOUNTS AND NOTES RECEIVABLE		Accrued Compensated Absences-Current	3,377.8
A/R-Tenants/Vendors	18,844.74	TOTAL CURRENT LIABILITIES	233,081.7
Allowance for Doubtful Accounts-Tenants/Vendors	-5.768.80		
AR-TPA/Fraud Recovery	18,450.46		
Due from Commercial Lot	11,320.77		
Due from West Lake	-93,305.45		
Due from West Lake Addition	-131,003.07		
Due from John Wright Homes	-25,028.68		
Due from Cecil Gober	-154,963.91		
Due from Paul Colton	243.75		
Due from Arbor Manor	1,697.24		
A/R - ROSS/HUD	13,256.29		
Due from Hampton Hills	2,899.25		
Due from Polk County Housing	61.25		
Due from Arbor Manor LTD	188.49		
Due from West Lake Management, LLC	124,711.11		
A/R - Capital Fund Grants/HUD	100,141.24		
Due from Development-General	448,653.03		
Due from Development-Williamstown	1,483.34		
Due from Development-10th Street	-1,320,637.50		
Due From Public Housing Reserve	101,541.17		
Due From ESS	41,301.23		
Due from Section 8 HCV	180,561.29		
Due from Central Office Cost Center			
TOTAL DUF FROM	2,756,937.71		
	2,060,058.55		
Lakeridge Homes 3rd Mortgage	251,000.00		
Lakeridge Homes 2nd Mortgage	52,000.00		
Colton Meadow Mortgage	450,845.00		
Villas at Lake Bonnet Mortgage	1,009,877.00		
A/R Villas at Lake Bonnet Mort. Interest	347,711.11		
TOTAL ACCOUNTS AND NOTES RECEIVABLE	4,203,018.06	NONCURRENT LIABILITIES	
		Accrued Compensated Absences-LT	6,273.1
OTHER CURRENT ASSETS		FSS Due to Tenant Long Term	12,257.4
Eviction Deposit Acct.	1,000.00	Notes Payable-LT	303,000.0
Prepaid Expenses and Other Assets	431.20	TOTAL NONCURRENT LIABILITIES	321,530.5
Prepaid Insurance	27.978.15		,-30.0
	2.463.38	TOTAL LIABILITIES	
Prenaid Software Licenses			554 612 3
Prepaid Software Licenses		TOTAL LIABILITIES	554,612.3
Insurance Deposit	37,400.00	TOTAL LIABILITIES	554,612.3
Insurance Deposit Utility Deposit - Electric	37,400.00 2,600.00	TOTAL LIABILITIES	554,612.3
Insurance Deposit Utility Deposit - Electric TOTAL OTHER CURRENT ASSETS	37,400.00 2,600.00 71,872.73	TOTAL LIABILITIES	554,612.3
Insurance Deposit Utility Deposit - Electric TOTAL OTHER CURRENT ASSETS	37,400.00 2,600.00	TOTAL LIABILITIES	554,612.3
Insurance Deposit Utility Deposit - Electric TOTAL OTHER CURRENT ASSETS TOTAL CURRENT ASSETS	37,400.00 2,600.00 71,872.73	TOTAL LIABILITIES	554,612.3
Insurance Deposit Insurance Deposit TOTAL OTHER CURRENT ASSETS TOTAL CURRENT ASSETS VONCURRENT ASSETS	37,400.00 2,600.00 71,872.73	TOTAL LIABILITIES	554,612.3
Insurance Deposit Utility Deposit - Electric TOTAL OTHER CURRENT ASSETS FOTAL CURRENT ASSETS  NONCURRENT ASSETS FIXED ASSETS	37,400.00 2,600.00 71,872.73 6,688,395.60	TOTAL LIABILITIES	554,612.3
Insurance Deposit Utility Deposit - Electric TOTAL OTHER CURRENT ASSETS TOTAL CURRENT ASSETS NONCURRENT ASSETS FIXED ASSETS Land	37,400.00 2,600.00 71,872.73 6,688,395.60	TOTAL LIABILITIES	554,612.5
Insurance Deposit Insurance De	37,400.00 2,600.00 71,872.73 6,688,395.60 1,466,869.23 388,223.77	TOTAL LIABILITIES	554,612.3
Insurance Deposit Utility Deposit - Electric TOTAL OTHER CURRENT ASSETS TOTAL CURRENT ASSETS NONCURRENT ASSETS FIXED ASSETS Land	37,400.00 2,600.00 71,872.73 6,688,395.60	TOTAL LIABILITIES	554,612.3
Insurance Deposit Insurance De	37,400.00 2,600.00 71,872.73 6,688,395.60 1,466,869.23 388,223.77	TOTAL LIABILITIES	554,612.3
Insurance Deposit Electric TOTAL OTHER CURRENT ASSETS FIXED ASSETS  EXAMPLE:  TOTAL CURRENT ASSETS  FIXED ASSETS  Land  Buildings  Machinery & Equipment	37,400.00 2,600.00 71,872.73 6,688,395.60 1,466,869.23 388,223.77 6,687.73	TOTAL LIABILITIES	554,612.3
Insurance Deposit Utility Deposit - Electric TOTAL OTHER CURRENT ASSETS FOR ASSETS  FIXED ASSETS Land Buildings Machinery & Equipment Automobiles Site Improvement-Infrastructure	37,400.00 2,600.00 71,872.73 6,688,395.60 1,466,869.23 388,223.77 6,687.73 200,268.20 582,079.00	TOTAL LIABILITIES	554,612.3
Insurance Deposit Electric TOTAL OTHER CURRENT ASSETS FOR ASSETS  FIXED ASSETS  Land  Buildings  Machinery & Equipment  Automobiles Site Improvement-Infrastructure  Accum Depreciation-Buildings	1,466,869,23 388,223,77 6,687,73 200,268,20 582,079,00	TOTAL LIABILITIES	554,612.3
Insurance Deposit Insurance Deposit Insurance Deposit TOTAL OTHER CURRENT ASSETS IOTAL CURRENT ASSETS VONCURRENT ASSETS FIXED ASSETS Land Buildings Machinery & Equipment Automobiles Site Improvement-Infrastructure Accum Depreciation-Buildings Accum Depreciation-Muse FF&E	37,400.00 2,600.00 71,872.73 6,688,395.60 1,466,869.23 388,223.77 6,687.73 200,268.20 582,079.00 -9,539,118.42 -351,289.72	TOTAL LIABILITIES	554,612.3
Insurance Deposit Utility Deposit - Electric TOTAL OTHER CURRENT ASSETS FOR ASSETS  NONCURRENT ASSETS FIXED ASSETS Land Buildings Machinery & Equipment Automobiles Site Improvement-Infrastructure Accum Depreciation-Buildings Accum Depreciation-Misc FF&E Accum Depreciation-Infrastructure	1,466,869,23 388,223,77 6,687,73 200,268,20 582,079,00	TOTAL LIABILITIES	554,612.3
Insurance Deposit Utility Deposit - Electric TOTAL OTHER CURRENT ASSETS FOR ASSETS  NONCURRENT ASSETS FIXED ASSETS Land Buildings Machinery & Equipment Automobiles Site Improvement-Infrastructure Accum Depreciation- Misc FF&E Accum Depreciation- Misc FF&E Accum Depreciation- Infrastructure Intangible Assets	37,400.00 2,600.00 71,872.73 6,688,395.60 1,466,869.23 388,223.77 6,687.73 200,268.20 582,079.00 -9,539,118.42 -351,289.72 -582,453.00		554,612.3
Insurance Deposit Ulility Deposit - Electric TOTAL OTHER CURRENT ASSETS FOTAL CURRENT ASSETS  NONCURRENT ASSETS FIXED ASSETS Land Buildings Machinery & Equipment Automobiles Site Improvement-Infrastructure Accum Depreciation-Buildings Accum Depreciation-Buildings Accum Depreciation-Infrastructure Intangible Assets TOTAL FIXED ASSETS (NET)	37,400.00 2,600.00 71,872.73 6,688,395.60 1,466,869.23 388,223.77 6,687.73 200,268.20 582,079.00 -9,539,118.42 -351,289.72 -582,453.00	EQUITY	554,612.3
Insurance Deposit Unitly Deposit - Electric TOTAL OTHER CURRENT ASSETS FOR ASSETS  FIXED ASSETS Land Buildings Machinery & Equipment Automobiles Site Improvement-Infrastructure Accum Depreciation-Buildings Accum Depreciation-Misc FF&E Accum Depreciation-Infrastructure Intangible Assets TOTAL FIXED ASSETS (NET) Fees & Costs - Architect & Engineering	37,400.00 2,600.00 71,872.73 6,688,395.60 1,466,869.23 388,223.77 6,687.73 200,268.20 582,079.00 -9,539,118.42 -351,289.72 -582,453.00 -7,828,733.21 72,255.62	EQUITY	554,612.3
Insurance Deposit UIIII) Deposit - Electric TOTAL OTHER CURRENT ASSETS FOTAL CURRENT ASSETS  NONCURRENT ASSETS FIXED ASSETS Land Buildings Machinery & Equipment Automobiles Site Improvement-Infrastructure Accum Depreciation-Buildings Accum Depreciation-Misc FF&E Accum Depreciation-Infrastructure Intangible Assets TOTAL FIXED ASSETS (NET) Fees & Costs - Architect & Engineering Site Improvement	37,400.00 2,660.00 71,872.73 6,688.395.60 1,466,869.23 388,223.77 6,687.73 200,268.20 582,079.00 -9,539,118.42 -351,289.72 -582,453.00 -7,828,733.21 72,255.82 3,945,759.65	EQUITY RETAINED EARNINGS	
Insurance Deposit Utility Deposit - Electric TOTAL OTHER CURRENT ASSETS TOTAL CURRENT ASSETS FIXED ASSETS Land Buildings Machinery & Equipment Automobiles Site Improvement-Infrastructure Accum Depreciation-Buildings Accum Depreciation-Buildings Accum Depreciation-Infrastructure Intangible Assets TOTAL FIXED ASSETS (NET) Fees & Costs - Architect & Engineering Site Improvement Dwelling Structures	37,400.00 2,600.00 71,872.73 6,688,395.60 1,466,869.23 388,223.77 6,687.73 200,268.20 582,079.00 -9,539,118.42 -351,289.72 -582,453.00 -7,828,733.21 72,255.82 3,945,759.65 5,154,722.42	EQUITY  RETAINED EARNINGS Invested in Capital Assets-Net of Debt	5,668,053.0
Insurance Deposit UIIII) Deposit - Electric TOTAL OTHER CURRENT ASSETS FOTAL CURRENT ASSETS  NONCURRENT ASSETS FIXED ASSETS Land Buildings Machinery & Equipment Automobiles Site Improvement-Infrastructure Accum Depreciation-Buildings Accum Depreciation-Misc FF&E Accum Depreciation-Infrastructure Intangible Assets TOTAL FIXED ASSETS (NET) Fees & Costs - Architect & Engineering Site Improvement	37,400.00 2,660.00 71,872.73 6,688.395.60 1,466,869.23 388,223.77 6,687.73 200,268.20 582,079.00 -9,539,118.42 -351,289.72 -582,453.00 -7,828,733.21 72,255.82 3,945,759.65	EQUITY RETAINED EARNINGS	5,668,053.0
Insurance Deposit  Insurance Deposit Electric  TOTAL OTHER CURRENT ASSETS  FIXED ASSETS  FIXED ASSETS  Land  Buildings  Machinery & Equipment  Automobiles  Site Improvement-Infrastructure  Accum Depreciation-Buildings  Accum Depreciation-Misc FF&E  Accum Depreciation-Infrastructure  Intrangible Assets  TOTAL FIXED ASSETS (NET)  Fees & Costs - Architect & Engineering  Site Improvement  Dwelling Structures  Duelling Equipment	37,400.00 2,600.00 71,872.73 6,688,395.60 1,466,869.23 388,223.77 6,687.73 200,268.20 582,079.00 -9,539,118.42 -351,289.72 -582,453.00 -7,828,733.21 72,255.82 3,945,759.65 5,154,722.42 26,717.87	EQUITY  RETAINED EARNINGS Invested in Capital Assets-Net of Debt Retained Earnings-Unrestricted Net Assets	5,668,053.0 3,253,196.0
Insurance Deposit Utility Deposit - Electric TOTAL OTHER CURRENT ASSETS TOTAL CURRENT ASSETS FIXED ASSETS Land Buildings Machinery & Equipment Automobiles Site Improvement-Infrastructure Accum Depreciation-Buildings Accum Depreciation-Hiffastructure Intangible Assets TOTAL FIXED ASSETS (NET) Fees & Costs - Architect & Engineering Site Improvement Dwelling Structures Dwelling Structures Dwelling Structures	37,400.00 2,600.00 71,872.73 6,688,395.60 1,466,869.23 388,223.77 6,687.73 200,268.20 582,079.00 -9,539,118.42 -351,289.72 -582,453.00 -7,828,733.21 72,255.82 3,945,759.65 5,154,722.42	EQUITY  RETAINED EARNINGS Invested in Capital Assets-Net of Debt	5,668,053.0 3,253,196.0
Insurance Deposit Utility Deposit - Electric TOTAL OTHER CURRENT ASSETS IOTAL CURRENT ASSETS FIXED ASSETS Land Buildings Machinery & Equipment Automobiles Site Improvement-Infrastructure Accum Depreciation-Buildings Accum Depreciation-Buildings Accum Depreciation-Infrastructure Intangible Assets TOTAL FIXED ASSETS (NET) Fees & Costs - Architect & Engineering Site Improvement Dwelling Structures Dwelling Equipment Non-Dwelling Equipment Non-Dwelling Structures Non-Dwelling Equipment	37,400.00 2,600.00 71,872.73 6,688,395.60 1,466,869.23 388,223.77 6,687.73 200,268.20 582,079.00 -9,539,118.42 -351,289.72 -582,453.00 -7,828,733.21 72,255.82 3,945,759.65 5,154,722.42 26,717.87 679,307.53 737,435.65	EQUITY  RETAINED EARNINGS  Invested in Capital Assets-Net of Debt  Retained Earnings-Unrestricted Net Assets  TOTAL RETAINED EARNINGS:	5,668,053.0 3,253,196.0 8,921,249.0
Insurance Deposit Utility Deposit - Electric TOTAL OTHER CURRENT ASSETS IOTAL CURRENT ASSETS FIXED ASSETS Land Buildings Machinery & Equipment Automobiles Site Improvement-Infrastructure Accum Depreciation-Buildings Accum Depreciation-Buildings Accum Depreciation-Infrastructure Intangible Assets TOTAL FIXED ASSETS (NET) Fees & Costs - Architect & Engineering Site Improvement Dwelling Structures Dwelling Equipment Non-Dwelling Equipment Non-Dwelling Structures Non-Dwelling Equipment	37,400.00 2,660.00 71,872.73 6,688,395.60 1,466,869.23 388,223.77 6,687.73 200,268.20 582,079.00 -9,539,118.42 -351,289.72 -582,453.00 -7,828,733.21 72,255.82 3,945,759.65 5,154,722.42 26,717.87 679,307.53	EQUITY  RETAINED EARNINGS Invested in Capital Assets-Net of Debt Retained Earnings-Unrestricted Net Assets	5,668,053.0 3,253,196.0 8,921,249.0
Insurance Deposit Utility Deposit - Electric TOTAL OTHER CURRENT ASSETS TOTAL CURRENT ASSETS  NONCURRENT ASSETS FIXED ASSETS Land Buildings Machinery & Equipment Automobiles Site Improvement-Infrastructure Accum Depreciation-Buildings Accum Depreciation-Hirastructure Intangible Assets TOTAL FIXED ASSETS (NET) Fees & Costs - Architect & Engineering Site Improvement Dwelling Structures Dwelling Structures Dwelling Structures	37,400.00 2,600.00 71,872.73 6,688,395.60 1,466,869.23 388,223.77 6,687.73 200,268.20 582,079.00 -9,539,118.42 -351,289.72 -582,453.00 -7,828,733.21 72,255.82 3,945,759.65 5,154,722.42 26,717.87 679,307.53 737,435.65	EQUITY  RETAINED EARNINGS  Invested in Capital Assets-Net of Debt  Retained Earnings-Unrestricted Net Assets  TOTAL RETAINED EARNINGS:	5,668,053.0 3,253,196.0 8,921,249.0

# Lakeland Housing Authority Public Housing (AMP 1) Changes in Cash

Period to Date	Beginning Balance	Ending Balance	Difference
Cash Operating 1	2,395,035.69	2,334,908.43	-60,127.26
Cash-Payroll	0.00	15,025.98	15,025.98
Negative Cash LHA Master	0.00	0.00	0.00
Cash Restricted-Security Deposits	50,513.00	50,513.00	0.00
Cash Restricted - FSS Escrow	11,413.40	12,257.40	844.00
Cash - Vending	0.00	0.00	0.00
Accrued FSS Escrow	0.00	0.00	0.00
Total Cash	2,456,962.09	2,412,704.81	-44,257.28

Year to Date	Beginning Balance	Ending Balance	Difference
Cash Operating 1	1,146,422.99	2,334,908.43	1,188,485.44
Cash-Payroll	1,937.65	15,025.98	13,088.33
Negative Cash LHA Master	0.00	0.00	0.00
Cash Restricted-Security Deposits	52,263.00	50,513.00	-1,750.00
Cash Restricted - FSS Escrow	16,173.40	12,257.40	-3,916.00
Cash - Vending	0.00	0.00	0.00
Accrued FSS Escrow	0.00	0.00	0.00
Total Cash	1,216,797.04	2,412,704.81	1,195,907.77

# Lakeland Housing Authority Dakota Park Limited Partnership, LLLP d/b/a Carrington Place Statement of Operations

#### For the Current and Seven Months Ended July 25, 2017

	C	urrent Month					Year to Date			Annual
	Actual	Budget	\$ Variance	% Variance	-	Actual	Budget	\$ Variance	%Variance	Budget
Rental Income	12,257	11,326	931	8.22%	1	84,273	79,282	4,991	6.30%	135,912
Other Tenant Income	220	1,420	(1,199)	-84.48%	2	2,542	9,937	(7,394)	-74.42%	17,034
Government Subsidy	6,985	6,218	768	12.34%	3	50,513	43,523	6,991	16.06%	74,610
Other Income	100	2	98	5219.15%	4	131	13	118	897.87%	23
Total Revenue	19,562	18,965	597	3.15%	_	137,460	132,754	4,706	3.54%	227,578
Administrative Expenses	5,227	5,618	(392)	-6.97%	5	35,779	39,328	(3,549)	-9.02%	67,419
Tenant Services Expense	-	42	(42)	-100.00%	5	-	291	(291)	-100.00%	500
Utility Expense	1,255	1,768	(514)	-29.04%	5	11,534	12,379	(845)	-6.82%	21,221
Maintenance Expense	2,457	3,241	(784)	-24.19%	6	24,710	22,685	2,025	8.93%	38,888
General Expenses	2,562	2,566	(4)	-0.16%	7	20,231	17,960	2,271	12.65%	30,788
Housing Assistance Payments	636	300	336	112.00%	8	5,236	2,100	3,136	149.33%	3,600
Financing Expenses	5,677	5,378	299	5.57%	_	38,328	37,643	686	1.82%	64,530
Operating Expenses before Depreciation	17,813	18,912	(1,099)	-5.81%	_	135,819	132,385	3,433	2.59%	226,947
Net Operating Income (Loss)	1,750	53	1,697	3223.21%	-	1,641	369	1,272	345.26%	632
Depreciation & Amortization	3,239	2,196	1,042	47.46%	-	22,671	15,375	7,296	47.46%	26,357
Capital Replacement Items	-	878	(878)	-100.00%	_	2,477	6,149	(3,672)	-59.72%	10,541
Reimburse Replacement Reserves	-	(878)	878	-100.00%	_	-	(6,149)	6,149	-100.00%	(10,541)
Total Expense	21,051	21,109	(57)	-0.27%		160,967	147,760	13,206	8.94%	253,304
Net Income (Loss)	(1,489)	(2,144)	655	-30.53%		(23,507)	(15,006)	(8,501)	56.65%	(25,725)

- 1 Consists of 20 Low Income and 20 Tax Credit apartment units. Overall rental income has remained higher than the budget.
- 2 Variance reflects less damage to units.
- 3 Government subsidy income was higher due to HUD providing additional subsidy to compensate the authority for under payments during first quarter 2017.
- 4 Variance is due to a refund.
- 5 Variance reflects expenses that are less than the budget.
- 6 Variance for the year is due to costs associated with painting of the units and renewal of the termite bond.
- 7 Variance for the year is due to a reduction in rental income.
- 8 Variance is a result of FSS forfeitures/adjustments. It also reflects an increase in tenant utility payments.

#### Lakeland Housing Authority Dakota Park Limited Partnership, LLLP d/b/a Carrington Place Balance Sheet as of July 25, 2017

ASSETS	LIABILITIES & FOULTY

Unrestricted Cash		CURRENT LIABLITIES	
Cash Operating 1	25,117.06		
Cash-Payroll	-85.83		
Total Unrestricted Cash	25,031.23	Tenant Security Deposits	10,602.00
Restricted Cash	20,001.20	Accrued Property Taxes	6,716.43
Cash Restricted-Security Deposits	10,602.00	Accrued Interest - HOPE VI	539,653.47
Cash Restricted - FSS Escrow	1,091.00	Accrued - Developer Fee	149,859.50
Cash Restricted-Reserve for Replacement	22,016.20	Accrued Audit Fees	13,587.50
Total Restricted Cash	33.709.20	Due to (15) Renaissance Senior Public Housing	7,961.49
Total Restricted Cash	33,707.20	Due to (17) Renaissance Family Non-ACC	36,226.34
		Tenant Prepaid Rents	259.33
TOTAL CASH	58,740.43	TOTAL CURRENT LIABILITIES	75,353.09
TOTAL CASTI	36,740.43	TOTAL CORREST ETABLETTES	75,353.04
ACCOUNTS AND NOTES RECEIVABLE			
A/R-Tenants/Vendors	3,764.60		
Allowance for Doubtful Accounts-Tenants/Vendors	-2,299.83	NONCURRENT LIABILITIES	
TOTAL ACCOUNTS AND NOTES RECEIVABLE	1,464.77	FSS Due to Tenant Long Term	1,091.00
	.,	Due to Partner	19,033.64
OTHER CURRENT ASSETS		Due to GP	84,778.00
Eviction Deposit Acct.	500.00	Due to LP	21,142.00
Prepaid Expenses and Other Assets	1.063.34	Permanent Loan - HOPE VI	714,591.00
Prepaid Insurance	8,061.20	Permanent Loan - SunTrust	339,544.46
Prepaid Software Licenses	70.26	Permanent Loan - LHA	101,380.00
Utility Deposit	7,060.00	TOTAL NONCURRENT LIABILITIES	1,971,073.07
TOTAL OTHER CURRENT ASSETS	16,754.80	TOTAL NONOGRALITY EMBIETTES	1,771,073.07
TOTAL CURRENT ASSETS	76,960.00	TOTAL LIABILITIES	2,046,426.16
NONCURRENT ASSETS FIXED ASSETS			
Land	34,672.00		
Buildings	892,048.00	EQUITY	
Furniture & Fixtures	7,295.00	CONTRIBUTED CAPITAL	
Accum Depreciation-Buildings	-124,514.65	Capital - LP	-1,219,110.00
Accum Depreciation- Misc FF&E	-7,816.05	Capital - GP2	240,496.13
Intangible Assets		TOTAL CONTRIBUTED CAPITAL	-978,613.87
Loan Costs	28,340.90		
Compliance Fees	1,640.00		
Monitoring Fees	41,744.00		
AA Compliance Fees	-1,606.77	RETAINED EARNINGS	
AA Monitoring Fees	-30,847.37	Retained Earnings-Unrestricted Net Assets	-165,402.35
AA Loan Costs	-15,505.12	TOTAL RETAINED EARNINGS:	-165,402.35
TOTAL FIXED ASSETS (NET)	825,449.94		
TOTAL NONCURRENT ASSETS	825,449.94	TOTAL EQUITY	-1,144,016.22
TOTAL ASSETS	902,409,94	TOTAL LIABILITIES AND EQUITY	902,409,94

# Lakeland Housing Authority Dakota Park Limited Partnership, LLLP d/b/a Carrington Place Changes in Cash

Period to Date	Beginning Balance	Ending Balance	Difference
Cash Operating 1	18,189.75	25,117.06	6,927.31
Cash-Payroll	0.00	-85.83	-85.83
Negative Cash LHA Master	0.00	0.00	0.00
Cash Restricted-Security Deposits	10,602.00	10,602.00	0.00
Cash Restricted - FSS Escrow	1,091.00	1,091.00	0.00
Cash Restricted-Reserve for Replacement	21,349.53	22,016.20	666.67
Cash Restricted - Escrow	0.00	0.00	0.00
Restricted Cash - Partnership Devmt	0.00	0.00	0.00
Dakota Working Cap Resv	0.00	0.00	0.00
Total Cash	51,232.28	58,740.43	7,508.15

Year to Date	Beginning Balance	Ending Balance	Difference
Cash Operating 1	-8,562.16	25,117.06	33,679.22
Cash-Payroll	485.02	-85.83	-570.85
Negative Cash LHA Master	0.00	0.00	0.00
Cash Restricted-Security Deposits	9,986.00	10,602.00	616.00
Cash Restricted - FSS Escrow	0.00	1,091.00	1,091.00
Cash Restricted-Reserve for Replacement	19,826.40	22,016.20	2,189.80
Cash Restricted - Escrow	0.00	0.00	0.00
Restricted Cash - Partnership Devmt	0.00	0.00	0.00
Dakota Working Cap Resv	0.00	0.00	0.00
Total Cash	21,735.26	58,740.43	37,005.17

# Lakeland Housing Authority Renaissance at Washington Ridge Ltd., LLLP Statement of Operations

#### For the Current and Seven Months Ended July 25, 2017

		Current	Month				Year to	Date		Annual
	Actual	Budget	\$ Variance	% Variance	_	Actual	Budget	\$ Variance	% Variance	Budget
Rental Income	60,502	58,873	1,628	2.77%	1	423,765	412,114	11,651	2.83%	706,481
Other Tenant Income	2,182	2,284	(102)	-4.45%	2	10,427	15,985	(5,559)	-34.77%	27,403
Government Subsidy	32,033	28,708	3,326	11.58%	3	231,664	200,953	30,712	15.28%	344,490
Other Income	269	12	258	0.00%		9,844	84	9,760	0.00%	144
Total Revenue	94,986	89,877	5,110	5.69%	_	675,700	629,136	46,564	7.40%	1,078,518
Administrative Expenses	39,297	30,139	9,158	30.39%	4	219,256	210,970	8,286	3.93%	361,663
Tenant Services	305	250	55	22.06%	6	2,984	1,750	1,234	70.50%	3,000
Utility Expense	4,606	6,823	(2,217)	-32.49%	5	46,349	47,761	(1,413)	-2.96%	81,877
Maintenance Expense	32,779	28,217	4,561	16.17%	4	180,569	197,521	(16,952)	-8.58%	338,608
General Expenses	7,479	6,786	693	10.21%		46,760	47,500	(739)	-1.56%	81,428
Housing Assistance Payments	1,608	1,500	108	7.21%		8,399	10,499	(2,100)	-20.01%	17,999
Financing Expenses	13,092	13,173	(81)	-0.62%		89,485	92,210	(2,725)	-2.96%	158,074
Operating Expense before Depreciation	99,165	86,887	12,278	14.13%	_	593,802	608,212	(14,410)	-2.37%	1,042,649
Net Operating Income (Loss)	(4,179)	2,989	(7,168)	-239.80%	_	81,898	20,924	60,974	291.41%	35,870
Depreciation & Amortization	64,059	60,979	3,080	5.05%	_	448,410	426,853	21,557	5.05%	731,748
Capital Replacement Items	5,149	11,139	(5,989)	-53.77%		27,532	77,970	(50,438)	-64.69%	133,663
Reimburse Replacement Reserves	-	(11,139)	11,139	-100.00%		-	(77,970)	77,970	-100.00%	(133,663)
Total Expense	168,373	147,866	20,506	13.87%	_	1,069,743	1,035,065	34,679	3.35%	1,774,397
Net Income (Loss)	(73,387)	(57,990)	(15,397)	26.55%	-	(394,043)	(405,929)	11,885	-2.93%	(695,878)

- 1 Consists of 109 low and moderate income family and senior apartment units and 87 Tax Credit units. Overall rental income has remained slightly higher than the budget.
- 2 Variance reflects less damage to units.
- 3 Government subsidy income was higher to HUD providing additional subsidy to compensate the authority for under payments during first quarter 2017.
- 4 Administrative and maintenance salaries were over budget for the period due to bonuses being paid out in July 2017. However, costs still remain within budget for the year.
- 5 Variance reflects expenses less than the budget.
- 6 Expenses for the year were over budget due to costs associated with several events that were conducted for the community.

#### Renaissance at Washington Ridge Ltd., LLLP

#### **Balance Sheet**

July 25, 2017

ASSETS		LIABILITIES & EQUITY	
Unrestricted Cash		CURRENT LIABLITIES	
Cash Operating 1	470,693.26		
Cash-Payroll	-367.57		
Petty Cash	300.00		
Total Unrestricted Cash	470,625.69		
Restricted Cash			
Cash Restricted-Security Deposits	51,483.99	A /D V and an and O anton to a	200.00
Cash Restricted - FSS Escrow	5,670.00	A/P Vendors and Contractors	300.00
Cash Restricted-Reserve for Replacement	167,955.13	Tenant Security Deposits	49,128.39
Restricted Cash - Partnership Devmt Restricted Cash - OA Reserve	1,179.16	Security Deposit-Pet Accrued Interest - HOPE VI	3,300.00
Restricted Cash - OA Reserve	76,215.57		647,706.22 1,308,453.00
Investment 1	46,966.45 257,002.58	Accrued - Developer Fee Accrued Audit Fees	1,308,453.00
Investment 2	257,860.38	Tenant Prepaid Rents	301.79
Total Restricted Cash	864,333.26	Accrued Compensated Absences-Current	6,337.97
TOTAL CASH	1,334,958.95	TOTAL CURRENT LIABILITIES	75,596.65
ACCOUNTS AND NOTES RECEIVABLE			
A/R-Tenants/Vendors	4,181.27		
Allowance for Doubtful Accounts-Tenants/Vendors	-1,541.23		
Due from Dakota Park PH	7,961.49		
Due from Dakota Park Non-ACC	36,226.34		
Due from The Manor at West Bartow	658.48		
Due from Central Office Cost Center	65,458.31		
TOTAL DUE FROM	110,304.62		
Renaissance Family-Operating Subsidy Receivable	297.00		
TOTAL ACCOUNTS AND NOTES RECEIVABLE	113,241.66		
		NONCURRENT LIABILITIES	
OTHER CURRENT ASSETS		Accrued Compensated Absences-LT	11,770.52
		FSS Due to Tenant Long Term	5,670.00
Eviction Deposit Acct.	1,000.00	Notes Payable-LT	381,200.32
Prepaid Insurance	33,469.40	Permanent Loan - HOPE VI	2,200,000.00
Prepaid Software Licenses	458.42	Permanent Loan - SunTrust	578,553.25
Utility Deposit - Electric	20,500.00	TOTAL NONCURRENT LIABILITIES	5,133,353.31
TOTAL OTHER CURRENT ASSETS	55,427.82		
TOTAL CURRENT ASSETS	1,503,628.43	TOTAL LIABILITIES	5,208,949.96
NONCURRENT ASSETS			
FIXED ASSETS	24 000 272 20		
Buildings	21,088,272.28		
Building Improvements	31,903.86		
Machinery & Equipment Furniture & Fixtures	150,483.39 596,259.09		
Site Improvement-Infrastructure	2,382,356.15	EQUITY	
Accum Depreciation-Buildings	-7,020,415.92	EQUITI	
Accum Depreciation-Buildings Accum Depreciation- Misc FF&E	-737,082.51		
Accum Depreciation-Infrastructure	-1,647,248.36	CONTRIBUTED CAPITAL	
Intangible Assets	.,,	Capital - LP	6,937,937.41
Loan Costs	137,065.70	Capital - GP2	7,123,264.00
Compliance Fees	100.00	TOTAL CONTRIBUTED CAPITAL	14,061,201.41
Monitoring Fees	131,658.00	•	
AA Compliance Fees	-51.96	RETAINED EARNINGS	
AA Monitoring Fees	-181,564.33	Retained Earnings-Unrestricted Net Assets	-2,962,962.33
AA Loan Costs	-128,174.78	TOTAL RETAINED EARNINGS:	-2,962,962.33
TOTAL FIXED ASSETS (NET)	14,803,560.61		
TOTAL NONCURRENT ASSETS	14,803,560.61	TOTAL EQUITY	11,098,239.08
TOTAL ASSETS	16,307,189.04	TOTAL LIABILITIES AND EQUITY	16,307,189.04

## Renaissance at Washington Ridge Ltd., LLLP

## **Changes in Cash**

Period to Date	Beginning Balance	Ending Balance	Difference
Cash Operating 1	474,081.72	470,693.26	-3,388.46
Cash-Payroll	0.00	-367.57	-367.57
Negative Cash LHA Master	0.00	0.00	0.00
Negative Cash COCC Master	0.00	0.00	0.00
Cash Restricted-Security Deposits	51,827.39	51,483.99	-343.40
Cash Restricted - FSS Escrow	5,670.00	5,670.00	0.00
Cash Restricted-Reserve for Replacement	170,439.64	167,955.13	-2,484.51
Restricted Cash - Partnership Devmt	1,179.16	1,179.16	0.00
Restricted Cash - OA Reserve	76,215.57	76,215.57	0.00
Restricted Cash - AA Reserve	46,966.45	46,966.45	0.00
Investment 1	257,002.58	257,002.58	0.00
Investment 2	257,690.89	257,860.38	169.49
Total Cash	1,341,073.40	1,334,658.95	-6,414.45

Year to Date	Beginning Balance	Ending Balance	Difference
Cash Operating 1	318,016.11	470,693.26	152,677.15
Cash-Payroll	1,122.31	-367.57	-1,489.88
Negative Cash LHA Master	0.00	0.00	0.00
Negative Cash COCC Master	0.00	0.00	0.00
Cash Restricted-Security Deposits	50,662.48	51,483.99	821.51
Cash Restricted - FSS Escrow	7,590.00	5,670.00	-1,920.00
Cash Restricted-Reserve for Replacement	172,900.83	167,955.13	-4,945.70
Restricted Cash - Partnership Devmt	1,179.16	1,179.16	0.00
Restricted Cash - OA Reserve	76,215.57	76,215.57	0.00
Restricted Cash - AA Reserve	46,966.45	46,966.45	0.00
Investment 1	257,002.58	257,002.58	0.00
Investment 2	255,167.91	257,860.38	2,692.47
Total Cash	1,186,823.40	1,334,658.95	147,835.55

#### Lakeland Housing Authority Colton Meadow, LLLP Statement of Operations

## For the Current and Seven Months Ended July 25, 2017

		Current	Month				Year to D	ate		Annual
	Actual	Budget	\$ Variance	% Variance	_	Actual	Budget	\$ Variance	% Variance	Budget
Rental Income	44,679	44,193	486	1.10%	1	310,620	309,352	1,268	0.41%	530,318
Other Tenant Income	450	1,291	(841)			6,917	9,036	(2,119)	-23.45%	15,491
Other Income	11	353	(342)	•		72	2,469	(2,397)	-97.08%	4,232
Total Revenue	45,140	45,837	(697)		_	317,609	320,857	(3,248)	-1.01%	550,041
Administrative Expense	12,897	14,851	(1,954	) -13.16%	3	93,030	103,960	(10,931)	-10.51%	178,218
Tenant Services	-	150	(150)	•	3	24	1,050	(1,026)	-97.72%	1,800
Utility Expense	6,190	5,511	679	12.32%	4	44,951	38,579	6,372	16.52%	66,136
Maintenance Expense	6,329	8,821	(2,492)	) -28.25%		65,335	61,747	3,588	5.81%	105,852
General Expense	6,057	8,509	(2,452	) -28.82%	3	47,037	59,563	(12,526)	-21.03%	102,108
Financing Expense	2,963	4,156	(1,193)	) -28.71%		28,237	29,095	(858)	-2.95%	49,877
Operating Expense before Depreciation	34,436	41,999	(7,564)	) -18.01%		278,614	293,995	(15,381)	-5.23%	503,991
Net Operating Income (Loss)	10,704	3,837	6,867	178.94%		38,995	26,862	12,133	45.17%	46,050
Depreciation & Amortization Expense	39,013	39,013	(0)	0.00%		273,090	273,091	(1)	0.00%	468,156
Capital Replacement Items	-	1,229	(1,229)	-100.00%		15,270	8,606	6,664	77.44%	14,753
Reimburse Replacement Reserves	-	(1,229)	1,229	-100.00%		-	(8,606.00)	8,606	-100.00%	(14,753)
Total Expense	73,448	81,012	(7,564)	9.34%	_	566,974	567,086	(111)	-0.02%	972,147
Net Operating Income (Loss)	(28,309)	(35,176)	6,867	-19.52%	_	(249,365)	(246,229)	(3,137)	1.27%	(422,106)

- 1 Consists of 72 Tax Credit apartment units. Rent collections are consistent with the budget.
- 2 Variance reflects less damage to units.
- 3 Variance reflects expenses that are less than the budget.
- 4 Variance is due to costs associated with garbage/trash removal and water/sewer being higher than budgeted.

#### Colton Meadow, LLLP

#### **Balance Sheet**

July 25, 2017

ASSETS CASH		LIABILITIES & EQUITY  CURRENT LIABLITIES	
		A/P Vendors and Contractors	6,842.12
Unrestricted Cash		Tenant Security Deposits	25,275.00
Cash Operating 1	43,258.76	Security Deposit-Pet	1,300.00
Cash-Payroll	263.46	Accrued Property Taxes	18,533.34
Petty Cash	225.00	Accrued Interest Payable	12,329.16
Total Unrestricted Cash	43,747.22	Accrued Audit Fees	4,958.31
Restricted Cash		Due to Polk County Developers, Inc.	362,901.17
Cash Restricted-Security Deposits	26,175.00	Tenant Prepaid Rents	174.71
Cash Restricted-Operating Reserve	441,136.97	Accrued Compensated Absences-Current	2,006.37
Cash Restricted-Reserve for Replacement	127,788.33	First Mortgage - TCAP	1,231,424.00
Cash-Tax & Insurance Escrow	56,164.64	Tax Credit Exchange Program (TCEP)	6,384,705.40
Total Restricted Cash	651,264.94	HOME Funds	115,899.60
		Mortgage Note Payable	450,845.00
TOTAL CASH	695,012.16	TOTAL CURRENT LIABILITIES	8,604,865.02
ACCOUNTS AND NOTES RECEIVABLE			
A/R-Tenants/Vendors	8,334.57		
Allowance for Doubtful Accounts-Tenants/Vendors	-6,145.60		
Due from Colton Meadow GP, Inc.	101,151.61		
TOTAL DUE FROM	101,151.61		
TOTAL ACCOUNTS AND NOTES RECEIVABLE	103,340.58		
OTHER CURRENT ACCETS		NONGUEDENT LIABILITIES	
OTHER CURRENT ASSETS		NONCURRENT LIABILITIES	
Eviction Deposit Acct.	1,000.00		
Prepaid Expenses and Other Assets	-483.38		0.707.40
Prepaid Insurance	23,655.03	Accrued Compensated Absences-LT	3,726.12
Prepaid Software Licenses	131.57	Developer Fee Payable - PCHD	92,184.00
Utility Deposit	5,000.00	TOTAL NONCURRENT LIABILITIES	108,239.28
TOTAL OTHER CURRENT ASSETS	29,303.22		
TOTAL CURRENT ASSETS	827,655.96	TOTAL LIABILITIES	8,713,104.30
NONCURRENT ASSETS			
FIXED ASSETS			
Land	300,000.00		
Buildings	856,353.89		
Building Acquisition	2,010,000.00		
Building Improvements	5,802,500.00		
Machinery & Equipment	67,970.48		
Automobiles	15,484.50	EQUITY	
Furniture & Fixtures	1,503,657.00		
Site Improvement-Infrastructure	1,496,187.97	CONTRIBUTED CAPITAL	
Accum Depreciation-Buildings	-2,988,745.01	Capital - LP	1,205,286.00
Intangible Assets		GP Equity	46.12
Amortization Tax Credit Fees	90,422.00	TOTAL CONTRIBUTED CAPITAL	1,205,332.12
Monitoring Fees	208,695.00		
TOTAL FIXED ASSETS (NET)	9,181,681.83	RETAINED EARNINGS	
Site Improvement	16,364.00	Retained Earnings-Unrestricted Net Assets	195,547.14
Non-Dwelling Structures	28,019.32	TOTAL RETAINED EARNINGS:	195,547.14
Non-Dwelling Equipment	60,262.45		
TOTAL NONCURRENT ASSETS	9,286,327.60	TOTAL EQUITY	1,400,879.26
TOTAL ASSETS	10,113,983.56	TOTAL LIABILITIES AND EQUITY	10,113,983.56

# Lakeland Housing Authority Colton Meadow, LLLP Changes in Cash

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#### **Bonnet Shores, LLLP**

#### **Statement of Operations**

#### For the Current and Seven Months Ended July 25, 2017

	Current Month						Annual			
	Actual	Budget	\$ Variance	% Variance	_	Actual	Budget	\$ Variance	% Variance	Budget
Rental Income	49,333	49,507	(173)	-0.35%	1	338,692	346,546	(7,854)	-2.27%	594,078
Other Tenant Income	615	1,300	(685)	-52.68%	2	8,760	9,097	(337)	-3.71%	15,596
Other Income	11	102	(91)	-89.02%		248	713	(465)	-65.26%	1,223
Total Revenue	49,959	50,908	(949)	-1.86%	_	347,699	356,356	(8,657)	-2.43%	610,897
Administrative Expense	15,938	14,549	1,390	9.55%	3	102,696	101,841	854	0.84%	174,585
Tenant Services	-	208	(208)			39	1,458	(1,420)	-97.36%	2,500
Utility Expense	6,426	4,666	1,761	37.74%	5	39,817	32,660	7,157	21.91%	55,989
Maintenance Expense	22,903	9,214	13,688	148.55%	6	90,385	64,500	25,885	40.13%	110,572
General Expense	7,898	9,064	(1,166)	-12.86%	4	54,784	63,447	(8,662)	-13.65%	108,766
Financing Expense	9,658	12,118	(2,460)	-20.30%	4	71,484	84,827	(13,343)	-15.73%	145,418
Operating Expense before Depreciation	62,824	49,819	13,005	26.10%		359,205	348,734	10,471	3.00%	597,830
Net Operating Income (Loss)	(12,864)	1,089	(13,953)	-1281.42%		(11,506)	7,622	(19,128)	-250.95%	13,067
Depreciation & Amortization Expense	40,004	47,465	(7,460.56)	-15.72%		280,031	332,255	(52,223.94)	-15.72%	569,579
	-	-	-			-	-	-		-
Capital Replacement Items	-	1,000	(1,000.00)	-100.00%		8,511	7,000	1,511.08	21.59%	12,000
Reimburse Replacement Reserve	-	(1,000)	1,000.00	-100.00%	_	-	(7,000)	7,000.00	-100.00%	(12,000)
Total Expense	102,828	97,284	5,544	5.70%		647,747	680,989	(33,242)	-4.88%	1,167,409
Net Income (Loss)	(52,869)	(46,376)	(6,493)	14.00%	_	(300,047)	(324,632)	24,585	-7.57%	(556,513)

- 1 75 apartment units, Tax Credit and Section 8 Vouchers. Tenant rental income is consistent with the budget.
- 2 Variance is due to management enforcing collection of late fees and charges to residents for damaging units.
- **3** Administrative salaries were over budget for the period due to bonuses being paid out in July 2017. However, administrative costs still remain within budget for the year.
- 4 Variance reflects expenses that are less than the budget.
- 5 Utility expenses are over budget due to costs associated with water and sewer.
- **6** Maintenance expenses are over budget due to costs associated with staff bonuses, tree removal, and painting of the units.

