



MONDAY, MARCH 25, 2013

REGUALR BOARD

MEETING

AGENDA
Regular Board Meeting of
The Housing Authority of the City of Lakeland, Florida
Monday, March 25, 2013
6:00 p.m. at the Main Office
430 Hartsell Avenue, Lakeland, Florida

Pledge of Allegiance

1. Moment of Silence
2. Establish a Quorum
3. Public Forum
4. Approval of Minutes of the Regular Board Meeting held on February 25, 2013 **(Tab 1)**
5. Acceptance of the Resident Interest Committee Meeting held February 21, 2013 **(Tab 2)**
6. Acceptance of the Finance Committee Meeting held February 22, 2013 **(Tab 3)**
7. Old Business **(Tab 4)**
 1. By-Laws & Personnel Committee Meeting Update
8. New Business **(Tab 5)**
 1. Monthly Reports
 - A. Financial Reports
 - B. Grant Updates
 - C. Development Report
 - D. Legal Report
 - E. Resolution #13-1349 – To authorize the Executive Director to enter into a task driven, indefinite delivery, indefinite quantity contract with each Biller-Reinhart structural Group; Boggs Engineering, LLC; EE&G Environmental Services, LLC; GLE and Associates and Hamilton Engineering & Surveying, Inc.
 - F. Resolution #13-1350 -To authorize the Executive Director to revise the Fiscal Year 2013 Fair Market Rent rates/Payment Standards for Section 8 residents effective June 01, 2013.
9. Secretary's Reports including Procurement, Resident Services and Family Self Sufficiency, Housing Management Board Report which includes Housing Choice Voucher Program, Property Management, and Investigations Report. **(Tab 6)**
10. Other Business
11. Adjournment

MINUTES
Regular Board Meeting of
The Housing Authority of the City of Lakeland
February 25, 2013

The Commissioners of the Housing Authority of the City of Lakeland met for a Regular Board Meeting on Monday, February 25th at 6:00 p.m. at the Lakeland Housing Authority, 430 Hartsell Avenue, Lakeland, Florida.

LHA Board Members Present: Michael Pimentel, Chairman
Rev. Richard Richardson, 1st Vice Chair
Edward Hall, Commissioner, 2nd Vice Chair
Joseph DiCesare, Commissioner – via Teleconference
Dr. Bernice Evans, Commissioner
Dorothy Sanders, Commissioner

LHA Staff Present: Benjamin Stevenson, Executive Director
Carlos Pizarro, Director of Housing
Valerie Brown, Sr. Director of Development
Earl Haynes, Director of Resident Services
Tom Hornack, Procurement
Shauna Ginn, Asset Manager
Donald Paredez, Section 8 HCV, Manager
Eva Hall, Director of Finance
Kasandra S. Davis, Executive Administrative Coordinator

Guests: Charlotte Elkins
Leroy Goodman
Lance Schmidt
Lillie Brown
Nita McGee

The Meeting was called to order at 6:00 p.m. by Michael Pimentel.

Pledge of Allegiance and a moment of silence observed.

A quorum was established.

Approval/Acceptance of Minutes

- **Motion to approve the Minutes of the Regular Board Meeting held on January 22, 2013.**

- **Acceptance of the Minutes of the Residents' Interest Committee Meeting held on January 17, 2013.**
- **Acceptance of the Minutes of the Finance Committee Meeting held on December 19, 2012.**
- **Acceptance of the Minutes of the Finance Committee Meeting held on January 16, 2013.**

New Business

- Financial Reports – Commissioner Evans informed the Board of Commissioners that the Finance Committee reviewed the financial reports and grant updates for the month of January 2013. The Finance Committee is satisfied with the financial reports and the reports for Board approval.
- Development Report – Mrs. Brown reported, the Development department is working with counsel for the tax abatement with the City of Lakeland for Colton Meadows. The Villas of Lake Bonnet wells were installed and are being monitored by the EPA. We are still awaiting approval from HUD on the Hampton Hills Homeownership Program. Cecil Gober is on target to receive information from the architect firms to do the aging in place. The Manor at West Bartow submitted the tax exemption forms for homestead exemption. We are presently working on the master plan for the redeveloping of the WestLake community and providing temporary housing. The ribbon cutting ceremony for the playground equipment for John Wright was a success.
- Commissioner Pimentel had concerns regarding the cabinetry shop renovation. He remembers funding being approved to have the work completed in the past. Mr. Stevenson assured him that no funds have been expedited under his administration for the cabinetry shop renovation.
- Mrs. Brown, also, informed the Board of Commissioners of the offer made on Heritage Place a 14 unit new construction building in West Bartow. Unfortunately, we were not a successful respondent, we were out bided. However, the Development department is reviewing prospective properties to purchase. The Homeowners Association at Lake Ridge met with the community liaison for the Lakeland Police Department. The Lakeland Police Department, LHA Development department and the Homeowners' Association are working together to develop a neighborhood watch program. A Health Fair is being planned in April for the entire Lake Ridge Community.
- Commissioner Pimentel shared we should have neighborhood watch programs in all of our communities. Mrs. Brown shared, Mike Butler is working with our liaison from the LPD regarding this program being introduced into our various communities.