#### **Lakeland Housing Authority Bonnet Shores, LLLP Balance Sheet** July 25, 2017

ASSETS		LIABILITIES & EQUITY	
		LIABILITIES	
		CURRENT LIABLITIES	
Unrestricted Cash	70 700 (7	A/P Vendors and Contractors	962.76
Cash Operating 1	73,793.67	Tenant Security Deposits	26,175.00
Cash-Payroll	113.31	Security Deposit-Pet	1,400.00
Petty Cash	300.00	Accrued Property Taxes	24,462.13
Total Unrestricted Cash	74,206.98	Accrued Interest Payable	61,617.64
Restricted Cash	27 575 22	Accrued Interest - 2nd Mortgage	347,711.11
Cash Restricted-Security Deposits	27,575.00	Accrued Audit Fees	4,958.31
Cash Restricted-Operating Reserve	460,516.78	Tenant Prepaid Rents	421.16
Cash Restricted-Reserve for Replacement	153,888.55	Accrued Compensated Absences-Current	2,051.85
Cash-Tax & Insurance Escrow	48,401.36	First Mortgage - TCAP	3,819,255.00
Total Restricted Cash	690,381.69	HOME Funds	131,028.00
TOTAL 040H	7/4500/7	Mortgage Note Payable	1,009,877.00
TOTAL CASH	764,588.67	TOTAL CURRENT LIABILITIES	5,368,302.32
ACCOUNTS AND NOTES RECEIVABLE			
A/R-Tenants/Vendors	11,479.61		
Allowance for Doubtful Accounts-Tenants/Vendors	-5,843.36		
TOTAL DUE FROM	-5,843.36		
TOTAL ACCOUNTS AND NOTES RECEIVABLE	5,636.25		
OTHER CURRENT ASSETS		NONCURRENT LIABILITIES	
Eviction Deposit Acct.	500.00		
Prepaid Expenses and Other Assets	1,434.95		
Prepaid Insurance	26,632.86	Accrued Compensated Absences-LT	3,810.58
Prepaid Software Licenses	126.59	TOTAL NONCURRENT LIABILITIES	65,428.22
Utility Deposit	5,000.00		
TOTAL OTHER CURRENT ASSETS	33,694.40		
TOTAL CURRENT ASSETS	803,919.32	TOTAL LIABILITIES	5,433,730.54
NONCURRENT ASSETS			
FIXED ASSETS			
Land	300,000.00		
Buildings	11,447,110.83		
Automobiles	24,477.33	EQUITY	
Furniture & Fixtures	423,152.78	CONTRIBUTED CAPITAL	
Site Improvement-Infrastructure	679,255.00	Contributed Capital	-57,442.26
Accum Depreciation-Buildings	-2,740,360.97	Capital - LP	6,807,962.00
Accum Depreciation- Misc FF&E	-447,630.44	GP Equity	-162.00
Accum Depreciation-Infrastructure	-298,131.48	Syndication Costs	-40,000.00
Intangible Assets		TOTAL CONTRIBUTED CAPITAL	6,710,357.74
Loan Costs	41,419.00		
Amortization Loan Cost	13,654.06	RETAINED EARNINGS	
Compliance Fees	246,589.00	Retained Earnings-Unrestricted Net Assets	-1,786,169.59
Amortization Tax Credit Fees	108,227.62	TOTAL RETAINED EARNINGS:	-1,786,169.59
TOTAL FIXED ASSETS (NET)	9,553,999.37		
TOTAL NONCURRENT ASSETS	9,553,999.37	TOTAL EQUITY	4,924,188.15
TOTAL ASSETS	10,357,918.69	TOTAL LIABILITIES AND EQUITY	10,357,918.69

# Lakeland Housing Authority Bonnet Shores, LLLP Changes in Cash

Period to Date	Beginning Balance	Ending Balance	Difference
Cash Operating 1	131,980.87	73,793.67	-58,187.20
Cash-Payroll	0.00	113.31	113.31
Cash Operating 3	0.00	0.00	0.00
Cash Restricted-Security Deposits	27,175.00	27,575.00	400.00
Cash Restricted-Operating Reserve	460,508.96	460,516.78	7.82
Cash Restricted-Reserve for Replacement	151,980.95	153,888.55	1,907.60
Cash-Tax & Insurance Escrow	38,209.48	48,401.36	10,191.88
Total Cash	809,855.26	764,288.67	-45,566.59

Year to Date	Beginning Balance	Ending Balance	Difference
Cash Operating 1	113,289.41	73,793.67	-39,495.74
Cash-Payroll	554.81	113.31	-441.50
Cash Operating 3	0.00	0.00	0.00
Cash Restricted-Security Deposits	26,347.00	27,575.00	1,228.00
Cash Restricted-Operating Reserve	460,463.05	460,516.78	53.73
Cash Restricted-Reserve for Replacement	140,656.33	153,888.55	13,232.22
Cash-Tax & Insurance Escrow	20,191.71	48,401.36	28,209.65
Total Cash	761,502.31	764,288.67	2,786.36

# Lakeland Housing Authority West Bartow Partnership, Ltd., LLLP Statement of Operations

#### For the Current and Seven Months Ended July 25, 2017

		Current	Month			Year to Date				Year to Date		Annual
	Actual	Budget	\$ Variance	% Variance		Actual	Budget	\$ Variance	% Variance	Budget		
Rental Income	72,528	68,956.34	3,572	5.18%	1	505,477	482,694.40	22,782	4.72%	827,476		
Other Tenant Income	(645)	(289.04)	(356)	123.15%	2	(4,412)	(2,023.30)	(2,389)	118.08%	(3,469)		
Other Income	208	85.49	123	143.83%		1,780	598.44	1,182	197.47%	1,026		
Total Revenue	72,092	68,753	3,339	4.86%		502,844	481,270	21,575	4.48%	825,033		
Administrative Expenses	22,854	18,137.01	4,717	26.01%	3	123,654	126,959.04	(3,305)	-2.60%	217,644		
Tenants Service Expenses	137	260.92	(124)	-47.51%	4	760	1,826.45	(1,066)	-58.37%	3,131		
Utility Expense	8,747	9,269.92	(523)	-5.64%	4	59,445	64,889.46	(5,445)	-8.39%	111,239		
Maintenance Expense	6,665	10,054.33	(3,390)	-33.71%		77,161	70,380.28	6,781	9.63%	120,652		
General Expenses	5,378	4,380.49	998	22.78%		29,141	30,663.44	(1,523)	-4.97%	52,566		
Financing Expenses	22,881	26,361.37	(3,481)	-13.20%	4	159,550	184,529.58	(24,979)	-13.54%	316,336		
Operating expense before depreciation	66,662	68,464	(1,802)	-2.63%		449,712	479,248	(29,536)	-6.16%	821,568		
Net Operating Income (Loss)	5,429	289	5,141	1780.27%		53,133	2,021	51,111	2528.65%	3,465		
Depreciation & Amortization	42,139	41,940	199	0.47%		294,974	293,580	1,394	0.47%	503,280		
Capital Replacement Items	845	1,360	(516)	-37.90%		5,561	9,520	(3,959)	-41.58%	16,320		
Reimburse Replacement Reserve	-	(1,360)	1,360	-100.00%		-	(9,520)	9,520	-100.00%	(16,320)		
Transfer In	-	-	-			-	-	-		-		
Total Expense	109,646	41,940	1,044	2.49%		750,247	772,828	(22,581)	-2.92%	1,324,848		
Net Operating Income (Loss)	(37,554)	26,813	2,295	8.56%		(247,402)	(291,559)	44,156	-15.14%	(499,815)		

- 1 Consists of 100 Tax Credit and Project-Based Section 8 Voucher units. Tenant rents are higher than the budget.
- 2 Variance is due to section 8 processing fees.
- **3** Administrative salaries were over budget for the period due to bonuses being paid out in July 2017. However, administrative costs still remain within budget for the year.
- 4 Variance reflects expenses that are lower than the budget.

#### Lakeland Housing Authority West Bartow Partnership, Ltd., LLLP Balance Sheet July 25, 2017

ASSETS		LIABILITIES & EQUITY	
Unrestricted Cash		CURRENT LIABLITIES	
Cash Operating 1	948.10	A/P Vendors and Contractors	16,151.81
Cash-Payroll	-482.32	Tenant Security Deposits	9,150.00
Petty Cash	300.00	Security Deposit-Pet	950.00
Total Unrestricted Cash	765.78	Accrued Property Taxes	1,161.65
Restricted Cash		Accrued Interest NLP Loan	1,162.88
Cash Restricted-Security Deposits	10,100.00	Accrued Audit Fees	4,958.31
Cash Restricted-Operating Reserve	25,119.58	Due to (17) Renaissance Family Non-ACC	658.48
Cash Restricted-Reserve for Replacement	218,582.67	Tenant Prepaid Rents	842.59
Cash-Tax & Insurance Escrow	21,859.91	Accrued Compensated Absences-Current	959.15
Investment 1	230,280.25	Mortgage Note Payable	3,056,478.15
Total Restricted Cash	505,942.41	Second Mortgage Payable	850,000.00
		Third Mortgage Payable	348,866.40
		Fourth Mortgage Payable	400,000.00
		Note Payable-City of Bartow Impact Fees	564,621.00
		Deferred Development Fee	1,391,390.72
TOTAL CASH	506,708.19	TOTAL CURRENT LIABILITIES	6,647,351.14
ACCOUNTS AND NOTES RECEIVABLE			
A/R-Tenants/Vendors	3,861.62		
Allowance for Doubtful Accounts-Tenants/Vendors	-2,840.82		
TOTAL ACCOUNTS AND NOTES RECEIVABLE	1,020.80		
07/150 0/1005/17 1005770			
OTHER CURRENT ASSETS		NONCURRENT LIABILITIES	
Eviction Deposit Acct.	500.00	Accrued Compensated Absences-LT	1,781.27
Prepaid Expenses and Other Assets	5,160.00	TOTAL NONCURRENT LIABILITIES	1,781.27
Prepaid Insurance	36,818.80		
Prepaid Software Licenses	233.80		
TOTAL OTHER CURRENT ASSETS	42,712.60		
TOTAL CURRENT ASSETS	550,441.59	TOTAL LIABILITIES	6,649,132.41
NONCURRENT ASSETS			
FIXED ASSETS			
Land	432,717.00	EQUITY	
Buildings	12,796,743.00		
Building Improvements	35,770.50	CONTRIBUTED CAPITAL	
Furn, Fixt, & Equip	1,157,974.64	Capital Private Investors	6,936,810.00
Accum Depreciation-Buildings	-2,588,596.62	GP Equity	-13.00
Accum Depreciation- Misc FF&E	-933,729.53	Special LP Equity	111,288.00
Accum Depreciation-Infrastructure	-287,603.93	Syndication Costs	-30,000.00
Intangible Assets		TOTAL CONTRIBUTED CAPITAL	7,018,085.00
Loan Costs	335,121.42		
Amortization Loan Cost	150,478.43	RETAINED EARNINGS	
Compliance Fees	200,558.00	Retained Earnings-Unrestricted Net Assets	-1,514,774.24
Amortization Tax Credit Fees	108,071.47	TOTAL RETAINED EARNINGS:	-1,514,774.24
TOTAL FIXED ASSETS (NET)	10,890,404.58		
Site Improvement	711,597.00		
TOTAL NONCURRENT ASSETS	11,602,001.58	TOTAL EQUITY	5,503,310.76
TOTAL ASSETS	12,152,443.17	TOTAL LIABILITIES AND EQUITY	12,152,443.17

# Lakeland Housing Authority West Bartow Partnership, Ltd., LLLP Changes in Cash

Period to Date	Beginning Balance	<b>Ending Balance</b>	Difference
Cash Operating 1	20.92	948.10	927.18
Cash-Payroll	-1,501.95	-482.32	1,019.63
Cash Restricted-Security Deposits	10,225.00	10,100.00	-125.00
Cash Restricted-Operating Reserve	25,119.58	25,119.58	0.00
Cash Restricted-Reserve for Replacement	216,061.45	218,582.67	2,521.22
Cash-Tax & Insurance Escrow	17,633.91	21,859.91	4,226.00
Investment 1	230,214.02	230,280.25	66.23
Total Cash	497,772.93	506,408.19	8,635.26
Year to Date	Beginning Balance	Ending Balance	Difference
Year to Date Cash Operating 1	Beginning Balance -14,416.79	Ending Balance 948.10	<b>Difference</b> 15,364.89
	•	· ·	
Cash Operating 1	-14,416.79	948.10	15,364.89
Cash Operating 1 Cash-Payroll	-14,416.79 1,383.63	948.10 -482.32	15,364.89 -1,865.95
Cash Operating 1 Cash-Payroll Cash Restricted-Security Deposits	-14,416.79 1,383.63 9,780.30	948.10 -482.32 10,100.00	15,364.89 -1,865.95 319.70
Cash Operating 1 Cash-Payroll Cash Restricted-Security Deposits Cash Restricted-Operating Reserve	-14,416.79 1,383.63 9,780.30 25,119.58	948.10 -482.32 10,100.00 25,119.58	15,364.89 -1,865.95 319.70 0.00
Cash Operating 1 Cash-Payroll Cash Restricted-Security Deposits Cash Restricted-Operating Reserve Cash Restricted-Reserve for Replacement	-14,416.79 1,383.63 9,780.30 25,119.58 200,947.03	948.10 -482.32 10,100.00 25,119.58 218,582.67	15,364.89 -1,865.95 319.70 0.00 17,635.64

# Hampton Hills (AMP 4) Statement of Operations

#### For the Current and Seven Months Ended July 25, 2017

		Curre	nt Month				Year to Date			Annual
	Actual	Budget	\$ Variance	% Variance	_	Actual	Budget	\$ Variance	% Variance	Budget
Rental Income	2,025	3,112	(1,087)	-34.93%	1	18,407	21,784	(3,377)	-15.50%	37,344
Other Tenant Income	-	150	(150)	-100.00%	2	125	1,050	(925)	-88.10%	1,800
Grant Income	1,512	2,560	(1,048)	-40.94%	3	10,937	17,921	(6,984)	-38.97%	30,722
Other Income	-	-	-			-	-	-		-
Total Revenue	3,537	5,822	(2,285)	-39.25%	_	29,469	40,755	(11,286)	-27.69%	69,866
Administrative Expenses	4,405	2,282	2,123	93.05%	4	16,555	15,972	583	3.65%	27,380
Tenant Services Expenses	-	-	-			-	-	-		-
Utility Expense	-	-	-			-	-	-		-
Maintenance and Development Expense	750	2,855	(2,105)	-73.74%	5	7,574	19,983	(12,409)	-62.10%	34,256
General Expenses	308	639	(331)	-51.79%	5	1,712	4,472	(2,760)	-61.72%	7,666
Housing Assistance Payments	63	47	16	34.04%	6	441	329	112	34.04%	564
Transfer In	-	-	-			-	-	-		-
Operating expense before Depreciation	5,525	5,822	(297)	-5.10%		26,281	40,755	(14,474)	-35.52%	69,866
Net Operating Income (Loss)	(1,988)	-	(1,988)			3,188	-	3,188		-
Depreciation	27	=	27			189	=	189		-
Total Expenses	5,552	5,822	(270)	-4.63%	_	26,470	40,755	(14,285)	-35.05%	69,866
Net Income (Loss)	(2,015)	-	(2,015)	\		2,999	-	2,999		

<sup>1</sup> Property is comprised of 7, Section 32 Public Housing units. Rental income is lower than budgeted due to some homebuyers paying very little to no rent. These homebuyers have been given notice and are in the process of moving.

<sup>2</sup> Variance is due to there being less damage to the units.

<sup>3</sup> Although HUD subsidy has been lower than planned, the property is receiving subsidy from HUD; which is a 100% increase from CY 2016.

<sup>4</sup> Administrative salaries were over budget for the period due to bonuses being paid out in July 2017. However, administrative costs still remain within budget for the year.

<sup>5</sup> Variance reflects expenses that were less than the budget.

<sup>6</sup> Variance is due to an increase in the utility allowance.

# Hampton Hills (AMP 4)

## **Balance Sheet**

July 25, 2017

ASSETS		LIABILITIES & EQUITY	
CASH		CURRENT LIABLITIES	
Unrestricted Cash	40 (50 07		
Cash Operating 1	49,652.07		
Cash-Payroll	204.85	T	0.400.00
Cash Operating 3	185,892.33	Tenant Security Deposits	2,100.00
Total Unrestricted Cash	235,749.25	Due to Federal Master	2,899.25
Restricted Cash	2 100 00	Due to Central Office Cost Center	172.59
Cash Restricted-Security Deposits	2,100.00	Tenant Prepaid Rents	13.78
Total Restricted Cash	2,100.00	TOTAL CURRENT LIABILITIES	5,185.62
TOTAL CASH	237,849.25		
ACCOUNTS AND NOTES RECEIVABLE			
A/R-Tenants/Vendors	482.00		
Allowance for Doubtful Accounts-Tenants/Vendors	-454.00		
Lakeridge Homes 2nd Mortgage	240,900.00		
TOTAL ACCOUNTS AND NOTES RECEIVABLE	240,928.00	TOTAL LIABILITIES	5,185.62
OTHER CURRENT ASSETS			
Eviction Deposit Acct.	500.00		
Prepaid Insurance	1,525.31		
TOTAL OTHER CURRENT ASSETS	2,025.31		
TOTAL CURRENT ASSETS	480,802.56		
NONCURRENT ASSETS			
FIXED ASSETS		EQUITY	
Buildings	898,835.22		
Furniture & Fixtures	2,248.94	RETAINED EARNINGS	
Accum Depreciation- Misc FF&E	-1,473.57	Retained Earnings-Unrestricted Net Assets	1,375,227.53
Intangible Assets	, , , , , ,	TOTAL RETAINED EARNINGS:	1,375,227.53
TOTAL FIXED ASSETS (NET)	899,610.59		· · · · · · ·
TOTAL NONCURRENT ASSETS	899,610.59	TOTAL EQUITY	1,375,227.53
TOTAL ASSETS	1,380,413.15	TOTAL LIABILITIES AND EQUITY	1,380,413.15

# Lakeland Housing Authority Hampton Hills (AMP 4) Changes in Cash

Period to Date	Beginning Balance	<b>Ending Balance</b>	Difference
Cash Operating 1	50,937.98	49,652.07	-1,285.91
Cash-Payroll	0.00	204.85	204.85
Cash Operating 3	185,892.33	185,892.33	0.00
Negative Cash LHA Master	0.00	0.00	0.00
Cash Restricted-Security Deposits	2,100.00	2,100.00	0.00
Cash Restricted - Escrow	0.00	0.00	0.00
Total Cash	238,930.31	237,849.25	-1,081.06

Year to Date	Beginning Balance	<b>Ending Balance</b>	Difference
Cash Operating 1	40,801.69	49,652.07	8,850.38
Cash-Payroll	0.00	204.85	204.85
Cash Operating 3	185,892.33	185,892.33	0.00
Negative Cash LHA Master	0.00	0.00	0.00
Cash Restricted-Security Deposits	2,400.00	2,100.00	-300.00
Cash Restricted - Escrow	0.00	0.00	0.00
Total Cash	229,094.02	237,849.25	8,755.23

#### YouthBuild-DOL 2014 and 2016 (49)

#### **Statement of Operations**

#### For the Current and Seven Months Ended July 25, 2017

		Current	Month			Year to Date				Annual
	Actual	Budget	\$ Variance	% Variance	_	Actual	Budget	\$ Variance	% Variance	Budget
Government Subsidy Income	33,711	33,554	156	0.47%		251,122	234,881	16,241	6.91%	402,653
Other Income	-	-	-			5,000	-	5,000		-
Total Revenue	33,711	33,554	156	0.47%	_	256,122	234,881	21,241	9.04%	402,653
Administrative Expenses	30,050	22,895	7,155	31.25%	1	210,141	160,263	49,878	31.12%	274,736
Tenant Services Expenses	9,336	10,181	(844)	-8.29%		68,457	71,264	(2,808)	-3.94%	122,167
Utility Expense	-	-	-			-	-	-		-
Maintenance and Development Expense	180	88	92	103.77%	2	180	618	(438)	-70.89%	1,060
General Expenses	293	391	(98)	-25.14%	3	2,173	2,736	(563)	-20.57%	4,690
Operating expense before Depreciation	39,859	33,554	6,304	18.79%		280,951	234,881	46,070	19.61%	402,653
Net Operating Income (Loss)	(6,148)	-	(6,148)	)		(24,829)	-	(24,829)		-
Depreciation	-	-	-			1,774	-	1,774		-
Total Expenses	39,859	33,554	6,304	18.79%		282,725	234,881	47,844	20.37%	402,653
Net Income (Loss)	(6,148)	-	(6,148)	)	4	(26,603)	<u>-</u>	(26,603)		

- 1 On 7/13/2017, DOL approved Modification 01; which authorized staff to transfer savings from other budget line items to administrative salaries. Staff will revise the budget within Yardi so that the August 2017 report will reflect the changes.
- 2 Variance is a result of LHA using its financial advisor to investigate the inter-fund between the LHA master account, COCC, and YouthBuild. Although costs were over budget for the period, they remain within budget for year-to-date.
- **3** Variance is due to expenses being less than budgeted.
- 4 NOI for year-to-date is negative because funds have not been transferred from the PHA master account. See Balance Sheet for details.

# YouthBuild-DOL 2014 and 2016 (49)

## **Balance Sheet**

July 25, 2017

ASSETS		LIABILITIES & EQUITY	
CASH			
Cash Operating 1	3,684.28	CURRENT LIABLITIES	
Cash-Payroll	-10,800.58		
Petty Cash	1,000.00	A/P Vendors and Contractors	1,216.82
Cash in PH Master Account	76,756.98	Due to Central Office Cost Center	77,302.46
Total Unrestricted Cash	70,640.68	Accrued Compensated Absences-Current	4,021.91
TOTAL CASH	70,640.68	TOTAL CURRENT LIABILITIES	82,541.19
ACCOUNTS AND NOTES RECEIVABLE		NONCURRENT LIABILITIES	
Due from Central Office Cost Center	0.00		
TOTAL DUE FROM	0.00	Accrued Compensated Absences-LT	7,469.26
TOTAL ACCOUNTS AND NOTES RECEIVABLE	0.00	TOTAL NONCURRENT LIABILITIES	7,469.26
OTHER CURRENT ASSETS			
Prepaid Insurance	2,194.39		
TOTAL OTHER CURRENT ASSETS	2,194.39		
TOTAL CURRENT ASSETS	72,835.07	TOTAL LIABILITIES	90,010.45
NONCURRENT ASSETS		EQUITY	
FIXED ASSETS		RETAINED EARNINGS	
Automobiles	21,299.00	Retained Earnings-Unrestricted Net Assets	-30,447.38
Accum Depreciation- Misc FF&E	-21,299.00	Retained Earnings - Restricted Net Assets	13,272.00
		TOTAL RETAINED EARNINGS:	-17,175.38
TOTAL FIXED ASSETS (NET)	0.00		
TOTAL NONCURRENT ASSETS	0.00	TOTAL EQUITY	-17,175.38
TOTAL ASSETS	72,835.07	TOTAL LIABILITIES AND EQUITY	72,835.07

# Lakeland Housing Authority YouthBuild-DOL 2014 and 2016 (49) Changes in Cash

# For the Current and Seven Months Ended July 25, 2017

Period to Date	Beginning Balance	Ending Balance	Difference
Cash Operating 1	1,184.98	3,684.28	2,499.30
Cash-Payroll	-4,353.53	-10,800.58	-6,447.05
Negative Cash COCC Master	0.00	0.00	0.00
Total Cash	-3,168.55	-7,116.30	-3,947.75

Year to Date	Beginning Balance	Ending Balance	Difference
Cash Operating 1	13,914.35	3,684.28	-10,230.07
Cash-Payroll	2,929.26	-10,800.58	-13,729.84
Negative Cash COCC Master	0.00	0.00	0.00
Total Cash	16,843.61	-7,116.30	-23,959.91

**Note:** Funds from COCC were used to cover the shortfall until costs were reimbursed by DOL.

#### LAKELAND HOUSING AUTHORITY Grant Report Updated as of August 16, 2017

Capital Fund Program	(HUD)	START DATE	OBLIGATION END DATE	DISTRIBUTION END DATE	AUTHORIZED	OBLIGATION 90% THRESHHOLD	OBLIGATED AMOUNT	DISBURSED	AVAILABLE BALANCE
CFP - 2011	(1102)	07-15-11	08-03-13	08-02-15	562,980.00	506,682.00	562,980.00	562,980.00	0.00
CFP - 2012		03-12-12	03-11-14	03-11-16	327,414.00	294,672.60	327,414.00	327,414.00	0.00
CFP - 2013		08-09-13	09-08-15	09-08-17	251,538.00	226,384.20	251,538.00	251,538.00	0.00
CFP - 2014		05-01-14	05-01-16	05-01-18	341,004.00	306,903.60	339,634.58	297,816.58	43,187.42
CFP - 2015		04-13-15	04-12-17	04-12-19	345,575.00	311,017.50	313,186.94	196,414.13	149,160.87
CFP - 2016		04-13-16	04-12-18	04-12-20	358,393.00	322,553.70	44,774.57	7,091.32	351,301.68
				CFP Subtotal:	2,186,904.00	1,968,213.60	1,839,528.09	1,643,254.03	543,649.97
Santasamant Hawaisan Fastas	(LILID)								
Replacement Housing Factor	(HUD)	00.45.00	10-29-16	07-29-17	202 400 00	252 007 20	202 400 00	202 400 00	0.00
RHF - 2009(a)		09-15-09			282,108.00	253,897.20	282,108.00	282,108.00	
RHF - 2009(b)		04-02-10	10-29-16	07-29-17	149,804.00	134,823.60	149,804.00	149,804.00	0.00
RHF - 2010		07-15-10	10-29-16	07-29-18	441,385.00	397,246.50	441,385.00	106,210.04	335,174.96
RHF - 2011		08-03-11	10-29-16	10-29-18	380,321.00	342,288.90	380,321.00	0.00	380,321.00
RHF - 2012(b)		03-12-12	10-29-16	10-29-18	70,661.00	63,594.90	70,661.00	0.00	70,661.00
RHF - 2013(a)		09-09-13	10-29-18	04-12-19	208,904.00	188,013.60	208,904.00	0.00	208,904.00
RHF - 2013(b)		09-09-13	10-29-16	10-29-18	62,529.00	56,276.10	62,529.00	0.00	62,529.00
RHF - 2014		05-13-14	10-29-18	04-12-19	185,710.00	167,139.00	185,710.00	0.00	185,710.00
RHF - 2015		04-13-15	10-29-18	04-12-19	187,612.00	168,850.80	187,612.00	0.00	187,612.00
RHF - 2016		04-13-16	10-29-18	04-12-20	193,574.00	174,216.60	193,574.00	0.00	193,574.00
				RHF Subtotal:	2,162,608.00	1,946,347.20	2,162,608.00	538,122.04	1,624,485.96
HOPE VI	(HUD)	04-05-00		12-31-17	21,842,801.00	19,658,520.90	19,908,767.13	19,966,313.13	1,876,487.87
Safety & Security Grant	(HUD)	03-20-13	03-19-14	03-19-15	250 000 00	225 000 00	250 000 00	250 000 00	0.00
Safety & Security Grant	(HUD)	03-20-13	03-19-14 Safety & S	03-19-15 Security Subtotal:	250,000.00 <b>250.000.00</b>	225,000.00 <b>225,000.00</b>	250,000.00 <b>250.000.00</b>	250,000.00 <b>250,000.00</b>	0.00 <b>0.00</b>
Safety & Security Grant	(HUD)	03-20-13		03-19-15 Security Subtotal:	250,000.00 <b>250,000.00</b>	225,000.00 <b>225,000.00</b>	250,000.00 <b>250,000.00</b>	250,000.00 <b>250,000.00</b>	0.00 <b>0.00</b>
Resident Opportunities and S	Self	03-20-13			,	,	,	,	
Resident Opportunities and S	` ,	03-20-13			,	,	,	,	
Resident Opportunities and S Sufficiency	Self (HUD)		Safety & S		250,000.00	225,000.00	250,000.00	250,000.00	0.00
Resident Opportunities and S Sufficiency ROSS - Family Self Sufficie	Self (HUD) ncy 2016	07-08-16	Safety & \$		<b>250,000.00</b> 105,738.00	<b>225,000.00</b> 95,164.20	<b>250,000.00</b> 53,533.65	<b>250</b> ,000.00 53,533.65	<b>0.00</b> 52,204.35
Resident Opportunities and S Sufficiency ROSS - Family Self Sufficie ROSS - Family Self Sufficie	Self (HUD) ncy 2016 ncy 2015	07-08-16 01-01-16	Safety & \$ 12-31-17 12-31-16		250,000.00 105,738.00 105,738.00	<b>95,164.20</b> 95,164.20	250,000.00 53,533.65 105,738.00	250,000.00 53,533.65 105,738.00	0.00 52,204.35 0.00
Resident Opportunities and S Sufficiency ROSS - Family Self Sufficie	Self (HUD) ncy 2016 ncy 2015	07-08-16	Safety & \$	Security Subtotal:	250,000.00 105,738.00 105,738.00 219,185.00	95,164.20 95,164.20 197,266.50	250,000.00 53,533.65 105,738.00 20,201.24	250,000.00 53,533.65 105,738.00 20,201.24	0.00 52,204.35 0.00 198,983.76
Resident Opportunities and S Sufficiency ROSS - Family Self Sufficie ROSS - Family Self Sufficie	Self (HUD) ncy 2016 ncy 2015	07-08-16 01-01-16	Safety & \$ 12-31-17 12-31-16		250,000.00 105,738.00 105,738.00	<b>95,164.20</b> 95,164.20	250,000.00 53,533.65 105,738.00	250,000.00 53,533.65 105,738.00	0.00 52,204.35 0.00
Resident Opportunities and S Sufficiency ROSS - Family Self Sufficie ROSS - Family Self Sufficie ROSS - Service Coordinato	Gelf (HUD) ncy 2016 ncy 2015 or 2016	07-08-16 01-01-16 02-01-17	Safety & \$ 12-31-17 12-31-16 01-31-20	Security Subtotal:	105,738.00 105,738.00 219,185.00 430,661.00	95,164.20 95,164.20 197,266.50 387,594.90	53,533.65 105,738.00 20,201.24 179,472.89	250,000.00 53,533.65 105,738.00 20,201.24 179,472.89	52,204.35 0.00 198,983.76 # 251,188.11
Resident Opportunities and S Sufficiency ROSS - Family Self Sufficie ROSS - Family Self Sufficie	Gelf (HUD) ncy 2016 ncy 2015 or 2016	07-08-16 01-01-16	Safety & \$ 12-31-17 12-31-16 01-31-20	Security Subtotal:	250,000.00 105,738.00 105,738.00 219,185.00	95,164.20 95,164.20 197,266.50	250,000.00 53,533.65 105,738.00 20,201.24	250,000.00 53,533.65 105,738.00 20,201.24	52,204.35 0.00 198,983.76
Resident Opportunities and S Sufficiency ROSS - Family Self Sufficie ROSS - Family Self Sufficie ROSS - Service Coordinato	Gelf (HUD) ncy 2016 ncy 2015 or 2016	07-08-16 01-01-16 02-01-17	12-31-17 12-31-16 01-31-20 02-16-20 You	Security Subtotal:  ROSS Subtotal:	250,000.00 105,738.00 105,738.00 219,185.00 430,661.00	95,164.20 95,164.20 197,266.50 387,594.90	250,000.00 53,533.65 105,738.00 20,201.24 179,472.89	250,000.00 53,533.65 105,738.00 20,201.24 179,472.89	52,204.35 0.00 198,983.76 # 251,188.11
Resident Opportunities and S Sufficiency  ROSS - Family Self Sufficie ROSS - Family Self Sufficie ROSS - Service Coordinato	Self (HUD) ncy 2016 ncy 2015 or 2016	07-08-16 01-01-16 02-01-17	12-31-17 12-31-16 01-31-20 02-16-20 You	ROSS Subtotal:	250,000.00 105,738.00 105,738.00 219,185.00 430,661.00 990,024.00 990,024.00 974,124.00	95,164.20 95,164.20 197,266.50 387,594.90 891,021.60 876,711.60	250,000.00 53,533.65 105,738.00 20,201.24 179,472.89 156,377.33 156,377.33 919,945.10	250,000.00 53,533.65 105,738.00 20,201.24 179,472.89 156,377.33 156,377.33 919,945.10	52,204.35 0.00 198,983.76 <b># 251,188.11</b> 833,646.67 833,646.67 54,178.90
Resident Opportunities and S Sufficiency ROSS - Family Self Sufficie ROSS - Family Self Sufficie ROSS - Service Coordinato	Self (HUD) ncy 2016 ncy 2015 or 2016	07-08-16 01-01-16 02-01-17	12-31-17 12-31-16 01-31-20 02-16-20 You	Security Subtotal:  ROSS Subtotal:	250,000.00 105,738.00 105,738.00 219,185.00 430,661.00 990,024.00 990,024.00	95,164.20 95,164.20 95,164.20 197,266.50 387,594.90 891,021.60	250,000.00 53,533.65 105,738.00 20,201.24 179,472.89 156,377.33 156,377.33	250,000.00 53,533.65 105,738.00 20,201.24 179,472.89 156,377.33 156,377.33	52,204.35 0.00 198,983.76 # 251,188.11 833,646.67 833,646.67
Resident Opportunities and S Sufficiency  ROSS - Family Self Sufficie ROSS - Family Self Sufficie ROSS - Service Coordinato  YouthBuild 2016 Grant (new)	Gelf (HUD) mcy 2016 mcy 2015 ir 2016 (DOL	07-08-16 01-01-16 02-01-17 ) 10-17-16 L) 08-11-14	12-31-17 12-31-16 01-31-20  02-16-20 You	ROSS Subtotal:	250,000.00  105,738.00 105,738.00 219,185.00 430,661.00  990,024.00 990,024.00 974,124.00 974,124.00	95,164.20 95,164.20 95,164.20 197,266.50 387,594.90 891,021.60 876,711.60	250,000.00 53,533.65 105,738.00 20,201.24 179,472.89 156,377.33 156,377.33 919,945.10 919,945.10	250,000.00 53,533.65 105,738.00 20,201.24 179,472.89 156,377.33 156,377.33 919,945.10 919,945.10	52,204.35 0.00 198,983.76 <b># 251,188.11</b> 833,646.67 833,646.67 54,178.90 54,178.90
Resident Opportunities and S Sufficiency  ROSS - Family Self Sufficie ROSS - Family Self Sufficie ROSS - Service Coordinato	Self (HUD) ncy 2016 ncy 2015 or 2016	07-08-16 01-01-16 02-01-17	12-31-17 12-31-16 01-31-20 02-16-20 You 12-10-17 You 07-31-14	ROSS Subtotal: uthBuild Subtotal:	250,000.00  105,738.00 105,738.00 219,185.00 430,661.00  990,024.00 990,024.00 974,124.00 974,124.00 324,331.00	95,164.20 95,164.20 95,164.20 197,266.50 387,594.90 891,021.60 876,711.60 876,711.60	250,000.00 53,533.65 105,738.00 20,201.24 179,472.89 156,377.33 156,377.33 919,945.10 919,945.10	250,000.00  53,533.65 105,738.00 20,201.24 179,472.89  156,377.33 156,377.33 919,945.10 919,945.10	52,204.35 0.00 198,983.76 <b># 251,188.11</b> 833,646.67 833,646.67 54,178.90 54,178.90
Resident Opportunities and S Sufficiency  ROSS - Family Self Sufficie ROSS - Family Self Sufficie ROSS - Service Coordinato  CouthBuild 2016 Grant (new)	Gelf (HUD) mcy 2016 mcy 2015 ir 2016 (DOL	07-08-16 01-01-16 02-01-17 ) 10-17-16 L) 08-11-14	12-31-17 12-31-16 01-31-20 02-16-20 You 12-10-17 You 07-31-14	ROSS Subtotal:	250,000.00  105,738.00 105,738.00 219,185.00 430,661.00  990,024.00 990,024.00 974,124.00 974,124.00	95,164.20 95,164.20 95,164.20 197,266.50 387,594.90 891,021.60 876,711.60	250,000.00 53,533.65 105,738.00 20,201.24 179,472.89 156,377.33 156,377.33 919,945.10 919,945.10	250,000.00 53,533.65 105,738.00 20,201.24 179,472.89 156,377.33 156,377.33 919,945.10 919,945.10	52,204.35 0.00 198,983.76 <b># 251,188.11</b> 833,646.67 833,646.67 54,178.90 54,178.90

#### **August 2017 Board Report**



#### Academics

The month of July was a very successful month academically for YouthBuild Participants. Three more participants completed their High School Equivalency. Eighty-five percent of Cycle 14 participants earned their High School Equivalency Diploma. We continue to work with graduates to help them complete their diplomas and achieve their goals.

### Recruiting

The efforts to recruit for Cycle 15 continue. There are presently 46 youth invited to Orientation. These numbers are growing each day. The efforts in recruiting continue to be focused in the Paul A. Diggs, and Lakeland Housing Authority communities. We have also passed out many flyers to our partners in the community, and continue to receive referrals from those partners. Orientation for Cycle 15 will begin on September 5<sup>th</sup>.

#### **Career Development**

During the month of July, Cycle 14 participants were excited about their upcoming graduation on July 27<sup>th</sup>. They focused on completing job search, college registration and/or missed career development assignments needed for graduation.

#### **Career Placement**

Kasee Grant and Tiyanna Pullen, and Cycle 13 participants, continued employment with CareerSource-Polk's Youth Employment Program (YEP). Several Cycle 14 participants completed an on-line Job Search Advantage course. The Career Development Specialist continues to assist Cycles 12 and 13 graduates to move forward on their journey to success through job referrals, placement efforts and/or employment retention.

### Cycle 14 Williamstown Project





#### Construction

We have successfully completed another cycle here at YouthBuild Lakeland, with 13 participants earning their PACT Certification in construction. Before graduating Cycle 14 Participants also had an opportunity to start a new ground breaking on the Williamstown construction project with the Lakeland Housing Authority. By displaying hard work and good work ethics some participants were asked to continue working on the project after graduation.

#### **Program Events**

On July 17<sup>th</sup> YouthBuild Lakeland celebrated its 10<sup>th</sup> Anniversary with an evening of coffee and desserts. Among the attendees were YouthBuild participants, YouthBuild Alumni, YouthBuild Staff, the Mayor of Lakeland, numerous city officials, program partners, members of the LHA Board of Directors, and members of the Administrative team of LHA. The guest speaker was YouthBuild USA, CEO, John Valverde. Mr. Valverde shared the story of his life, and how the challenges he faced made him a more compassionate leader and better person.



Cycle 14 Graduation was also held on July 27<sup>th</sup> at the Simpson Park Community Center. Eighteen participants who earned their High School Equivalency diploma or Industry Credential graduated from YouthBuild. The keynote speaker for the evening was Mr. Anthony Brinkley, CEO of On the Brink Consulting. He delivered a message of resilience and success to the graduates, and encouraged them to strive for their goals and not give up. After the event cake and punch was shared with family and friends.



#### YouthBuild Events

July 5th - Forklift Training

July 6<sup>th</sup> – Pamela Calloway

July 11th - Open House

July 12th – CPR/1st Aid Training

July 13th – Housekeeping Training

July 14th – Last Day for Cycle 14

July 17th – 10 Year Celebration

July 27th – Cycle 14 Graduation Ceremony

Janiene Bambridge Sr. Program Manager

Cynthia E. Zorn-Shaw
Career Development Specialist

Richard Mooneyham Academic Instructor

Terry Love Construction Trainer

Aimee Pickup Administrative Assistant

## **OTHER BUSINESS**



TO: Lakeland Housing Authority Board of Commissioners

FROM: Carlos R. Pizarro An, VP of Housing

DATE: August 1, 2017

RE: Response to the Complaints received during the July 2017 Board Meeting

The attached information and all the information within this response is subject to the Florida Public Records Act, also known as F.S. 119.

- 1. Patricia Howard, Ms. Howard tenancy was terminated due to multiple violations to her lease agreement. Attached, please see police reports, complaints, Lakeland Police Department trespass warning records, lease agreement and other records supporting the eviction and termination.
- 2. Bridgette Hamilton, Ms. Hamilton is currently going through the termination and eviction process for violations to her lease agreement, which requires that the tenants refrain from acting or speaking in an abusive or threatening manner toward other residents of LHA, LHA's Employees, and person residing in the immediate vicinity of the dwellings, representatives, contractors and agents, law enforcement officials and/or the public. Additionally, before any escrow amounts are disbursed from the FSS account, the Executive Director must approve the funds; Ms. Hamilton never obtained this approval due to Ms. Hamilton's behavior in which the LHA staff was forced to call the Lakeland Police Department. Attached, please see the incident reports. Ms. Hamilton has an informal hearing with an impartial hearing officer this month.
- 3. Karen Gray (Rudolph), Ms. Gray came before the Board of Commissioners and stated that the residents are not getting any resident services, which is not true. We offer many services to our residents as reported and documented with pictures and other available information in every Housing Monthly Report to the Board of Commissioners. Additionally, she complaint that the Utility Checks were not being delivered by the housing authority, attached you will find copy of the last three months of UTAC ledgers. Ms. Gray also complaint that we do not have meetings with the residents, which is also not true, attached you can find signing sheets and fliers regarding the many meetings we sponsor and in none of the signing sheet we were able to find Ms. Gray's signature including but not limited to our last meeting on August 3, 2017. At this last meeting the staff and the residents were able to discuss the following items:
  - Rents
  - Work Orders
  - Lakeland Police issues
  - ROSS Grant
  - FSS Program



- Trash Issues
- Relocation
- Crime
- Reporting income changes on time
- Fraud
- Evictions and terminations
- Inspections
- Etc...

Furthermore, Ms. Gray said that the ROSS Coordinator was never available to serve the residents, which once again it is not true. She is one of the biggest user of the ROSS grant benefits, Ms. Gray as you can see within the attached documents, since we started the program this year she has received many orientations, information, one BUS PASS and two GAS Cards.

Sincerely,

Carlos R. Pizarro IIn

Carlos R. Pizarro An, M.A., PHM, AHM VP of Housing Lakeland Housing Authority

# REGISTRATION FORM TO PROVIDE STATEMENTS AT PUBLIC FORUM OF THE REGULAR MEETING OF THE BOARD OF COMMISSIONERS ("BOARD") OF THE HOUSING AUTHORITY OF THE CITY OF LAKELAND ("LHA")

Speakers must register prior to the Public Forum with this form, available at the entrance of the meeting room. Forms must be filled out completely and turned in to the Board's designee prior to the commencement of the Public Forum for any meeting. Speakers must abide by the following procedures to speak.

The following procedures apply to Public Forum sessions:

- Public Forum shall be near the beginning of the meeting's Agenda of a regular *Board* meeting and all comments from the public which meet the following criteria shall be heard at that time only, unless otherwise provided by the Chairperson in his/her discretion, or by majority vote of the quorum present of the *Board*. Written comments are encouraged in lieu of or in addition to public comments.
- Anyone may address the *Board* on matters pertaining to the business of *LHA* subject to this procedure, A speaker shall limit his/her comments to the topic(s) listed at the bottom of this form only. Time used for questions from members of the *Board* shall not be assessed against any speaker's time limit.
- 3. Comments are limited to three (3) minutes per speaker. When a single matter pertaining to the business of *LHA* attracts several speakers with differing views, the Chairperson in his/her discretion, or the *Board* by majority vote of the present quorum may adopt further equitable time limits, and limits on how many speakers may address the same point of view on the matter, in the interest of timeliness and orderly conduct of the meeting.
- 4. Maintenance concerns can be discussed only if they are specific and meet the following criteria:
  - Work order number is stated.
  - b. The appropriate time has passed for work order to be addressed.
  - c. The concern has previously been brought to the Executive Director's attention by the speaker.
  - d. If b and c have been done but the work order is not complete, then it can be brought to the Board's attention.
- 5. Discussion of personal matters between *Board* members and/or *LHA* staff and the speaker or others will not be allowed. Additionally, discussion of personnel matters, whether currently pending or completed, shall not be allowed since *LHA* provides an internal grievance procedure for this purpose. Abusive and/or disrespectful language by a speaker shall not be acceptable under any conditions.
- Appropriate matters brought before the Board at Public Forum shall be addressed in writing in the next regular Board meeting package by the Executive Director unless otherwise requested or directed by the Chairperson, or by a majority vote of the present quorum of the Board.
- Any speaker who might wish to appeal any decision made by the *Board* with respect to any matter considered at any regular meeting is 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 be made, which will include the testimony and evidence upon which the appeal is to be asked. A copy of the tape or minutes of the *Board* meeting may be obtained, at the requester's expense, by contacting the Executive Director's office.
- 8. Comments made by the public at any meeting may be considered by the *Board*, but nothing contained herein guarantees or implies that any action by the *Board* or *LHA* staff shall be taken as a result thereof.
- 9. The Chairperson reserves the right to discontinue by any appropriate means the comments of a speaker who fails to comply with the procedures referenced herein. Signature hereon by any speaker represents the speaker's express and informed agreement to abide by the procedures referenced herein.

NAME: MYShawN HOWARD DATE: 7-24-17
SIGNATURE
ADDRESS: 810 OF VICHENCE RES. TELEPHONE NUMBER: 407-398-5380
SPEAKER'S TOPIC: MIS OUD OF FUNDS
inegally for sect to Move.
11(10)

## Resident Disturbance and Complaint Form

Name Amy Robinson
Address 1407 Kettles Ave Apt 102
Name and/or address/apartment # of Resident you have a concern with  POROSS The way in the 4 BR App 1403-104
Date of Disturbance/Incident 4-5-/6
Approximate time Disturbance/Incident began
Approximate time Disturbance/Incident ended On Som
Place where Disturbance/Incident occurred On My Forch Police Report Number
Describe the nature of the Disturbance/Incident in detail:  Children Screenman in the window  Fighting hitting other Children. A little  Doy about 4 years old knocked on my  door askad if he could come in because his mon was in sail he was told  too and toadler are alway in the  Parking lot. These
If more space is necessary, please use the back of this sheet  I certify that this statement is true and correct to the best of my knowledge, and I hereby agree to testify to same in the future if necessary. This document shall in no way alter or amend the applicable Lease Agreement, and all rights afforded to the Owner/Manager by contract or statute are to be deemed strictly reserved.  Signature  Date

## **Carlos Pizarro**

From: Lovett Johnson

**Sent:** Wednesday, August 17, 2016 10:14 AM **To:** Suzanne DeCopain; Carlos Pizarro

**Cc:** Rhonda Stringer

**Subject:** RE: Complaint for Howard



Lovett Johnson / Community Manager &

Renaissance @ Washington Ridge/Carrington Place Phone: (863) 682.7611 ext. 302 | Fax: (863) 682-7719

ljohnson@LakelandHousing.org

From: Suzanne DeCopain [mailto:sdecopain@saxongilmore.com]

**Sent:** Tuesday, July 26, 2016 12:17 PM **To:** Lovett Johnson; Carlos Pizarro

Cc: Rhonda Stringer

Subject: RE: Complaint for Howard

#### Good day,

Please find attached the in-house stipulation that you requested. If you require any changes or corrections, please let me know. Per our last discussion, you mentioned that the tenant has <u>not</u> received a grievance hearing. Please keep in mind that one should be scheduled in accordance with your lease and policy. Also, if you are able to meet with the tenant to execute the stipulation, I would recommend having her verify her household composition, as the officer mentioned to me that he believed the children lived with their parents and that they would just drop off the kids at Patricia's house during the day.

If you have any questions, please let me know.

Thank you,



Suzanne J. DeCopain, Esq.

sdecopain@saxongilmore.com T 813.314.4528 | F 813.314.4555

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From: Lovett Johnson [mailto:ljohnson@lakelandhousing.orq]

**Sent:** Friday, July 08, 2016 12:53 PM **To:** Suzanne DeCopain; Carlos Pizarro

Cc: Rhonda Stringer

Subject: RE: Complaint for Howard

FYI>..

We received verification of housing for Ms. Howard from a local apartment complex. We kept the information general so not to discourage them from housing her. This week there was another altercation with them and other residents. The police was called but have not been able to get the details yet. I have my police contact working on that. I am hopeful that she will just move. She has not come in to pay rent this week. Will keep you updated...



## Lovett Johnson / Community Manager &

Renaissance @ Washington Ridge/Carrington Place Phone: (863) 682.7611 ext. 302 | Fax: (863) 682-7719

ljohnson@LakelandHousing.org

**From:** Suzanne DeCopain [mailto:sdecopain@saxongilmore.com]

**Sent:** Sunday, June 19, 2016 1:23 PM **To:** Lovett Johnson; Carlos Pizarro

Cc: Rhonda Stringer

Subject: RE: Complaint for Howard

Good afternoon,

Just a follow up on our phone conference from Friday. Please provide **any and all** documentation regarding any lease violations the tenant may have engaged in since the issuance of the 7 day curable notice dated April 12, 2016.

As discussed, Officer Baker was not able to provide any additional information regarding the May 4, 2016 call other than it was a call for a disturbance and that he *may* have issued some trespass warnings. Officer Baker suggested that the agency can obtain the Call Log from the Records for all calls to the tenant's address for the last few months. Records can be reached at 834-6900.

Officer Rethwisch has not returned my call so I am not sure if there are any additional details regarding May 5, 2016.

As always, I can assist with the drafting of any applicable notices or can review any notices *prior* to issuing to the tenant. Also, if there are any other issues regarding tenants please feel free to call us and we can assist with obtain the necessary information to pursue any terminations.

Something that we did not discuss, after the curable was issued, the tenant requested a grievance hearing which she is still entitled to have. Please let me know if you need assistance with the process and **when the hearing will be scheduled**.

Thank you,



## Suzanne J. DeCopain, Esq.

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From: Lovett Johnson [mailto:ljohnson@lakelandhousing.org]

**Sent:** Friday, June 17, 2016 11:51 AM **To:** Suzanne DeCopain; Carlos Pizarro **Subject:** RE: Complaint for Howard

Ok. TY.



Lovett Johnson / Community Manager 🤾

Renaissance @ Washington Ridge/Carrington Place **Phone:** (863) 682.7611 ext. 302 | **Fax:** (863) 682-7719

ljohnson@LakelandHousing.org

From: Suzanne DeCopain [mailto:sdecopain@saxonqilmore.com]

**Sent:** Friday, June 17, 2016 11:49 AM

**To:** Lovett Johnson; Carlos Pizarro **Subject:** RE: Complaint for Howard

Good morning,

Are you available for a call at 1PM? You can call the phone conference number below:

Dial 855-384-4184

Enter the ACCESS CODE 4845332#

Thank you,



Suzanne J. DeCopain, Esq.

sdecopain@saxongilmore.com T 813.314.4528 | F 813.314.4555

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**From:** Lovett Johnson [mailto:ljohnson@lakelandhousing.org]

**Sent:** Friday, June 10, 2016 3:45 PM **To:** Suzanne DeCopain; Carlos Pizarro

Cc: Rhonda Stringer

Subject: RE: Complaint for Howard

Please call me at 863-797-9875 when you are ready.



Lovett Johnson / Community Manager 🤾

Renaissance @ Washington Ridge/Carrington Place Phone: (863) 682.7611 ext. 302 | Fax: (863) 682-7719

ljohnson@LakelandHousing.org

From: Suzanne DeCopain [mailto:sdecopain@saxongilmore.com]

**Sent:** Friday, June 10, 2016 3:44 PM **To:** Lovett Johnson; Carlos Pizarro

Cc: Rhonda Stringer

Subject: RE: Complaint for Howard

Good afternoon,

I spoke with Officer Baker today, have not heard from Officer Rethwisch, however we should schedule a phone conference soon to discuss the case. Please let me know what time is best either today or Monday. Thank you,



Suzanne J. DeCopain, Esq.

<u>sdecopain@saxongilmore.com</u> T 813.314.4528 | F 813.314.4555

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From: Suzanne DeCopain

**Sent:** Thursday, June 09, 2016 10:15 AM **To:** 'Lovett Johnson'; Carlos Pizarro

Cc: Rhonda Stringer

Subject: RE: Complaint for Howard

#### Good morning,

I left messages for both Officer Baker and Rethwisch and was informed that they return to work on Friday. I hope to talk to them about the case tomorrow and perhaps we can schedule a phone conference for tomorrow afternoon.

Please let me know what time is best.

#### Thank you,



## Suzanne J. DeCopain, Esq.

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**From:** Lovett Johnson [mailto:ljohnson@lakelandhousing.org]

**Sent:** Wednesday, June 08, 2016 10:12 AM **To:** Suzanne DeCopain; Carlos Pizarro

Cc: Rhonda Stringer

Subject: RE: Complaint for Howard

## Good Morning:

I was not able to get much information about the disturbance that took place on May 05, 2016. There was also a call placed to the LPD on May 04. The PD only responded to the call only. There was no narration written as to what took place. According to the PD, if not crime was committed, they are not required to provide a narrative of visit and they did not. Perhaps you can contact the police officers for additional information. Their names are officer Baker and Officer Rethwisch.

Call to Service Info:

May 04, 2016 - P161250202-Unit 1403-103 (Sugrin) Officer Baker May 05, 2016 - P161260301-Unit 1403-104 (Howard) Officer Rethwisch

Police Depart No: 863-834-6900

Please let me know if you can do anything else. Thank you.



Lovett Johnson / Community Manager 🤾

Renaissance @ Washington Ridge/Carrington Place Phone: (863) 682.7611 ext. 302 | Fax: (863) 682-7719

ljohnson@LakelandHousing.org

From: Suzanne DeCopain [mailto:sdecopain@saxongilmore.com]

Sent: Wednesday, June 01, 2016 1:08 PM

To: Lovett Johnson; Carlos Pizarro

Cc: Rhonda Stringer

Subject: RE: Complaint for Howard

Good afternoon,

Were you able to obtain the report for the 5/5 incident? The notices were not attached to the email, please re-send.

#### Thank you,



Suzanne J. DeCopain, Esq. sdecopain@saxongilmore.com
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From: Lovett Johnson [mailto:ljohnson@lakelandhousing.org]

**Sent:** Tuesday, May 31, 2016 5:05 PM **To:** Suzanne DeCopain; Carlos Pizarro **Subject:** RE: Complaint for Howard

## Good Afternoon:

I just had a conversation with Officer Baker(LPD) about another case and he also gave me additional information about the altercation at Carrington Place. There was another situation that occurred on May 05, 2015 and he is trying to get that report for me. He goes on record and is very accretive in saying that Ms. Howard and her family have been an ongoing menace to the neighborhood and those who was arrested was frequent visitors and troublemakers at her unit, 1403-104. I cannot in good faith let them off the hook because they threaten Legal Aide.

There has got to be something that can be done. It would send a bad message that you can repeatedly violate the rules and threaten the health and safety of the other resident with no repercussion. Regardless of what has transpired, I need to look forward as to what can be done to remedy the situation moving forward. Therefore, I requesting some assistance and/or strategy to do so. They are requesting a hearing. Can that be a starting point? If nothing else perhaps get them to agree to some type of stipulation or something. Because of ongoing issues, can we not renew the lease at re-certification? How is the private sector able to do it without issue? This is a tax credit unit. Please advise. Suzanne also attached is a notice. I gave to both parties. It was filed away in Ms. Sugrin file. Thank you.



Lovett Johnson / Community Manager 🤾

Renaissance @ Washington Ridge/Carrington Place Phone: (863) 682.7611 ext. 302 | Fax: (863) 682-7719

ljohnson@LakelandHousing.org

From: Lovett Johnson

**Sent:** Tuesday, May 24, 2016 7:41 PM

**To:** Suzanne DeCopain **Cc:** Carlos Pizarro

**Subject:** RE: Complaint for Howard

Apologies. I thought about it when I was heading home. I will send it tomorrow. However I did remember we had a Grievance Procedure posted in the office. I will sent that too.

From: Suzanne DeCopain
Sent: 5/24/2016 7:33 PM
To: Lovett Johnson

Cc: Carlos Pizarro

Subject: RE: Complaint for Howard

Good day,

There was no attachment to your email.



## Suzanne J. DeCopain, Esq.

sdecopain@saxongilmore.com T 813.314.4528 | F 813.314.4555

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From: Lovett Johnson [mailto:ljohnson@lakelandhousing.org]

**Sent:** Tuesday, May 24, 2016 7:06 PM

**To:** Suzanne DeCopain **Cc:** Carlos Pizarro

Subject: RE: Complaint for Howard

Hello Suzanne:

See response to your questions below....I will return their rent tomorrow. TY.



Lovett Johnson / Community Manager &

Renaissance @ Washington Ridge/Carrington Place Phone: (863) 682.7611 ext. 302 | Fax: (863) 682-7719

ljohnson@LakelandHousing.org

**From:** Suzanne DeCopain [mailto:sdecopain@saxongilmore.com]

**Sent:** Tuesday, May 24, 2016 6:28 PM

**To:** Lovett Johnson **Cc:** Carlos Pizarro

Subject: RE: Complaint for Howard

Good day,

The rent should be returned immediately. I am still gathering information to draft the notice which may take additional time.

- 1. Please send me the grievance procedures attached to the tenant's lease. Attached is the most resent information I have that speaks of any type of Grievance and as spelled out in the lease, page 23
- 2. What was the basis for the curable notice issued on 4/2/2015. The notice states that there was a disturbance, who was involved and what happened. The family fight with other residents.
- 3. Did you find out who Carol McGill? Don't know and have not been able to find out
- 4. Did you find out from the officers who all the parties were when they stated 10 people began a verbal altercation? All those that was written up in the report and/or barred from the property. That information was sent to you already.
- 5. Did you obtain report number 7102? Not yet, waiting on police department to finish. This has been a slow process and Mr. Huddleston is sending them as the PD has them complete. I have sent you all I have.
- 6. A video was mentioned in the report, are you able to obtain it? I am sure we can, I will have to call the police department.

I will need as much evidence that the HA <u>currently</u> has to show that the person(s) involved in the altercation/ criminal activity were the <u>tenant's guest during the time</u> of the altercation/ criminal activity. Information that neighbors will attest that they are frequent visitors will not be sufficient and information that the person(s) involved are relatives will not be sufficient. One of the police reports mentions that Howard stated Andrew punched her daughter Stephanie and that she broke up the fight. That is helpful for the HA because it shows that she was aware that her daughter was on the property and she admitted to being a witness to the altercation. Noted. I am not sure what else I can provide to prove that. Perhaps it would help if you speak the police offices. They have history with visits to her unit. Will their word be acceptable?

Thank you,



Suzanne J. DeCopain, Esq. sdecopain@saxongilmore.com
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From: Lovett Johnson [mailto:ljohnson@lakelandhousing.org]

**Sent:** Tuesday, May 24, 2016 6:02 PM

**To:** Suzanne DeCopain **Cc:** Carlos Pizarro

Subject: RE: Complaint for Howard

#### Good Afternoon Suzanne:

The check is ready. Do you want me to deliver it separate or with the notice as we did with the Brown Case? TY



Lovett Johnson / Community Manager 🕺

Renaissance @ Washington Ridge/Carrington Place **Phone:** (863) 682.7611 ext. 302 | **Fax:** (863) 682-7719

ljohnson@LakelandHousing.org

**From:** Suzanne DeCopain [mailto:sdecopain@saxongilmore.com]

Sent: Friday, May 20, 2016 5:54 PM

**To:** Lovett Johnson **Cc:** Carlos Pizarro

Subject: RE: Complaint for Howard

I still have to review and analyze all of the documents provided regarding the lease violation, as you sent a few documents today. The first step would be to return the money if you believe the tenant violated the lease.



Suzanne J. DeCopain, Esq.

<u>sdecopain@saxongilmore.com</u> T 813.314.4528 | F 813.314.4555

Saxon Gilmore & Carraway, P.A. | 201 E. Kennedy Blvd. | Suite 600 | Tampa, FL 33602 www.saxongilmore.com | http://www.linkedin.com/in/saxongilmore/

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From: Lovett Johnson [mailto:ljohnson@lakelandhousing.org]

Sent: Friday, May 20, 2016 1:10 PM

**To:** Suzanne DeCopain **Cc:** Carlos Pizarro

**Subject:** RE: Complaint for Howard

I can get it and delivery it on Monday. Will that be ok?



Lovett Johnson / Community Manager &

Renaissance @ Washington Ridge/Carrington Place Phone: (863) 682.7611 ext. 302 | Fax: (863) 682-7719

ljohnson@LakelandHousing.org

From: Suzanne DeCopain [mailto:sdecopain@saxongilmore.com]

**Sent:** Friday, May 20, 2016 1:08 PM

**To:** Lovett Johnson **Cc:** Carlos Pizarro

Subject: RE: Complaint for Howard

Per Florida Statutes 83.56

(5)(a) If the landlord accepts rent with actual knowledge of a noncompliance by the tenant or accepts performance by the tenant of any other provision of the rental agreement that is at variance with its provisions, or if the tenant pays rent with actual knowledge of a noncompliance by the landlord or accepts performance by the landlord of any other provision of the rental agreement that is at variance with its provisions, the <u>landlord or tenant waives his or her right to terminate the rental agreement or to bring a civil action for that noncompliance</u>, but not for any subsequent or continuing noncompliance.

Until the rent is returned, the landlord waives their right to terminate the rental agreement.

The first thing we have to address is the rent. If you want to terminate her lease, the rent must be returned. When will it be returned? I will need to know this information to better advise you.

Thank you,



Suzanne J. DeCopain, Esq.

sdecopain@saxongilmore.com T 813.314.4528 | F 813.314.4555

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From: Lovett Johnson [mailto:ljohnson@lakelandhousing.org]

**Sent:** Friday, May 20, 2016 1:00 PM

To: Suzanne DeCopain

Subject: RE: Complaint for Howard

What is your recommendation moving forward?



Lovett Johnson / Community Manager &

Renaissance @ Washington Ridge/Carrington Place Phone: (863) 682.7611 ext. 302 | Fax: (863) 682-7719

ljohnson@LakelandHousing.org

From: Suzanne DeCopain [mailto:sdecopain@saxongilmore.com]

**Sent:** Friday, May 20, 2016 12:57 PM

To: Lovett Johnson

Subject: RE: Complaint for Howard

The HA must file the case within 45 days of knowledge of the noncompliance, by the time the notice is issued and expires, you might have a waiver.

Also, as of this moment, the HA has waived their right to pursue termination based on the noncompliance by accepting the rent.

When will the check be returned? When did you request the check from central?



## Suzanne J. DeCopain, Esq.

sdecopain@saxongilmore.com T 813.314.4528 | F 813.314.4555

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From: Lovett Johnson [mailto:ljohnson@lakelandhousing.org]

Sent: Friday, May 20, 2016 12:53 PM

To: Suzanne DeCopain

Subject: RE: Complaint for Howard

When central print the check. Do you need it before the notice is sent?



Lovett Johnson / Community Manager 🕺

Renaissance @ Washington Ridge/Carrington Place Phone: (863) 682.7611 ext. 302 | Fax: (863) 682-7719

ljohnson@LakelandHousing.org

From: Suzanne DeCopain [mailto:sdecopain@saxongilmore.com]

**Sent:** Friday, May 20, 2016 12:53 PM

To: Lovett Johnson

Subject: RE: Complaint for Howard

When will her rent be returned?



# Suzanne J. DeCopain, Esq. sdecopain@saxongilmore.com T 813.314.4528 | F 813.314.4555

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From: Lovett Johnson [mailto:ljohnson@lakelandhousing.org]

**Sent:** Friday, May 20, 2016 12:51 PM

**To:** Suzanne DeCopain

Subject: RE: Complaint for Howard

Is that "Where", if so , yes. The rent was posted in error in May. I have made arrangements to return her May rent check.



Lovett Johnson / Community Manager &

Renaissance @ Washington Ridge/Carrington Place
Phone: (863) 682.7611 ext. 302 | Fax: (863) 682-7719

ljohnson@LakelandHousing.org

From: Suzanne DeCopain [mailto:sdecopain@saxongilmore.com]

**Sent:** Friday, May 20, 2016 12:47 PM

To: Lovett Johnson

Subject: RE: Complaint for Howard

When you notified of the April incidents in April?



## Suzanne J. DeCopain, Esq.

<u>sdecopain@saxongilmore.com</u> T 813.314.4528 | F 813.314.4555

Saxon Gilmore & Carraway, P.A. | 201 E. Kennedy Blvd. | Suite 600 | Tampa, FL 33602 |

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From: Lovett Johnson [mailto:ljohnson@lakelandhousing.org]

**Sent:** Friday, May 20, 2016 12:25 PM

To: Suzanne DeCopain

Subject: RE: Complaint for Howard

See attached



## Lovett Johnson / Community Manager 🤾

Renaissance @ Washington Ridge/Carrington Place Phone: (863) 682.7611 ext. 302 | Fax: (863) 682-7719

ljohnson@LakelandHousing.org

From: Lovett Johnson

**Sent:** Friday, May 20, 2016 12:05 PM

To: Suzanne DeCopain (<a href="mailto:sdecopain@saxongilmore.com">sdecopain@saxongilmore.com</a>)

**Subject:** Complaint for Howard

See attached



Lovett Johnson / Community Manager 

Renaissance @ Washington Ridge/Carrington Place

Phono: (863) 683 7611 out 202 | Fow (863) 683 7711

**Phone:** (863) 682.7611 ext. 302 | **Fax:** (863) 682-7719

ljohnson@LakelandHousing.org

 $\textbf{From:} \ \underline{EmmaTurnerCanon@lakelandhousing.org} \ \underline{[mailto:EmmaTurnerCanon@lakelandhousing.org]}$ 

**Sent:** Friday, May 20, 2016 1:11 PM

**To:** Lovett Johnson **Subject:** Attached Image

Inbound Mail Check and Verified By AppRiver SpamLab Services	
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219 N. MASSACHUSETTS AVENUE LAKELAND, FL 33801

Reported Date
04/09/2016
Incident Type
FIGHT AFFRAY S45
Member#
SULLIVAN, MELANIE

Phone (863)834-6900 Fax (863)834-6931

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Report Officer	Printed At	
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Report Officer	Printed At	
22251/SULLIVAN, MELANIE	04/14/2016 16:33	Page 2 of 4

Other (Perso	n) 1: MC	GILL,C	AROL	YVC	NNE							
Involvement	Invi No	Туре										
Other (Person	.)  1	Person										
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Incident Location:

Dakota Park Apartment located at 1401 Kettles Ave. Lakeland FL. Incident took place outside in the common area, by the staircase in between apartments, 103-104.

#### Investigation:

On 04/09/16 at approximately 1700 hours I was dispatched to the apartment complex, Dakota Park, located at 1401 Kettles Ave. Lakeland FL. in reference to individuals fighting.

Upon my arrival I witnessed multiple subjects in a verbal altercation. Multiple officers and I broke up the disturbance and I started my investigation. I made contact with initial reportee, Carol Y. McGill (B/F,02/01/64) who stated she was not here to see the incident but was told her niece, Stephanie R. Howard (B/F,10/14/83) was jumped by three subjects, Sharika R. Davis(B/F,04/27/80), Shanika L. Davis (B/F,04/27/80) and Shanika's son, Andrew E. Parnell(B/M,08/22/99). McGill did not provide any other information at that time.

I made contact with Sharika who explained she was outside and had seen Stephanie by the staircase. Sharika walked over to speak with Stephanie about an incident that had occurred earlier between Stephanie's daughter and her son. Sharika explained that Howard got extremely hostile, started cursing and got really close to her. At this time Sharika's sister Shanika came out to see what was going on. Shanika rushed over to try and defuse the situation. Sharika stated, out of nowhere her nephew Andrew came in between them and was trying to break them up and prevent a physical altercation. Sharika stated Stephanie grabbed her nephew, spun him around, and punched him in the face. Andrew at that time hit Howard in the face and they both started fighting. Sharika explained she grabbed her nephew and got in the apartment, #103. She explained the altercation was over at that time.

Shanika stated that she had witnessed the same as her sister and went inside the apartment. She stated that a few minutes went by and family members of Howard came over to their front yard. She explained that her sister Sharika filmed the incident on her phone of, McGill waving a pocket knife around. There was another black female (Mcgills) sister who confronted Sharika. It is unknown the sisters name at this time.

I spoke with Patricia Ann Howard (B/F,08/17/53) who stated she was in her door way, at apartment 104, when she saw the original fight occur. She stated she saw Andrew hitting Stephanie in the face. She explained she went over to break up the fight between Andrew, Sharika, and her niece, Stephanie. In the process of breaking them up she explained she was punched in the face by Andrew. Patricia explained she did not want to press charges on anyone.

I spoke with Carol again. She had admitted to having a pocket knife and swinging it around at Sharika when she ran to get her sister from Sharika's yard. She explained she originally took it out of her purse for protection and had no intent on using it.

Report Officer	Printed At	
22251/SULLIVAN, MELANIE	04/14/2016 16:33	Page 3 of 4

## Narrative

I asked Sharika if she wanted to press charges on Carol for Exhibition of a weapon and she stated no.

I asked if she wanted charges against Stephanie for hitting her son Andrew and she stated no.

I asked Andrew if he wanted charges against Stephanie and he stated no.

I asked Stephanie if she wanted charges against Andrew and she stated no.

There were no visible signs of injury on any of the individuals who were involved.

#### Officer Actions:

All parties involved signed a Complaint Withdrawal Affidavit. No party wanted to press charges against each other.

A copy of the filmed incident was gathered and will be sent to video lab.

This concludes my involvement in this case.

This report has been electronically signed.)  ULLIVAN, MELANIE - 22251 04/10/2016  ignature of Deputy/Agency Member Date  worn before me this 10th day of April, 2016.  AKER, DONALD P - 19359			
(This report has been electronically	signed.)		
SULLIVAN, MELANIE - 22251	04/10/2016		
gnature of Deputy/Agency Member Date			
Sworn before me this 10th day of Apr:	il, 2016.		
BAKER, DONALD P - 19359			
Signature of Deputy/Agency Member Date  Sworn before me this 10th day of April, 2016.			
his report has been electronically signed.)  LLIVAN, MELANIE - 22251 04/10/2016  gnature of Deputy/Agency Member Date  orn before me this 10th day of April, 2016.  KER, DONALD P - 19359  otary/Law Enforcement Officer			
	Commission Number/Expiration		



219 N. MASSACHUSETTS AVENUE LAKELAND, FL 33801

Reported Date
04/09/2016
Incident Type
DISTURBANCE S22
Member#
HAMMERSLA, MICHAEL

Phone (863)834-6900 Fax (863)834-6931

Adn	ninistra	ative	Info	rmat	ion												
Agency						Report	No	Sup	plement l	No	Reported Date		Report	ed Tir	me		
LAKE	LAND PO	DLICE	DEPA	RTME	NT	16-7	7192	(	0001		04/09/20	17:41					
CAD Cal	l No	State	us			Inc	ident Type										
1610	00212	Re	port	To F	ollow	D	isturband	ce									
Location			-											T	City		
1403	KETTLI	S AV	£											- 1:	Lakel	and	
ZIP Code	9	Beat		District	Sector	From	Date	F	rom Time		To Date		To Time	e			
3380	5	AD		NW	14	04	/09/2016	1	L7:41	.	04/09/20	16	18:26				
Member# Assignment Entered By Assignment RMS Transfer																	
										ccessful							
Prop Tra	ns Stat	Approv	ing Office	r			Approval Date				Approval Time	-					
Succ	essful	111	94				04/13/2	4/13/2016 16:13:48									
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Link	Involvement	Invl No	Name													Race	Sex
SUS	ARR	1	HOW.	ARD, V	ERONI	CA A										В	F
DOB																	
12/0	6/1972																
		2.5															

## **Summary Narrative**

N/A

1// 1																			
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Involvement		Invi No	Туре		Name														
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MNI		Race	Sex		DOB		- 17	Age	Ethnicit	y Juver	ille? Heigh	ıt .	Weight	Hair C	olor	Eye Color			
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Skin Jail Transfer		P	RR_FLAG				h		Oper Date		Oper Time		Not	Notary Mem #					
Dark	Dark Successful Yes H					AMMERSLA, MICHAEL 04/09/2016 19:33:10 22249													
Notary Date		Notary	Time	Si	GNED		•												
04/09/2016   19:33:23   Yes																			
Туре	Address	_																	
	805	SUGAR	PL																
City			State		ZIP Code	·													
Lakela	$\mathtt{and}$		Flo	rida	3380	33801 04/09/2016													
Туре			ID N	ЙO	*	OLS													
Drive	r Lic	ense	He	3086:	L72946	0		E	lori	lda									
Involvement		Arrest Type		Arrest	Date	A	rrest Tim	e	Book	ing No	Status		Dispo						
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Arrest Local	lion														City				
1403 I	KETTL	ES AV	E											]i	Lake	land			
Beat	Fing	erprt Taken?	Mug	? Place	of Birth	City of				Sector	SIGNED						*		
AD		Yes	Ye	s   Fl	orida	Lak	elan	d		14	Yes								
Charge						Counts	Level	Charg	e Literal	e Literal									
843.02	2.					1	M1	Res	ist Officer witho										

ON THIS DATE AND TIME DEF WAS INVOLVED IN A DISTURBANCE. NUMEROUS 911 CALLS WERE MADE TO THIS ADDRESS ABOUT A FIGHT INVOLVING SEVERAL PEOPLE. UPON ARRIVAL THE DEF WAS IDENTIFIED AS A WITNESS. THERE WERE TWO FAMILIES LIVING IN THE APARTMENT COMPLEX THAT HAD A DISTURBANCE WITH ONE ANOTHER. NUMEROUS OFFICERS RESPONDED TO BREAK UP THE CROWD. THE CROWD REMAINED SEPERATED WHILE OFFICERS INVESTIGATED THE ALLEGATIONS. I MAINTAINED A POSITION ON SCENE TO MONITOR THE CROWD AND KEEP THE PARTIES SEPERATED.

The state of the s		
Report Officer	Printed At	
14669/HAMMERSLA, MICHAEL	04/13/2016 16:15	Page 1 of 3

THE CROWD REMAINED CALM FOR AROUND 20 MINUTES UNTIL DEF BEGAN SCREAMING AND YELLING AT ONE OF THE OTHER PARTIES. THE DEF WAS ASKED TO REMAIN QUIET AND GO BACK INTO HER APARTMENT. THE DEF REFUSED AND CONTINUED TO INSIGHT THE CROWD. THE DEF'S ACTIONS CAUSED A CHAIN REACTION WITH HER SIDE OF THE CROWD. THE DEF WAS TOLD AGAIN TO CALM DOWN AND GO BCK INSIDE HER APARTMENT. THE DEF REFUSED AND ACTIONS TO MOVE TOWARDS THE OPPOSING CROWD WHILE CONTINUING TO YELL. I REACHED OUT AND TOOK HOLD OF THE DEF TO REMOVE HER FROM THE CROWD. THE DEF PULLED AWAY AND PUSHED HER FINGERNAILS INTO MY PALM. I GRABBED THE DEF WITH MY OTHER HAND AND WALKED HER AWAY FROM THE CROWD. DEF WAS SECURED IN HANDUFFS AND REMOVED FROM THE AREA. THE CROWD THEN CALMED DOWN AGAIN.

Victim (State c	of Florida	) 1: \$	ST OF	FL		
Involvement			Invi No	Туре		
Victim (State of	of Florida	a)	1	Person		
Name					SIGNED	
ST OF FL					Yes	
Туре	Address					
Work/Business	219 MASS	ACHUS	SETTS .	AVE N		
City	State	ZIP Cod	le	Date		
Lakeland	Florida	3380	)1	04/09/2016		
Modus Operandi						
Crime Code(s)						
Disturbance - Other						
Narrative						

ON THIS DATE AND TIME I RESPONDED TO A DISTURBANCE AT THE EVENT LOCATION. NUMEROUS 911 CALLS WERE MADE TO THIS ADDRESS ABOUT A PHYSICAL FIGHT INVOLVING SEVERAL NEIGHBORING PEOPLE. UPON ARRIVAL THE ARRESTEE, VERONICA HOWARD, WAS IDENTIFIED AS A WITNESS AND WAS ADVISED TO REMAIN CALM AND STAY AWAY FROM THE OTHER NEIGHBORS. THERE WERE TWO FAMILIES LIVING IN THE APARTMENT COMPLEX THAT HAD A DISTURBANCE WITH ONE ANOTHER, HOWARD BELONGED TO ONE OF THE FAMILIES. NUMEROUS OFFICERS RESPONDED TO BREAK UP THE CROWD AND TO KEEP THEM SEPARATED.

THE CROWD REMAINED SEPARATED WHILE OFFICERS INVESTIGATED THE ALLEGATIONS. I MAINTAINED A POSITION ON SCENE TO MONITOR THE CROWD AND KEEP THE PARTIES SEPARATED. SEVERAL PEOPLE WERE WARNED TO NOT INCITE THE OTHER PEOPLE INVOLVED. THERE WAS A LOT OF YELLING AND CURSING GOING ON BETWEEN BOTH SIDES. WARNINGS WERE GIVEN TO EVERYONE TO REFRAIN FROM VERBAL THREATS AND YELLING AT ONE ANOTHER.

THE CROWD REMAINED CALM FOR AROUND 20 MINUTES UNTIL HOWARD BEGAN SCREAMING AND YELLING AT ONE OF THE OTHER PARTIES. HOWARD WAS ASKED TO REMAIN QUIET AND GO BACK INTO HER FAMILIES' APARTMENT. HOWARD REFUSED, ATTEMPTED TO WALK AROUND ME, AND CONTINUED TO INSIGHT THE CROWD. HOWARD'S ACTIONS CAUSED A CHAIN REACTION WITH HER SIDE OF THE CROWD AS WELL AS THE OTHER OPPOSING SIDE. HOWARD WAS TOLD AGAIN TO CALM DOWN AND GO BACK INSIDE HER APARTMENT. HOWARD REFUSED AND MADE ACTIONS TO MOVE TOWARDS THE OPPOSING CROWD WHILE CONTINUING TO YELL AT THEM.

I REACHED OUT AND TOOK HOLD OF THE HOWARD TO REMOVE HER FROM THE CROWD. HOWARD PULLED AWAY AND PUSHED HER FINGERNAILS INTO MY PALM. I GRABBED THE HOWARD WITH MY OTHER HAND AND WALKED HER AWAY FROM THE CROWD. HOWARD WAS SECURED IN HANDCUFFS AND REMOVED FROM THE AREA. THE CROWD THEN CALMED DOWN ONCE AGAIN.

HOWARD WAS SEARCHED BY A FEMALE OFFICER AND THEN SECURED IN MY PATROL CAR. HOWARD WAS TRANSPORTED TO THE POLK COUNTY JAIL WHERE I COMPLETED AN ARREST AFFIDAVIT CHARGING HOWARD WITH ONE COUNT OF RESISTING OFFICER WITHOUT VIOLENCE. HOWARD WAS TURNED OVER TO DETENTION DEPUTIES AT THE JAIL.

I HAD NO FURTHER INVOLVEMENT IN THIS CASE.

Report Officer	Printed At	
I ·	04/12/0016 16 15	D 0 -5 2
14669/HAMMERSLA, MICHAEL	04/13/2016 16:15	Page 2 of 3

I swear or affirm this report is corre knowledge and belief.	ct and true to the best of my
(This report has been electronically s	igned.)
HAMMERSLA, MICHAEL - 14669	04/10/2016
Signature of Deputy/Agency Member	Date
Sworn before me this 10th day of April	, 2016.
QUACKENBUSH, BRET C - 18607	
Notary/Law Enforcement Officer	
	-
	Commission Number/Expiration



219 N. MASSACHUSETTS AVENUE LAKELAND, FL 33801

Reported Date
04/11/2016
Incident Type
BATTERY SIMPLE
Member#
PATTERSON, CHRISTA

Phone (863)834-6900 Fax (863)834-6931

Agenc	у		ve Info			Report No	Suppleme	nt No	Reported Date	Benori	ed Time	
LAK	ELAND	POL1	CE DEP	ARTM	INT	16-7278	ORIG		04/11/2016	08		
CAD C 161 Locatio	02005	8	Status Report	To 1	Follow	Incident Type Battery S:	imple		01/11/2010	1 00	. 02	
	3 KET		AVE #1								City	land
338	05		eat D	NW District	Sector 14	From Date 04/11/2016	From Tir		To Date 04/11/2016	To Time	•	
Membe 217: RMS T	59/PA	TERS	ON, CHR	ISTA			Assignmen 61	it 2n	d Mem # RANCH, KRYSTA	E	intered By	Assignme 61
Suc	cessf	11 S	uccess		Approving 0	Officer		pprov	/al Date 29/2016	Appro	oval Time : 12 : 49	
Per	son S			3 44	Je Ly		157 N					Life Sales
SUS	Invi No 1	P	Name HOWA	RD, ST	EPHAN	IE						MNI 10168586
Race B	Sex F		/14/19	83								10100380
VIC	Invi No	Type P	Name SUGR	IN, CH	RISTI	NA.						MNI
Race 3	Sex F	10	/25/19									10007243
VIT	Invi No	Type P	Name HOLL	AND, S	HAWNT	1						MNI 10264439
ace	Sex	06	/18/198									10204439
IIT	Invi No 2	Type P	Name DAVI	S, SHA	RIKA							MNI
ace	Sex	0.4	/27/198									10051292

## Narrative

INCIDENT LOCATION

This incident occurred at 1403 Kettles Ave. North Lakeland, FL. 33809 Apt. #103. This is a two story apartment complex.

#### INVESTIGATION

On April 11, 2016 at approximately 0803 hours I, Ofc. Patterson #174 & FTO Branch #316 were dispatched to 1403 Kettles Ave. North Lakeland, FL. 33809 in reference to a battery.

Upon my arrival I made contact with Sharika Davis who advised her friend Christina Sugrin, who was lying on the ground being evaluated by EMS, was "jumped" while getting out of her vehicle. Davis said there was an ongoing altercation all weekend between Apt. #103 & Apt. #104 over the teasing each other's children and that police had been out multiple times. (See case #16-7102)

While on scene all parties in each apartment (approximately 10) began a verbal altercation and attempted to start a fight. FTO Branch and I separated the two groups and had them go back into their homes.

I then made contact with witness, Shawnta Holland, who advised she was at the bus stop on the corner Kettles Ave. and 11th St. when she heard Sugrin yelling for help. Holland said as she was running towards Sugrin and the suspect, later identified as Stephanie Howard, and saw Howard with Sugrin's hair in her hand and trying to drive off. Holland stated that Howard then released Sugrin and drove off in an older model blue Ford Expedition.

I then spoke with Sugrin, who was transported to Lakeland Regional Hospital, and advised she had parked her car and was exiting the vehicle when Howard approached her from the back of her vehicle. Howard then grabbed Sugrin by her hair and began hitting her in the face with a closed fist and cursing at her.

Howard then pulled Sugrin by her hair to the Expedition and entered the vehicle. Sugrin said Howard then started driving away while still maintaining control of Surgin by her hair. Sugrin said Howard finally let her go and drove off in an unknown direction.

#### **OFFCIERS ACTIONS**

I did not observe any physical marks on Surgin, however I did notice that her false hair was pulled from her head.

Surgin was transported to the hospital due to anxiety and previous heart issues.

I provided Sugrin a case number

I completed a complaint affidavit on Stephanie Howard.

No further actions taken.

UCR CODE			
EVENT CODE JUVENILE	ADULT 🔀	_	SID #
IN THE CIRCUIT/COUNTY CO	MIRT IN THE TENTH	MIDICIAL CIDOLUT	
IN AND FOR POLK	ON IN THE TENTH	JUDICIAL CINCUIT	
APPESTING ACENCY/PEROPE NO. 11 -2222	COUN	TY, FLORIDA	
ARRESTING OFFICER BADO BADO	SE# 12/1		
AGENCY ORIOBITS #	3E #		1
DATE/TIME OF ARREST			1
PLACE OF ARREST		right thumb	print
NOTICE TO APPEAR COMPLA	INT AFFIDAVIT	400507.000	
		ARREST REPO	
CITY OF <u>Lakeland</u> county of	POIK	STATE	OF FLORIDA:
The undersigned affiant swears that he/she has just a	nd reseasels	Patrick L. P	alulu.
at approximately 17:03 p.m./min the vicin	nity of Lake and	DOLK	County Florida
Howard Stephanie +	(MIDDLE)	ALIAS:	
ADDRESS INDU F GOVERN SI	(MIDDEL)		
D.L. # HU20794838740 ST FL	SS#		DNE 843-249-5891
THE STATE OF THE PART OF EYES AND PR	THE FINE LOVE	144 DE	TAL 0747117 5 1
SUARS LUMP LATTE	HIIII I VA. COEL	CH GOO'S OCCUPAT	ION KIKI & Day
Zim Zo i Zim Zim Zim Zim Zim Zim Zim Zim Zim Z		PHC	NE
(JUV-PARENTS)			NE
committed the offense(s) of:		- 701 a-(1)	).
1 Satteny 2.	FSS/MO/C	184.03(1)	_evel/Degree_M
3	ESS/MO/CC		_evel/Degree
Probable Cause:			-evei/Degree
SEE Continuation			
0 00 00 m = 0 10 m			
Sworn to and subscribed before me the understand		h Anil	
Sworn to and subscribed before me, the undersigned a	uthority, this	Hpri I	20 16
Ch 1: \$ Deen 4314	199	tue # 174	
Deputy Clerk/Notary Public/LEO	Affiant	Aurice III	
	Personally		
Co-defendants:	Produced	ID Type:	
A	8		
Victim:/DOB: Christina Dugrin/10/25/77/40	3 Kettles AVE;	Apt + 103 Lknd	863-212-2265
Witness: Shown to Holland 2	address		phone
name	490 Chestnut li	Doods DR. Uknd.	·
Witness:	address		phone
name	address		phone
NOTICE	TO APPEAR		Priorio
I agree to appear in Court located at		<b>-</b>	
at a.m./p.m. to answer the charge(s) in this co	molaint   understand	, Florida on	20
in a warrant for my arrest and may be a new offense.	premm r enderstatio	a. a willi laliure IC	appear will result
Date	Defendant		
	Detendant		
NO BILL/PETITION PROSECUTIO	N APPROVED:		
	Assist	ant State Attorney	

## IN THE CIRCUIT/COUNTY COURT FOR POLK COUNTY, FLORIDA

STATE OF FLORIDA		
vs.	COURT NO	
Stephanie Howard.	LPD EVENT NO   6	-7278
CHARGE(S) Bouten		•
REQUEST FOR REIME	URSEMENT OF INVESTIGATIV	VE COSTS
	e 938.27 (1997), the LAKELA s reimbursement for the costs in fully set forth in the following ese costs in any judgment render	AND POLICE ncurred in the affidavit. It is ed against the
LAKELA	ND POLICE DEPARTMENT	
INVESTIG	ATIVE COSTS AFFIDAVIT	
Name of Police Personnel Involved in the Christa Patterson #174 Krystal Branch #316	his Investigation/Arrest (Average of  hours x \$24 per hour =  hours x \$24 per hour =	\$ 96 \$ 96 \$ \$
Other:		\$
Administrative Fee \$20.00 (Administrative fee covers costs such as dispatch handling, records processing, lab work, mileage.	n, supervisory review, evidence office supplies, etc.)	\$20.0
TOTAL INVESTIGATIVE COSTS		\$ 212.00
The above information is true and	correct to the best of my knowledge	and belief.
	before me this <u>II</u> day of <u>Apri</u>	
Law Enforcement Officer Performing Of Duties/Notary Public, State of Florida	ficial Affiant Signature	<b>4174</b> Badge No.