Resolutions

Resolution #13-1343 – Approval to authorize the Executive Director to enter into tasks order driven, indefinite delivery, indefinite quantity contract for Architectural services not to exceed \$2 million dollars.

- **Motion to Approve Resolution 13-1343 – Approval to authorize the Executive Director to enter into tasks order driven, indefinite delivery, indefinite quantity contract for Architectural services not to exceed \$2 million dollars. Richardson – 2nd Sanders.**

All Ayes

Discussion: All contracts issued by the Lakeland Housing Authority are required to include the M/WBE Policy.

Resolution #13-1344- Approval to authorize the Executive Director to enter into tasks order driven, indefinite delivery, indefinite quantity contract for Surveying Services not to exceed \$375,000.

- **Motion to Approve Resolution #13-1345 to authorize the Executive Director to enter into tasks order driven, indefinite delivery, indefinite quantity contract for Surveying Services not to exceed \$375,000. Evans – 2nd Richardson**

All Ayes

Discussion: All contracts issued by the Lakeland Housing Authority are required to include them M/WBE Policy.

Resolution #13-1345- Approving a contract with Valuation Advisors.

- **Motion to Approve Resolution #13-1345- Approving a contract with Valuation Advisors. Hall - 2nd Richardson.**

All Ayes

Discussion: All contracts issued by the Lakeland Housing Authority are required to include the M/WBE Policy.

Resolution #13-1346 – Approving the Fair Market Rent Rates for 2013.

- **Motion to Approve Resolution #13-1346 Approving the Fair Market Rent Rates for 2013. Evans – 2nd Richardson.**

All Ayes

Discussion: All contracts issued by the Lakeland Housing Authority are required to include the M/WBE Policy.

Resolution #13-1347 – Approval to authorize the Executive Director to enter into tasks order driven, indefinite delivery, indefinite quantity contract for Environmental Testing & Building Inspection.

- **Motion to Approve Resolution #13-1347 Approval to authorize the Executive Director to enter into tasks order driven, indefinite delivery, indefinite quantity contract for Environmental Testing & Building Inspection. Richardson - 2nd Sanders**

All Ayes

Discussion: All contracts issued by the Lakeland Housing Authority are required to include the M/WBE Policy.

Resolution #13-1348 – Approval to authorize the Executive Director to executive and submit the 2012 Section 8 Management Assessment Program Report.

- **Motion to Approve Resolution #13-1348 Approval to authorize the Executive Director to executive and submit the 2012 Section 8 Management Assessment Program Report. Richardson - 2nd Hall.**

All Ayes

Discussion: Lance Schmidt of Clifton Larson Allen Auditors presented the SEMAP indicators to the Board of Commissioners. Out of a possible 145 points the Section 8 Department scored 143 points.

The question was asked if the numbers can be manipulated and Mr. Schmidt responded there is no way to manipulate the numbers that are entered in the Public Information Center (PIC). Based on the score of 143 points the program should receive the rating of high performance.

- Secretary's Reports –submitted as written.

Other Business

- Commissioner Evans inquired of the meeting times for the By-Laws and Personnel Committee Meetings. The Personnel Committee meeting is Tuesday, February 26th at 5:30 p.m. and the By-Laws Committee meeting is Wednesday, February 27th at 5:30 p.m.
- Commissioner Evans shared based on the recent interpretation of the By-Laws she would like to sit on the Personnel Committee, she was appointed to that committee in January 2012. Commissioner Pimentel asked if any Board Member objected and there were no objections.
- Commissioner Evans shared that the Executive Director's performance review is to be completed in the month of March. Attorney Gilmore will email all commissioners an evaluation form along with the Executive Director's contract which may or may not include a list of goals to review for Mr. Stevenson performance. Instructions will be included for the Commissioners with a date and time to return the evaluation form to Mr. Gilmore.
- Commissioner Richardson informed the Board of Commissioners that he received his Commissioner's Certification.

The meeting was adjourned at 7:03 p.m.