LPD Form #081 2/12

# SEVEN DAY NOTICE FOR NON-COMPLIANCE WITH LEASE With Right to Cure NOTICE OF PROPOSED ADVERSE ACTION NOTICE OF TERMINATION OF TENANCY

Date: April 02, 2015

2 - 4 2 \*

This constitutes notice both under the provisions of your lease and Provisions of Section 83.56 of the Florida Statutes with periods running concurrently. You have, among others, the following rights:

To: Patricia Howard

1403 North Kettles Avenue #104

Lakeland, Florida 33805

PLEASE TAKE NOTICE that CARRINGTON PLACE APARTMENTS and West Lake Management (WLM), proposes to terminate the Dwelling Lease of, and evict on, <a href="https://doi.org/10.2015/nc.1015/nc.1015"><u>April 13, 2015</u></a> the occupants from: <a href="https://doi.org/10.2015/nc.1015/nc.1015">1403 North Kettles Avenue, #104, Lakeland, Florida, 33805</a>.

## For the following reason(s):

A household member and/or guess participating in a disturbance on March 25, 2015, that included violence.

See Section 17.H. of your lease which states: RESIDENT OBLIGATIONS: To conduct himself/herself and to cause members of Resident's household, guests (as defined herein) or other person under Resident's control to conduct themselves in such a manner as: (i) not to disturb other residents' peaceful enjoyment of their accommodations, community facilities and other areas of WLM's property; (ii) to refrain from and not permit illegal or other activity which would interfere with the health, safety or peaceful enjoyment of WLM's property by other residents of WLM, WLM's employees, persons residing in the immediate vicinity of the Dwelling, representatives, contractors, agents, law enforcement officials and/or the public; (iii) to refrain from the illegal use, illegal possession and/or illegal storage of firearms and/or other offensive weapons, as defined by the laws and courts of the State of Florida, anywhere on WLM's property; (iv) to refrain from the storage of illegal drugs in the Dwelling or anywhere on WLM's property; and (v) to act in such a way as to be conducive to maintaining Resident's complex, community facilities and other areas of WLM's property, in a decent, safe, and sanitary condition.

Pursuant to the Provisions of Section 83.56 of the Florida Statutes, you may cure or remedy the noncompliance within **7** days of your receipt of this notice; or your dwelling lease shall be deemed terminated and you shall vacate this dwelling on or before <u>April 13, 2015.</u>

- 1) The time within which you may request a grievance hearing has expired; or
- 2) If you have requested a hearing, until the completion of the grievance process.

This notice is sent to you to inform you of specific lease violations(s). In the event that you have been sent a previous notice concerning another violation for which your lease may have already been terminated, this notice shall not waive any rights, which Carrington Place Apartment and WLM may have under the earlier notice. In addition, this notice shall not in any way be interpreted as creating a new lease between you and Carrington Place Apartment and WLM.

Further, please be advised that, during this process (including any grievance process), you are still responsible for the payment of rent and all other charges. Carrington Place Apartment and WLM reserves the right to refuse acceptance of rent payments after the later of the completion of the grievance process or the above mentioned termination date, in accordance with Section 83.56 of the Florida Statutes. If you have any questions or problems with this Notice, please contact Carrington Place Apartment and WLM as soon as possible.

The particular rules and procedures, which govern the grievance process, including the contents of your request for a hearing, are contained in the Carrington Place Apartment and WLM grievance procedure. A copy of this procedure is available at the management office for your inspection at any time during regular business hours.

(X) Personal Delivery by <u>Lovett Johnson</u> on <u>04/02/20</u> () Leaving a copy with		
(Signature of Recipient of Notice)		
or		
<ul><li>( ) In the Dwelling Unit, in the Resident's absence.</li><li>( ) On the Dwelling Unit, in the Resident's absence.</li></ul>		
By: (Manager or Agent)		

This Notice has been delivered by the following means:

To whom this may concern I Patricia Howard give my permission to decision anything related to my Living arrangements and Health care needs. Due to my medical disability I need the help of my daughters whom are listed below. I give Debra Howard and Veronica Howard full permission to help me with theses to areas.

Thank you

Patrucia Howard
04-13-16

Patricia Howard

1403 North Kettles Ave

Lakeland FL, 33805

1	LAKELAND POLICE DEPARTMENT
_	TRESPASS WARNING RECORD
	DATE OUL/1-16. TIME 0948 EVENT # 2016- 7278
	DATE STATE TIME STATE TO THE STATE OF THE ST
	EVENT LOCATION 1905 WETFIES HOUVE TOWN LANGIANN, TE 53805
	PERSON ISSUING WARNING STARTS DELEGIATED
	Market a distribution of the distribution of t
	ADDRESS 1905 KETTIS FIX TVOLTTI CITY LAKETHING ST TE
	AUTHORITY (OWNER EMPLOYEE ETC.) HIST. MANAGET PH 16 96 2- 761
	Lucar Don't !!
	2002-01-10-10-10-10-10-10-10-10-10-10-10-10-
	RAC BIN SEX TEMPHE DOB 2-11-99 HGT 53 WGT 250
	HAIR KYES KROWN SS# DL# DL#
	All N
	OCCUP NIA EMPLOYER 1917
	VEH MAK KOLOR LIC LIS LIY
	CIRCUMSTANCES - WHILE DAVICE
	CINCONISTANCES
	COMPLAINANT'S SIGNATURE
,	SUBJECT'S SIGNATURE
1	INVESTIGATING OFFICER(s) BADGE (#/s)

	ICE DEPARTMENT ARNING RECORD
DATE 4 11 76 TIME 1000	EVENT # 16-7278
EVENT LOCATION 408 VENTUES PIVE	#103
PERSON ISSUING WARNING GUPIONS D	tal GIAOD
ADDRESS 1500 NEW YORK AVE	CITY LAKELAND ST &
AUTHORITY (OWNER EMPLOYEE, ETC.)	РН
	ADDRESS 1403 LETTLES PHE HIOS
RAC B SEX TOOB 83	HGT 505 WGT 110
HAIR SUC EYES BOO SS#	DL#
OCCUP EMPLOYE	R N/H
VEH MAKMODCOLOR	LICLISLIY
	STURBANCE, ONGINE
ISSUE W/ NEIGHBORS	All the state of t
COMPLAINANT'S SIGNATURE	
SUBJECT'S SIGNATURE	
INVESTIGATING OFFICER(s)	BADGE (#/s) 36

1	
- 6	£

LAKELAND POLICE DEPARTMENT TRESPASS WARNING RECORD
DATE 4/11/10 TIME 0952 EVENT # 14-7278
LEVENT LOCATION 1403 Kettles Ave lakeland, Fl. 38805
PERSON ISSUING WARNING Gladys Delgado
ADDRESS 1403 Kettles Ave lade city lakeland st F).
AUTHORITY (OWNER EMPLOYEE ETC.) Gladys Delgado-Manager PH 363-682-7611
SUBJECT NAME Shanika DONS ADDRESS
RAC B SEX F DOB 427 80 HGT WGT
HAIR BUC EYES BEN SSH DL#
OCCUP Unemployed EMPLOYER
VEH MAK FORD MOD EXCUS COLOR BIK LIC LIS LIY
CIRCUMSTANCES (IVI) Disturbance W/ Neighbors - Unwelcomed
on Property of
COMPLAINANT'S SIGNATURE
SUBJECT'S SIGNATURE
INVESTIGATING OFFICER(s) Pottus BADGE (#/s) 174

LAKELAND POLICE DEPARTMENT
TRESPASS WARNING RECORD
DATE 4/11/16 TIME 1000 EVENT # 16-7278
EVENT LOCATION 1403 Kettles AV DO CAKELAND, FI. 38805 #103
PERSON ISSUING WARNING GOOD Delgado
ADDRESS 1403 Kettles Ave CORDAND CITY CAKELOND ST FL.
AUTHORITY (OWNER EMPLOYEE ETC.) Gladys Delga do-Manager PH 863-682-7611
SUBJECT NAME Sharika Davis ADDRESS 1727 3rd St. Wintertlaven F13
RAC B SEX F DOB 4/27/80 HGT WGT
HAIR BK EYES BRN SSH DL# D120-794-80 447-1
OCCUP Unemployed EMPLOYER
VEH MAKMOD COLORLICLISLIY
CIRCUMSTANCES CIVIL DISTURBANCE W Neighbors. Unwanted on Froperty
COMPLAINANT'S SIGNATURE
SUBJECT'S SIGNATURE
INVESTIGATING OFFICER(S) TOTAL BADGE (#/s) 174

1	LAKELAND POLICE DEPARTMENT TRESPASS WARNING RECORD	
	DATE 04-11-16 TIME 0948 EVENT # 2016-7278	
_	EVENT LOCATION 1403 HEATISS ALKALE WORST CAKETAND, AL 33805	
	PERSON ISSUING WARNING 6 PONS DEGRAD	
	ADDRESS 403 KEHTIES HEAVES NORTH CITY LAKELAND ST FL	
	AUTHORITY (OWNER EMPLOYEE ETC.) #851. MANAGE PH 8631 682-7611	
	SUBJECT NAME HUGUINGTE TRUIN ADDRESS GRA CHISHING HILLS DRIVE	
	RAC SEX TEMPE DOB 10-24-92 HGT 55 WGT 24	_
	HAIR BY EYES BOOWN SS# DL# DL#	
	OCCUP	
	VEH MAK MOD COLOR LIC LIS LIY	_
	CIRCUMSTANCES DISTURBING	-
	M / A A	_
	COMPLAINANT'S SIGNATURE	
	SUBJECT'S SIGNATURE	_
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CARBON - COMPLAINANT

LPD160 01/88

LAKELAND POLICE DEPARTMENT TRESPASS WARNING RECORD  PATE 4/11/14 TIME 1000 EVENT # 16-7278  EVENT LOCATION 1403 VETTER PUBLICOS  PERSON ISSUING WARNING CHAOKS DELLEGIO  ADDRESS 1500 DELLEGIO ST
AUTHORITY (OWNER EMPLOYEE, ETC.) MYTO PETO PHPH
SUBJECT NAME ANDREW POR WELL ADDRESS
RAC B SEX M DOB 8 22 9 HGT (0'00) WGT 220
HAIR BLC EYES BLO SS# DL#
OCCUP NONE EMPLOYER NA
CIVIL EUTEN
VEH MAKMODCOLORLICLISLIY
CIRCUMSTANCES CIVIL DISTUBBANCE LO NEGHTOR
CXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
COMPLAINANT'S SIGNATURE
SUBJECT'S SIGNATURE POTITIO
INVESTIGATING OFFICER(s) BADGE (#/s) BADGE (#/s)

# LEASE FOR THE FAMILY DEVELOPMENTS OF WEST LAKE MANAGEMENT DESCRIPTION OF PARTIES, PREMISES AND PERTINENT INFORMATION

West Lake Management ("WLM") agrees to lease to Resident listed below, the dwelling unit ("Dwelling") in the WLM complex listed below, subject to the terms and conditions set forth in this Dwelling Lease Agreement ("Agreement"):

1. NAME OF RESIDENT: PATRICIA HOWARD

ADDRESS OF UNIT: 1403 KETTLES AVE APT 104

LAKELAND FLORIDA 33805

Unit Number	Tenant Account Number	Lease Start/End Date	Recertification Month	Number Bedrooms	WLM Project	Number in Family	Reasonable Accommodations Required
1403-104		12/01/2015	DECEMBER	4	TC	6	NONE
		11/30/2016					
			19				

Number of Minors	Number of Adult Full Time Students	Pet Permit Number	Parking Permit Number(s)	Other	Other	Other
5	0	0	0			

Late Rent Payment Charge	Monthly Rental Amount	Income Based Rent	Required Security Deposit Amount	Pet Deposit	Utility Allowance	Administrative Eviction Processing Fee	Not Reporting Disabled Smoke Detector Fee	Trash In Yard Fee
\$25.00	\$291.00	33%	\$300.00	NONE	\$231.00	\$600.00	\$50.00	\$25.00

West Lake Management Residential Lease

RESIDENT INITIAL P. H

4. EQUIPMENT AND UTILITIES TO BE FURNISHED WLM agrees to furnish the following equipment with the Dwelling to Resident: (Put in Serial # of equipment)

REFRIGERATOR	RANGE	SMOKE DETECTOR	FIRE EXTINGUISHER	SPACE HEATER	OTHER
X	X	X	X	X	

Additionally, WLM agrees to furnish the following utilities with the Dwelling to Resident:

WATER	GARBAGE PICK-UP	ELECTRICITY	COOKING/HEATING GAS	OTHER	OTHER

C. Resident may supply the following major equipment in the Dwelling and agrees to pay any reasonable charges by WLM which may be imposed for installation and/or usage, if approved by WLM and appropriate utility hook-ups are available:

AIR CONDITIONER	WASHER	DRYER	DISHWASHER	SMALL FREEZER	OTHER

## 5. ATTACHMENTS TO THIS AGREEMENT

Resident certifies that he/she has received copies of the following attachments to this Agreement and understands that these attachments are part of this Agreement:

West Lake Management Residential Lease

Attachment A. Definitions of Lease Terms

Attachment B- Summary of Lease and Attachments

Attachment C - Rules and Regulations of WLM

Attachment D - Parking Policy of WLM

Attachment E - Grievance Procedure of WLM

Attachment F - Pet Policy of WLM

Attachment G - Lead Based Paint Notice

Attachment H - Is Fraud worth it?

Attachment I - Low Income Housing Tax Credit Addendum (If applicable)

## 6. RESIDENT CERTIFICATION

I (We) hereby certify that I (We) have not committed any fraud in connection with any federal housing assistance program, unless such fraud was fully disclosed to WLM before the execution of this Dwelling Lease Agreement, or before WLM approval for occupancy of the Dwelling by me (us). All information or documentation submitted by me(us) to WLM in connection with any federal housing assistance program, before and during the lease term, and any subsequent renewals, are true and complete to the best of my(our) knowledge and belief. I (We) further certify that I (We) have received this Dwelling Lease Agreement, and I (We) have read it (or it has been read and explained to me (us)), including all attachments hereto, and I (We) fully understand and agree to it.

Resident dun Howard	
(Other Adult/Relationship)	
(Other Adult/Relationship)	
(Other Adult/Relationship)	

IN WITNESS WHEREOF, the parties have executed this Dwelling Lease Agreement, which consists of foregoing pages, the following terms and conditions and any and all attachments, addenda or referenced materials, in duplicate,

ON 1<sup>st</sup> DAY OF DECEMBER 2015, AT LAKELAND FLORIDA

WEST LAKEMANAGEMENT

79/2006

TITLE: ASSA Manager

West Lake Management Residential Lease

RESIDENT INITIAL P. P.

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## 7. TERM OF LEASE AND RENEWALS

The term of this Agreement is for one (1) year, beginning on the date specified and ending on the date specified in Section-1-above. At-least-90-days-before the ending date of this Agreement, WLM shall provide written notice to Resident either A) offering a one year lease agreement upon the same or revised terms, or B) stating that WLM shall not renew this Agreement, including a statement of good cause pursuant to the terms of this Agreement or applicable HUD regulations and/or Florida law, as may be amended. WLM may terminate this Agreement at any time with appropriate notice as provided in Paragraph 28 herein.

## 8. RENTAL PAYMENTS AND DUE DATE

A. The amount of rent is subject to change as determined by WLM in accordance with federal regulations during the term of this Agreement, and any subsequent renewals. Resident shall pay the monthly rent amount specified in Paragraph 1 herein, which represents either income based rent or Tax Credit rent (as defined herein), as determined by WLM.

B. If the first month's rent is pro-rated because the Resident takes possession of the Dwelling on a day other than the first day, the amount of the pro-ration shall be determined according to the number of days remaining in the first monthly term when Resident takes possession of the Dwelling. Thereafter, and during any subsequent renewals of this Agreements monthly rental payments shall be due and payable in advance on the first day of each month, and shall be deemed delinquent if not received by WLM before the end of the seventh (7th) calendar day of the month. If monthly rental payments are not received by WLM by the seventh (7th) day of the month or as provided otherwise herein, Resident shall be assessed a "non-timely" charge as specified in Paragraph 1 herein on the eighth (8th) day of the month. This provision does not create a "grace period". Payments made as rent shall be applied by WLM to any outstanding balances which may include rent, utilities, maintenance, or any other balance owed by Resident. Rental payments shall be made by Resident at location as designated by WLM. If reasonable accommodations for rental payment are needed by Resident, such arrangements may be made by contacting WLM's property office.

C. WLM shall not accept cash payments. Resident shall be entitled to receive a written receipt for all amounts paid to WLM at the time payment is made. WLM shall not accept partial payment of rent. WLM shall issue a receipt for all rent payments received. If Resident pays rent late three (3) times in any twelve (12) month period, such action shall constitute chronic rent delinquency, and shall require the resident to enter into a stipulation to be filed in court that will result in automatic termination if the resident is late again within the same twelve month period. A copy of the signed stipulation shall be provided immediately to the applicable resident council.

D. If Resident is paying section 8 base rent, the portion of the rent must be paid as indicated in this agreement; WLM shall not accept cash payments. Resident shall be entitled to receive a written receipt for all amounts paid to WLM at the time payment is made.

## 9. USE AND OCCUPANCY OF DWELLING

Resident shall use and occupy the Dwelling solely as a private residence and only place of residence for Resident and members of Resident's household listed in Paragraph 2 herein. Resident shall not permit and shall prohibit anyone other than a member of Resident's household listed in Paragraph 2 herein, from using the Dwelling as an address or as a "mail drop" to receive mail and/or deliveries. The Dwelling shall not be used for any non-residential and/or illegal purpose by Resident, members of Resident's household, guests (as defined herein) or other person under Resident's control except as follows:

West Lake Management Residential Lease

RESIDENT INITIAL PLA

- A. With the prior written consent of WLM, the Dwelling may not be used for a legal, permissible profit-making activity even if such activity is merely "incidental".
- B. Resident may reasonably provide accommodations to Resident's guests (as defined herein), for a period not exceeding fourteen (14) consecutive days or a total of forty-five (45) days within a twelve month period, unless prior written permission of WLM or its authorized representative is obtained by Resident for a greater period of time. This limitation does not apply to any live-in-aide (as defined herein) for Resident or household member as listed in Paragraph 2 herein.
- C. WLM must approve in writing any proposed addition for whatever reasons, including a foster child or live-in-aide (as defined herein) to the above listed household members in advance of such addition. Natural child births to any of the above listed household members shall not require advance approval by WLM. WLM shall consider whether the addition of a new occupant may necessitate a transfer of Resident and household members to another dwelling, and whether such dwelling is available at the time of the request. Additionally, WLM shall consider its obligation to make reasonable accommodations for handicapped persons. WLM reserves the right to refuse any addition to household members which does not meet criteria outlined in the "Tenant Selection Plan" (hereinafter referred to as the "TSP"), in effect at that time, or which addition would result in a violation of occupancy standards as outlined in the TSP. Resident agrees to await receipt of the written approval of WLM prior to allowing additional occupants to move into the Dwelling. Upon approval by WLM, the Resident must sign a new lease as established in the TSP. If a resident moves into a handicap unit, when a handicap family applies for a unit, the family occupying the unit will have to vacate the unit within 30 days.
- D. Resident agrees to initial and date any deletion or addition approved by WLM, as provided on the above listed household members.
- E. Intentional failure by Resident to comply with the above listed terms of this Section of the Agreement, and/or if any other person not so listed or approved as provided above, who is not a guest (as defined herein), lives in the Dwelling, shall be considered a default of this Agreement and grounds for termination of this Agreement.
- F. If, during the term of this Agreement, and any subsequent renewals, Resident or members of Resident's household, by reason of physical or mental impairment is no longer able to comply with the material terms and conditions of this Agreement, cannot make arrangements for someone to aid Resident or members of Resident's household in complying with this Agreement, and WLM cannot make any reasonable accommodations that would enable Resident or members of Resident's household to comply with this Agreement; then, WLM shall make a good faith effort to assist Resident or members of Resident's household to find more suitable accommodations and terminate this Agreement. If there are no family members or beneficiary (as provided in Paragraph 3 herein) who can or will take responsibility for moving Resident or members of Resident's household, then WLM shall work with appropriate agencies to attempt to secure suitable accommodations and terminate this Agreement

## 10. SECURITY DEPOSIT

A. the Resident shall pay to WLM, upon the signing of this Agreement a security deposit in the amount specified in Paragraph 1 herein. WLM shall retain the security deposit during the term of this Agreement, and any subsequent renewals as provided by Chapter 83, Part II, Florida Statutes, as it may be amended. Resident understands that the security deposit or any part thereof may not be used by Resident to pay unpaid rent or other charges owed by Resident to WLM while the Resident remains in occupancy of the Dwelling. At the termination of this Agreement and/or after Resident has vacated the Dwelling, the Dwelling shall be inspected by WLM. WLM shall refund the security deposit West Lake Management Residential Lease

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of Resident, less any charges for the following:

- (i)All unpaid rents, maintenance or repair charges, excess utility charges, court costs and/or attorney's fees, or other charges which are due to WLM;
- (ii) The cost of non-routine cleaning or repair of the Dwelling or its appliances and other equipment, where such non-routine cleaning or repair is not due to normal wear and tear;
- (iii) The cost of replacing all keys to the Dwelling not returned to the Property Office of Resident's complex and/or the cost of replacing or removing locks of the Dwelling due to Resident's failure to return all keys to the Dwelling;
- (iv)The reasonable charge for storage, removal and/or disposal of property abandoned by Resident as provided by the terms of this Agreement; or
- (v)Thirty (30) days rent if proper notice of termination is not given by Resident as provided by the terms of this Agreement.
- B. The security deposit, if any, shall be refunded by U.S. Mail to the forwarding address provided by Resident at the time the Dwelling is vacated (or the last known address of Resident if no forwarding address is provided by Resident) within Thirty (30) days after Resident has vacated the Dwelling and such dwelling has been inspected by WLM. Resident agrees to WLM making the refund of the security deposit, if any, to the Resident first named at the beginning of this Agreement (or either named Resident if more than one), and WLM shall not be responsible for any division of security deposit funds between the persons listed above as members of the household members.
- C. If WLM determines that it will impose a claim for all or any part of the security deposit, notice must be provided to Resident within thirty (30) days by certified mail after Resident has vacated the Dwelling which indicates the intent to impose a claim, the amount of the claim, and the reason for imposing the claim, or WLM forfeits the right to impose a claim on the security deposit. Unless Resident objects to the imposition of the claim and/or the amount thereof within fifteen (15) days after receipt of WLM's notice of intention to impose a claim, WLM may then deduct the amount of the claim and remit the balance of the security deposit, if any, to the Resident within thirty (30) days of the notice of intention to impose a claim for damages. All of the foregoing procedures are in accordance with Chapter 83, Part II, Florida Statutes, as it may be amended.
- D. If a sole Resident (no household members or remaining household members residing in the Dwelling) dies, the security deposit, if any, shall be returned to a personal representative, next of kin, or Resident's beneficiary (as provided in Paragraph 3 herein) who executes the proper receipt for the return of the security deposit, or has received a court order giving access, control or possession of Resident's security deposit. Any security deposit or any part thereof which cannot be returned as provided herein shall be considered abandoned pursuant to Chapter 717.113, Florida Statutes, as it may be amended.

## 11. UTILITIES AND EXCESS UTILITY CHARGES

A. As part of the monthly rental, except for dwellings where Resident is responsible for contracting directly with the utility companies, WLM shall furnish a utilities allowance to Resident as provided in the "Schedule of Rent and Other Charges" in effect at that time, posted in the Property Office of Resident's complex, or if there is not a Property Office, the Central Office of WLM. Resident shall pay for excess consumption, if any, in accordance with this Schedule. WLM-shall use a reasonable rate to compute excess consumption charges for Resident. Charges for excess utilities shall become due and collectible fourteen (14) days after written notice to Resident of the excess utility charge. Notice to Resident of excess utility charges is a notice of proposed adverse action (as defined herein), and Resident has the right to request a grievance hearing concerning the charges in accordance with WLM's grievance procedure. Failure to pay such charge on the date due shall be considered a default of this Agreement and grounds for termination of this Agreement

West Lake Management Residential Lease

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B. Where Resident resides in a dwelling where Resident is responsible for contracting directly with the utility companies, WLM shall furnish a utilities allowance to Resident or the applicable utility company, as determined by WLM, as provided in the "Schedule of Rent and Other Charges" in effect at that time, posted in the Property Office of Resident's complex. Resident agrees to make arrangements for provision of utility services with the utility companies with accounts in Resident's name, within seventy-two (72) hours of taking possession of the Dwelling. Such contract is solely between Resident and the utility companies and WLM assumes no responsibility for the providing of or failure to provide electrical and/or gas services. Resident must keep utility payments current to insure continuity of services for sanitary and health purposes and failure of Resident to do so shall be considered a default of this Agreement and grounds for the termination of this Agreement. Resident shall be responsible for any and all damages resulting from Resident's failure to maintain continuity of services. Resident agrees to notify WLM immediately if utility service is terminated to the Dwelling.

C.WLM shall not be liable to Resident for failure to supply any utility services for any cause whatever beyond its control.

D. Resident agrees not to intentionally waste any utilities provided by WLM, whether in the Dwelling or any other areas of WLM's property, and to comply with applicable law, regulation or guideline of any governmental authority and/or rules established by WLM for the regulation and conservation of utilities and fuels.

E. If Resident or members of Resident's household damage or destroy the utility metering device for the Resident's dwelling, or at any other area of WLM's property, the Resident shall be financially liable to WLM or the utility company providing such metering device for any repairs or replacement.

F. The removal of WLM's appliances and/or equipment from the Dwelling without the express written approval of WLM is a crime, and WLM shall pursue prosecution of those persons responsible by appropriate authorities. All of WLM's appliances and/or equipment shall be left in the Dwelling when Resident vacates the Dwelling. If the Dwelling is vacated by Resident without giving proper notice to WLM as required by the terms of the Agreement, and the appliances and/or equipment are stolen, damaged or vandalized, Resident shall be financially liable to WLM for the loss.

## 12. MAINTENANCE, REPAIRS AND SERVICES

Resident shall pay charges for maintenance, repairs and services beyond normal wear and tear as reflected in the current 'Schedule of Resident Charges" in effect at that time, posted in the Property Office of Resident's complex, or if there is not a Property Office, the Central Office of WLM. Resident shall be responsible for all maintenance, repairs or services necessary as a result of damages to the Dwelling, buildings, facilities or other areas of WLM's property caused by Resident, members of Resident's household or guests (as defined herein). Such charges are due and collectible after fourteen (14) days written notice to Resident of the maintenance repair or service charge. Notice to Resident of charges for maintenance, repair or service is a notice of proposed adverse action (as defined herein). Resident has the right to request a grievance hearing concerning the charge in accordance with WLM's grievance procedure. Failure to pay such charges on the date due shall be considered a default of this Agreement and grounds for termination of this Agreement. A fifty (\$50) dollar fee will be assessed each time the smoke detector is disabled, removed or missing from the dwelling unit and has not been reported to the Property Office.

## 13. ATTORNEY FEES, COURT AND RELATED COSTS

A. Resident shall be charged a fee to cover all costs and/or reasonable attorney fees the court may award whenever WLM incurs such costs and/or reasonable attorney fees in connection with legal proceedings in which the Resident does not prevail in a court action to enforce the terms and provisions of this Agreement. Additionally, pursuant to the West Lake Management Residential Lease

disposition of an action by WLM to terminate this Agreement, Resident and an authorized agent of WLM may mutually agree in writing to responsibility for court costs and attorney fees. A \$600.00 Administrative Eviction Processing Fee will be assessed at the beginning of any eviction proceedings in addition to any other fees.

B. In the event of an action to terminate this Agreement, Resident gives WLM permission to remove from the Dwelling and then from the public way, and to store any personal property and/or to dispose of such personal property as prescribed by Chapter 83, Part II, Florida Statutes, as it may be amended. Resident agrees to be responsible for the actual costs of removing, storing and/or disposing of any personal property of Resident from the Dwelling, and any other costs associated with an action to terminate this Agreement.

## 15. REDETERMINATION OF ELIGIBILITY

A. The status of each resident family's eligibility, for those families living in our communities is to be reexamined and their rent re-determined at least once a year by WLM in accordance with any information received by WLM which may reasonably affect the determination of rent or household composition for Resident. All adult members of Resident's household except for non-working full-time students or live-in-aides (as defined herein), must accompany Resident to any and all re-determinations requested by WLM. Resident and all adult members of Resident's household, except live-in-aides (as defined herein) must sign all applicable determination documents required by WLM. If Resident and all adult members of Resident's household do not attend any scheduled or rescheduled redetermination meeting without a showing of good cause, as determined by WLM, or do not comply with the requirements of the redetermination process, as determined by WLM, it shall be considered a default of this Agreement and grounds for termination of this Agreement.

B. Resident agrees to furnish to WLM at any redetermination, upon request by WLM, complete, current, accurate and verifiable information as to household income and assets, number of persons residing in the household, employment, criminal record background information, certain medical information and household composition for WLM's use in determining whether Resident's rent is appropriate, whether the size of the Dwelling is still appropriate for Resident's needs, and whether Resident and/or members of Resident's family are still eligible to reside at the WLM Community. Resident agrees to furnish all information requested by WLM in writing within ten (10) days from the date of receipt of the request. If the tenth (10th) day falls on a Saturday, Sunday or a legal holiday, the tenth (10th) day shall be considered the end of the next successive business day. Resident agrees to provide any authorization and/or release, at WLM's request, required to verify information being supplied to WLM by Resident and/or members of Resident's household. The determinations referenced in this section shall be made in accordance with the "Schedule of Rents" in effect at that time, posted in the Property Office of Resident's complex, or if there is not a Property Office, the Central Office of WLM. Resident shall keep copies of all documentation provided to WLM for any and all re-determinations.

C. All information and/or records made available to WLM by Resident or members of Resident's household or obtained by WLM about Resident or members of Resident's household shall be held confidential by WLM only to the extent allowed by the Public Records laws of the State of Florida, as may be amended and/or any other applicable laws or orders of a court of competent jurisdiction.

D. If Resident fails or refuses to furnish the information requested by WLM, or if Resident or members of Resident's household have misrepresented and/or failed to report facts upon which rent was based, so that the rent being paid by Resident to WLM is less than the rent which should have been charged, an adjustment of rent, retroactive to the date the increase should have taken effect shall be due and payable to WLM immediately. Additionally, misrepresentation by Resident or members of Resident's household shall be considered a default under the terms of this Agreement and grounds for termination of this Agreement.

West Lake Management Residential Lease

RESIDENT INITIAL P. D

- E. No change in rent shall be effective until adequate information to verify such change has been received by WLM. Resident shall be notified of any adjusted rent charged as a result of the annual redetermination, requested by WLM by receipt of a Notice of Rent Adjustment from WLM. If Resident's rent increases, the notice shall be considered a notice of proposed adverse action (as defined herein). The notice shall state the specific reasons for WLM's determination, and that if Resident does not agree with the determination; Resident may request a grievance hearing concerning the determination in accordance with WLM's grievance procedure. Resident shall receive the Notice of Rent Adjustment at least thirty (30) days prior to any adjusted rent taking effect.
- F. Resident agrees to execute an addendum to this Agreement showing the adjusted rent as a result of the determination by WLM.
- G. (Left blank)
- H. Rent as fixed herein shall remain in effect for the period between the annual redetermination, requested by WLM, unless during such period:
- (i) Rent is based on false or incomplete information supplied to WLM by Resident or members of Resident's household;
- (ii) It is found that an error was made by WLM at admission or redetermination (Resident shall not be charged retroactively for errors made by WLM);
- (iii) There is a change in Resident's household composition; or
- (viii) Utility Allowances are changed.

#### I. (Left Blank)

- J. Resident must report to WLM in writing any and all changes in household income and composition within ten (10) days of such change, unless Resident can present documentable evidence, as determined in WLM's sole discretion that information in this regard is unavailable due to conditions beyond Resident's control. If the tenth (10th) day falls on a Saturday, Sunday or a legal holiday, the tenth (10th) day shall be considered the end of the next successive business day. Failure to report any and all changes in income or household composition shall be considered a default under the terms of this Agreement and grounds for termination of this Agreement.
- K. All documents used by WLM for any annual redetermination as requested by WLM, are hereby incorporated into this Agreement by reference.

## 16. RELOCATION AND TRANSFER

A. WLM, if deemed appropriate, may relocate or transfer Resident and members of Resident's household into another dwelling, whether in Resident's community, if it is determined necessary for modernization or emergency conditions concerning Resident's household, to provide proper facilities for Resident or members of Resident's household care and wellbeing, to provide for handicapped or disabled persons, or to provide for residents who observe criminal activity or other activity which threatens the health, safety or peaceful enjoyment of WLM's property by other residents of WLM, WLM's employees, representatives, contractors, agents, and/or law enforcement officials, and consent to provide witness testimony for safety reasons, giving a reasonable amount of notice to Resident as the situation and applicable law permits. If Resident makes a written request for special dwelling features in support of an appropriately West Lake Management Residential Lease

RESIDENT INITIAL PIN

documented disability or handicap, WLM shall have the option to modify Resident's existing dwelling or to relocate or transfer Resident to another dwelling with the features requested, whether in Resident's complex or elsewhere on WLM's property. If Resident is without disabilities or handicaps and is residing in a dwelling with special features, Resident must relocate or transfer to a dwelling without such features in a reasonable time frame set by WLM, whether in Resident's complex or elsewhere on WLM's property, should another resident of WLM need the Dwelling. In situations involving emergency and/or witness safety relocations or transfers, WLM, at its sole option may consider allowing Resident to be relocated or transferred back to Resident's original dwelling or complex at the first reasonable opportunity, upon written request of Resident. If Resident and members of Resident's household refuse to be relocated or transferred due to any of the foregoing situations, such refusal shall be considered a default under the terms of this Agreement and grounds for termination of this Agreement.

- B. If WLM relocates or transfers Resident and members of Resident's household to another dwelling, all financial obligations existing pursuant to this Agreement, including but not limited to repayment agreements shall continue and be made part of and incorporated into a new written Dwelling Lease Agreement between Resident and WLM for the new dwelling.
- C. If WLM relocates or transfers Resident and members of Resident's household to another dwelling, then this Agreement shall automatically terminate and a new written Dwelling Lease Agreement shall be executed by Resident and WLM for the new dwelling. By relocating or transferring Resident and members of Resident's household to a new dwelling, however, WLM does not waive its right to terminate the new Dwelling Lease Agreement for the new dwelling or to evict Resident and members of Resident's household from the new dwelling based on conduct that occurred prior to or during the relocation or transfer.
- D. If WLM relocates or transfers Resident and members of Resident's household to another dwelling after WLM has instituted an eviction action against Resident, then WLM shall have the right to re-file the eviction action or amend the pleadings to request possession of the new dwelling, without waiver of the original breach or violation of this Agreement.

## 17. RESIDENT OBLIGATIONS

Resident acknowledges that violation of any of the provisions of this Paragraph is a serious violation of a material term of this Agreement and good cause for termination of this Agreement, and agrees to be obligated as follows:

- A. To pay the applicable rent and any other charges due to WLM as required.
- B. To report all changes in family size, members of household, and/or increases or decreases in income in writing within ten (10) days of the change.
- C. To use the Dwelling solely as a private residence and the only place of residence of Resident and members of Resident's household as listed above, and not to use or permit the use of the Dwelling for any other purpose, except as provided otherwise in Paragraph 9 of this Agreement.
- D. Not to assign, sublet, or transfer possession of the Dwelling, or any part thereof, nor to give accommodations to boarders, lodgers, or other persons not listed as household members above, except that provided otherwise in Paragraph 9 of this Agreement.

West Lake Management Residential Lease

RESIDENT INITIALPI

- E. To abide by such necessary and reasonable rules, regulations, policies and/or procedures as may be set forth by WLM for the benefit, protection and wellbeing of WLM's residents, employees, representatives, contractors, agents, and property, and law enforcement officials in effect at the time this Agreement is entered into and hereafter promulgated by WLM, which shall be posted in the Property Office of Resident's complex, or if there is not a Property Office, the Central Office of WLM, delivered to Resident and incorporated by attachment or by reference in this Agreement.
- F. To comply with all obligations imposed upon Resident by applicable provisions of the local, State, and Federal codes materially affecting health and safety, in effect at the signing of this Agreement and as promulgated, changed or modified during the term of this Agreement, and any subsequent renewals.
- G. To maintain the Dwelling, area around the Dwelling under Resident's control, appliances and equipment in a clean and sanitary condition and to cooperate with WLM in maintaining areas assigned to Resident in a neat and orderly manner, to pick up and remove trash, and to dispose of garbage, rubbish and other waste into designated containers on WLM's property and in a sanitary and safe manner.
- H. To conduct himself/herself and to cause members of Resident's household, guests (as defined herein) or other person under Resident's control to conduct themselves in such a manner as: (i) not to disturb other residents' peaceful enjoyment of their accommodations, community facilities and other areas of WLM's property; (ii) to refrain from and not permit illegal or other activity which would interfere with the health, safety or peaceful enjoyment of WLM's property by other residents of WLM, WLM's employees, persons residing in the immediate vicinity of the Dwelling, representatives, contractors, agents, law enforcement officials and/or the public; (iii) to refrain from the illegal use, illegal possession and/or illegal storage of firearms and/or other offensive weapons, as defined by the laws and courts of the State of Florida, anywhere on WLM's property; (iv) to refrain from the storage of illegal drugs in the Dwelling or anywhere on WLM's property; and (v) to act in such a way as to be conducive to maintaining Resident's complex, community facilities and other areas of WLM's property, in a decent, safe, and sanitary condition.
- I. To assure that Resident, members of Resident's household, guests (as defined herein) or other person under Resident's control, shall not: (i) engage in any criminal activity, that threatens the health, safety or peaceful enjoyment of WLM's property by other residents of WLM, WLM's employees, persons residing in the immediate vicinity of the Dwelling, representatives, contractors, agents, law enforcement officials and/or the public; or (ii) engage in any type of activity, that threatens the health, safety or peaceful enjoyment of WLM's property by other residents of WLM, WLM's employees, persons residing in the immediate vicinity of the Dwelling, representatives, contractors, agents, law enforcement officials and/or the public; or (iii) drug-related criminal activity (as defined herein) or violent criminal activity or any felony conviction on or off WLM's property.
- J. To act and cause Resident, members of Resident's household, guests (as defined herein) or other person under Resident's control, to act in a reasonably cooperative manner with other residents of WLM, WLM 's employees, persons residing in the immediate vicinity of the Dwelling, representatives, contractors, agents, and/or law enforcement officials, and to refrain from and cause members of Resident's household and guests (as defined herein), to refrain from acting or speaking in an abusive or threatening manner toward other residents of WLM, WLM's employees, persons residing in the immediate vicinity of the Dwelling, representatives, contractors, agents, law enforcement officials and/or the public.
- K. To assure that Resident, members of Resident's household, guests (as defined herein) or other person under Resident's control, shall refrain from inviting or allowing on WLM's property or to the Dwelling anyone who to Resident's knowledge (i) has been banned from the Dwelling and/ or any other parts of WLM's property; (ii) has been West Lake Management Residential Lease

issued a trespass notice by WLM or its authorized representative (iii) has engaged in criminal activity or other activity that adversely affect the health safety or peaceful enjoyment of the community; or (iv) is currently engaging in criminal activity, which includes fleeing from law enforcement to avoid custody or arrest for engaging in such criminal activity.

- L. To assure that Resident, members of Resident's household, guests (as defined herein) or other person under Resident's control, shall refrain from fleeing to avoid prosecution, or custody or confinement after conviction, under the laws of the place from which the individual has fled, for a crime or attempted crime, which is a felony under the laws of the place from which the individual flees, or which, in the case of the state of Florida, is a high misdemeanor under the laws of that state.
- M. To assure that Resident, members of Resident's household, guests (as defined herein) or other person under Resident's control, shall refrain from violating a condition of probation or parole imposed under Federal or State law.
- N. Resident shall notify WLM in a timely manner (as defined herein) whenever Resident, members of Resident's household, guests (as defined herein) or other person under Resident's control (i) engage in any criminal activity, that threatens the health, safety or peaceful enjoyment of WLM's property by other residents of WLM, WLM's employees, persons residing in the immediate vicinity of the Dwelling, representatives, contractors, agents, law enforcement officials and/or the public; or (ii) engage in any type of activity, that threatens the health, safety or peaceful enjoyment of WLM's property by other residents of WLM, WLM's employees, persons residing in the immediate vicinity of the Dwelling, representatives, contractors, agents, law enforcement officials and/or the public; or (iii) drug-related criminal activity (as defined herein) or violent criminal activity or any felony conviction on or off WLM's property; or (iv) engage in a violation of a condition of probation or parole imposed under Federal or State law.
- O. To take reasonable precautions to prevent fires and to pay for damages caused by fire or smoke that are a direct result of negligence on the part of Resident, members of Resident's household, guests (as defined herein) or other person under Resident's control. Such fire and smoke damage charges shall be in the amount of the repair or replacement, actual costs, and other fees incurred, or the deductible amount on WLM's fire insurance, whichever is less.
- P. To use only in a reasonable manner all electrical, plumbing, sanitary, ventilating, air-conditioning, and other facilities and appurtenances, including but not limited to elevators.
- Q. To refrain from and cause members of Resident's household, and guests (as defined herein) or other persons under Resident's control to refrain from destroying, defacing, damaging, or removing any part of the Dwellings, buildings, facilities, or other areas of WLM's property, and to pay reasonable charges for repair of damages so caused.
- R. Not to make any repairs or alterations or install any equipment in or around Resident's dwelling, including but not limited to air-conditioning units, antennas, and personal fences, without the prior written consent of WLM.
- S. To notify WLM in advance and to make arrangements for the care of the Dwelling, if Resident and members of Resident's household plan to be away from the Dwelling for more than fifteen (15) days, except where documentable conditions, as determined in WLM's sole discretion, existed which prevented Resident from giving advance notice.
- T. To notify WLM immediately of the need for repairs to Resident's dwelling and any unsafe, hazardous or unhealthy conditions in or around Resident's dwelling, Resident's complex, community facilities and other areas of WLM's West Lake Management Residential Lease

RESIDENT INITIAL P. M

property which might lead to injury or damage.

- U. Not to keep pets or animals anywhere in Resident's dwelling or elsewhere in Resident's complex unless permitted by WLM's adopted "Pet Policy" in effect at the time, or applicable State law or Federal regulations.
- V. Not to keep or maintain any vehicle on WLM 's property that is not in operating condition or is without a valid registration, license plate, and/or WLM parking permit (if applicable). Additionally, Resident agrees to be subject to and abide by all local or State laws, as well as policies and/or procedures promulgated by WLM regarding vehicle registration, vehicle condition, and vehicle parking. If after appropriate written notification, a violation of local or State law, or policies and/or procedures promulgated by WLM is not remedied, arrangements shall be made for the vehicle to be towed at its owner's expense at the expiration of the notice. Further, not to wash cars or trucks or perform major repairs to vehicles on WLM's property. Major repairs to vehicles shall be determined in the sole discretion of WLM.
- W. To abide by the parking policy established by WLM in effect at that time, and to cause members of Resident's household and guests (as defined herein) to also abide by the parking policy established by WLM in effect at that time.
- X. To voluntarily vacate the Dwelling upon seven (7) days prior written notice for pest control when necessary.
- Y. Not to replace or remove any locks installed by WLM in the Dwelling. Resident shall not install any locks or alarm systems in the Dwelling. Any non-approved locks or alarm systems installed by Resident in the Dwelling shall be removed by WLM at Resident's expense.
- Z. To remove any personal property left on WLM's property when Resident leaves, abandons or surrenders the Dwelling.
- AA. Not to commit, or allow members of Resident's household to commit any fraud in connection with any Federal or State housing assistance program, and not to receive or allow members of Resident's household to receive assistance for occupancy of any other dwelling assisted under any Federal/State housing assistance program during the term of this Agreement, or any subsequent renewals.
- BB. To correct any violation of this Agreement within seven (7) days of receipt of written notice from WLM of the specific violation, except as provided to the contrary in this Agreement.
- CC. To furnish complete, current, accurate and verifiable written information in a timely manner (as defined herein).
- DD. To transfer to an appropriate size dwelling upon appropriate notice by WLM.
- EE. This is a smoke-free community. Smoking by tenants, guests, maintenance persons, and all other visitors to the property are prohibited from smoking inside the units, buildings, common areas and within 25-feet of all windows, doors, ventilation systems, and patios.

## 18. WLM AGREES TO:

- A. To give Resident written notice of any default or violation of this Agreement stating the specific act(s) which caused the default or violation?
- B. To maintain the complex facilities, common areas, and grounds, not otherwise assigned to Resident for maintenance and upkeep, in a decent, safe, and sanitary condition.

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- C .To make necessary repairs to Resident are dwelling within a reasonable time.
- D. To comply with requirements of applicable building codes, housing codes, HUD regulations and other Federal regulations materially affecting health and safety.
- E. To maintain in good and safe working order and condition all electrical, plumbing, sanitary, heating, ventilation and other facilities and appliances including elevators supplied or required to be supplied by WLM.
- F. To provide and maintain appropriate receptacles and facilities (except containers for exclusive use of an individual resident) for the deposit of garbage, rubbish and other waste removed from the Dwelling by Resident, as required by this Agreement.
- G. To provide a utilities allowance schedule in accordance with the Schedule of Rent and Other Charges in effect at that time, as posted in the Property Office of Resident's complex, or if there is not a Property Office, the Central Office of WLM. Additionally, to furnish reasonable amounts of hot and cold water and reasonable amounts of heat at appropriate times of the year according to local custom and usage, except where the building that includes the Dwelling is not required by law to be equipped for that purpose, or where heat and/or hot water are generated within Resident's exclusive maintenance and control.
- H. To notify Resident of the specific reasons for any proposed adverse action (as defined herein), by WLM. When WLM is required to afford Resident the opportunity for a hearing in accordance with WLM's grievance procedure for a grievance concerning a proposed adverse action: (i) the notice of proposed adverse action shall inform Resident of the right to request a hearing, except in the case of a lease termination, a notice of lease termination shall constitute adequate notice of proposed adverse action; and (ii) in the case of a proposed adverse action other than a proposed lease termination, WLM shall not take the proposed action until the time for Resident to request a grievance hearing has expired, and if a hearing was timely requested by Resident the grievance process has been completed.
- I. To make reasonable provisions for extermination of rodents, roaches, ants, wood destroying organisms, and bedbugs, in accordance with applicable Florida law. If vacation of premises is required for extermination, WLM will not be liable for damages, but WLM shall abate the rent.
- J. To provide Resident with pre-hearing or pre-trial access, in the presence of a WLM employee, to directly relevant documents in WLM's possession, regarding any termination or eviction initiated by WLM, upon request by Resident.
- K. That WLM shall not be responsible to Resident for conditions created or caused by the negligent or wrongful acts or omissions by Resident, members of Resident's household, or guests (as defined herein). Additionally, WLM shall not be responsible for loss or damage to personal items of Resident, members of Resident's household, or guests (as defined herein), caused by criminal and/or other activity, and occurrences beyond the control of WLM for which Resident may obtain adequate Renter's Insurance for the protection of these items.
- L. To post in the Property Office of Resident's complex, or if there is not a Property Office, the Central Office of WLM, copies of all rules, regulations, schedules of charges and other documents which are part of this Agreement (by attachment or by reference), and to make these and any subsequent changes or modifications available to Resident.

## 19. DEFECTS HAZARDOUS TO LIFE, HEALTH AND SAFETY

A. When conditions are created which are hazardous to life, health, safety, and welfare of Resident, members of Resident's household or guests (as defined herein), Resident shall immediately notify WLM of the conditions. West Lake Management Residential Lease

- B. WLM shall be responsible for the repair of the Dwelling within a reasonable amount of time, provided, that if the damages were caused by Resident, members of Resident's household or guests (as defined herein), the reasonable cost of the repairs shall be due and collectible after fourteen (14) days written notice of the costs of repair to Resident from WLM. Notice to Resident of the cost of repairs is a notice of proposed adverse action (as defined herein). Resident has the right to request a grievance hearing concerning the costs of repairs in accordance with WLM's grievance procedure. Failure to pay such charges on the date due shall be considered a default of this Agreement and grounds for termination of this Agreement.
- C. If the repair of the defects or damages cannot be made within a reasonable amount of time, WLM shall offer standard alternative accommodations to Resident, if available. WLM shall not be responsible for any moving expenses to Resident, if the damages were caused by Resident, members of Resident's household or guests (as defined herein). If Resident refuses the standard alternative accommodations offered by WLM, such refusal shall be considered a default of this Agreement and grounds for termination of this Agreement.
- D. In the event repairs are not made by WLM in accordance with Section 19 (B) above, or standard alternative accommodations are not provided in accordance with Section 19 (C) above, Resident's rent shall abate in proportion to the seriousness of the damages and loss in value as a dwelling. Rent shall not abate if Resident rejects the standard alternative accommodations or if the damages were caused by Resident, members of Resident's household or guests (as defined herein). Resident agrees to pay full rent, less the abated portion agreed upon by WLM, during the period in which the defects or damages remain uncorrected.
- E. In the event Resident claims a rent adjustment under the provisions of this Section, Resident shall pay the entire amount of rent due for the period for which a rent adjustment is claimed to WLM, to be held in escrow pending a decision in accordance with WLM's grievance procedure.

## 20. INSPECTIONS AND OTHER ENTRY OF DWELLING DURING OCCUPANCY

A. WLM and Resident or Resident's representative shall inspect the Dwelling prior to commencement of occupancy by Resident. WLM reserves the right to photograph, videotape, or otherwise visually record the inspection, with reasonable access to such photographs, videotapes, or other visual records of the inspection being provided to Resident. WLM shall furnish Resident with a written statement of the condition of the Dwelling and equipment provided with the Dwelling. This statement shall be signed by an authorized representative of WLM and Resident, and a copy of the statement shall be retained in Resident's file.

B.WLM and Resident or Resident's representative during the term of this Agreement, and any subsequent renewals, shall conduct an annual inspection of the Dwelling. WLM reserves the right to photograph, videotape, or otherwise visually record the inspection, with reasonable access to such photographs, videotapes, or other visual records of the inspection being provided to Resident. WLM shall furnish Resident with a written statement of the condition of the Dwelling and equipment provided with the Dwelling. This statement shall be signed by an authorized representative of WLM and Resident, and a copy of the statement shall be retained in Resident's file.

C. When Resident vacates the Dwelling; WLM shall inspect the Dwelling and furnish Resident with a written statement of any charges to be made to Resident, if any. WLM reserves the right to photograph, videotape, or otherwise visually record the inspection, with reasonable access to such photographs, videotapes, or other visual records of the inspecting being provided to Resident. WLM shall furnish Resident with a written statement of the condition of the Dwelling and equipment provided with the Dwelling. This statement shall be signed by an authorized representative of WLM and Resident, and a copy of the statement shall be retained in Resident's file.

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- D. If Resident fails or refuses to sign any written statement of inspection, and fails to request a grievance hearing in accordance with WLM's grievance procedure, such written statements shall be deemed to be accurate.
- E. WLM or its duly authorized employees, agents, or contractors shall be permitted to enter the Dwelling during reasonable hours (8:00 a.m. to 8:00 p.m.) for making routine inspections or maintenance, making improvements or repairs, pest control, showing the apartment for releasing, or if Resident or members of Resident's household are absent from the Dwelling for fifteen (15) days, unless prior notice thereof has been given to WLM as provided by the terms of this Agreement.
- F. WLM or its duly authorized employees, agents, or contractors shall give reasonable prior written notice to Resident of at least forty-eight (48) hours, stating the day and time of the planned inspection or other entry, except in cases as listed below.
- G.WLM or its duly authorized employees, agents, or contractors shall not give notice to enter the Dwelling if entry is requested by Resident for any reason whatsoever, or if there is reasonable cause to believe an emergency (as defined herein), exists. If Resident and all adult members of Resident's household are out of the Dwelling at the time of entry, WLM or its duly authorized employees, agents, or contractors shall leave a written statement giving the date, time, and purpose of such entry.

#### 21. ABANDONMENT AND ABANDONED PROPERTY

- A. WLM may take possession of the Dwelling and terminate this Agreement after Resident has moved out. In the absence of actual knowledge of abandonment, it shall be presumed that Resident has abandoned the Dwelling if Resident is absent from the Dwelling for a period of fifteen (15) days, the rent is not current, and Resident has not notified WLM in writing in advance of an intended absence, or otherwise as provided in this Agreement.
- B. By signing this Agreement Resident agrees that upon surrender or abandonment, as defined by Chapter 83, Part II, Florida Statutes, as may be amended, WLM shall not be liable or responsible for storage or disposition of Resident's personal property, whether such personal property is located in the Dwelling or elsewhere on WLM's property. The reasonable cost of any storage, removal and/or disposal shall be charged to Resident or assessed against Resident's security deposit, unless in WLM's sole discretion, it is determined that documentable conditions existed which prevented Resident from occupying the Dwelling.

## 22. ABSENCE OF RESIDENT AND RIGHTS OF REMAINING HOUSEHOLD MEMBERS

If, during the term of this Agreement, and any subsequent renewals, regardless of cause, Resident ceases to reside at the Dwelling, WLM shall terminate this Agreement. If there are no remaining responsible adult household members listed in Paragraph 2 the remaining household members may only continue to occupy the Dwelling if a qualified and responsible adult, as determined by WLM, enters into a new Dwelling Lease Agreement with WLM in a timely manner (as defined herein) and only if the remaining household members are all eligible to continue occupancy in the Dwelling and are not in violation of this Agreement, and/or are not ineligible pursuant to the policies of WLM; this will only be allowed if the remaining minors have no other home to relocate to or if the remaining parent/guardian does not have a dwelling that is large enough are in a safe condition for the remaining family to move to. If there are no remaining household members listed in Paragraph 2 that are qualified and eligible to continue occupancy of the Dwelling, as determined by WLM, WLM shall seek to take possession of the Dwelling by an eviction action. It shall be the responsibility of the remaining household members listed in Paragraph 2 to report to WLM in a timely manner (as defined herein) that Resident no longer resides in the Dwelling.

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## 23. RESIDENT'S DEATH, DISABILITY OR INCAPACITY

If, during the term of this Agreement, and any subsequent renewals, Resident dies or becomes disabled or incapacitated to the point that it necessitates that Resident can no longer reside in the Dwelling, and there are no adult remaining household members listed in Paragraph 2 residing in the Dwelling who are qualified and eligible to continue occupancy in the Dwelling, as determined by WLM and/or as required in Paragraph 23 herein, WLM shall terminate this Agreement and seek to take possession of the Dwelling by an eviction action. It shall be the responsibility of the remaining household members listed in Paragraph 2 to report to WLM in a timely manner (as defined herein) that Resident no longer resides in the Dwelling. If there are no remaining responsible adult household members listed in Paragraph 2 the remaining household members may only continue to occupy the Dwelling if a qualified and responsible adult, as determined by WLM, enters into a new Dwelling Lease Agreement with WLM in a timely manner (as defined herein) and only if the remaining household members are all eligible to continue occupancy in the Dwelling and are not in violation of this Agreement, and/or are not ineligible pursuant to the policies of WLM; this will only be allowed if the remaining minors have no other home to relocate to or if the remaining parent/guardian does not have a dwelling that is large enough are in a safe condition for the remaining family to move to. If there are no remaining household members listed in Paragraph 2 that are qualified and eligible to continue occupancy of the Dwelling, as determined by WLM, WLM shall seek to take possession of the Dwelling by an eviction action. It shall be the responsibility of the remaining household members listed in Paragraph 2 to report to WLM in a timely manner (as defined herein) that Resident no longer resides in the Dwelling and are not in violation of this Agreement, and/or are not ineligible pursuant to the policies of WLM; this will only be allowed if the remaining minors have no other home to relocate to or if the remaining parent/guardian does not have a dwelling that is large enough are in a safe condition for the remaining family to move to. If there are no remaining household members listed in Paragraph 2 that are qualified and eligible to continue occupancy of the Dwelling, as determined by WLM, WLM shall seek to take possession of the Dwelling by an eviction action. It shall be the responsibility of the remaining household members listed in Paragraph 2 to report to WLM in a timely manner (as defined herein) that Resident no longer resides in the Dwelling.

## 24. SOLICITATION, TRESPASSING AND EXCLUSION OF NON-RESIDENTS

WLM is committed to providing a safe and decent environment throughout WLM's property. Resident agrees to WLM's reservation of the following rights to aid in providing a safe and decent environment throughout WLM's property:

A. WLM reserves the right, to be exercised by its employees and authorized agents, to prohibit solicitation and/or trespassing on WLM's property by non-residents of WLM, unless the express written permission of WLM is obtained in advance and in accordance with any applicable policies and/or procedures of WLM. WLM shall exercise this right to the extent allowable by all applicable laws and/or regulations, and as follows in WLM's Trespassing Policy;

West Lake Management's Trespassing Policy:

- 1. The City's police officers are hereby authorized to issue trespass warnings to individuals who are non-residents of WLM and who are present on WLM's property or the unenclosed cartilage to WLM property (as defined in Florida Statute 810.09(1) (b), which means "any outbuildings", that are directly and intimately adjacent to and connected with the dwelling and necessary, convenient, and habitually used in connection with that dwelling." If:
- a. such individual is unable to establish, after inquiry, that such individual is on the property pursuant to the permission of an employee, agent, or resident of WLM; or
- b. if the police officer determines that such individual is acting in violation of WLM rules and regulations; or
- c. if the police officer determines that such individual is engaging in criminal activity or poses a reasonable threat to West Lake Management Residential Lease



engage in criminal activity based on police knowledge of such individual's criminal history.

- 2. West Lake Management property staff will provide the Community Resource Team with an updated Resident List on the first of each month. Officers will be expected to review the list and be reasonably familiar with the names of the residents of WLM. Officers will check the Residency List when a question of residency exists for the purpose of issuing a Trespass Warning.
- 3. The City's police officers are hereby authorized to issue towing notices to be affixed to the vehicles on WLM property which are either unlicensed or inoperable. Upon affixing such towing notice, the police officers shall notify WLM at 863-687-2911 of the presence of the vehicle and the issuance of the towing notice such that WLM can issue the companion notice of lease violation to the responsible tenant.
- B. WLM reserves the right, to be exercised by its employees and authorized agents, to exclude non-residents, including but not limited to guests (as defined herein) or other person under Resident's control who (i) conduct themselves in a manner to disturb the residents' peaceful enjoyment of their accommodations, community facilities or other areas of WLM's property; (ii) engage in illegal or other activity which would interfere with the health, safety or peaceful enjoyment of WLM's property by other residents of WLM, WLM's employees, representatives, contractors, agents, and/or law enforcement officials; (iii) engage in any criminal activity, that threatens the health, safety or peaceful enjoyment of WLM's property by other residents of WLM, WLM's employees, representatives, contractors, agents, and/or law enforcement officials; (iv) engage in any type of activity, that threatens the health, safety or peaceful enjoyment of WLM's property by other residents of WLM, WLM's employees, representatives, contractors, agents, and/or law enforcement officials; (v) engage in drug-related criminal activity (as defined herein) on or off WLM's property; (vi) engage in destroying, defacing, damaging or removing WLM's equipment, vehicles and/or any part of the Dwellings, buildings, facilities, or other areas of WLM's property; (vii) engage in the illegal use or illegal possession of firearms and/or other offensive weapons, as defined by the laws and courts of the State of Florida, anywhere on WLM's property; (viii) intentionally violate necessary rules, regulations, policies and/or procedures set forth by WLM for the benefit and wellbeing of WLM's residents, employees, representatives, contractors, agents, and property, and law enforcement officials in effect at the time this Agreement is entered into and hereafter promulgated by WLM, of which such non-residents have been made aware of or should be aware of; and/or (ix) violate any local, State and/or Federal laws. WLM shall exercise this right to the extent allowable by all applicable laws and/or regulations.

#### 25. NOTICE PROCEDURES

- A. Except as may be provided to the contrary herein, notice to Resident shall be in writing and either delivered to Resident or an adult member of Resident's household, or sent by prepaid first class mail, registered mail, or certified mail properly addressed to Resident. Pursuant to Chapter 83, Part II, Florida Statutes, as may be amended, Resident shall be permitted to specify in writing any other address, if different from the address of Resident's dwelling, to which notice should be sent. If not otherwise specified, notice sent to Resident's present dwelling shall be sufficient.
- B. Except as may be provided to the contrary herein, notice to WLM shall be in writing and either delivered or mailed prepaid first class to the Central Office of WLM (as defined herein), or delivered to the Property Office of Resident's complex.
- C. Return receipt for delivery of registered or certified mail shall be sufficient evidence that notice was given, whether signed or unsigned.
- D. Resident agrees that in the absence of a forwarding address being submitted to WLM in writing, Resident's address indicated above shall serve as Resident's last known address for purposes of the laws of the State of Florida and/or West Lake Management Residential Lease



Federal law.

- E. All notices to residents of WLM who are visually impaired shall be made in an accessible format.
- F. Notices mailed prepaid first class shall be deemed delivered on the second business day after posting the mail with the U.S. Postal Service, unless otherwise provided by any applicable laws of the State of Florida and/or Federal law.

## **26. POSTED NOTICES**

All policies, procedures, rules, regulations and/or schedules for special charges for services, rents, repairs or utilities, which are required to be posted, shall be publicly posted in a conspicuous manner, in the Property Office of Resident's complex, or if there is not a Property Office, the Central Office of WLM, and shall be furnished to applicants and resident of WLM upon request. Such policies, procedures, rules, regulations and/or schedules may be modified by WLM by giving thirty (30) days written notice to each affected Resident, setting forth the proposed modification, the reasons therefore and providing Resident the opportunity to present written comments to WLM prior to the effective date of the proposed modifications. Such notices shall be posted pursuant to applicable laws and/or Federal regulations in effect at that time.

## 27. TERMINATION OF AGREEMENT

- A. This Agreement may be terminated by Resident at any time by giving thirty (30) days written notice to WLM as provided in Section 26 (B) above. If Resident fails to give WLM thirty (30) days written notice, WLM shall charge Resident for or assess against Resident's security deposit thirty (30) days of rent from the date WLM discovers the Dwelling has been vacated, unless in WLM 's sole discretion, it is determined that conditions existed which prevented Resident from providing this notice.
- B. WLM shall give written notice of lease termination to Resident as follows:
- (i) 6 (six) days if said termination is caused by Resident's failure to pay rent;
- (ii)Three (3) days when the health or safety of other residents of WLM, WLM's employees, persons residing in the immediate vicinity of the Dwelling, representatives, contractors, agents, law enforcement officials and/or the public is threatened, or when drug-related criminal activity (as defined herein) or violent criminal activity or any felony conviction is involved; and
- (iii) Thirty (30) days in any other case, except that if a State or local law allows a shorter notice period, such shorter period shall apply.
- C. Notice of termination by either party may be given on any day of the month.
- D. The notice of lease termination to Resident shall state the specific grounds for the termination or eviction action, the right of Resident to make a reply, and that in the presence of a WLM employee, WLM shall provide a reasonable opportunity for Resident, upon Resident's request and before a grievance hearing or court trial concerning a termination of tenancy or eviction action, to examine WLM documents in WLM's possession directly relevant to the termination of tenancy or eviction action. Resident shall be allowed to photocopy any such documents at Resident's expense.
- E. When WLM is required to afford Resident the opportunity for a grievance hearing, the notice shall additionally inform Resident of Resident's right to request a hearing in accordance with WLM's grievance procedure. The tenancy shall not terminate until the time for Resident to request a grievance hearing has expired, and if a hearing was timely West Lake Management Residential Lease



requested by Resident, the grievance process has been completed.

- F. When WLM is not required to afford Resident the opportunity for a grievance hearing, the notice shall additionally state that:
- (i) Resident is not entitled to a grievance hearing on the termination or eviction action;
- (ii) The judicial eviction process required by Chapter 83, Part II, Florida Statutes, as may be amended, provides an opportunity for a hearing in court that contains the basic elements of due process as defined by HUD regulations; and (iii) Whether the eviction action is for any criminal activity which threatens the health, safety or peaceful enjoyment of WLM's property by other residents, WLM's employees, persons residing in the immediate vicinity of the Dwelling, representatives, contractors, agents, law enforcement officials and/or the public; for any type of activity which threatens the health, safety or peaceful enjoyment of WLM's property by other residents, WLM's employees, persons residing in the immediate vicinity of the Dwelling, representatives, contractors, agents, law enforcement officials and/or the public; or for drug-related criminal activity (as defined herein)or violent criminal activity or any felony conviction on or off WLM's property, by Resident, members of Resident's household or guests (as defined herein).
- G. WLM considers any criminal activity which threatens the health, safety or peaceful enjoyment of WLM 's property by other residents, WLM's employees, persons residing in the immediate vicinity of the Dwelling, representatives. contractors, agents, law enforcement officials and/or the public; any type of activity which threatens the health, safety or peaceful enjoyment of WLM's property by other residents, WLM's employees, persons residing in the immediate vicinity of the Dwelling, representatives, contractors, agents, law enforcement officials and/or the public; or drugrelated criminal activity (as defined herein) or violent criminal activity or any felony conviction on or off WLM's property, by Resident, members of Resident's household or guests (as defined herein), as a serious violation of the material terms of this Agreement. Eviction proceedings which result from these types of serious violations of this Agreement are civil in nature, not criminal, and arrest and/or conviction, for persons accused of these types of serious violations of this Agreement are not necessary as conditions to seek eviction. Any applicable State laws to the contrary. whether current or promulgated in the future, are preempted by applicable Federal law and/or regulation. Resident agrees that any drug-related criminal activity (as defined herein) or violent criminal activity or any criminal conviction on or off WLM's property, by Resident, members of Resident's household or guests (as defined herein), interferes with the health, safety and peaceful enjoyment of WLM's property, is not conducive to maintaining WLM in a decent, safe, sanitary and crime-free environment and creates a threat to the health and safety of other residents, WLM's employees, persons residing in the immediate vicinity of the Dwelling, representatives, contractors, agents, law enforcement officials and/or the public.
- H. In deciding to evict for the above referenced proscribed activity, WLM shall have the discretion to consider all of the circumstances of the case, including the seriousness of the offense, the extent of participation by or awareness of household members, and the effects that the eviction would have both on household members not involved in the proscribed activity and on other residents of WLM. In appropriate cases, WLM may permit continued occupancy by remaining household members and may impose a condition that household members who engaged in the proscribed activity will not reside in nor visit the Dwelling. WLM may require a household member who has engaged in the illegal use of drugs to present credible evidence, as determined by WLM, of successful completion of a treatment program as a condition to being allowed to reside in the Dwelling.
- I. A notice of lease termination to Resident shall run concurrent with and serve as a Notice to Vacate or Quit as required by Chapter 83, Part II, and Florida Statutes, as may be amended. The notice shall be in writing, and specify that if Resident fails to vacate or quit the Dwelling within the period specified, appropriate action shall be brought against Resident, and Resident may be required to pay the costs of court and attorney fees.
- J. Upon the death of a Resident, or if more than one resident the deaths of the all the members of Resident's household, West Lake Management Residential Lease

either WLM or the court appointed personal representative of Resident's estate may terminate this Agreement upon at least thirty (30) days written notice to the non-terminating party, to be effective on the last day of a calendar month. If the appropriate notice is not given as outlined herein, the Resident's estate shall be liable for the rent to the end of the notice period or until the date the Dwelling is re-rented, whichever date occurs first. The termination of this Agreement pursuant to this section shall not relieve Resident's estate from liability for either payment of rent or other amounts owed prior to or during the notice period, or for the payment of amounts necessary to restore the Dwelling to the condition that it was in at the beginning of this Agreement, normal wear and tear excepted.

K. If during the term of this Agreement or any renewals thereof WLM obtains information or records that indicate that Resident or a member of Resident's household is subject to a lifetime registration requirement under a State sex offender registration program, WLM shall consider such requirement to be a serious violation of the material terms of this Agreement, and grounds for termination of this Agreement. Resident has the right to request a grievance hearing concerning the accuracy of the registration requirement in accordance with WLM's grievance procedure.

L. If during the term of this Agreement or any renewals thereof WLM obtains information or records that indicate that Resident or a member of Resident's household is illegally using a controlled substance, or whose illegal use (or pattern of illegal use) of a controlled substance, or whose abuse of alcohol is determined by WLM to interfere with the health, safety or peaceful enjoyment of WLM's property by other residents, WLM's employees, persons residing in the immediate vicinity of the Dwelling, representatives, contractors, agents, law enforcement officials and/or the public, WLM shall consider such requirement to be a serious violation of the material terms of this Agreement, and grounds for termination of this Agreement. In determining whether to terminate this Agreement, WLM may consider whether Resident or the household member has successfully completed a supervised drug or alcohol rehabilitation program (as applicable) and is no longer involved in the illegal use of a controlled substance or abuse of alcohol (as applicable), or abuse of alcohol (as applicable), or is participating in a supervised drug or alcohol rehabilitation program (as applicable) and is no longer involved in the illegal use of a controlled substance or abuse of alcohol (as applicable).

M. WLM may evict Resident from the Dwelling only by bringing a court action in accordance with Chapter 83, Part II, and Florida Statutes, as may be amended.

N. WLM may refuse to renew or terminate this Agreement in accordance with the terms of this Agreement and Chapter 83, Part II, Florida Statutes, as maybe amended, only where serious or repeated violation of material terms of this Agreement may occur, or for other good cause. In the event the violation is curable by Resident, written notice by WLM shall be given to Resident to cure the violation within seven (7) days of the date of the notice. Any subsequent violation of a similar nature may result in termination of this Agreement.

O. Upon termination of this Agreement, Resident agrees that the Dwelling shall not be considered "vacated" for rental charge purposes only, until such time as the Dwelling has been cleaned and the keys are returned by Resident.

P. For the purposes of any bankruptcy proceeding regarding this Agreement only, Resident agrees that this Agreement shall be considered terminated upon the expiration of any termination notice as referenced herein received by Resident, without the requirement, if applicable, for Resident to have been dispossessed of the physical occupancy of the premises, regardless of whether that possession is lawful or unlawful.

Q. Resident agrees that if evicted, or if Resident vacates the Dwelling, WLM shall be entitled to rent the Dwelling for the remaining term, or subsequent renewal of this Agreement. Resident also agrees that upon eviction or abandonment, WLM at its option, May re-rent the Dwelling for Resident's account, and to hold Resident liable for any rent deficiency caused by Resident's eviction or abandonment.

West Lake Management Residential Lease

## 28. GRIEVANCE/APPEAL PROCEDURE

All grievances, disputes and appeals arising under this Agreement, including but not limited to the obligations of Resident or WLM, as approved or established by Florida Housing, shall be resolved in accordance with WLM's grievance procedure, as approved or established by Florida Housing, in effect at that time, posted in the Property Office of Resident's complex, or if there is not a Property Office, the Central Office of WLM. Such grievance procedure is incorporated herein, either by attachment or reference. WLM reserves the right to exclude the grievance procedure under circumstances outlined in this Agreement and applicable provisions of Federal laws and regulations.

## 29. WAIVER

WLM's failure to insist in any one or more instances upon the strict observance of the terms and conditions of this Agreement shall not be construed to be a waiver of WLM's right thereafter to enforce the terms and conditions of this Agreement. WLM shall not waive its rights to enforce the terms and conditions of this Agreement unless it does so in writing, signed by a duly authorized agent of WLM.

## 30. APPROVALS, CONSENTS AND DISCRETION OF WLM

If the approval, consent or discretion of WLM is required by any term of this Agreement, such approval, consent or discretion shall not be unreasonably withheld or exercised by WLM.

## 31. RETURNED CHECKS

Whenever a check issued to WLM by Resident or on behalf of Resident to satisfy indebtedness to WLM, is returned for any reason unpaid, the returned check charge in effect at that time shall be assessed against Resident by WLM. WLM will not accept a check issued by Resident or on behalf of Resident once a check has been returned unpaid.

#### 32. DISCRIMINATION PROHIBITED

WLM shall not illegally discriminate based upon race, color, religion, creed, national origin, sex, age, handicap, membership in a class, such as unmarried mothers or recipients of public assistance, or because there are children in the family.

#### 33. PENALTIES FOR SUBMITTING FALSE INFORMATION

If Resident deliberately submits false information regarding income, family composition or other data on which Resident's eligibility or rent is determined, Resident may, with Florida Housing approval, become subject to penalties available under Federal law. Additionally, Resident may be subject to civil action by WLM for fraud and any damages which may be awarded by a Court in relation thereto.

## 34. MISCELLANEOUS

A. This Agreement and its attachments, together with any future supplements, amendments, exhibits and/or addendums, make up the entire agreement between WLM and Resident regarding the Dwelling and other areas of WLM's property.

B. If any court of competent jurisdiction declares a particular provision of this Agreement to be invalid or illegal, all West Lake Management Residential Lease



other terms of this Agreement shall remain in full force and effect and both WLM and Resident shall continue to be bound by them.

- C. Except as provided herein to the contrary, this Agreement may only be changed or modified in writing, signed and dated by all parties hereto. However, any changes promulgated by City, State or Federal government or agency, whether law, regulation or guideline, which affect the terms and conditions of this Agreement shall be included by reference and become effective after written notification to residents.
- D. It is hereby understood and agreed between Resident and WLM that WLM reserves all rights and remedies to terminate this Agreement and/or to make any claim for rent due or other charges, or other lease violations arising under any prior lease with Resident for this dwelling and/or other dwelling leased by WLM, and that such claims may be endorsed as if arising under this Agreement.
- E. The rights and remedies created in this Agreement, or created by law are cumulative. The use of one remedy shall not exclude or waive the right to pursue another.
- F. This Agreement shall be jointly and severally binding upon the parties hereto, their respective heirs, executors, administrators, successors, or assigns.

By the signature(s) below I/we also acknowledge that the Provisions this Lease Agreement have been received and thoroughly explained to me/us.

TENANT: Patrico Howard	DATE: 10-29-15
CO-TENANT:	_ DATE:
CO-TENANT:	DATE:
MANAGER: (A554)	DATE: 10-39-15
WITNESS (Leasing Agent):	_ DATE:





West Lake Management Residential Lease

# Bedbug Addendum

This agreement is an addendum and part of the rental agreement dated 10-29-15  between Council (arrival Pice), hereby known as Owner/Agent and Post of the premises located at 1403 Liffus Are Apt 104  unit number 104 in the city Lake 1840 .FL.
3
Residents acknowledge that the Owner/Agent has inspected the unit and is aware of no bedbug
infestation.  Residents claim that all furnishings and personal properties that will be moved into the premises are free of bedbugs.
(Resident Initials) (Resident Initials)
Resident(s) hereby agree to prevent and control possible infestation by adhering to the below list of responsibilities:
1. Check for hitch-hiking bedbugs. If you stay in a hotel or another home, inspect your clothing, luggage, shoes and personal belongings for signs of bedbugs before re-entering your apartment. Check backpacks, shoes and clothing after using public transportation or visiting theaters. After guests visit, inspect beds, pedding and upholstered furniture for signs of bedbug infestation.
2. Resident shall report any problems immediately to Owner/Agent. Even a few bedbugs can rapidly nultiply to create a major infestation that can spread to other units.
3. Resident shall cooperate with pest control efforts. If your unit or a neighbor's unit is infested, a pest nanagement professional may be called in to eradicate the problem. Your unit must be properly prepared or treatment. Resident must comply with recommendations and requests from the pest control specialist prior to professional treatment including but not limited to:
Placing all bedding, drapes, curtains and small rugs in bags for transport to laundry or dry cleaners.  Heavily infested mattresses are not salvageable and must be sealed in plastic and disposed of properly.  Empty dressers, night stands and closets. Remove all items from floors; bag all clothing, shoes, boxes, boxes, etc. Bag and tightly seal washable and non-washable items separately. Used bags must be disposed
of properly.  1 Vacuum all floors, including inside closets. Vacuum all furniture including inside drawers and nightstands.  2 Yacuum mattresses and box springs. Carefully remove vacuum bags sealing them tightly in plastic and
iscarding of properly.  (Wash all machine-washable bedding, drapes, and clothing etc on the hottest water temperature and dry
the bighest book cotting. Take other items to the cleaner making source
ne times are infested with bedbugs. Discard any items that cannot be decontaminated.  Move furniture toward the center of the room so that technicians can easily treat carpet edges where bed ugs congregate, as well as walls and furniture surfaces. Be sure to leave easy access to closets.

. Resident agrees to indemnify and hold the Owner/Agent harmless from any actions, claims, losses, amages and expenses including but not limited to attorneys' fees that Owner/Agent may incur as a result

I the negligence of the Resident(s) or any guest occupying or using the premises.

5. It is acknowledge that the Owner/Agent shall not be liable for any loss of personal property to the Resident, as a result of an infestation of bedbugs. Resident agrees to have personal property insurance to cover such losses.
By signing below, the undersigned Resident(s) agree and acknowledge having read and understood this addendum.
Resident Date  10-29-15
Resident Date
Owner/Agent Date

## West Lake Management Parking Policy

- Residents will be responsible for instructing their household members and guests of the parking policy that is parking in designated areas and vehicles will not be backed into the parking spaces.
- Residents and guests are prohibited from using the parking areas as a business location for the purpose of servicing vehicles for the exchange of money or favors.
- Residents should not keep or maintain any vehicle on West Lake Management's property as stated in Section 13R of the Dwelling Lease. In the event that a vehicle is in need of repair, the Resident must notify the Property Manager, who may agree with the Resident on a time for repair of the vehicle, not to exceed fifteen (15) days. This agreement shall be reduced to writing and signed by both the Resident and the Property Manager.
- Vehicles having six (6) or more wheels, buses, trailers or boats are strictly prohibited from parking on West Lake Management property
- In the event the Resident has the use of a vehicle registered to someone other than the Resident, the Resident must provide a notarized statement signed by the registered owner of the vehicle stating the Resident has permanent/temporary use of the vehicle. After obtaining a notarized statement, proof of insurance and a valid Florida driver's license in provided, a parking decal (if applicable) will be issued for the vehicle being used by the Resident.

## Parking Decals (if applicable)

- Residents are required to return all parking decals to West Lake Management at the Termination of the Lease. A five-dollar (\$5.00) charge will be assessed to Resident for each decal not returned.
- If a decal is observed being misused (i.e. allowing an unregistered vehicle to be parked on West Lake Management property or allowing other Residents or Resident's guests to use your parking decal), the vehicle may be towed at the owner's expense, and the decal holder will be fined five dollars (\$5.00).
- Guest permits will be issued in accordance with the rules and regulations of guests as stated in Section 4, Paragraph B of the Dwelling Lease.
- Vehicles parked on West Lake Management property with an expired guest permit will be towed at the owner's expense.

awood

nattire of west Lake Management Staff

10-29-15 Date 10/29/15

## Disclosure of Information on Lead-Based Paint and/or Lead-Based Paint Hazards

**Lead Warning Statement** 

Housing built before 1978 may contain lead-based paint. Lead form paint, paint chips and dust can pose health hazards if not managed properly. Lead exposure is especially harmful to young children and pregnant women. Before renting pre-1978 housing, lessors must disclose the presence of known lead-based paint and/or lead-based paint hazards in the dwelling. Lessees must also receive a federally approved pamphlet on lead poisoning prevention.

Lessor	's Disclosure			
(a)	Presence of Lead-based and/or lead-based p	paint hazards	(check (i) or (ii	) below:

	(i) Known lead-based paint and/or lead-based p	paint hazards are present in the housing (explain).
	(ii) Lessor has no knowledge of lead-based pair	nt and/or lead-based paint hazards in the housing.
(b)	Records and reports available to the lessor (check (i) o	r (ii) below:
	(i) Lessor has provided the lessee with all ava paint and/or lead-based paint hazards in the housing (I	ailable records and reports pertaining to lead-based ist documents below).
	(ii) essor has no reports or records pertaining in the housing.	to lead-based paint and/or lead-based paint hazards
Lesse	e's Acknowledgment	
(c)	OH	
Agent's	s Acknowledgment	A I
(e)	Agent has informed the lessor of the lessor's his/her responsibility to ensure compliance.	s obligations under 42 USC 4852(d) and is aware of
Certific	eation of Accuracy	
informa	lowing parties have reviewed the information above a stion they have provided is true and accurate.	and certify, to the best of their knowledge, that the
Lessor	Date	Lessor Date
Lessee	Date 10/29/10	Lessee Date
Agent	Date	Agent Date

## West Lake Management Satellite Dish Installation

This approval gives the resident permission to have a satellite system installed in his/her apartment.

The installation must be installed using the following guidelines:

- > The dish cannot be attached to any part of the building.
- > The dish must be within four (4) feet of the building.
- > All cables from the dish to the building must be buried in the ground, at least 6" deep.
- > All cables must be properly attached to the building without causing damage to the fascia or soffit.

If line-of-sight cannot be achieved by using the above guidelines, it is recommended that the resident have cable installed.

Date: 10-29-15	
Complex and Unit Number: 1403- /	104
Pasident Signature: DO+ L. CO	Howard

## LEASE ADDENDUM FOR GOOD NEIGHBOR POLICY

THIS ADDENDUM IS AGREED TO AND SHALL BE MADE PART OF THE LEASE AGREEMENT

We, on behalf of the Owner, want you to feel at home for as long as you are living in our apartment community. To assist in this effort, we offer the following Good Neighbor Policy as a guideline of your rights and obligations as a resident, and our responsibilities as your host. We hope it will help make our relationship a pleasant one.

#### WE ENDEAVOR TO:

Keep the exterior and common areas of the buildings neat, clean and in good repair so that you will be proud to five bern.

Provide timely service on reported repair problems, whenever possible, and keep appointments on all pre-scheduled repairs.

Give notification of changes in rent or rules, generally 30 days or

Publish and enforce reasonable and understandable house rules for the protection of the rights of the individual residents, and to ensure the aparlment community is enjoyable for all.

Answer completely and honestly all questions about the apartment or the apartment community.

Explain the use and maintenance of unfamiliar appliances (disposal, dishwasher, etc.)

Make sure the office is open at reasonable times for existing and prospective tenant's convenience.

## DECORATING:

Make suggestions on the installation of heavy hangings such as light fixtures, wall hangings, etc. No sticky-back hangers. (Pictures may be hung by a thin nail.)

Encourage gardening, both house plants and plants on the balcony/patio, as long as they are affixed so they cannot be accidentally knocked over.

## LOCKS AND PRIVACY:

Assist in maintaining the privacy and (per the Lease Agreement) enter an apartment only in an emergency or with prior approval/notice.

#### LAUNDRY:

Provide laundry facilities for your convenience and request that they be used only during the hours posted.

Maintain the off-street parking for the safety and convenience of residents

## MAIL AND DELIVERIES

Keep mailbox area clean and, on specific request from resident, accept and hold packages in the office for pick up later.

Also on specific request, let the telephone installer or repairmen into the resident's apartment when they are away.

## RESIDENT AGREES TO:

Have consideration for your neighbors by keeping your apartment, patio, and balcony and/or storage area clean and in good repair.

Immediately notify the Manager of any problems whether it is an emergency situation or something that should be taken care of to prevent future damage.

Pay rent and all other monies due (washer/dryer fees, late fees, etc.) promptly by check, money order or cashier's check.

Give the maximum notification (30 days or more) if you intent to move out.

Understand and follow the house rules and educate family and guests to live by them so they will not inconvenience neighbors. Inability to follow the house rules is possible grounds for a guest to be forced to leave.

Ask management any questions regarding the condition of the apartment or the apartment community.

Follow manufacturer's instructions and call the manager when a repair is needed. Repair costs due to improper maintenance/use are the resident's responsibility.

Ask the Manager's advise on hanging heavy objects and follow recommendations made.

Green thumbers will maintain their own plants and be sure a friend or neighbor looks after them while you are on vacation

Will not change, add or replace locks without prior written consent of the Manager and provide Manager with a copy of the key. Tenant agrees to keep aparlment locked when not at home.

Use the facilities as the instructions indicate and leave the laundry room clean for the next person.

Park only in assigned spaces, not blocking other resident's access to their vehicles.

Promptly pick up mail and let the Manager know if you want them to accept a package or delivery.