Benjamin Stevenson, Secretary

REPORT
The City of Lakeland Housing Authority:
The Residents' Interests Committee Meeting
February 21, 2013

Attendees

Residents' Interests Committee: Dorothy Sanders, Chairman of Resident Interest
Michael Pimentel, Chairman of the Board
Bernice Evans, Commissioner
Joseph DiCesare, Commissioner
Lillie Brown, LHARAA President

LHA Staff and Consultants: Benjamin Stevenson, Executive Director
Earl Haynes, Director of Resident Services
Carlos Pizarro, Director of Housing
Kasandra Davis, Executive Administrative Coordinator
Gwen Collins, Community Manager
Donald Paradez, Manager Section 8
Idalia Gonzalez, Asst. Manager Section 8
Vanessa Johnson, Community Manager
Cynthia Zorn-Shaw, Resident Services

Guest: Nannette Campbell
Betty Hills
Willeen Cooks
Mamie Locust
Thirsa Clack
Nita McGee

Meeting called to order by Commissioner Sanders at 6:10p.m.

Established quorum – followed by a moment of silence.

Introduced of LHA Staff, Guest, and Residents.

Approval of Minutes

- **Motion to approve the Residents' Interests Committee Meeting Minutes February 22, 2013 as presented– Pimentel. 2nd - Evans**

All Ayes

Old Business

- **Mr. Haynes of Resident Services** researched and found several programs that promote savings for the elderly. This information will be made available for all persons within the proper age range.
Resident Services have put together activities and programs for the seniors to become involved with throughout the year of 2013. Each community will be given the information to disseminate to the residents and posted in the common areas of the various communities.

Resident Services Updates:

1. LHA submitted three NAHRO award applications; we are waiting for a response from the submission.
 2. Mr. Haynes shared he met with Pol Transit and they are separate from Citrus Connection however they work together in partnership. The Resident Services department will work with Polk Transit to inform the residents of our various communities on the services that are provided.
 3. There was a ribbon cutting for the bus shelter located at 14th Street and Florida Avenue.
- **Mr. Pizarro of Director of Housing update:**

The Manor at West Bartow

Trash bins at the Manor at West Bartow and the Manor at Renaissance: attached you will find an email (pictures) from the City of Bartow informing us that the trash bins were in working conditions and that there were no leaks. The Carpet at West Bartow was repaired and professionally cleaned; all lights are working and are getting inspected daily.

1. Renaissance

The trash bins located in Renaissance are being repaired; the welder/contractor is already working on one of the bins. Attached you will find a copy of the proposal.

2. Security Cameras at West Lake and WL Addition

Security cameras at West Lake/WL Addition: the Development department is working on the strategic and design plus the approval of the new cameras. They should be completely installed and operational within the next 30 days. The existing cameras are working. We have signed a new agreement with the City of Lakeland to install new lighting at the WestLake community.

3. Pest Control

We received 4 bid proposals and we are currently revising new pest control proposals. The new contract should be in place within the next 60 days.

4. Cycle painting

Cycle painting of interior and exterior will be done every 7 to 10 years or sooner if deemed necessary by the Housing Manager.

5. Renaissance light poles

Lakeland Electric reported that all lights are operational.

6. Smoking Policy

We are still studying the impact of the non-smoking policy; this should be completed within the next 180 days. However, the Manor at West Bartow is a smoke-free community and has designated smoking areas.

New Business

1. John Wright Homes and WestLake Apartments

New playground equipment has been installed at John Wright Homes and we will be having a ribbon cutting activity February 22, 2013 at 3:00 PM.

We are replacing all electrical boxes in units 1 through 60 at the WestLake Apartments community. This work is being completed by an electrician for LHA and he has a YouthBuild participant as an apprentice.

2. The Manor at West Bartow

We are in process of installing new speed bumps at the Manor of West Bartow; they should be installed within the next 30 days. We now have a new Community Manager in this location and her name is Jennifer Robinson. She was previously the Assistant Manager at the Section 8 Department.

3. Emergency phone numbers per community:

John Wright, Cecil Gober, WestLake and Hampton Hills: (863) 797-9753

Renaissance and Dakota: (863) 701-6473

Colton Meadow and Villas of Lake Bonnet: (863) 797-9827

The Manor at West Bartow: (863) 797-9820

- Commissioner Evans wanted is to be made clear that there is still improvement needed with communication within the Lakeland Housing Authority. Mr. Stevenson assured Commissioner Evans that he is aware and measures are being taken to continue to improve communication and customer service within the Lakeland Housing Authority.
- Regarding Resident Services every effort will be made by the staff to share activities and programs with the various communities. All activities and programs will have a disclaimer of subject to change. Mrs. Zorn-Shaw will continue to produce the marketing flyers for the various activities.