Be sure to notify the Manager when expecting a repairman and who it will be. If you do not plan to be home, be sure the Manager knows whom to allow into your apartment,

Tenant Paris Howard

# LEASE AD. . NDUM FOR RULES AND REG. \_ATIONS THIS ADDENDUM IS AGREED TO AND SHALL BE MADE PART OF THE LEASE AGREEMENT

ESE RULES AND REGULATIONS CONSTITUTE AN INTEGRAL PART OF THE LEASE TO WHICH IT IS APPENDED, AND THEY SHALL HAVE THE WE FORCE AND EFFECT AS COVENANTS OF SAID RENTAL AGREEMENT

Inflowing conduct is contrary to the good interests of the Residents and the Management of this complex, and is deemed unacceptable. The following duct is prohibited and the premises of the Landlord:

#### PART A

- The possession, use or distribution of any controlled substance or counterfeit substance, as those terms are defined under the laws of the United States.
- 2 The commission in the leased premises or on the complex or anywhere of any act which violates the criminal laws of the State or of the United States of America or the code of the county in which the premises are located.
- Using or permitting the leased premise or any part of the complex to be used for any unlawful, improper or disorderly purpose, or committing or permitting the commission or a breach of the peace, or nuisance therein or thereon.
- In its sole discretion, the Landlord or Agent may request any guest or invitee of the Resident to leave the apartment community if the Landlord believes, in its sole opinion, that the guest or invitee is creating a nuisance.
- 5. The use of the demised premises for any purpose in violation of any federal or state statute or county or municipal ordinance.
- 6. Carrying or using firearms or other dangerous weapons in the complex, or threatening or harming other Residents or visitors with such weapons,
- 7. Damaging or destroying property of the Landlord or of a Resident of the complex or of a guest or visitor of a Resident.
- 8. Threatening to strike or striking a Resident or Employee of the Landlord.
- 9. Participating in or exhibiting conduct that adversely affects the health, safety or welfare of any Resident or employee of the Landlord,
- 10. Hanging of clothes outside the apartments.

#### PART B

- 11. Residents and guests shall have due consideration for the comfort and enjoyment of other Residents in the complex. In this regard:
  - No musical instruments, radio, stereo, television or any other piece of entertainment equipment shall be played so that the sound from it
    is audible outside the Resident's apartment.
  - No portable sound equipment, or car radio, shall be played at a volume that disturbs other Residents,
  - Residents shall not assemble in the common areas of the complex in a manner or number that will disturb other Residents by means of noise, gather in groups in the parking lot, pool area if present or elsewhere on the grounds of the complex so as to produce noise that is disturbing to other Residents.
  - d. Gatherings inside the Resident's apartment must be free of noise that disturbs other Residents, and shall end at a reasonable hour in the evening.
  - e. There should not be excessive traffic in and out of a Resident's apartment at any hour of the day or night.
  - The Resident shall not make or permit a disturbance or noise that is disruptive of the peace and quiet of anyone living in the apartment complex.
  - g There shall be no boisterous conduct inside or outside a Resident's apartment, which disturbs the peace ad quiet of the premises or the Residents of the complex.
  - h. Management, in all cases, shall retain the right to control and prevent access into the buildings or grounds of all persons who are considered undesirable. Management or its representatives may issue trespass warrants to "persons on premises."
  - Resident shall not interfere with Management in the performance of their duties, nor shall Resident make any threats to any
    Management personnel. Violation of this provision shall be considered a material breach of the Lease, entitling Landlord to terminate the
    Resident's right of occupancy immediately.
  - j. While on the property of the Landlord, Resident shall not act in any loud, rude, demeaning, disruptive or threatening manner to any other Resident, employees, Agents, contractors, law enforcement, invitees or licensees of the Landlord. In the event that Resident defaults under this Lease provision, Resident agrees that Resident shall be subject to removal of Resident proceedings and that Resident's tenancy may be terminated by written notice, without opportunity to cure, pursuant to State Statutes.

a acts that a Resident is prohibited from doing shall also not be done by the Resident's family, guests or visitors. The Resident assumes the insibility of also informing their family, guests and visitors of these prohibitions, and further assumes the responsibility for any misconduct on the part of

e execution of the attached Lease, the parties agree that the violation by the Resident of any of the rules and regulations in Parts A and B above, shall senied a breach of a material provision of the Lease Agreement, and they further acknowledge and agree that such noncompliance by the Resident is the nature that they should not be given an opportunity to cure it. The violation shall be deemed a breach of the Lease Agreement that shall entitle the ord to bring an action to recover possession of the leased premises from the Reaident.

3. As used in this instrument, the singular includes the plural. The term "complex" refers to the entire area encompassing the premises of the Landlord

## LEASE ADDENDUM FOR DRUG AND CRIME FREE HOUSING

THIS ADDENDUM IS AGREED TO AND SHALL BE MADE PART OF THE LEASE AGREEMENT

In consideration of the execution or renewal of a lease of the dwelling apartment identified in the lease, Owner and Tenant agree to the following:

- Tenant, any medical of the Tenant's household or a guest or other person under the Tenant's control shall not engage in criminal activity, including "Drug-related Criminal Activity." This means the illegal manufacture, sale, distribution or manufacture with the intent to distribute a controlled substance (as defined in Section 102 of the Controlled Substances Act 21 USC 802).
- Tenant, any member of the Tenant's household or a guest or other person under the Tenant's control shall not engage in any act intended to facilitate criminal activity on or near the premises.
- Tenant, any member of the Tenant's household or a guest or other person under the Tenant's control shall not permit the dwelling unit to be used for, or to facilitate criminal activity including drug-related criminal activity, regardless of whether the individual engaging in such activity is a member of the household or a guest.
- Tenant or member of the household shall not engage in the manufacture, sale or distribution of illegal drugs at any location, whether on or near the premises or otherwise.
- 5. Tenant, any member of the Tenant's household or a guest or other person under the Tenant's control shall not engage in acts of violence or threats of violence including, but not limited to the unlawful discharge of firearms on or near the premises.
- Tenant or member of the household shall not engage in criminal activity on or near the premises, including but not limited to crimes of violence.
- 7. Violations of the above provisions shall be material violations of the Lease Agreement and good case for immediate termination of tenancy. A single violation of any of the provisions of this Addendum shall be deemed a serious violation and a material non-compliance with the Lease. It is understood and agreed that a single violation shall be good cause for immediate termination of the Lease. Unless otherwise provided by law proof of violation shall not require criminal conviction, but shall be a preponderance of the evidence.
- 8. In case of conflict between the provisions of the Lease and provisions of this Addendum, the provisions of the Addendum shall govern.
- This Lease Addendum is incorporated into the Lease executed or renewed this day between Landlord and Tenant.

Tenant: Patrico Howard

# LIHTC ADDENDUM TO LEASE THIS ADDENDUM IS AGREED TO AND SHALL BE MADE PART OF THE LEASE AGREEMENT

I (we) understand that I (we) must comply with the requirements of the Low Income Housing Tax Credit Program (LIHTC). Under the LIHTC Program, acceptance for occupancy is restricted to low to moderate income.

I (we) understand that I (ive) will be required to provide verification of all income and assets upon application, move-in and annual certification. Upon receipt by management of income and assets, I (we) must verify and sign a Tenant Income Certification (TIC). This TIC must be signed by all members of the household who are 18 years of age or older.

I (we) understand that failure to provide verification of income and assets at any time requested by management and/or failure to sign the TIC will be considered material non-compliance with the Rental/Lease Agreement and will result in immediate termination of tenancy as provided for in state and/or local laws.

OCA. 29, 2015	
004.29,2015 Executed this $10$ day of $29$	. 20 15.
Resident Howard	
Resident	
Resident	Si and a single
Property Manager	

## LEASE ADDENDUM FOR MOLD AND MILDEW POLICY

THIS ADDENDUM IS AGREED TO AND SHALL BE MADE PART OF THE LEASE AGREEMENT

MOLD: Mold consists of naturally occurring, microscopic organisms, which reproduce by spores. Mold breaks down and feeds on organic matter in the environment. The mold spores spread through the air and the combination of excessive moisture and organic matter allows for mold growth. Not all, but certain types and amounts of mold can lead to adverse health effects and/or allergic reactions. Not all mold is readily visible, but when it is, can often be seen in the form of discoloration, ranging form white to orange and from green to brown and black, and often there is a musty odor present. Reducing moisture and proper housekeeping significantly reduces the chance of mold and mildew growth.

CLIMATE CONTROL: Tenant(s) agree to use all air conditioning, if provided, in a reasonable manner and to use hearling systems in moderation, and to keep the premises properly ventilated by periodically opening windows to allow circulation of fresh air during the dry weather only. OWNER OR AGENT RECOMMENDS THAT AIR CONDITIONING IS USED AT ALL TIMES IF UNIT HAS AIR CONDITIONING.

## TENANT(S) AGREE TO:

- KEEP THE PREMESIS CLEAN AND REGULARLY DUST, VACUUM AND MOP
- USE HOOD VENTS WHEN COOKING, CLEANING AND DISHWASHING
- KEEP CLOSET DOORS AJAR
- > AVOID EXCESSIVE AMOUNTS OF INDOOR PLANTS
- > USE EXHAUST FANS WHEN BATHING/SHOWERING AND LEAVE ON FOR A SUFFICIENT AMOUNT OF TIME AFTERWARDS
- > USE CEILING FANS IF PRESENT
- > WATER ALL INDOOR PLANTS OUTDOORS
- WIPE DOWN ALL MOISTURE AND SPILLAGE
- WIPE DOWN BATHROOM WALLS AND FIXTURES AFTER BATHING/SHOWERING
- WIPE DOWN ALL VANITIES/SINK TOPS
- > AVOID AIR DRYING DISHES

## TENANT(S) SHAL REPORT INWRITING:

- ALL A/C OR HEATING PROBLEMS OR MOISTURE LEAKS
- > ACCUMULATIONS OR MAJOR SPILLAGE
- > PLANT WATERING OVERFLOWS
- > MUSTY ODORS
- > SHOWER/BATH/SINK/TOILET OVERFLOWS
- ► LEAKT FAUCETS
- > PLUMBING ACCIDENT

- NOT DRY CLOTHES BY HANG DRYING INDOORS
- HANG SHOWER CURTAIN WITHIN BATH WHEN BATHING/SHOWERING
- > SECURELY CLOSE SHOWER DOORS IF PRESENT
- > LEAVE BATHROOM AND SHOWER DOORS OPEN
- > USE DRYER IF PRESENT FOR WET TOWELS
- > USE HOSEHOLD CLEANERS ON ANY HARD TO REMOVE STAIN
- > REMOVE ANY MOLDING OR ROTTING FOOD
- > REMOVE GARBAGE REGULARLY
- WIPE DOWN WINDOWS AND SILLS IF MOISTURE PRESENT
- INSPECT FOR LEAKS UNDER SINKS
- > CHECK WASHER HOSES IF APPLICABLE
- > REGULARLY EMPTY DEHUMIDIFIER IF USED
- > PET URINE ACCIDENT
- > MOLDY CLOTHING
- > REFRIGERATION OR A/C DRIP PAN OVERFLOWS
- MOISTURE DRIPPING FROM AROUND ANY VENTS, A/D CONDENSOR LINES
- > LOOSE/MISSING/FALLING OUT GROUT OR CAULK
- > TUBS/SHOWERS/SINKS/FAUCETS LEAKING
- > ANY AND ALL MOISTURE

SMALL AREAS OF MOLD: If mold has occurred on a small, non-porous surface such as ceramic tile, Formica, vinyl flooring, metal or plastic and the mold is not due to an ongoing leak or moisture problem, tenant agrees to clean the area with soap (or detergent) and a small amount of water, let the surface dry, and then within 24 hours apply a non-staining cleaner such as Lysol Disinfectant®, Pine-Sol Disinfectant® (original pine-scented), Tilex Mildew Remover® or Clorox Cleanup®.

TERMINATION OF TENANCY: Owner or Agent reserves the right to terminate the tenancy and Tenant(s) agree to vacate the premises in the event Owner or Agent in its sole judgment feets that either there is mold or mildew present in the dwelling unit which may pose a safety or health hazard to tenant(s) or other persons and/or tenant(s)' actions or inactions are causing a condition which is conducive to mold growth.

VIOLATION OF ADDENDUM: If Tenant(s) fail to comply with addendum, Tenant(s) can be held responsible for properly damage to the dwelling and any health problems that may result. Non-compliance includes, but is not limited to Tenant(s) failure to notify Owner or Agent of any mold, mildew or moisture problems immediately, in writing. Violations shall be deemed a material violation under the terms of the Lease, and Owner or Agent shall be entitled to exercise all rights and remedies it possesses against Tenant(s) at law in equity and Tenant(s) shall be liable to Owner for damages sustained to the leased premises. Tenant(s) shall hold Owner or Agent harmless for damage or injury to persons or properly as a result of Tenant(s) failure to comply with the terms of this addendum.

HOLD HARMLESS: If the premises was managed by an Agent of the Owner, Tenant(s) shall hold Agent harmless and shall look solely to the property Owner in the event of any litigation or claims concerning injury, damage or harm suffered due to mold.

PARTIES: This addendum is between the Tenant(s) and the Owner and/or Agent managing the premises.

Pottus Howard.

## **LEASE ADDENDUM FOR PET POLICY**

THIS ADDENDUM IS AGREED TO AND SHALL BE MADE PART OF THE LEASE AGREEMENT

In con	nnection with your Lease Agreement dated	10/20	3/15	for apartment address
	1403-104	No Res	<i>t</i> s	
	subject to conditions stated therein; the Managment only the pet described below upon the follo	er hereby grants		t to keep in Resident's
1.	The pet's name isand	is a	and is approximate	elyyears old.
2.	The pet is generally described as the followin Height Weigh	g breed:		
3.	Physical identifying characteristics:			
4.	Resident hereby represents and warrants inoculated as required by local law, Resident Resident has furnished Manager with evident	t agrees to maintair	n such licensing and in-	properly licensed and oculation of the pet and
5.	The pet shall be kept on a leash at all times of the pet shall not be exercised inside the appropriate the pet shall promptly collect and remove all pet defe	partment communit on a patio or balco	ty except in designated ony while away from the	l exercise areas if any, e apartment. Resident
6.	resident hereby paid the Manager \$300.00 this Pet Addendum and the Lease Agreeme expenses incurred by Manager in repairing a from a breach of this Pet Addendum or the Lease	ent. Manager may all damages cause	deduct from this refun	dable fee all costs and
7.	Resident shall ensure that the pet does not, at any time disturb any other resident of the apartment community nor damage any property located in the apartment or in the apartment community. If, in Manger's sole opinion and discretion, the pet has disturbed, or is disturbing any other Resident or has caused, or is causing damage to the property in the apartment or the apartment community, then Resident shall permanently remove perfrom the apartment and apartment community within ten (10) days after written request. Resident's payment for damage cause by the pet shall not entitle the Resident to keep the pet. Resident's failure to permanent remove the pet as provided above or failure to comply with all other terms of the Pet Addendum shall constitute a default permitting termination of the Lease Agreement.			
8.	Except for the pet described above, resident community without Owner's prior execution of			or within the apartment
9.	Resident's failure to comply with the term representation or assurance contained in this the Lease Agreement.			

Tenant: Pottus Howard

Lake Management. The pet owner may also be subject to termination of his/her dwelling lease.

West Lake Management's grievance procedures shall be applicable to all individual grievances or disputes arising out of violations or alleged violations of this policy.

## Removal of Pets

West Lake Management, or an appropriate community authority, shall require the removal of any pet from a project if the pet's conduct or condition is determined to be a nuisance or threat to the health or safety of other occupants of the project or of other persons in the community where the project is located.

In the event of illness or death of pet owner, or in the case of an emergency which would prevent the pet owner from properly caring for the pet, West Lake Management has permission to call the emergency caregiver designated by the resident or the local Pet Law Enforcement Agency to take the pet and care for it until family or friends would claim the pet and assume responsibility for it. Any expenses incurred will by the responsibility of the pet owner.

I have read and received copy of this pet policy. Potuna Howard

Signature

Date: 10-29-15

## **Pet Policy**

## Exclusions

This policy does not apply to animals that are used to assist persons with disabilities. Assisting animals are all public housing facilities with no restrictions other than those imposed on all tenants to maintain their units and associated facilities in a decent, safe and sanitary manner, and to refrain from disturbing their neighbors.

## Pet Owner's Responsibilities

West Lake Management allows for pet ownership in its developments with the written pre-approval of West Lake Management. Residents are responsible for any damage caused by their pets, including the cost of fumigating or cleaning their units. In exchange for this right, resident assumes full responsibility and liability for the pet and agrees to hold West Lake Management harmless from any claims caused by an action or inaction of the pet. No pets are ever allowed on West Lake Management property without the prior approval of West Lake Management.

## Approval

Residents must have the prior written approval of West Lake Management before moving a pet into their unit. Residents must request approval on the Authorization for Pet Ownership Form that must be fully completed before West Lake Management will approve the request. Residents must give West Lake Management a picture of the pet so it can be identified if it is running loose.

## Types and Number of Pets

West Lake Management will allow only common household pets. This means only domesticated animals such as a dog, cat, bird, rodent (including a rabbit), fish in aquariums or a turtle will be allowed in units. Common household pets do not include reptiles (except turtles). If this definition conflicts with a state or local law or regulation, the state or local law or regulation shall govern.

A pet deposit of \$300 is required at the time of registering a non-caged or non-tanked pet. The deposit is refundable when the pet or the family vacates the unit, less any amounts owed due to damage beyond normal wear and tear. A separate deposit is required for each applicable pet. PLEASE NOTE: All pet deposits are considered a portion of the total security deposit, and can be applied to any pet-related damages, non-pet related damages, when applicable.

#### Financial Obligation of Residents

Any resident who owns or keeps a pet in their dwelling unit will be required to pay for any damages caused by the pet. Also, any pet-related insect infestation in the pet owner's unit will be the financial responsibility of the pet owner and West Lake Management reserves the right to exterminate and charge the resident.

### Nuisance or Threat to Health or Safety

The pet and its living quarters must be maintained in a manner to prevent odors and any other unsanitary conditions in the owner's unit and surrounding areas.

Repeated substantiated complaints by neighbors or West Lake Management personnel regarding pets disturbing the peace of neighbors through noise, odor, animal waste, or other nuisance may result in the owner having to remove the pet or move him/herself.

Pets that make noise continuously and/or incessantly for a period of 10 minutes or intermittently for one half hour or more to the disturbance of any person at any time of day or night shall be considered a nuisance.

#### Designation of Pet areas

Pets must be kept in the owner's apartment or on a leash at all times when outside the unit (no outdoor cages may be constructed). Pets will be allowed only in designated areas on the grounds of the property if West Lake Management designates a pet area for the particular site. Pet owners must clean up after their pets and are responsible for disposing of pet waste.

### Renter's Insurance Policy Addendum

Renaissance at Washington Ridge does not provide renter's insurance and we do not insure nor are responsible to insure your personal property; our recommendation is that you and your family buy a renter's insurance policy.

A renter's losses from theft, fire, and other catastrophes are not covered by the Renaissance at Washington Ridge's insurance policy. Renters are responsible for insuring their own property against loss or damage and obtaining liability coverage. When theft or damage occurs to rental property, renters are not compensated by the owner.

Renter's insurance will protect you against financial loss if the contents of your dwelling are damaged or destroyed by fire or theft. Items normally covered by such a policy include furniture, appliances, stereo equipment, television sets, clothing, etc. This protection should also extend to cover the theft of personal items from your car. Renter's insurance policies vary in cost and amount of coverage and can be obtained from individual insurance companies. Also, the protection can be transferred to another location if you move.

Resident- over 18 years old (Signature)	
Resident- over 18 years old (Signature)	Date
Resident- over 18 years old (Signature)	- — Date
Housing Manager (Signature)	10/29/15 Date



#### Introduction

Due to the increased risk of fire, increased maintenance costs, and the known health effects of secondhand smoke the **Renaissance at Washington Ridge/Carrington Place** has determined that for the benefit and well-being of the residents, guests, employees and all who visit name of building/s facilities, **smoking will only be permitted in smoking designated areas on the property**. Copies of this policy shall be distributed to all current leaseholders, tenants, residents, new residents, applicants, and employees.

#### Smoking shall not be permitted:

- By any person including current residents, new residents, tenants, their roommates, their guests, their agents nor their employees inside any building which is part of **Renaissance at Washington Ridge/Carrington Place.**
- In any individual apartment units.
- In common areas within any building such as entryways, hallways, restrooms, laundry rooms and all openings to any housing property, including window and door openings.
- In all other outside areas of the properties, stairways, yards, playground areas and parking lots.

#### **Definitions**

The term "smoking" means inhaling, exhaling, breathing, burning, carrying, or possessing any lighted cigar, cigarette, pipe, other tobacco products, or similarly lighted smoking material in any manner or in any form including all electronic cigarette products, commonly referred to as "e-cigarettes".

The terms "leaseholder", "resident" and "tenant" shall refer to any entity or person(s) who have signed a lease agreement leasing a housing unit from Renaissance at Washington Ridge/Carrington Place.

#### **Rules and Regulations**

All leaseholders, residents of housing units at Renaissance at Washington Ridge/Carrington Place, live in aids, roommates, occupants of those housing units, their guests, agents, employees, and invitees must abide by the following rules and regulations:

#### 1. Prohibition of Smoking Inside Buildings

Smoking shall not be permitted anywhere inside any building located at **Renaissance at Washington Ridge/Carrington Place** property, including, but not limited to, individual apartment or housing units, balconies and patios attached or a part of those housing units and including all common areas such as



entryways, hallways, restrooms, laundry rooms, and all openings to the building including window and door openings.

Initials	Po	d		ı -	,	
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#### 2. Prohibition of Smoking in Areas Outside Buildings.

Smoking shall be prohibited in all outside areas with the exception of the designated smoking area of **Renaissance at Washington Ridge/Carrington Place** property to include stairways, landings, yards, playground areas, parking lots.

#### 3. Phase In of Policy.

a. Effective <u>July 01, 2014</u>, all leaseholders, residents and tenants of apartment or housing units of the **Renaissance at Washington Ridge/Carrington Place** property and their live-in aids, roommates, occupant's guests, invitees, agents, and employees, will be prohibited from smoking inside the building or outside the building other than within the designate smoking area.

#### 4. Enforcement

- a. Enforcement will consist of verbal and written cease-and assist requests made to the leaseholder, resident or tenant deemed responsible for that violation.
- b. As of **July 01, 2014**, enforcement procedures will include formal notices of violation and notices of lease termination and eviction. Violation of the "No Smoking Policy" by the leaseholder, resident or tenant or by any of his or her guests, live-in aids, invitees, agents or employees may be treated as a material breach of the tenant's lease agreement and enforced in accordance with the notice and termination procedures that apply to the lease or rental agreement of the particular leaseholder, resident or tenant who have themselves violated or who are responsible for those who have violated the "No-Smoking Policy."

#### 5. Compliance by Leaseholders/Resident's Guests.

Leaseholders, residents and tenants are responsible for ensuring that all other live-in aids, guests, invitees, agents and employees of the housing unit for which the leaseholder, resident or tenant is responsible are made aware of and comply with this policy.

#### 6. Lease Violation.

The leaseholder(s), resident(s) and tenant(s) are responsible for the actions all of his/her or their live in aids, occupants guests, invitees agents and employees. Failure to comply with any of the rules or



regulations contained in this policy may be considered a material lease violation as set forth at paragraph 3 above and subject to leaseholder(s), resident(s) and tenant(s) to all leasehold remedies including, but not limited to lease termination, eviction and damages which may include the cost to clean items discolored and/or which contain the odor of smoke including, but not limited to carpets, drapes, and walls, or the cost to repair burn marks and remove cigarette butts or residue.

Initials P. H.	
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#### 7. Complaints.

If leaseholder or resident witnesses someone smoking or smells tobacco smoke in any place within the interior buildings of **Renaissance at Washington Ridge/Carrington Place**, or witnesses someone smoking on the grounds not in the designated smoking area, the leaseholder or resident should report the violation or the odor to the Community Manager in writing as soon as possible.

#### 8. Investigations.

Community Managers receiving a complaint will seek the specific source of the tobacco smoke and will take appropriate enforcement action, consistent with paragraph 3 above as soon as possible.

#### 9. Communication of Policy.

This policy shall be communicated by the Community Manager to all current leaseholders and residents of the **Renaissance at Washington Ridge/Carrington Place**, and its employees at least sixty (30) days prior to its effective date, and at the time of employment for all new employees, and prior to admission and/or prior to the signing of a lease for any new leaseholder or resident.

- a. New leaseholders shall be given two (2) copies of the policy. After review, the leaseholder must sign one copy and return the executed copy to the Community Manager prior to moving in. The Community Manager shall place the signed copy in the leaseholder's file.
- b. Upon adoption of the policy, all persons whose names are on a lease of a housing unit at Renaissance at Washington Ridge/Carrington Place shall be given two copies of the policy by the Community Manager. After review, all such persons must sign one copy and return the executed copy to the Community Manager within ten (10) days. The Community Manager shall place the signed copy in the leaseholder/resident/tenant's file. In the event that any such person fails or refuses to sign his or her confirmation that he or she has read, understood and agrees to comply with the provisions of Renaissance at Washington Ridge/Carrington Place "No-smoking policy", the Renaissance at Washington Ridge/Carrington Place will nevertheless be entitled to assume and understand that every such leaseholder read, understood and agreed to comply with this "No-Smoking Policy."
- 10. Effective Date. The effective date of this policy shall be July 01, 2014.



11. If any provision of this policy is invalid or unenforceable under applicable law, such provision shall be amended to comply with such law. The reformation of any provision of this policy shall not invalidate this policy or any lease agreement into which this policy is incorporated. An invalid provision that cannot be reformed shall be severed and the remaining portions of this policy shall be enforced.

Washington Ridge/Carrington Place "No-Smoking Policy".	
Resident Signature Pottura House	Date <u>/D-29-15</u>
Other Adult Signature	Date

I (We) have read, understood and agree to comply with the provisions of the Renaissance at

## REGISTRATION FORM TO PROVIDE STATE IENTS AT PUBLIC FORUM OF THE REGULAR MEETING OF THE BOARD OF COMMISSIONERS ("BOARD") OF THE HOUSING AUTHORITY OF THE CITY OF LAKELAND ("LHA")

Speakers must register prior to the Public Forum with this form, available at the entrance of the meeting room. Forms must be filled out completely and turned in to the Board's designee prior to the commencement of the Public Forum for any meeting. Speakers must abide by the following procedures to speak.

The following procedures apply to Public Forum sessions:

- Public Forum shall be near the beginning of the meeting's Agenda of a regular *Board* meeting and all comments from the public which meet the following criteria shall be heard at that time only, unless otherwise provided by the Chairperson in his/her discretion, or by majority vote of the quorum present of the *Board*. Written comments are encouraged in lieu of or in addition to public comments.
- Anyone may address the Board on matters pertaining to the business of LHA subject to this procedure. A speaker shall limit his/her comments to the topic(s) listed at the bottom of this form only. Time used for questions from members of the Board shall not be assessed against any speaker's time limit.
- 3. Comments are limited to three (3) minutes per speaker. When a single matter pertaining to the business of LHA attracts several speakers with differing views, the Chairperson in his/her discretion, or the Board by majority vote of the present quorum may adopt further equitable time limits, and limits on how many speakers may address the same point of view on the matter, in the interest of timeliness and orderly conduct of the meeting.
- Maintenance concerns can be discussed only if they are specific and meet the following criteria:
  - Work order number is stated.
  - b. The appropriate time has passed for work order to be addressed.
  - c. The concern has previously been brought to the Executive Director's attention by the speaker.
  - d, If b and c have been done but the work order is not complete, then it can be brought to the Board's attention
- Discussion of personal matters between *Board* members and/or *LHA* staff and the speaker or others will not be allowed. Additionally, discussion of personnel matters, whether currently pending or completed, shall not be allowed since *LHA* provides an internal grievance procedure for this purpose. Abusive and/or disrespectful language by a speaker shall not be acceptable under any conditions.
- 6. Appropriate matters brought before the Board at Public Forum shall be addressed in writing in the next regular Board meeting package by the Executive Director unless otherwise requested or directed by the Chairperson, or by a majority vote of the present quorum of the Board.
- Any speaker who might wish to appeal any decision made by the *Board* with respect to any matter considered at any regular meeting is 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 be made, which will include the testimony and evidence upon which the appeal is to be asked. A copy of the tape or minutes of the *Board* meeting may be obtained, at the requester's expense, by contacting the Executive Director's office.
- 8. Comments made by the public at any meeting may be considered by the *Board*, but nothing contained herein guarantees or implies that any action by the *Board* or *LHA* staff shall be taken as a result thereof.
- The Chairperson reserves the right to discontinue by any appropriate means the comments of a speaker who fails to comply with the procedures referenced herein. Signature hereon by any speaker represents the speaker's express and informed agreement to abide by the procedures referenced herein.

NAME: Brickette Hamilton	DATE: JULY 24,207
SIGNATURE: Bridgette Hamilton	1 2 2 1 2 2 1
ADDRESS: 2130 Celizabeth St #3	TELEPHONE NUMBER: 800) 104-400
SPEAKER'S TOPIC: + >> Pragram	

### West Lake Management and LHA

#### INCIDENT REPORT FORM

Current Date: July 28, 2017

Property: Central Office

Address: 430 Hartsell Ave, Lakeland, FL 33815

Type of incident: Disorderly Conduct and Verbal Abuse to Staff

Witness(s): Margaret Golden
(1) Witness

Katrina Holston
(2) Witness

Emily Mieles

Date Incident Occurred: July 7, 2017

Detailed account of the incident:

I was pulled to come and talk to Bridgette Hamilton at the front because she didn't want to talk to Katrina. I approach Bridgette in the lobby and asked her to step into the conference room to discuss her issue. She stated the she did not want to go into the conference room and I explain to her that we cannot talk her in the lobby in front of everybody. Bridgette continue to talk about why she had to come back to bring in paperwork, if her FSS case is closed, again I asked her to lets go into the conference room and she stated "NO", then Katrina walked up and asked her to also come into the conference room and we will explain why the forms were needed she did not want to go nor talk to us about them, she was yelling about why she needed the forms and the letter she had was just printed out, and we kept telling her we will explain, but not in the lobby because you are yelling. Bridgette continue to yell at us that Katrina didn't know what she was doing and if she was being over worked that was not her problem and she needs to tell someone she couldn't do her job. She kept mentioning why the request for the forms, if she had exited the program and she could never get in touch with Katrina. I asked Bridgett to reframe from yelling and she told me hell no, she was tired of this s\*\*\* and she wanted to speak to someone over me, then she started to walk to the front window yelling and cursing. I told her that she could be evicted for her behavior she stated "she didn't give a f\*\*\* about that", I asked her to leave and she stated "NO", she then continued to yell at Katrina about why she needed the forms and why the f\*\*\* she looking at her and this s\*\*\* is stupid. She continued to curse while at the front window and I asked to please stop cursing and she stated she was pissed. I walked off to Admin office and Ms.Brenda came out to talk to her.

Later that afternoon Bridgette came back asking for paperwork she was still yelling and cursing, I told her to leave or I will call the police she stated "what for I didn't hit no one" I continued to ask her to leave because she was still yelling. I walked away and called the police. When the police got here she was gone.

Signature (of person completing form)

Date

## **West Lake Management and LHA**

### **INCIDENT REPORT FORM**

Current Date: July 28, 2017	
Property: Central	
Address: 430 Hartsell Ave Lakeland, FL 338	15
Type of incident: Phone Call	
Witness(s):	(2) Witness
Date Incident Occurred: 04/28/2017	
Detailed account of the incident: Bridgette working properly. The call started out as round maker was not classified as an emergency at team member would come that same day, the use any profanity but insisted on raising her that if she could not calm down then I would in her work order and we ended the call.	tine after explaining to the tenant that an ice and I could not guarantee a maintenance be tenant began getting irate. She did not voice and to over talk me. I then told her
Additional comments:	
*	
MANGE	Suly 28, 2017
Signature (of person completing form)	Date

At approximately 1:30 pm today, I was working my job at the Front desk when Bridgette Hamilton came to front desk to turn in a walk in form in regarding the reason for her visit to LHA...as I was giving her a copy for her records to her, she wanted to know about the section that noted signature, I explained it was for me to sign as to the action I was doing for the form. She said to me that I wouldn't be waiting on her anymore??? I have no idea what that referred to.

Please note that Emily Mieles was present along with a client in the lobby area.

Margaret Golden

## **West Lake Management and LHA**

### **INCIDENT REPORT FORM**

urrent Date:7-28-2017
roperty: John Wright
ddress: unit #03
/pe of incident: Verbally abusive
/itness(s): (1) Witness (2) Witness
ate Incident Occurred:6-2-2017
etailed account of the
ne resident- Bridgette Hamilton was scheduled for her re-certification on 6-2- 017. I greeted her and took her to my office for recertification of her lease greement. The process usually takes 1-1 ½ hours.
ter ½ hour. She advised me I shouldn't being using notes and that I should now my job. She asked me" How long is this going to take?", I then advised her opproximately 1 hour or a little more. She replied "Why soo long, when it usually ally takes 20 minutes". I advised her I was still in training and asked her to be attent, that everyone usually takes longer when starting a new job. She replied, That's the problem with this place, someone should be sitting with you to give but the proper training". "Why are you using notes, don't you know what to do?" but the whole process she said she was leaving that she wasn't going to gait any longer. She had another appointment to get to! I advised her that I only seeded to finish and print the lease. She got up from her chair and said she was leaving. I advised her that I needed her to stay to sign the lease and we would be one. During the entire process she was belittling me and insulting me.
ne didn't wait on a copy of the lease and left. After reviewing the lease, she had issed one page of signing.

I informed Vanessa Johnson, my manager the incident after the resident left.

Additional comments:	
*	
0001/2000-6	
Acrit Coulary	7128/17
Signature (of person completing form)	Date
Olyliatule (of person completing form)	Date

# 7 DAY NOTICE LEASE VIOLATION HEALT! SAFETY OR DRUGS RELATED

#### **Lakeland Housing Authority**

430 South Hartsell Avenue - Post Office Box 1009 Lakeland, Florida 33802-1009 Telephone (863) 687-2911

# NOTICE OF PROPOSED ADVERSE ACTION NOTICE OF TERMINATION OF TENANCY

To: Bridgette Hamilton Date: July 10, 2017

PLEASE TAKE NOTICE that THE HOUSING AUTHORITY OF THE CITY OF LAKELAND, FLORIDA ("LHA"), proposes to terminate the Dwelling Lease of, and evict on July 26, 2017, the occupants from:

2130 Elizabeth Street # 003 Lakeland, FL 33815

For the	e following	reason(s):
		en reported that unauthorized guests have been residing in your unit without tion from the Housing Authority.
*	15 of you 15 J. To to act in a persons re agents, an Resident's an abusive persons re	determined that your conduct described above constitutes violations of Section r Dwelling Lease, which requires that: act and cause members of <i>Resident's</i> household and guests (as defined herein), reasonably cooperative manner with other residents of <i>LHA</i> , <i>LHA's</i> employees, siding in the immediate vicinity of the dwelling, representatives, contractors, and d/or law enforcement officials, and to refrain from and cause members of household and guests (as defined herein), to refrain from acting or speaking in e or threatening manner toward other residents of <i>LHA</i> , <i>LHA's</i> employees, siding in the immediate vicinity of the dwelling, representatives, contractors, and wenforcement officials and/or the public.
*	Other:	24 CFR 982.552: PHA denial or termination of assistance for family: (ix) If the family has engaged in or threatened abusive or violent behavior toward PHA personnel.

#### **NOTICE - This Is A Non Curable Violation**

Pursuant to the Provisions of Section 83.56 of the Florida Statutes, you may cure or remedy the noncompliance within 0 days days of your receipt of this notice; or your dwelling lease shall be deemed terminated and you shall vacate this dwelling on or before . If you cure or remedy the noncompliance, LHA will not terminate your dwelling lease. However, if the same conduct or conduct of a similar nature, is repeated within twelve (12) months your dwelling lease shall be subject to termination without you being given an opportunity to cure or remedy the noncompliance.

This constitutes notice both under the provisions of your lease and Provisions of Section 83.56 of the Florida Statutes with periods running concurrently.

You have, among others, the following rights: You may reply to this notice as you wish. You may examine and copy (at your expense), all documents, records and regulations directly

Page 1 of 3 Violation Notice

relevant to this lease term ation in LHA's possession, while in the pr ance of an employee of LHA.

- 1. You are entitled to contest this action under LHA's grievance procedure. In order to do this, you must present your complaint, orally or in writing, to the main office of LHA or to the Manager's office of your housing complex, not later than the fifth (5th) business day after you have received this notice. At that time, LHA will schedule an informal settlement conference in an attempt to settle the grievance. If you are not satisfied with the disposition of your grievance in the informal settlement conference, you may, within five (5) business days after receiving the written summary of the settlement conference, file a written request for a formal grievance hearing. This request shall be in writing and delivered to the main office of LHA or to the Manager's Office of your housing complex. If such notice is not filed within the time permitted, you will have waived any further right to a grievance hearing.
- 2. If you request a grievance hearing, your rights and duties under the grievance process, and the procedure governing, are set forth in the LHA administrative grievance procedures, a copy of which is available at the LHA central office.
- 3. Notwithstanding any waiver of your right to a grievance hearing, you do not waive your rights to contest LHA's action in disposing of your complaint in an appropriate judicial proceeding.
- 4. LHA will not take any further action with respect to terminating your Lease until the later of; 1) the time within which you may request a grievance hearing has expired; or 2) if you have requested a hearing, until the completion of the grievance process. This notice is sent to you to inform you of specific lease violations(s). In the event that you have been sent a previous notice concerning another violation for which your lease may have already been terminated, this notice shall not waive any rights, which LHA may have under the earlier notice. In addition, this notice shall not in any way be interpreted as creating a new lease between you and LHA.

Further, please be advised that, during this process (including any grievance process), you are still responsible for the payment of rent and all other charges. LHA reserves the right to refuse acceptance of rent payments after the later of the completion of the grievance process or the above mentioned termination date, in accordance with Section 83.56 of the Florida Statutes. If you have any questions or problems with this Notice, please contact LHA as soon as possible. The particular rules and procedures, which govern the grievance process, including the contents of your request for a hearing, are contained in the LHA grievance procedure. A copy of this procedure is available at the main office and development office for your inspection at any time during regular business hours.

This Notice has been delivered by the following means:

	( ) Personal Delivery by, on
	Posted by U.S. Mail on July 10, 2017
	( ) Leaving a copy with
	(Signature of Recipient of Notice)
	or
	( ) In the Dwelling Unit, in the Resident's absence.
	( ) On the Dwelling Unit, in the Resident's absence.
By:	Carsesa C. Laboros
•	(Manager or LHA Representative)



Housing Choice Voucher Program 430 Hartsell Ave., Lakeland, FL 33815 Phone (863) 687-2911 Fax (863) 413-2977

July 21, 2017

Bridgette Hamilton 2130 Elizabeth St. Apt. #3 Lakeland, FL. 33815

**RE: Hearing Appointment** 

Dear Ms. Hamilton:

Your request for hearing has been scheduled at our Main office located at 430 Hartsell Ave., Lakeland, FL 33815 on <u>Tuesday</u>, <u>August 15</u>, <u>2017 @ 9:00 am</u>. The impartial hearing officer will be Althea Hicks.

You may bring with you any witness and/or verification documents that you feel will be pertinent to your case; including an attorney at your cost. You must also allow our agency to make copies of any verification that you plan to present at this hearing at our cost. You may also request copies of any information that we have in your file at your cost. All of this must be done before the scheduled hearing date.

If you have any questions, you may contact our office at (863) 687-2911 or via fax at (863) 413-2977.

Sincerely,

Idalia Gonzalez
Idalia Gonzalez
Senior Program Manager
igonzalez@lakelandhousing.org

xc:

Althea Hicks, Hearing Officer

Landlord- Public Housing- Lakeland Housing Authority

Tenant File

General Information  Date: Jan 2013  Phone: 709-423 (home)
Name: Dright Hamiton Phone: (work)
Address: 230 Elizabeth St Apt 3 Date of Birth 8 87 Age
Change in Status Information Update
Married Separated Divorced House quest
Additional Dependents (If any increase since initial application places list any line in the control of the con
senior citizens, children, step-children or other individuals living in the household)
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If you are going to school, please complete the following:  Name of School
Courses or Programs
Expected Date of Graduation
Are you using Childcare? Yes No
If you are using Childcare, please complete the following:
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Are you working? Yes No if yes, how many hours? (1) what do you earn per hour?
Phone number 10X
If no, what is your source of income?
How do you feel about your situation right now?
What can the Community Services Department do to help you achieve your Family Self-Sufficiency Goals?
Signature of Participation
To the best of my knowledge, the information I have given is true and I give the FSS Coordinator permission to check with any of the sources to verify this information. Legrands and I give the FSS Coordinator permission to
letter with the information requested on this form. I understand that if I do not provide this information I will geopardize my participation in the Family Self-Sufficiency program. I have read and understand this document.
The standard differency program. I have read and understand this document.
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Resident's Signature  Date
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General Information Date: Feb. 2013
Name: Bride Hamilton Phone: 709-423 (home) Phone: (work)
Address: 230 Elzobeth St Apt 3 age
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Expected Date of Graduation
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If you are using Childcare, please complete the following:
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If no, what is your source of income?
How do you feel about your situation right now?
What can the Community Services Department do to help you achieve your Family Self-Sufficiency Goals?  Signature of Participation
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Resident's Signature  Date
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General Information	Date: March 2013
Name: Bridgette Hamilton	Phone: 709-423 (home) Phone: (work)
Address: 280 Elzaph St Apt	Date of Birth 8 87 Age
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Cochia Commission Comm	
WILLUTTE Hamilling	March 2013
Resident's Signature	
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General Information Date: April 2013
Name: Brichette Hamilton Phone: 701-423 (home) Phone: (work)
Address: 230 Elzaeth St Apt 3 Date of Birth 8 87 Age
Change in Status Information Update
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Additional Dependents (If any increase since initial application places list as a list as
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Courses or Programs
Expected Date of Graduation
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If you are using Childcare, please complete the following:
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eopardize my participation in the Family Self-Sufficiency program. I have read and understand this document.
Dri (Valdo, Tam of 1941)
Resident's Signature
Date

General Information Date: May 2013
Name: Brichette, Hamilton Phone: 701-423 (home)
Address: DE ZOPH ST Apt 3
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Additional Dependents (If any increase since initial application please list names and birth dates; include senior citizens, children, step-children or other individuals living in the land.
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eopardize my participation in the Family Self-Sufficiency program. I have read and understand this document.
Drillello Hamella May 2013
Resident's Signature  Date
Date

General Information Date: June 2013	75 10
Name: Brichette Hamilton Phone: 701-423 (home) Phone: (work)	
Address: OBO E ZOOCH ST AD 3 Date of Birth 8 87 Age	
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If no, what is your source of income? Phone number 1087-1100	
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Resident's Signature  Date	

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General Information	Date: July 2013
Name: Bridgette Hamilton	Phone: (home) Phone: (work)
Address: 280 Elzoph St Ap	Date of Birth 887 Age
Change in Status Information Update	
Married Separated Divorced House gu	1ect
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(Please Print) General Information Phone: (home) Phone: (work) Date of Birth Change in Status Information Update Married Separated Divorced House guest Additional Dependents \_\_\_ (If any increase since initial application please list names and birth dates; include senior citizens, children, step-children or other individuals living in the household) Goal Setting Benchmarks (only complete information, which has not been previously reported or has changed) Are you going to school? Yes \_\_\_ No \( \subseteq (If stopped, indicate the date \_ If you are going to school, please complete the following: Name of School Courses or Programs Expected Date of Graduation Are you using Childcare? Yes \_\_\_ No If you are using Childcare, please complete the following: Who are you using? Relative \_\_ Church \_\_ Formal Pre-school \_\_ After School Facility \_\_ Name of Facility or Relative Onka Komper Koom Number of Children in Child Care What does it cost? (Please indicate the cost per child per week, day or month) 330 m (n+h) Who pays for childcare? (AFDC, Father, Relative, etc.) SCH Are you working? Yes No \_ if yes, how many hours? 40 what do you earn per hour? Name of Employer [ 1 KP 1000 Phone number (0X) If no, what is your source of income? How do you feel about your situation right now? CIOO What can the Community Services Department do to help you achieve your Family Self-Sufficiency Goals? Signature of Participation To the best of my knowledge, the information I have given is true and I give the FSS Coordinator permission to check with any of the sources to verify this information. I agree to send a monthly report on this form or in a letter with the information requested on this form. I understand that if I do not provide this information I will jeopardize my participation in the Family Self-Sufficiency program. I have read and understand this document. Resident's Signature

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General Information	Date: September 2013
Name: Bridgette Hamilton	Phone: (home) Phone: (work)
Address: 030 E ZOOTH STAD	Date of Birth 8 87 Age
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VILLAM Tram Ulia	September 2013
Resident's Signature	Date
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Name: Brichell Canche Hamilton  Address: 2130 Clizabeth St Apt 3  Date: Jan 2016  Phone: 863)709-4231(home)  Phone: (work)  Date of Birth 11 Age 20
Change in Status Information Update  Married Separated Divorced House guest  Additional Dependents (If any increase since initial application please list names and birth dates; include senior citizens, children, step-children or other individuals living in the household)
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Goal Setting Benchmarks (only complete information, which has not been previously reported or has changed Are you going to school? Yes No(If stopped, indicate the date
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Name of School  Courses or Programs
Expected Date of Graduation
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If you are using Childcare, please complete the following:
Who are you using? Relative Church Formal Pre-school After School Facility
Name of Facility or Relative Onika Romper Room
Number of Children in Child Care
What does it cost? (Please indicate the cost per child per week, day or month)
Who pays for childcare? (AFDC, Father, Relative, etc.)
Are you working? Yes No if yes, how many hours? 40 what do you earn per hour? 11 66 Name of Employer ARCAND Phone number 863 687-1100
How do you feel about your situation right now? OCO What can the Community Services Department do to help you achieve your Family Self-Sufficiency Goals?  Signature of Participation
To the best of my knowledge, the information I have given is true and I give the FSS Coordinator permission to check with any of the sources to verify this information. I agree to send a monthly report on this form or in a letter with the information requested on this form. I understand that if I do not provide this information I will jeopardize my participation in the Family Self-Sufficiency program. I have read and understand this document.
Resident's Signature  Date

General Information Date: Feb. 2016
Name: Brickett Conche Hamitan Phone: \$(03)709-423 (home)  Phone: (work)  Address: 2130 Clizabeth Stant 3
Change in Status Information Update  Married Separated Divorced House guest
Additional Dependents (If any increase since initial application please list names and birth dates; include senior citizens, children, step-children or other individuals living in the household)
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Expected Date of Graduation
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Number of Children in Child Care
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jeopardize my participation in the Family Self-Sufficiency program. I have read and understand this document.
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Mindelle Hamblon ten 2016
Resident's Signature  Date

General Information Phone: 8(03) 7(07-423/(home) Canche Hamilton Phone: Date of Birth Change in Status Information Update Married \_\_\_ Separated \_\_\_ Divorced \_\_\_ House guest Additional Dependents \_\_\_ (If any increase since initial application please list names and birth dates; include senior citizens, children, step-children or other individuals living in the household) Goal Setting Benchmarks (only complete information, which has not been previously reported or has changed Are you going to school? Yes \_\_\_ No \_\_(If stopped, indicate the date \_\_\_ If you are going to school, please complete the following: Name of School Courses or Programs Expected Date of Graduation \_\_ Are you using Childcare? Yes \_\_\_\_ No \_\_\_ If you are using Childcare, please complete the following: Who are you using? Relative \_\_ Church \_\_ Formal Pre-school \_\_ After School Facility \_\_ Name of Facility or Relative \_\_\_ Chika Romper 1200m Number of Children in Child Care What does it cost? (Please indicate the cost per child per week, day or month) Who pays for childcare? (AFDC, Father, Relative, etc.) Are you working? Yes / No if yes, how many hours? 40 what do you earn per hour? 11 66 Name of Employer Lakeland Regional Phone number 803)(087-1100) If no, what is your source of income?\_ How do you feel about your situation right now? COO What can the Community Services Department do to help you achieve your Family Self-Sufficiency Goals? Signature of Participation To the best of my knowledge, the information I have given is true and I give the FSS Coordinator permission to check with any of the sources to verify this information. I agree to send a monthly report on this form or in a letter with the information requested on this form. I understand that if I do not provide this information I will jeopardize my participation in the Family Self-Sufficiency program. I have read and understand this document.

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General Information  Date: April 2016	
Name: Bricket Conche Home: 9(03)700-423(home) Phone: 9(03)700-423(home) Phone: (work) Date of Birth Age	
Address: 2130 elizabeth Stapt3 Date of Birth Age	
Change in Status Information Update  Married Separated Divorced House guest  Additional Dependents (If any increase since initial application please list names and birth dates; inclu senior citizens, children, step-children or other individuals living in the household)	lde
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Expected Date of Graduation	
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If no, what is your source of income?	
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Bridgette Hamilton April 2010	
Resident's Signature HDIII	
Date	

General Information Date: 16b. 2017
Name: Brickete Condice Hamilton Phone: 863)709-423 (home) Phone: (work) Address: 2130 elizabeth St Add 3
Change in Status Information Update  Married Separated Divorced House guest  Additional Dependents (If any increase since initial application please list names and birth dates; include senior citizens, children, step-children or other individuals living in the household)
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who pays for childcare? (AFDC, Father, Relative, etc.)
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Phone number 5031 07 FTA
if no, what is your source of income?
How do you feel about your situation right now?
What can the Community Services Department do to help you achieve your Family Self-Sufficiency Goals?  Signature of Participation
To the best of my knowledge, the information I have given is true and I give the FSS Coordinator permission to check with any of the sources to verify this information. I agree to send a monthly report on this form or in a letter with the information requested on this form. I understand that if I do not provide this information I will jeopardize my participation in the Family Self-Sufficiency program. I have read and understand this document.
Bridgette Hamilton feb 2017
Resident's Signature  Date

2 5 75 1 200 1 200 1 200	
General Information	Date: March 2017
Name: Brickette Condice Hamilton Address: 2130 Plizabeth St not 2	Phone: 8(03) 7(9-423 (home)
(Pirst, Middle, Last)	Date of Right
Address: 2130 elizabeth St Apt 3	Date of Diffit Age
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Married Separated Divorced House and	esi
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Number of Children in Child Care	ナ · !
What does it cost? (Please indicate the cost per child	per week, day or month)
Who pays for childcare? (AFDC, Father, Relative, etc.	2.)
Are you working? Yes / No if yes, how man Name of Employer AREANA REGIONA	ny hours? To what do you earn per hour?
If no, what is your source of income?	Phone number 803) (087-1100)
How do you feel about your situation right now?	
What can the Community Services Department do to	help you achieve your Family Self-Sufficiency Goals?
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O : 1 Participation in the Family Self-Sufficie	ency program. I have read and understand this document.
Bridgette Hamoton	March 2012
Resident's Signature	Data Data
$\bigcirc$	Date

General Information	Date: April 2017
Name: Brichette Hamilton	Phone: (work)
Address: 250 Elizabeth St	Phone: (work) Date of Birth Age 2
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Change in Status Information Update	
Married Separated Divorced House gu	nest
Additional Dependents (If any increase since in	nitial application please list names and birth dates; include
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If you are using Childcare, please complete the follows:	owing:
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Who pays for childcare? (AFDC, Father, Relative, e	(c.)
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Name of Employer	Phone number 800 08 1-1(00
If no, what is your source of income?	
How do you feel about your situation right now?	
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Joophanson, participation in the raining Sent-Sume	iency program. I have read and understand this document.
Bridgette Hamelle	April 2017
Resident's Signature	Date

Name: Brington Hamilton  Address: 2150 C1700 Ch	Date: M(1) Home: Mone: M	
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What can the Community Services Department do to help you achieve your Family Self-Sufficiency Goals?		
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Bridatte Hamilta	May 2017	
Resident's Signature	Date	
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check with any of the sources to verify this information. I a letter with the information requested on this form. I unders jeopardize my participation in the Family Self-Sufficiency	agree to send a monthly report on this form or in a
Resident's Signature	Sune 2617 Date

Member Number

93646

Use these numbers for Direct Deposit and ACH Transactions

MIDFLORIDA Routing Number: 263179804

Checking Account Number:

09214103 Savings Account Number: 4002

Company of the compan	
General Information	Date: 101. 2014
Name: Brichette Hamilton	Phone: 101-423 (home) Phone: (work)
Address: 20 E ZOP ST	Apt 3 Date of Birth 8 87 Age
Change in Status Information Update	
Married Separated Divorced Hou	ISP GUEST
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Resident's Signature	Date
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General Information	Date: FCb. 2014
Name: Bridge He Hamilton	Phone: 701-423 (home) Phone: (work)
Address: 280 Elzaeth St Apt	Phone: (work) Date of Birth 887 Age
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Married Separated Divorced House gu	
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Resident's Signature	Date
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The second secon	
General Information	Date: March 2014
Name: Bridge He Hamilto	Phone: (work)
Address: About Addres	Date of Birth 8 87 Age
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Bridgetto Armini	March novil
Resident's Signature	1 MULL 3014
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General Information		Date: April	2014	
Name: Brichette	Hamilton	Phone: 104-Phone:	4231	_ (home) _ (work)
Address: Add	e, Last) 1200 th St Ap	Date of Birth	\$ 87 Ag	<u> </u>
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Resident's Signature			Date	
<b>V</b>			Date	

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General Information	Date: N	lay 2014	and any resource of the second
Name: Bridgette Hamil	Phone: 1	<u>Y1-423</u> (home) (work)	
Address: ABO E ZOPH		rth 8 87 Age	ero e research de la comp
Change in Status Information Upda	te		
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Resident's Signature	lex	May 201	
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General Information	Date: <u>Sept 201</u>
Name: Bridge He Hamilton	Phone: (work)
Address: 20 Elzoph St Ap	Phone: (work) Date of Birth 8 87 Age
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Name of Employer Lake land Regiona	any nours? TU what do you earn per hour?
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Resident's Signature	Date
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General Information  Date: 0(1.2014)	The first same a stronger
Name: Brichette Hamilton Phone: 701-423 (home) Phone: (work)	
Address: Add	
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Bridgette Hamilton Oct 2014	
Resident's Signature  Date	
Date	

General Information  Date: NOV. 2014
Name: Bridge He Hamilton Phone: 707-423 (home) Phone: (work)
Address: 230 E ZOPH 31 Apr 3 Age
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Brichette Hamillion Nov 2014
Resident's Signature
Date

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## REGISTRATION FORM TO PROVIDE STATEMENTS AT PUBLIC FORUM OF THE REGULAR MEETING OF THE BOARD OF COMMISSIONERS ("BOARD") OF THE HOUSING AUTHORITY OF THE CITY OF LAKELAND ("LHA")

Speakers must register prior to the Public Forum with this form, available at the entrance of the meeting room. Forms must be filled out completely and turned in to the Board's designee prior to the commencement of the Public Forum for any meeting. Speakers must abide by the following procedures to speak.

The following procedures apply to Public Forum sessions:

- Public Forum shall be near the beginning of the meeting's Agenda of a regular *Board* meeting and all comments from the public which meet the following criteria shall be heard at that time only, unless otherwise provided by the Chairperson in his/her discretion, or by majority vote of the quorum present of the *Board*. Written comments are encouraged in lieu of or in addition to public comments.
- Anyone may address the *Board* on matters pertaining to the business of *LHA* subject to this procedure. A speaker shall limit his/her comments to the topic(s) listed at the bottom of this form only. Time used for questions from members of the *Board* shall not be assessed against any speaker's time limit.
- 3. Comments are limited to three (3) minutes per speaker. When a single matter pertaining to the business of LHA attracts several speakers with differing views, the Chairperson in his/her discretion, or the Board by majority vote of the present quorum may adopt further equitable time limits, and limits on how many speakers may address the same point of view on the matter, in the interest of timeliness and orderly conduct of the meeting.
- Maintenance concerns can be discussed only if they are specific and meet the following criteria:
  - a. Work order number is stated.
  - b. The appropriate time has passed for work order to be addressed.
  - c. The concern has previously been brought to the Executive Director's attention by the speaker.
  - d. If b and c have been done but the work order is not complete, then it can be brought to the Board's attention.
- 5. Discussion of personal matters between *Board* members and/or *LHA* staff and the speaker or others will not be allowed. Additionally, discussion of personnel matters, whether currently pending or completed, shall not be allowed since *LHA* provides an internal grievance procedure for this purpose. Abusive and/or disrespectful language by a speaker shall not be acceptable under any conditions.
- 6. Appropriate matters brought before the Board at Public Forum shall be addressed in writing in the next regular Board meeting package by the Executive Director unless otherwise requested or directed by the Chairperson, or by a majority vote of the present quorum of the Board.
- Any speaker who might wish to appeal any decision made by the *Board* with respect to any matter considered at any regular meeting is 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 be made, which will include the testimony and evidence upon which the appeal is to be asked. A copy of the tape or minutes of the *Board* meeting may be obtained, at the requester's expense, by contacting the Executive Director's office.
- 8. Comments made by the public at any meeting may be considered by the Board, but nothing contained herein guarantees or implies that any action by the Board or LHA staff shall be taken as a result thereof.
- 9. The Chairperson reserves the right to discontinue by any appropriate means the comments of a speaker who fails to comply with the procedures referenced herein. Signature hereon by any speaker represents the speaker's express and informed agreement to abide by the procedures referenced herein.

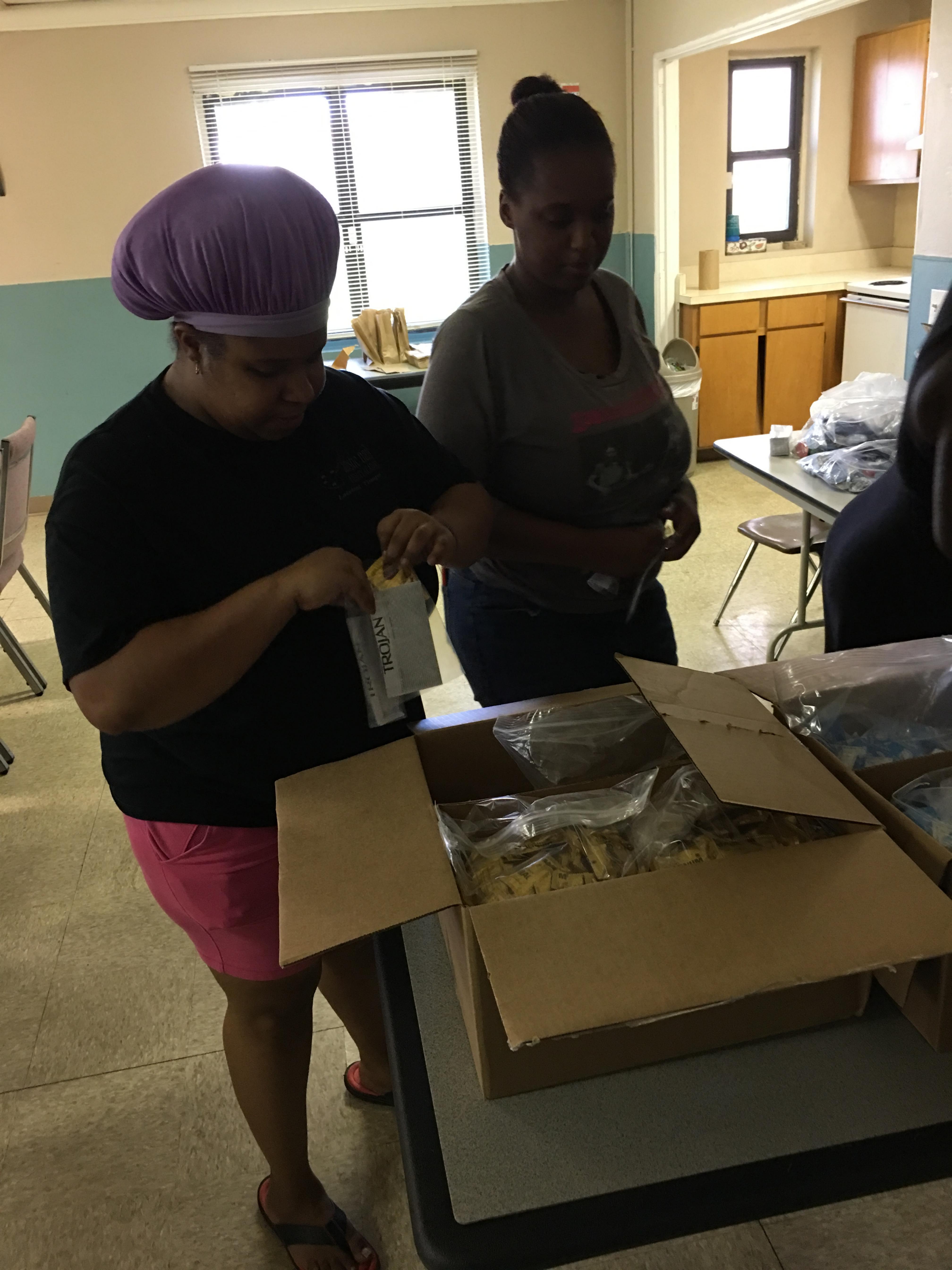
NAME: KAREN Gray DATE: July 24, 2017	
SIGNATURE: Kalen Helan	
ADDRESS: 501 HARTS CI Avenue 114 TELEPHONE NUMBER: (3) 397-94	89
SPEAKER'S TOPIC: A Will on this Board for Residents To	mile
Sure Levidents get the services they need.	























AMP 1-LHA Owned (.amp1)

#### **Check Register**

For Date = 07/03/2017

Control Batch	Period	Date	Person	Property	Account	Amount	Reference	Notes
K-101608 6973	07/2017	7/3/2017	Pollard (t0000652)	02		95.00 3	33410	
K-101609 6973	07/2017	7/3/2017	Jerger (t0000884)	02		95.00 3	33411	
K-101610 6973	07/2017	7/3/2017	Conner (t0002041)	02		65.00 3	33412	
K-1016116973	07/2017	7/3/2017	Scarborough (t0002211)	02		1.00 3	33413	
K-1016126973	07/2017	7/3/2017	De Jesus (t0002939)	02		95.00 3	33414	
K-1016136973	07/2017	7/3/2017	Reid (t0003201)	02		65.00 3	33415	
K-1016146973	07/2017	7/3/2017	Speed (t0003987)	02		82.00 3	33416	
K-1016156973	07/2017	7/3/2017	Walker (t0004098)	02		42.00 3	33417	
K-1016166973	07/2017	7/3/2017	YULEE (t0004185)	02		51.00 3	33418	
K-1016176973	07/2017	7/3/2017	Johnson (t0004346)	02		5.00 3	33419	
K-101618 6973	07/2017	7/3/2017	Hernandez (t0005517)	02		86.00 3	33420	
K-101619 6973	07/2017	7/3/2017	Green (t0005795)	02		5.00 3	33421	
K-101620 6973	07/2017	7/3/2017	Blair (t0008947)	02		65.00 3	33422	
K-1016216973	07/2017	7/3/2017	Brown (t0009114)	02		65.00	33423	
K-1016226973	07/2017	7/3/2017	Nieves (t0011184)	02		130.00 3	33424	
K-1016236975	07/2017	7/3/2017	Gray (t0000335)	04		55.00 3	33425	
K-1016246975	07/2017	7/3/2017	Bell (t0000340)	04		74.00 3	33426	
K-101625 6975	07/2017	7/3/2017	Barber (t0000394)	04		4.00 3	33427	
K-101626 6975	07/2017	7/3/2017	Elie (t0000417)	04		74.00 3	33428	
K-1016276975	07/2017	7/3/2017	McQueen (t0000890)	04		74.00 3	33429	
K-101628 6975	07/2017	7/3/2017	Strong (t0001064)	04		103.00 3	33430	
K-101629 6975	07/2017	7/3/2017	Glover (t0001559)	04		35.00 3	33431	
K-101630 6975	07/2017	7/3/2017	Richardson (t0001951)	04		74.00 3	33432	
K-1016316975	07/2017	7/3/2017	Stroud (t0003184)	04		67.00 3	33433	
K-1016326975	07/2017	7/3/2017	Joseph (t0003206)	04		74.00 3	33434	
K-1016336975	07/2017	7/3/2017	Oneal (t0003960)	04		74.00 3	33435	
K-1016346975	07/2017	7/3/2017	SMITH (t0003962)	04		74.00 3	33436	
K-101635 6975	07/2017	7/3/2017	Hicks (t0004014)	04		74.00 3	33437	
K-101636 6975	07/2017	7/3/2017	Williams (t0004158)	04		9.00 3	33438	
K-1016376975	07/2017	7/3/2017	Sconiers (t0004291)	04		103.00 3	33439	
K-101638 6975	07/2017	7/3/2017	Johnson (t0005562)	04		12.00 3	33440	
K-101639 6975	07/2017	7/3/2017	Wheeldon (t0005610)	04		103.00 3	33441	
K-101640 6975	07/2017	7/3/2017	Liceaga - Lopez (t0005851)	04		74.00 3	33442	
K-1016416975	07/2017	7/3/2017	Lowman (t0008852)	04		101.00 3	33443	
K-101642 6975	07/2017	7/3/2017	Jones (t0008883)	04		74.00 3	33444	
K-101643 6975	07/2017	7/3/2017	Gonzalez (t0008967)	04		59.00 3	33445	
K-1016446976	07/2017	7/3/2017	Trinidad (t0003983)	05		99.00	33446	
K-101645 6976	07/2017	7/3/2017	Williams (t0004193)	05		34.00	33447	
K-101646 6976	07/2017	7/3/2017	Dorman (t0004282)	05		36.00	33448	
K-101647 6976	07/2017	7/3/2017	Lewis (t0004314)	05		75.00 3	33449	
K-101648 6976	07/2017	7/3/2017	Booker (t0009186)	05		99.00	33450	
						<b>Total</b> 12,253.62		

#### AMP 1-LHA Owned (.amp1)

#### **Check Register**

Date = 06/01/2017 - 06/05/2017

Control	Batch	Period	Date	Person	Property	Account	Amount	Reference	Notes
K-101137 6	6878	06/2017	6/1/2017	Pollard (t0000652)	02		95.00 3	3294	
K-101138 6	6878	06/2017	6/1/2017	Conner (t0002041)	02		65.00 3	3295	
K-101139 6	6878	06/2017	6/1/2017	De Jesus (t0002939)	02		95.00 3	3296	
K-101140 6	6878	06/2017	6/1/2017	Speed (t0003987)	02		82.00 3	3297	
K-1011416	6878	06/2017	6/1/2017	Walker (t0004098)	02		42.00 3	3298	
K-1011426	6878	06/2017	6/1/2017	Johnson (t0004346)	02		5.00 3	3299	
K-1011436	6878	06/2017	6/1/2017	Hernandez (t0005517)	02		86.00 3	3300	
K-1011446	6878	06/2017	6/1/2017	Freeman (t0005608)	02		95.00 3	3301	
K-101145 6	6878	06/2017	6/1/2017	Smith (t0005754)	02		61.00 3	3302	
K-101146 6	6878	06/2017	6/1/2017	Green (t0005795)	02		5.00 3	3303	
K-1011476	6878	06/2017	6/1/2017	Payne (t0008859)	02		95.00 3	3304	
K-101148 6	6878	06/2017	6/1/2017	Blair (t0008947)	02		65.00 3	3305	
K-101149 6	6878	06/2017	6/1/2017	Brown (t0009114)	02		65.00 3	3306	
K-101150 6	6879	06/2017	6/1/2017	Gray (t0000335)	04		55.00 3	3307	
K-1011516	6879	06/2017	6/1/2017	Bell (t0000340)	04		74.00 3	3308	
K-1011526	6879	06/2017	6/1/2017	Barber (t0000394)	04		103.00 3	3309	
K-101153 6	6879	06/2017	6/1/2017	Elie (t0000417)	04		74.00 3	3310	
K-1011546	6879	06/2017	6/1/2017	Strong (t0001064)	04		206.00 3	3311	
K-101155 6	6879	06/2017	6/1/2017	Glover (t0001559)	04		35.00 3	3312	
K-101156 6	6879	06/2017	6/1/2017	Richardson (t0001951)	04		74.00 3	3313	
K-1011576	6879	06/2017	6/1/2017	Stroud (t0003184)	04		67.00 3	3314	
K-101158 6	6879	06/2017	6/1/2017	Joseph (t0003206)	04		74.00 3	3315	
K-101159 6	6879	06/2017	6/1/2017	SMITH (t0003962)	04		74.00 3	3316	
K-101160 6	6879	06/2017	6/1/2017	Hicks (t0004014)	04		74.00 3	3317	
K-1011616	6879	06/2017	6/1/2017	Williams (t0004158)	04		9.00 3	3318	
K-1011626	6879	06/2017	6/1/2017	Davenport (t0004219)	04		74.00 3	3319	
K-1011636	6879	06/2017	6/1/2017	Sconiers (t0004291)	04		103.00 3	3320	
K-1011646	6879	06/2017	6/1/2017	Johnson (t0005562)	04		12.00 3	3321	
K-101165 6	6879	06/2017	6/1/2017	Wheeldon (t0005610)	04		21.00 3	3322	
K-101166 6	6879	06/2017	6/1/2017	Liceaga - Lopez (t0005851)	04		74.00 3	3323	
K-1011676	6879	06/2017	6/1/2017	Lowman (t0008852)	04		101.00 3	3324	
K-101168 6	6879	06/2017	6/1/2017	Gonzalez (t0008967)	04		59.00 3	3325	
K-101169 6	6879	06/2017	6/1/2017	Carver (t0009253)	04		74.00 3	3326	
K-101170 6	6880	06/2017	6/1/2017	Hunter (t0002932)	05		63.00 3	3327	
K-1011716	6880	06/2017	6/1/2017	Lazarre (t0002958)	05		99.00 3	3328	
K-1011726	6880	06/2017	6/1/2017	Trinidad (t0003983)	05		99.00 3	3329	
K-1011736	6880	06/2017	6/1/2017	Williams (t0004193)	05		34.00 3	3330	
K-1011746	6880	06/2017	6/1/2017	Gilmore (t0004198)	05		71.00 3	3331	
K-1011756	6880	06/2017	6/1/2017	Dorman (t0004282)	05		36.00 3	3332	
K-1011766	6880	06/2017	6/1/2017	Lewis (t0004314)	05		75.00 3	3333	
K-1011776	6880	06/2017	6/1/2017	Booker (t0009186)	05		99.00 3	3334	
							<b>Total</b> 20,476.55		

AMP 1-LHA Owned (.amp1)

## Check Register For Date = 05/03/2017

Control	Batch	Period	Date	Person	Property	Account	Amount	Reference	Notes
K-99060	6719	05/2017	5/3/2017	Pollard (t0000652)	02		95.00	33175	
K-99061	6719	05/2017	5/3/2017	Conner (t0002041)	02		65.00	33176	
K-99062	6719	05/2017	5/3/2017	De Jesus (t0002939)	02		95.00	33177	
K-99063	6719	05/2017	5/3/2017	Speed (t0003987)	02		82.00	33178	
K-99064	6719	05/2017	5/3/2017	Walker (t0004098)	02		42.00	33179	
K-99065	6719	05/2017	5/3/2017	Stevenson (t0004318)	02		52.00	33180	
K-99066	6719	05/2017	5/3/2017	Johnson (t0004346)	02		25.00	33181	
K-99067	6719	05/2017	5/3/2017	Gibson (t0004387)	02		59.00	33182	
K-99068	6719	05/2017	5/3/2017	Hernandez (t0005517)	02		86.00	33183	
K-99069	6719	05/2017	5/3/2017	Freeman (t0005608)	02		95.00	33184	
K-99070	6719	05/2017	5/3/2017	Smith (t0005754)	02		61.00	33185	
K-99071	6719	05/2017	5/3/2017	Green (t0005795)	02		5.00	33186	
K-99072	6719	05/2017	5/3/2017	Payne (t0008859)	02		95.00	33187	
K-99073	6719	05/2017	5/3/2017	Blair (t0008947)	02		65.00	33188	
K-99074	6719	05/2017	5/3/2017	Brown (t0009114)	02		65.00	33189	
K-99076	6721	05/2017	5/3/2017	Gray (t0000335)	04		55.00	33190	
K-99077	6721	05/2017	5/3/2017	Bell (t0000340)	04		74.00	33191	
K-99078	6721	05/2017	5/3/2017	Elie (t0000417)	04		74.00	33192	
K-99079	6721	05/2017	5/3/2017	McQueen (t0000890)	04		74.00	33193	
K-99080	6721	05/2017	5/3/2017	Glover (t0001559)	04		35.00	33194	
K-99081	6721	05/2017	5/3/2017	Richardson (t0001951)	04		74.00	33195	
K-99082	6721	05/2017	5/3/2017	Stroud (t0003184)	04		67.00	33196	
K-99083	6721	05/2017	5/3/2017	Joseph (t0003206)	04		74.00	33197	
K-99084	6721	05/2017	5/3/2017	SMITH (t0003962)	04		296.00	33198	
K-99085	6721	05/2017	5/3/2017	Hicks (t0004014)	04		74.00	33199	
K-99086	6721	05/2017	5/3/2017	Williams (t0004158)	04		9.00	33200	
K-99087	6721	05/2017	5/3/2017	Davenport (t0004219)	04		74.00	33201	
K-99088	6721	05/2017	5/3/2017	Sconiers (t0004291)	04		103.00	33202	
K-99089	6721	05/2017	5/3/2017	Johnson (t0005562)	04		12.00	33203	
K-99090	6721	05/2017	5/3/2017	Wheeldon (t0005610)	04		21.00	33204	
K-99091	6721	05/2017	5/3/2017	Liceaga - Lopez (t0005851)	04		74.00	33205	
K-99092	6721	05/2017	5/3/2017	Lowman (t0008852)	04		101.00	33206	
K-99093	6721	05/2017	5/3/2017	Gonzalez (t0008967)	04		59.00	33207	
K-99094	6721	05/2017	5/3/2017	Carver (t0009253)	04		74.00	33208	
K-99095	6722	05/2017	5/3/2017	Hunter (t0002932)	05		63.00	33209	
K-99096	6722	05/2017	5/3/2017	Lazarre (t0002958)	05		99.00	33210	
K-99097	6722	05/2017	5/3/2017	Williams (t0004193)	05		34.00	33211	
K-99098	6722	05/2017	5/3/2017	Gilmore (t0004198)	05		71.00	33212	
K-99099	6722	05/2017	5/3/2017	Dorman (t0004282)	05		36.00	33213	
K-99100	6722	05/2017	5/3/2017	Lewis (t0004314)	05		75.00	33214	
K-99101	6722	05/2017	5/3/2017	Booker (t0009186)	05		99.00	33215	
							<b>Total</b> 2,888.00		

#### Vanessa Johnson

From:

Sent:	Thursday, July 20, 2017 3:16 PM
To:	Vanessa Johnson
Subject:	pictures of maintenance worker on break / trash pickup.
•	
	ne photos we discussed today concerning your staff not performing duties while phone and eating a sandwich at 8:20am in the morning instead of picking up the on about his way.
door on the back. I come to se front door waiting to get his att last night because I went out be out of the yards in front of me, about the tire. The past couple my unit and stops then precede Westlake. I saw Mr. Winston lazy. I don't want to be harasse	nce guy comes behind my unit and stops, so I'm wondering what he doing by the e what he is up to and he went around the corner, so I stood on the porch at the tention to ask what was up. I noticed that my spare tire was missing. It was there ack yesterday evening about dark. I noticed that he had not picked up any paper or by the dumpster. He just rode on to the back where I followed him to inquire to of weeks I have noticed that the maintenance guy comes on the cart right behind as on. If they are doing there job then why is the trash still in the yards at walking picking up trash up front this morning. Maybe the cart making them led, I feel like he was doing something. There was no trash back there as we on k yards picked up. I will send the pictures for you to view please see
ladybugkgr	
iduyougagi	
Inbound Mail Check	and Verified By AppRiver SpamLab Services

karen Rudolph <46graykgr@gmail.com>

## West Lake Management and LHA

#### INCIDENT REPORT FORM

Current Date: July 28, 2017

Property: Westlake

Address: 501 Hartsell Ave #114, Lakeland, FL 33810

Type of incident: Stolen Spare tire and trash not picked

Witness(s): Burt Mcfarlane

(1) Witness

Pictures
(2) Witness

Date Incident Occurred: July 17<sup>th</sup> and July 20<sup>th</sup>, 2017\_\_\_\_\_

Detailed account of the incident:

On July 17, 2017, Ms. Karen called to let me know that Vinson the maintenance guy was riding the mule behind her unit and stole her spare tire and he is there now, so on the other line I called Vinson to ask him, where are you? He stated in area of 113 which is where Ms. Karen lives, as I have her on another phone she proceed to tell me "and he is now talking on the phone" I stated to her that "he is talking to me" and he stated he did not remove a tire from behind your unit and Burt was there with him picking up trash and Burt stated he did not have a spare tire. Ms. Karen continued to accuse Vinson of stealing her spare tire because he was behind her unit and the spare tire was against the wall. I said, Ms. Karen, the maintenance team has to go behind all the units and pick up trash and that's what they supposed to do. I asked her did you see him take the tire she said "NO" but he was behind my apartment and it was against the wall yesterday when I got home. I stated to her, Ms. Karen anybody could have taken your tire. Then she starts talking about the trash not being picked up and that ended the conversion.

On July 20, 2017, A tenant came in for her recertification that has no knowledge of this situation was complaining about a lot of kids playing on the furniture in the dumpster area; they also had plywood and a tire playing with it the other day. After the recertification left I call Ms. Karen to tell her that the children may have taking your spare tire and was playing with it, because a tenant made mention of a spare tire. Ms. Karen continued to say Vinson stole her spare tire because it was outside against the wall. I informed again the children may have taken it we don't know. She changed the subject to say the trash was not picked up, I asked her "Ms. Karen is trash there now, she said "YES" all in front of my unit and in the back and it not being picked up. I call Burt on another phone and asked him to go over there right now to her unit and see if trash was there. As, I am talking to her. Burt is on his way there and I told her we will get it taken care of.

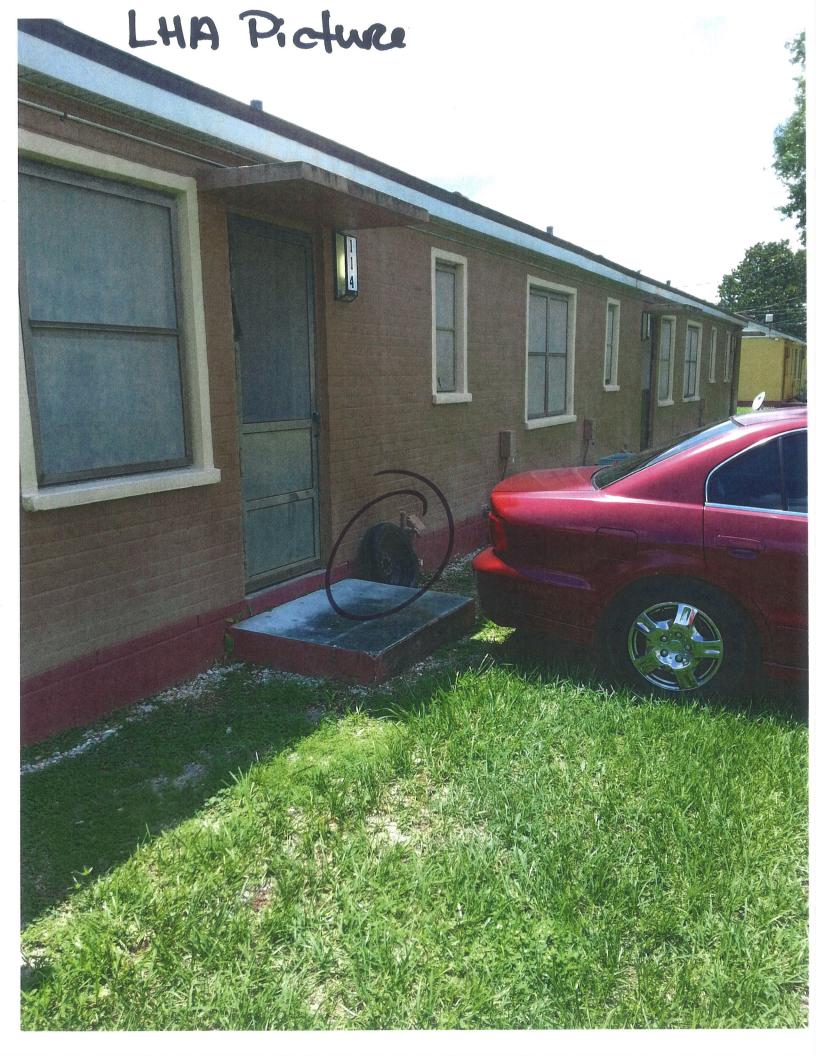
Burt calls me when he got to the unit area of the issue, he starts taking pictures of the front and back area of the issue she stated all the trash was. While I'm still on the phone with Burt, he lets her know that he is talking to me and put me on speaker phone he makes me aware behind her unit, she is illegally parked and the spare tire against the wall that she said, Vinson stole. She came out the unit and moved her car. While we are still on speaker phone, I said to her, Ms. Karen your spare tire is against the wall, I see it on the pictures and you cannot park your car behind your unit, as we are still on speaker phone she changes the subject to talk about the trash and Burt asked her where, because there wasn't any where she stated, now she is showing him a different area that is not where she stated.

Additional comments:

Ms. Karen pictures are attached and LHA pictures attached

Signature (of person completing form)

Date







# Lakeland Housing Authority Community Meeting

WHEN: Thursday, August 3, 2017

WHERE: Westlake Youth Build Center

**TIME:** 5:30 P.M.

To Lakeland Housing Residents there will be a community meeting.

### **AGENDA**

- Call Order
- Greetings
  - a. Recognition of Guest(s) and Staff
  - b. VP of Housing- Carlos Pizarro
- Lakeland Housing Authority Staff Updates
  - a. Prompt Rent Payments/Other Charges
  - b. Policing for the Property
  - c. ROSS- Earl Haynes
  - d. FSS Katrina Holston
- Resident Concerns
- Next Schedule Meeting: Open
- Meeting Adjourned



#### LAKELAND HOUSING AUTHORITY

Community Meeting Sign-In Sheet
Westlake Community Center @ 5:30 pm

	SIGN IN SHEET										
	NAME	Apt #	PHONE								
	Yvonne Sims	WL 1/2	863-614-5178								
	Shery Williams	WL 73(	863) 529-3314								
*	Checuse Johnson	WL74	863)812-8517								
	Bridgette Hamilton	JIM 3(	863)709-4231								
	Arels Maldonado	#55WL	347-336-1451								
	Debora Smith	# 90	863-603-0004								
	Jano Snelson	62	83-988-9352								
	Mawama Freeman	#44	863-500-2686								
	CENTON HAVERS	#(2	863-80R6688								
C	Diana Walde	497	863-617-2270								
_	Dianne Connes	#17	1-321-278-3653								
	thondo Stembridge =	# Lel	863-709-7968								
	Lisa Cubson	#36	863-709-7177								
	Shonve Washington	Office	ext 1022								
	Malcolm Williams	Office	Ext 1017								
	VALESTA C. Thosa	LHA	Ext 1010								
	Lon Halula-Eyer	LHA	ext-1011								
(	Xatrina Holston	LHA	EXT 1005								
	Tashima Coleman	#38 1	863)844-1733								

- (8/3/17) Resident Meeting Call to order a 5:36pm introduction of Staff Shonve malcolm Vancessa Katina
- Rents pymt Full Rent after 10th of Mo- late Fee work order charges due a same time
- work order-based on priority Dione-time-Frame- Kitchen light raised-(zwxs)
- must report LPD on community issues
- response from LPD- to contact Agency
- -(on-call) For weekends-- Criminal activity-not agency's resp. -
  - ROSS GRANT-RESCHEDURE W/ Earls abscense.
  - FSS Katrina Spoke about FSS program applications at Front desk /LHA
  - (#74)? Chequise Johnson-inguiry about FSS (Colaimed not aware of program)
  - \* RESIDENT CONCERNS -\* Bridgett - Complaint about mattress - by dumpster - trash issues residents were nonced about trash

-Dog issues - up to Pound- CHY--Animal controlnonces are issued to residents w/ - dags-violation-Relocation\_2 = welcomed them to - relocation meetings-(next meeting) -brought-up SEC. 8- vouchers-Bridgette - requested to speak to - vancesa --camerais - no time Frame. Call LPD - For Crimes-- Home counciling - (Bridgette) -Front deek - providing into on Hampton Hills - (Bridgette) -(Next meeting in DEC.) Shonve - required to report income -WHAM 10-days Fraud - unreported income or payment arrangement pay back-rest -no partial pymts\_ will send back-\* Joann Encloson - ? about late Fee -14 day notice sent? (WL 02) meeting Adjourned - + (AC) - 1 (will be home)

\* 4 Youne Simo -> inspection sheet (dog) (WL 112)

#### **ROSS GRANT SEQENCES OF EVENTS 2017**

## The Lakeland Housing Authority Public Housing Authority Residents –ROSS Grant Awarded

 Letter provided to all Public Housing Residents, hand delivered by Earl Haynes in March 2017. Personal cell phone number also was included in the letter to ensure that all resident queries would be received.

#### Resident Opportunities and Self Sufficiency (ROSS) Grant 2016

Letter of Agreement and Participation were signed by New ROSS Grant
 Participants – LHA has exceeded the required number of residents to be served
 for the first year of the grant. We will not turn away any resident that need our
 help

#### Resident Intake Form and Resident Survey

• Intake form and Resident Survey was administered to all residents that expressed interest in the ROSS Grant. Each participants have a file to track their activities and for the purchase of case management documentation and follow-up (to include need identified, visits, referrals or resident concerns)

#### The Lakeland Housing Authority ROSS Grant Residents

- Each Public Housing Households received a list of support services that ROSS
  Grant Coordinator will assist the residents with: (transportation, technical
  learning centers, vocational/employment assistance, counseling services,
  affordable homeownership programs
- The ROSS Grant was not designed to provide all supportive services directly, but to serve as an referral service to many of our the appropriate service providers that will provide the services identified
- Our focus for the first year will be to create additional partnerships with community base organizations to assist LHA in sustaining supportive services for our entire public housing population

Monthly Activities Previously Included in Monthly Board Reports

- Posted and delivered Job Fair Flyer to each household to inform residents of job fair to be held at Lake Mirror on March 1, 2017. Job Fair sponsored by Career Source Polk
- RSC AND Resident Assistant attended Job Fair on March 30, 2017
- Attend Homeless Youth meeting held at Polk County School Board in Bartow, on April 25, 2016
- RSC accompanied Resident Commissioner to the Mayor's Annual Appreciation Dinner, held at the Lakeland Center on April 26, 2016
- Convinced Lisa Kirk, Executive Director of We Blend, We Win Inc. to donate shoes to the youth of Westlake Homes
- Assisted Ms. Tiffany Brown, Executive Director of Celebration Christian Preparatory school with recruitment of LHA grades K-8<sup>TH</sup> for scholarships and free tutoring
- Hand delivered by Melanie Parham Tech Hire Informational Session for residents and the community. Topic: Polk Partnership for Industrial Employment. Held at Westlake Community Center on May 16, 2017
- Hand delivered by Earl Haynes, "Money Smart for Families" Informational Meeting held at Westlake Community Center on May 30, 2017
- June 2017 focus on Summer feeding Program and Summer recreational activities for our youth
- June 16, 2017. Father's Celebrated HUD's National Father's Day celebration for the 19 fathers from John Wright and Westlake Homes
- Girl's Dance Team practices held at Westlake Community Center every Tuesday thru Thursday. The dance team compete with other teams from other cities
- July Board Report attached

Please see copy of Karen Rudolph-Gray file

**Notifications** 

Sign sheets



#### Lakeland Housing Authority Public Housing Residents ROSS GRANT AWARDED

#### Dear Resident:

On February 1, 2017, The Department of Housing and Urban Development (HUD) informed the Lakeland Housing Authority (LHA) that the agency was selected to receive funding under Fiscal Year 2016 Resident Opportunity Self-sufficiency Program. The ROSS Program will provide LHA residents with supportive services for three years.

The Resident Opportunity Self-Sufficiency Program is in search of *resident* participants. The primary goal of the ROSS Program is to guide families' social and economic independence by providing support services to all individuals in the household who are able to do so, become gainfully employed.

If desired, homeownership is another goal which we can help you achieve.

Please accept our invitation to enroll in our program. Let the Lakeland Housing Authority's ROSS Program assist you with making your DREAMS become REALITY.

Please contact: Earl W. Haynes, ROSS/Relocation Coordinator at the Lakeland Housing Authority's Westlake Community Center or phone (863) 687-2911 or (813) 482-2037.

We hope to see you soon!



# RESIDENT OPPORTUNITIES and SELF SUFFICIENCY (ROSS) GRANT 2016

## **Letter of Agreement and Participation**

I,	, ag	ree	to	make	every	effort	to
participate and follow through on achieving th	e goa	als v	with	in the	time-fra	ame of	`the
ROSS Grant Program. In addition, I understand	d that	the	RO	SS Gra	ınt Prog	gram is	not
a guarantee or contract to provide services, but	to as	sist	me	with se	ervices	to beco	ome
self-sufficient as long as the ROSS Grant Progra	am fu	nds	are	availab	ole.		
I understand and agree that LHA may assist	me	thro	ough	All-in	-One S	Suppor	t of
Service Internal Referrals and the community	resou	ırce	refe	errals, l	noweve	r, it is	my
primary responsibility to obtain the services to	o helj	p m	e to	becon	ne self-	-suffici	ent.
And, if I am a ROSS Grant participant, I	und	erst	and	that i	t is m	y prin	nary
responsibility to obtain full-time employment a	nd/or	job	trai	ining in	order	to beco	ome
self-sufficient which is the purpose of the ROSS	Grai	nt P	rogr	am.			
I grant the Housing Authority of the City of I	Lakel	and	the	right	to requ	ire fur	ther
documentation of any claims that I may make v	vith r	ega	rd to	my co	mplian	ce wit	h or
exemptions from these and other requirements	undei	r the	e Ur	nited St	ates Ho	ousing	Act
of 1937, and Section 407(d) of the Social Secu	ırity .	Act	(42	U.S.C	.). Thi	s plan	has
been developed in cooperation and discussed w	ith th	e R	OSS	Grant	staff. I	3y sigr	ning
below I am agreeing to the terms above.							
Resident Signature				Γ	Date		
Witness				Date	e		



#### Lakeland Housing Authority ROSS Grant / Intake Form (Resident Survey)

This survey has been developed to obtain important information needed to assist residents with additional services and resources. Your participation is extremely important in order to ensure that the services and resources identified address your family's needs.

You may choose to not answer any questions that you do not feel comfortable with, although we would like very much for you to answer every question because each response will allows us to put together a plan that best addresses your concerns and needs.

A.	Household Information		
1.	Name (head of household):		
	<ul> <li>a. Gender</li> <li>b. Date of Birth</li> <li>c. Number of children under 18</li> <li>d. Marital Status:</li> <li>e. Social Security for HOH:</li> <li>f. Medicare #</li> <li>g. Medicaid#</li> </ul>	Female	,
2.	Complex:	Unit Number:	Bedroom Size:
3.	Day Phone:	Evening Phone:	
4.	Emergency Contact Name:		
	Phone		

B.	Supportive Services
a.	Childcare
b.	Tutoring programs for children under 18 yrs.
c.	Computer training programs for children under 18 yrs.
d.	Recreation programs for children under 18yrs
e.	Summer jobs for youth
f.	Pregnancy counseling and care for teenagers
g.	Job training and counseling (in what career?)
h.	Computer skills training
i.	Business development and training – starting own business
j.	Adult recreation programs
k.	Services for seniors (meals, transportation, etc.)
1.	Services for mentally or physically disabled individuals
m.	Preventative health care services
n.	Drug abuse and alcohol counseling
0.	Motivational and self-empowerment training
p.	Training in how to manage money
q.	On-site credit unions
r.	Help with getting the services that I need (case management)
S.	Crime prevention
t.	Other?
<b>C.</b> 6.	Employment/ Training  Please tell me which of these choices best describes the present work status of adult
	members (18yrs. old or older) of your household?
a.	# of working full time
b.	# of working part time
c. d.	# of working and attending school # of retired
	# of permanently disabled
e. f.	# of permanentry disabled # of temporarily disabled or unable to work (injury, under doctor's care, etc.)
	# of temporarily laid off
g. h.	# unemployed, searching for a job
i.	# of unemployed, participating in community services programs
j.	# of unemployed, enrolled in school
k.	# of unemployed, not searching for a job
1.	Other?

7.	What kinds of job skills do the adults in your household have? (check as many as apply)		
a.	Auto repair		
b.	Retail store clerk		
c.	Air conditioning/ heating		
d.	Electrical		
e.	Plumbing		
f.	Building trades (roofing, carpentry, painting, etc.)		
g.	Secretarial or clerical		
h.	Teacher's aids		
i.	Barber or beautician		
j.	Day care worker		
k.	Truck driver		
1.	Bus driving		
m.	Seasonal agriculture		
n.	Hospitality industry (hotel/motel/ theme park)		
0.	Customer service		
p.	Social services		
q.	Prison guard or other prison work		
r.	Construction		
S.	Food service		
t.	Health care (nursing, nurse's aide, physical therapist, etc.)		
u.	Computer skills, data entry clerk		
V.	Other?		
8.	How many adults in your household have completed a job-training program?  # completed job training programs		
	Type of training:		
	When was the program completed?		
	Name of training program:		
9.	How many adults in your household would be interested in participating in a job-training program?		
	# of adults interested in participating in a job training program		

10. What type of job training would you most like to see made available? (check all that apply)

Health care (nursing purse's aide physical therapist etc.)

a.	Health care (nursing, nurse's aide, physical therapist, etc.)
b	Computer skills, data entry clerk
c.	Auto repair
d	Retail store clerk
e	Air conditioning/ heating
f.	Electrical
g	Plumbing
h	Building trades (roofing, carpentry, painting, etc.)
i	Secretarial or clerical
j	Teacher's aide
k	Barber or beautician
1.	Day care worker
m.	Landscaping services
n	Truck driving
o	Bus driving
p	Forklift or warehouse operations
q.	Customer service (banking, sales, insurance)
r.	Hospitality industry (hotel/motel, theme park, etc.)
s.	Social service (outreach worker, counselor, etc.)
t.	Prison guard or other prison worker
11	Other?

	just make it difficult to find a job? (check all that apply)
a.	Nothing. I am employed
b.	I am employed but I would like a job that pays more
c.	I lack job training/education for today's jobs
d.	I lack adequate transportation
e.	This area does not have opening in good paying jobs
f.	I am disabled or have health problems that stop me from working
g.	I am elderly and would like to work for a few hours a day
h.	I am elderly and don't intend to work
i.	I have a child(ren) under the age of four yrs.
j.	I have a child(ren) who is disabled
k.	I lack affordable childcare
l.	I lack skills that are in demand
m.	I have a spotty work history
n.	I don't have a high school diploma or GED
0.	I need clothing that is appropriate for job interviews/ work
p.	I am not eligible for job training programs due to income
q.	I am not eligible for job training programs because I have a skill
r.	I did not score high enough on the reading/ math to entre a vocational program
S.	I cannot afford to stop working to go back to school
t.	I cannot stop receiving Medicaid or childcare subsidy
u.	I am working twoor morejobs to support my family
V.	Other?
12.	Do you consider yourself to be "under-employed"? (check all that apply)
a.	I have had training that I am not using
b.	I am receiving a very low wage for the skills I have
c.	I have skills that I cannot find a job to use
d.	If I had a refresher course I could get a better job doing
e.	Other?

What are the things that prevent you from working at all, finding a higher paying job or

11,

D.	Economic Development		
13.	Is anyone in your household, including yourself, interested in starting a business?		
	Yes No		
	If yes, what type of business?		
14.	Have you or anyone in your household ever owned a business?		
	Yes No		
	If yes, what type of business?		
15.	Which businesses are most needed in the neighborhood? (check all that apply)		
a.	Grocery store/ supermarket		
b.	Clothing store		
c.	Doctor's office		
d.	Laundromat/ Dry cleaners		
e.	Beauty/ Barber shop		
f.	Hardware store		
g.	Drug store		
h.	Other:		
i.	Other:		

<b>M.</b> 16.	Family Self Suf	to enter an LHA"s eco ficiency (FSS) where y assistance for supporti	onomic independence prog you can accumulate escrov ve services during job trai	w for home ownership,
(4)	Yes	No	_	
17.	Do you have any	thing you wish to tell	the LHA Staff?	
18.		terested in enrolling in services program?	n job readiness training, jo	bb search assistance and
	Yes	No	<del>= =</del> :	
19. W		ested in becoming cert No	ified in CPR/AED and Fir —	rst Aid?
20. W		ested in training in the No		
	If so, which time	e works best for you: N	Morning, Noon or Evening	g? 
	resident meeting.		be presenting the results fow, I acknowledge that the	
Signe	d:		(Resident)	Date:
Signe	d:		(Witness)	Date:



#### **RESIDENT OPPORTUNITIES and SELF SUFFICIENCY (ROSS) GRANT 2016**

#### Letter of Agreement and Participation

I, KAREN Gray, agree to make every effort to participate and follow through on achieving the goals within the time-frame of the		
ROSS Grant Program. In addition, I understand that the ROSS Grant Program is not		
a guarantee or contract to provide services, but to assist me with services to become		
self-sufficient as long as the ROSS Grant Program funds are available.		
I understand and agree that LHA may assist me through All-in-One Support of		
Service Internal Referrals and the community resource referrals, however, it is my		
primary responsibility to obtain the services to help me to become self-sufficient.		
And, if I am a ROSS Grant participant, I understand that it is my primary		
responsibility to obtain full-time employment and/or job training in order to become		
self-sufficient which is the purpose of the ROSS Grant Program.		
I grant the Housing Authority of the City of Lakeland the right to require further		
documentation of any claims that I may make with regard to my compliance with or		
exemptions from these and other requirements under the United States Housing Act		
of 1937, and Section 407(d) of the Social Security Act (42 U.S.C.). This plan has		
been developed in cooperation and discussed with the ROSS Grant staff. By signing		
below I am agreeing to the terms above.		
Resident Signature  Date		
Lay M. Taynes 3/20/17		
Witness Date		



**Household Information** 

A.

#### Lakeland Housing Authority ROSS Grant / Intake Form (Resident Survey)

This survey has been developed to obtain important information needed to assist residents with additional services and resources. Your participation is extremely important in order to ensure that the services and resources identified address your family's needs.

1

You may choose to not answer any questions that you do not feel comfortable with, although we would like very much for you to answer every question because each response will allows us to put together a plan that best addresses your concerns and needs.

1.	Name (head of household):	Kaken C Gray
	<ul> <li>a. Gender</li> <li>b. Date of Birth</li> <li>c. Number of children under 18</li> <li>d. Marital Status:</li> <li>e. Social Security for HOH:</li> <li>f. Medicare #</li> <li>g. Medicaid#</li> </ul>	Female   Male   3-10-1964   8: 0
2.	Complex: WestLake	Unit Number: Bedroom Size:
3.	Day Phone: (863) 274-8414	Evening Phone: (813) 940 -6857
4.	Emergency Contact Name:Ano	le Williams
	Phone: (863) 688 3123	n= 944-1287

В.	Supportive Services
a.	Childcare
b.	Tutoring programs for children under 18 yrs.
c.	Computer training programs for children under 18 yrs.
d.	Recreation programs for children under 18yrs
e.	Summer jobs for youth
f.	Pregnancy counseling and care for teenagers
g.	Job training and counseling (in what career?)
h.	Computer skills training
i.	Business development and training – starting own business
j.	Adult recreation programs
k.	Services for seniors (meals, transportation, etc.)
1.	Services for mentally or physically disabled individuals
m.	Preventative health care services
n.	Drug abuse and alcohol counseling
0.	Motivational and self-empowerment training
p.	Training in how to manage money
q.	On-site credit unions
r.	Help with getting the services that I need (case management)
s.	Crime prevention
t.	Other? Health and nutrition elasses. Diabetes, and obesity.
Č.	Employment/ Training
6.	Please tell me which of these choices best describes the present work status of adult members (18yrs. old or older) of your household?
a.	# of working full time
b.	# of working part time
c.	# of working and attending school
d.	# of retired
e.	# of permanently disabled
f.	# of temporarily disabled or unable to work (injury, under doctor's care, etc.)
g.	# of temporarily laid off
h.	# unemployed, searching for a job
i.	# of unemployed, participating in community services programs
j.	# of unemployed, enrolled in school
k.	# of unemployed, not searching for a job
1.	Other?

7.	What kinds of job skills do the adults in your household have? (check as many as apply)		
a.	Auto repair		
b.	Retail store clerk		
c.	Air conditioning/ heating		
d.	Electrical		
e.	Plumbing		
f.	Building trades (roofing, carpentry, painting, etc.)		
g.	Secretarial or clerical		
h.	Teacher's aids		
i.	Barber or beautician		
j.	Day care worker		
k.	Truck driver		
1.	Bus driving		
m.	Seasonal agriculture		
n.	Hospitality industry (hotel/motel/ theme park)		
0.	Customer service		
p.	Social services		
q.	Prison guard or other prison work		
r.	Construction		
S.	Food service CMA/MA		
t.	Health care (nursing, nurse's aide, physical therapist, etc.)		
u.	Computer skills, data entry clerk		
v.	Other?		
8.	How many adults in your household have completed a job-training program?		
	# completed job training programs		
	Type of training: WRC / Prace Kluer Center		
	When was the program completed? $12/20/6$		
	Name of training program: Allstate program		
9.	How many adults in your household would be interested in participating in a job-training program?		
	# of adults interested in participating in a job training program		

11,	What are the things that prevent you from working at all, finding a higher paying job or just make it difficult to find a job? (check all that apply)
a.	Nothing. I am employed
b.	I am employed but I would like a job that pays more
c.	I lack job training/education for today's jobs
d.	I lack adequate transportation
e.	This area does not have opening in good paying jobs
f.	Yam disabled or have health problems that stop me from working
g.	I am elderly and would like to work for a few hours a day
h. i.	I am elderly and don't intend to work
	I have a child(ren) under the age of four yrs.
j. k.	I have a child(ren) who is disabled I lack affordable childcare
1.	I lack skills that are in demand
m.	I have a spotty work history
n.	I don't have a high school diploma or GED
0.	I need clothing that is appropriate for job interviews/ work
p.	I am not eligible for job training programs due to income
q.	I am not eligible for job training programs because I have a skill
r.	I did not score high enough on the reading/ math to entre a vocational program
s.	I cannot afford to stop working to go back to school
t.	I cannot stop receiving Medicaid or childcare subsidy
u.	I am working twoor morejobs to support my family
V.	Other?
12.	Do you consider yourself to be "under-employed"? (check all that apply)
	(check an mat appry)
a.	I have had training that I am not using
b.	I am receiving a very low wage for the skills I have
c.	Lhave skills that I cannot find a job to use
d.	If I had a refresher course I could get a better job doing Myrage most
e.	Other?

Economic Development
Is anyone in your household, including yourself, interested in starting a business?
Yes_468_ No
If yes, what type of business? Pay (are & non-Brost Brokess
Have you or anyone in your household ever owned a business?
Yes yes No
If yes, what type of business? <u>Event Planner</u>
Which businesses are most needed in the neighborhood? (check all that apply)
Grocery store/ supermarket
Clothing store
Doctor's office
Laundromat/ Dry cleaners
Beauty/ Barber shop
Hardware store
Drug store
Other: Day CARE and a Laundry Room.
Other: A Resource and Referral facility

16.	Would you like to enter an LHA's economic independence program today such as Family Self Sufficiency (FSS) where you can accumulate escrow for home ownership, andyou can get assistance for supportive services during job training and search for employment, if needed?
	Yes 46 No
17.	Do you have anything you wish to tell the LHA Staff?
	" I would like to see veterans be served in Howom
	2. The other would be a partnership with Peace Filex to
18.	2. The other would be a partnership with Peace Fiver to address donestie violence. And a Advocate that could be some Training and Referrate.  Would you be interested in enrolling in job readiness training, job search assistance and job development services program?
	Yes yes mush e No
19. W	ould you be interested in becoming certified in CPR/AED and First Aid?  Yes No
20. Wo	Yes You No No No
	If so, which time works best for you: Morning, Noon or Evening?
Thank future are mir	you very much for your time. We will be presenting the results from the survey at a resident meeting. By my signature below, I acknowledge that the answers on this survey ne.
Signed	Kinden & A. M. (Brita ) B. 2/22/2017

(Witness)

#### RECORD OF ADVISON, ASSISTANCE AND OTHER CONTACTS

NAME OF OCCUPANT Karen Gray Formerly Rudolph Page \_ of NAME OF AGENCY REP AND DATE OF CONTACT COMMENTS 3/20/17 agreemen 4/10/17 4/22/17 office Mquire bus about Communit omputer WL office the unavoynce resident 5/11/17 5/16/ 17 remburse Karen BRAY - dropped off Musice to my mail box 6/23/1 at Central office.

#### RECORD OF ADVISON. ASSISTANCE AND OTHER CONTACTS

NAME OF OCCUPANT KATEN Gray (Former &) R Page of NAME OF AGENCY REP AND DATE OF CONTACT COMMENTS orientation for She signed aren Gray. a Hon, 6/5/17 Provided Hand Bus PASS -Ms Gray apointment, 6/23/7 GIAS CARd for Gray with 6/23/17 Invoice for reimbursement 2N 12. 7/6/17 Provided Gas Cand Sc Gascard NO 0965 128/17 INIVICE for reinhursenest in the amount Home Advising My Financials Profile Registration Financial Aid Records Logoff

#### Schedule Fees for Spring Term 2017 **Student: Karen Gray Rudolph**

Spring 2017 ▼ Select Other Terms

**Total Outstanding Balance** 

\$0.00

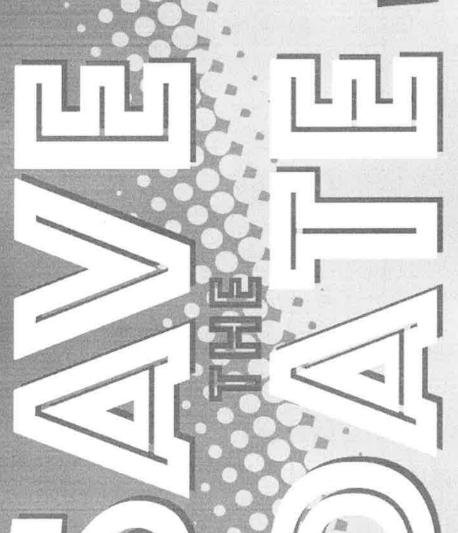
Total Schedule	Financial Aid		Exemption D	Fee eficiency	Cash / Check / Credit Card	Balance Due
\$112.22	\$0.00	\$112,22		\$0.00	\$0.00	\$0.00

		Course Title	Course		æ				
	Reference	:e /	Fee	Financial	Third		Fee	Paid by	Balance
Course	#	Fee Type	Amount	Aid	Party	Exemption	<b>Deficiency</b>	Student	Due
⊞ MAT0057-2	74010	Esstl Math 2	\$112.22	\$0.00	\$112.22	\$0.00	\$0.00	\$0.00	\$0.00
Tuitio	on and Fe	e Totals	\$112.22	\$0.00	\$112.22	\$0.00	\$0.00	\$0.00	\$0.00
						ital Outstan	iding		\$0.00

Print

For more information, please contact the Campus Cashier's office.

Disclaimer | Privacy | Contact







For more information, please call 863 834 6027 or log onto www.RefuseTolosseLakeland.com

0:00 AM - 8:00 PM

Lake Mirror Auditoriu 121 S. Lake Avenue

WORKSHOPS \* KEYNOTE SPEA SUMMER OF SAFETY YOUTH

and more!







# STEP-UP YOUR FUTURE!!! CAREER & EDUCATION FAIR



STEP-UP YOUR FUTURE!!!



Emma Turner Center
1500 North New York Avenue
Lakeland, Florida 33805

Friday, June 16, 2017 9:00 a.m. – 12:00 noon



STEP -UP YOUR FUTURE!!!

Meet representatives of major employers, colleges and career centers who have keys to a brighter future for you.

For further information, call Cynthia Zorn-Shaw at (863) 413-3394 Ext. 308.

#### Money Smart for Families

### YOU SAVE \$ -WE MATCH \$ GIVE AWAYS: FOOD, GAS, GIFT CARDS

Fun Family Challenges and Activities **EVERYONE WELCOME!** 

SCH E D U

#### **Information Meeting**

West Lake Community Center, Lakeland

**Tuesday Evening** May 30, 2017 6:00 P.M.

- Free Savings Account Incentive
- Free Credit Restoration
- Free Budgeting Assistance
- Free Debt Counseling
- Free Credentialing Assistance
- Free Education Assistance
- Free Home Buying Assistance
- Free Business Start-up Assistance



United War



SPONSORED BY

**Mulberry Community** Service Center







Sat. August 5th @ 10am

FREE PARKING!

Free Community Event for the Whole Family!

FREE Hair Cuts, FREE Family Portraits, FREE Backpacks, FREE Back to School Immunizations by the Florida FREE School Supplies, Snow Cones, Cotton Candy, Department of Health & Tons of FUN!

and Lakeland Electric Sponsored by: City of Lakeland Hosted by: Harvest Assembly of God

Christian message with Water Baptisms!

### Lakeland Housing Authority to Celebrate HUD National Father's Day 2017

What? National Father's Day

When? June 16, 2017

**Where? Westlake Community Center** 

Coffee, juice, muffins and donuts will be

Served from 8:30am - 9:30am



What? Job and Career Fair

When? June 16, 2017

Where? Emma Mae Turner Center

From: 9:30am - 12:00pm

Transportation will be provided to and from the Job Fair

Contact: Earl W. Haynes - ROSS Coordinator at (863) 797 -7122



# TechHire Information MEETING for Lakeland Housing Residents and Community

Presentor: Mark V. Thomas - Program Manager

You're invited to an

#### Informational Session

Topic: Polk Partnership for Industrial Employment

- · Unemployed
- Under-employed
- Front-line incumbent Workers
- Ex-offenders reentering the workforce

#### WHEN

Tuesday, May 16, 2017 1:00 p.m.

#### WHERE

WESTLAKE HOMES COMMUNITY CENTER

#### LAKELAND HOUSING AUTHORITY ROSS Grant RESIDENTS

Do you need assistance in any of the following areas?

#### TRANSPORTATION

- LHA Van
- Citrus Connection bus and Handy-bus passes
- Assistance to Disabled Residents in obtaining Handy-Bus eligibility
- Gas cards
- Residents Vehicle Repair Program at Traviss Technical Center

#### TECHNICAL LEARNING CENTERS

- Westlake Homes and Emma Turner Computer Training Centers
- Computer Literacy Training
- Beginner Advanced Computer Skills Training
- Adult/Youth Educational Training
  - > Life Skills
  - > GED Preparation
  - > Distance Learning
  - > After School Tutoring
  - > FCAT Tutoring Assistance

#### VOCATIONAL/EMPLOYMENT ASSISTANCE

- Employment referrals
- Employment search assistance
- Résumé' preparation
- Job Skills Training
- Career Educational Training

#### COUNSELING SERVICES

- Mental Health
- Alcohol
- Drugs
- Domestic Violence
- Family

#### AFFORDABLE HOMEOWNERSHIP PROGRAMS

- How to become a Homeowner
- Financial Literacy Training
- Credit Repair

Earl W. Haynes (ROSS) and Katrina Holston (FSS) are here to assist you with almost all aspects of your life. Please contact your appropriate case manager today by calling (863) 687-2911.











The **Lakeland Mayor's Task Force on Broadband** and the **Neighborhood Association Coalition** (NAC) invite you...

... to learn how to help bring affordable internet access to struggling and challenged neighbors.

Not-for-profit organizations, church groups and members of the general public are encouraged to attend.

#### Spectrum

#### Attacking the Digital Divide

What is the **Digital Divide**?

What is **Surf Lakeland**? How can it help you?

How can Lakeland ensure that its residents all have access to affordable internet service?

Introduction of Charter's **Spectrum Internet Assist** (SIA) program, a low-cost, high speed, broadband service. Who is eligible? How do I apply?

DATE Thursday, June 22, 2017

TIME 5:45pm - 7:00pm

**LOCATION City Commission Chambers** 

3<sup>rd</sup> Floor City Hall

228 S. Massachusetts Avenue

Lakeland, FL 33801

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### LAKELAND HOUSING AUTHORITY WEST LAKE APARTMENTS RELOCATION TEAM MEETING ADGENDA

Thursday, April 27, 2017 9:00 A.M. – 10:00 A.M.

- RELOCATION ACTIVITIES
- RELOCATION PLAN
- SPLIT HOUSEHOLDS
- RELOCATION SCENARIOS
- WL- SENIORS 62 AND OLDER
- RESIDENT WITH DELINQUENT RENT
- SECTION 18 RELOCATION PROVISIONS
- MONTHLY RELOCATION RESIDENT MEETING (Mayl next meeting))
- SCHEDULE SECTION 8 MEETING W/RESIDENTS(June))
- BOXES and PACKING TAPE
- GENERAL INFORMATION NOTICES
- RESIDENT SURVEY/ HANDBOOK 1378 CHG-6 Appendix 18a (UPDATE)
- ONE ON ONE COUNSELING SESSIONS (on-going))
- RELOCATION TEAM WEEKLY MEETINGS (Ben, Vanessa, Earl)

GENERAL INFORMATION NOTICE 90-DAY NOTICE 60-DAY NOTICE 30-DAY NOTICE NOTICE TO VACATE





A Plus Alliance Support Care Services, INC/ Division of Vocational Rehabilitation Collaborate With Florida Department of Education

#### **Job Readiness Training Summer Program**



This program is for students ages 15- 21 years old who has a 504 Plan or an IEP (Students with Disabilities). In this Two-week summer program we will develop Job Readiness, Dress for Success, Career Interest, Job Development skills, Role Play, Finance/Banking, Volunteer at work site(Field Trip), Resume building. Fun Activities, Workshops.

Location: Emma Turner Center 1500 New York Ave Lakeland, FL

July 31st- August 11th. 2017 Monday- Thursday 9:30 A.M- 3:00 P.M.

After the program you will receive a {Completion of Certificate and Stipend Check} will be awarded for Completing the program.



Free school Supplies

Registration begins June 1st - July 21st, 2017

If you are interested in Attending this Free Job Readiness Summer Program

Please contact Ruthell Jenkins for more info (863)206-7960

## CNC MACHINING

# earn up to 6 NIMS CREDENTIALS



#### 8 Week CNC Operator Track (1) - Cost: \$3,780

This certification program provides students with the knowledge and skills to obtain an entry-level position in a Computer Numerically Controlled (CNC) machining environment. This course is aligned with four National Institute for Metalworking Skills (NIMS) credentials. Students will be certified CNC Operators upon completion of this track.

#### 8 Week CNC Programming Track (2) - Cost: \$3,670

This certification program validates that an individual has the skills and knowledge to successfully setup and operate a CNC milling and turning center, program machining code, maintain quality and safety standards, keep accountability records, and maintain equipment and supplies as expected. This course is aligned with two additional NIMS credentials. Students will be certified CNC Programmers upon completion of this track.

#### Financial Assistance Available at:

www.careersourcepolk.com/job-seekers/career-development/

#### Sessions:

(Students choice)

August 21 – December 13, 2017 OR January 8 – May 3, 2018

#### When:

Monday – Friday 8 a.m. – 5 p.m.

#### Location:

Polk State College Clear Springs Advanced Technology Center 310 Technology Drive Bartow, FL 33830

#### **Contact:**

Wyatt B. Dube Program Coordinator wdube@polk.edu 863.297.1010







#### RELOCATION MEETING for WESTLAKE HOMES RESIDENTS (phase 1)

You're invited to an

#### RELOCATION MEETING

When? June 28, 2017 - 5:00 p.m.

Where? Westlake Homes Community Center

Why? To Discuss the following:

- Issue of the 90 day notice
- Section 8 Representatives
- Presentation at 6:00 pm by the Developer HTG of the new design for Phase I

Questions and Answers

# LAKELAND HOUSING AUTHORITY RESIDENT SUPPORTIVE SERVICES Gas Cards – Distribution Log

ROSS/ FSS RESIDENTS 2017

\$10.00

**ROSS GRANT** 

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# LAKELAND HOUSING AUTHORITY RESIDENT SUPPORTIVE SERVICES Gas Cards – Distribution Log

ROSS/ FSS RESIDENTS 2017

\$10.00

**ROSS GRANT** 

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# LAKELAND HOUSING AUTHORITY RESIDENT SUPPORTIVE SERVICES Gas Cards – Distribution Log

ROSS/ FSS RESIDENTS 2017

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**ROSS GRANT** 

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RSS				





Sign In Sheet

# JUNE 12, 2017

430 Hartsell Ave, Lakeland FL 33815

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								DUS DAJJ		د	HOSCIANT BOOK ROCK	ashluvu4eva agmau1.com	3)440-8685		Email

## SENIOR/DISABLED PASS

No. 56423 - 56372

# LAKELAND HOUSING AUTHORITY RESIDENT SUPPORTIVE SERVICES RIDE-PICKER BUS PASS – Distribution Log

## **ROSS / FSS RESIDENTS**

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## **ROSS GRANT 2017**

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## SENIOR/DISABLED PASS

No. 56423 - 56372

# LAKELAND HOUSING AUTHORITY RESIDENT SUPPORTIVE SERVICES RIDE-PICKER BUS PASS – Distribution Log

## **ROSS / FSS RESIDENTS**

## **ROSS GRANT 2017**

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## **ROSS/FSS RESIDENTS**

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## **ROSS/FSS RESIDENTS**

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## **ROSS / FSS RESIDENTS**

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## **ROSS/ FSS RESIDENTS**

## **ROSS GRANT 2017**

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## TECHHIRE INFORMATION SESSION MAY 16, 2017

430 Hartsell Ave, Lakeland FL 33815

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## TECHHIRE INFORMATION SESSION MAY 16, 2017

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430 Hartsell Ave, Lakeland FL 33815 (863) 687-2911



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430 Hartsell Ave, Lakeland FL 33815 (863) 687-2911



### JUNE 12, 2617

430 Hartsell Ave, Lakeland FL 33815 (863) 687-2911

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219 N. MASSACHUSETTS AVENUE LAKELAND, FL 33801

Reported Date
04/10/2016
Incident Type
DISTURBANCE S22
Member#
CRISPIN, BRENDA

Phone (863)834-6900 Fax (863)834-6931

(863) 834–6931														
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Involvement Invi No	Complaint Affidavit 4: HOWARD, VERONICA ANN								
Complaint Affidavit 4	Type Perso	n							
Name HOWARD, VERONICA ANN	1-0-0					MNI		Race	Sex
DOB Age Juvenile? Height	Weight	Hair Color	Eye Color	PRN		RR_FLAG	80   . Mem #	Black	Female
12/06/1972   43   No   5' 07'   Oper Date   Oper Time   Notary M		Black	Brown	786167		Yes		PIN, BF	RENDA
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Type Driver License H630861729460 OLS Florida									
Involvement Arrest Type Place of Birth City of Birth SIGNED									
Other Complaint Affidavit	Not 1	Entered Level Cha	Not arge Literal	Entered		Yes			
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Other (Person) 1: SUGRIN	CHRIS,	STINA							*
Other (Person) 1 Person	n								
Name SUGRIN, CHRISTINA					100000	NI 01581		Race Black	Sex Female
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Lakeland Florida 33	305	04/	10/2016	6					
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Report Officer	Printed At	
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Pro	perty														
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### INCIDENT SCENE:

This incident occurred outside the apartments located at 1403 Kettles Avenue #103 and Apt #104, Lakeland, Florida. This apartment complex is located on the north side of 10th Street and the main office entrance is located on Kettles Avenue.

### INVESTIGATION:

On 4/10/16 at approximately 1341 hours I, Officer B. Crispin was dispatched to a reported disturbance involving several residents who reside at the Carrington Place Apartments.

Upon my arrival, I observed multiple black females and males stood outside near apartments #103 and #104 who were arguing. As I approached the apartments in my full duty Class C uniform, I made contact with Christina Cemetrice Sugrin, B/F-DOB: 10/25/77 (Other #1) who advised the following:

As she sat outside in front of her apartment #103, she saw Veronica Ann Howard, B/F-DOB: 12/6/72 (Complaint Affidavit) walk outside of Apt #104 and began to ask: "What the fuck you looking at?" During this argument Veronica pulled down her pants and exposed her buttock area to them and at the time they were recording the argument. Christina advised that they had been involved in an argument on the prior day in which LPD responded due to a recent family fight in which Veronica was arrested on 4/9/16. Christina identified Veronica was the black female from the video who had exposed her buttock area during the argument.

I made contact with the following residents from Apt #104 as follows:

Patricia Ann Howard, B/F-DOB: 8/17/53 (Other #2) who advised that the residents from #103 have been recently arguing with them several days prior which had escalated to a physical fight. Patricia advised that every time they encounter each other outside, an argument starts and due to this problem, she was going to report this matter with the apartment management.

Myshawn Howard, B/M-DOB: 10/28/87 who advised that several males and females from Apt #103 had "jumped" and fought his family member which had been the cause of a continuous argument.

Ashley Nicole Howard, B/M-DOB: 1/25/86 (Other #3) who advised that when her mother Patricia and sister Veronica returned back home from the store, Christina and multiple family members sat outside Apt #103 and

Report Officer	Printed At	
21878/CRISPIN, BRENDA	05/06/2016 16:26	Page 3 of 4
		13

### Narrative

started to curse to them as they walked out. During this time, additional of Christina's family members were also outside, and due to the fact that there was a large crowd gathering, they called LPD to respond.

Christina advised Sergeant Watson #53 that as the argument escalated and continued, multiple residents observed Veronica pull down her pants and exposed her "ass" to them. Christina advised that at the time Veronica exposed "ass" they recorded the incident. Christina verbally consented and provided us with her cell phone to allow us to retrieve the video.

On the video, I observed a black female who wore a pink shirt and dark colored pants, possibly leggings stood in front of Apt. #104 and had her back facing towards Apt #103. In the video, it was difficult to see the black female's entire body due to the fact that there was a concrete pole which she stood in front of which blocked the angle of the cell phone camera. At the time that Veronica appeared to have pulled down her bottoms as her sister Ashley stood next to her. Christina identified the black female as Veronica.

### OFFICER ACTIONS:

I provided Sugrin with case number for this incident and advised her to contact law enforcement for further assistance.

I responded to the Lakeland and submitted Christina's phone to the crime lab for the processing to retrieve the video recorded on 4/10/16 #134015. It is to be noted that on 4/13/16 a Lab Request Order was submitted for the above listed video.

I have no further information.

I swear or affirm this report is corrected knowledge and belief.	rect and true to the best of my
(This report has been electronically	signed.)
CRISPIN, BRENDA - 21878	05/06/2016
Signature of Deputy/Agency Member	Date
Sworn before me this 6th day of May,	2016.
KRETZER, AARON - 22217	
Notary/Law Enforcement Officer	
	-
	Commission Number/Expiration

Calls For Service Report Call ID: 161260301 Date Printed: 5/20/2016

1. Agency	2. Person Received Complaint ID	3. Date/Time Rec	eived	5. Date/T	ime Arrived	
		05/05/20:	16 21:38	05/0	5/2016 21:47	
LKPD	16484	4. Date/Time Dis	oatched	6. Date/Ti	me Completed	
	20101	05/05/20:	16 21:42	05/0	5/2016 21:55	
7. Nature of Incident	DISTURBANCE					
8. Location of Incident	1403 KETTLES AVE #104, LKD DAKOTA PARK APTS					
9. Caller		911	CALL	153.6311/1455		
10. Disposition	11. Officer	11. Officer 12. Date Submitted		Case #		
SER	RETHWISCH	I,ALEXANDER	05/05/	/2016		

Narrative from Communications:

RE IS HAVING A DISPUTE WITH SOMEONE IN THE COMPLEX THAT HAS BEEN TRESPASSED IN THE PAST SUBJ IS A B/F UNK CLOTHING

RE IS 10-23 BY A BLK SUV IN THE BACK OF THE COMPLEX

SHE DOES NOT KNOW THE FEMALES NAME OR WHAT SHE IS WEARING



### West Lake Resident Meeting Wednesday, December 7, 2016 @5:30 PM

West Lake Community Center

### NEED Information...... This is how you get it!! Come out and attend ©

- Holiday Family Fun Sponsored by Vida Abundante
- PH Rules and Regulations
- Sewing & Crochet Club
- Incentives for Volunteers

### West Lake Residents Meeting December 7, 2016 @ 5:30PM

Resident	Unit #
Hatrine Note	FSS Co-ordinator
Vaneros C. John	FSS Co-ordinator
·	
,	

X Note No one showed for meeting. Except Partner Ei. in Reference to Holiday Event.

### **Family Self Sufficiency Meeting**



How to Start a Small Business

### Monday, January 9<sup>th</sup> 2017 11am

West Lake Community Room

Interested in learning how to turn your **Passion** into **Power**?

Let us Show you how!!

### FSS Workshop

### HOW TO START A SMALL BUSINESS

### January 9, 2017

### 11am

### West Lake Community Center

Full Name	Address
Unne He Brown	#18 WL
Tina Williams	WAYMAN St
Audrelia HOH :	# 80 West Cake
Evelyne B. SANder	s#119 West CARE
Sharonda Strong	#84
Amber Brown	#47 Westlake
Morlaa Nolson	#59
Menya Bell	#75 Westlake
(Sa niboan	#30 welstake

### Diamond In The Rough

Non-Profit Organization

### "Shine Diamond Shine"

**Empowerment Session** 

January 24, 2017 5:00 pm 501 Hartsell Ave Lakeland, FL

Free Food, Free Admission, and Free Gift Give Away!!!

Mrs. Stanley

Founder

863-877-6691

Tawanta.stanley04@gmail.com









### **FSS Workshop**

February 8, 2017

11am-12:30pm

West Lake Community Center

### **Community Partners**

Central Florida Health

Florida Department of Health HIV/AIDS Education

Outreach

### Family Self Sufficiency

### **Public Housing & Section 8 Orientation**

West Lake Community Room

February 27, 2017

Morning Session 11am

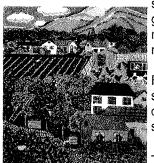
Evening Session 5pm

\*\*\*\*Come out and discover ways to better your existence. \*\*\*\*

We will sign you up on the spot.

### Family Self-Sufficiency Program for for Public Housing and Section Eight Residents

The Family Self-Sufficiency (FSS) Program is a program established to promote economic self-sufficiency among Public Housing participating families. Only Families who are receiving rental as-



sistance through the Public Housing program are qualified to apply for the program. Eligible families are connected to the appropriate support services and resources in their communities that are needed to move the family toward economic independence.

FSS offers a financial incentive to families through the establishment of a savings account which becomes available to the family upon successful completion of the Contract of Participation. During the term of the contract, the savings credit is based on increases in earned income of the family.

The Head of Household who volunteers to participate is oriented, evaluated, and is offered a Contract of Participation with Lakeland Housing Authority

The mandatory final goal must include obtaining and maintaining gainful, suitable and consistent employment. A mandatory interim goal for families on welfare is that all family members must be free of welfare assistance within one year of the expiration of the contract. (Welfare assistance does not include SSI / SSDI, or food stamps) The Contract provides that the family must comply with the assisted lease. If the Public Housing assistance is terminated, the FSS contract is automatically terminated.





### Requirement to Seek and Maintain Employment

The head of the FSS family is required to seek and maintain gainful, suitable employment throughout the term of the Contract including attending job interviews and following through on employment opportunities.

The family continues to pay rent to the owner in accordance with its income. Lakeland Housing Authority will compute and credit any savings to which the family is entitled. Upon successful completion of the Contract, the family is entitled to the amount which has been placed in their savings account.

### How to Become an FSS Participant

By contacting the Family Self-Sufficiency Coordinator, the family will have taken the first step to become a participant in the FSS program. The application process involves a face to face meeting with the FSS Coordinator.

- 1. Complete the FSS Application
- 2. Set reasonable goals
- 3. Set the steps necessary to reach those goals
- 4. Examine the resources available
- 5. Once approved, sign the FSS Contract
- 6. Communicate your progress on a regular basis with the Case Manager

### Contact Information

Public Housing: Katrina Holston at (863) 687-2911 extension 1005

Section-8: Dayen Valentine at (863)687-2911 ext. 1006

### **Lakeland Housing Authority Community Meeting**

WHEN: Wednesday, March 1, 2017

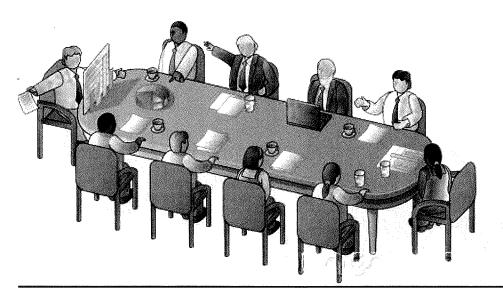
WHERE: Westlake Youth Build Center

**TIME:** 5:30 P.M.

To Lakeland Housing Residents there will be a community meeting.

### **AGENDA**

- Call Order
- Greetings
- Recognition of Guest(s) and Staff
- Lakeland Housing Authority Staff Updates
  - a. Upcoming REAC Inspection week of March 27, 2017
  - b. Parking on the Grass
  - c. Work Order Request
  - d. Pest Control
- Resident Concerns
- Next Schedule Meeting: Open
- Meeting Adjourned



3-1-17 - Property righ. Careson C. Johnson-3/1/17 - PSS Coordinator 3/1/17 WESTCAILE #62 Justine. The state of the s



Non-Profit Organization

"Shine Diamond Shine"

**Empowerment Session** 

April 11, 2017 5:00 pm 501 Hartsell Avenue Lakeland, FL

Free Food, Free Admission, and Free Gift Give Away!!!

Mrs. Stanley

Founder

863-877-6691

Tawanta.stanley04@gmail.com