Resident Concerns:

- After the discussion regarding lawn care clean-up Mr. Pizarro shared the clean-up will take place in three stages. They are:
 1. Stage 1 – the landscaper is removing the moss from the trees.
 2. Stage 2 – the landscaper will cut tree branches that are hanging over the roofs of the buildings.
 3. Stage 3 – the remove of leaves.

Mr. Pizarro will have the landscapers remove leaves from the following residents flower bed area apartments numbers 43 and 61.

- The resident in apartment number 97 reported she has an oak tree in her front yard which is causing the sidewalk and front porch to buckle.
- Ms. Lillie Brown, President of LHARAA, requested a representative of LHA to attend the LHARAA Resident meetings. Mr. Stevenson shared upon his arrival at LHA he was informed that neither he nor his staff should attend the LHARAA Residents meeting. Their presence might prohibit the residents from speaking freely.
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- After discussing the matter Mr. Stevenson referred Ms. Brown to Mr. Haynes as a point of contact to assist with the communication problem that LHARAA is having. Commissioner Pimentel shared he has tried to attend the past two meetings held by LHARRA but when he got there the locations had been changed.

The meeting was adjourned at 7:15 p.m.

MINUTES
Finance Committee Meeting of
The Housing Authority of the City of Lakeland
February 22, 2013

The Commissioners of the Lakeland Housing Authority (LHA) met for a Finance Committee Meeting on Friday, February 22, 2013, 12:00 pm, at LHA Office, 430 Hartsell Avenue, Lakeland, Florida.

Finance Committee Members: Dr. Bernice Evans, Chairman
Rev. Richard Richardson, 1st Vice Chairman
Eddie Hall, 2nd Vice Chairman
Joseph DiCesare

Guest: Jenny Lopez
Veronica Liceaga
Nita McGee
Michael Faison

LHA Staff Present: Benjamin Stevenson, Executive Director
Valerie Brown, Director of Development
Carlos Pizarro, Director of Housing
Eva Hall, Director of Finance
Earl Haynes, Director of Resident Services
Patrick Roberts, Human Resource Generalist
Kasandra S. Davis, Executive Administrative Coordinator

Call to Order 12:05 pm

Pledge of Allegiance.

The invocation was given by Joseph DiCesare.

A quorum was established.

The opportunity for the Public Forum was presented. There were none.

Commissioner Evans introduced Commissioner DiCesare the newest addition to the Board and welcomed him to the Finance Committee.

Approval of Minutes

Motion to approve minutes of the Finance Committee Meeting December 19, 2012.

Richardson – 2nd Hall.

All Ayes

Motion to approve minutes of the Finance Committee Meeting January 16, 2013. Hall- 2nd

Richardson.

All Ayes

Old Business

- Commissioner Evans inquired of the Executive Director to give an update on the financial findings on the Strategic Plan. Mr. Stevenson shared the work on the Strategic Plan is in process and ongoing. The updated Strategic Plan report is scheduled to be presented in March to the Board of Commissioners therefore; he was not prepared to give full details today.
- Commissioner Evans inquired of the Executive Director the status of providing financial trends to the Finance Committee. After a lengthy discussion a trend report will be provided annually.
- Commissioner Evans inquired of the Executive Director the status of receiving monthly cash flow statements. After a lengthy discussion it was decided that Ms. Hall will give a status update at the end of the quarter on the availability to provide cash flow statements on a monthly basis to the Finance Committee.
- Commissioner Evans inquired of the Executive Director on the status of the revised Procurement Policy. Mr. Stevenson shared the current Procurement Policy was revised in 2010. The staff is reviewing the policy however; a date has not been established for presentation.
- Commissioner Evans inquired of the Executive Director the status of purchasing a handicapped service vehicle for LHA. After discussion, Mr. Stevenson shared the vehicles purchased were service vehicles for staff and presently we do not have any staff who require an adaptation at this time.

New Business

- Commissioners Evans and Richardson commended Ms. Hall on the financial reports being cleaner and transparent reports.
- Ms. Hall updated the Finance Committee on the work of her Department. She shared they have just completed 4 audits this week and will complete the others by month's end.
- Ms. Hall gave detailed explanations on line item changes as questioned on the various entities financial reports.

- Check Registers – Ms. Hall shared in order to assist the Commissioners the check registers were presented in two formats for clarity. The formats are: property format which shows checks written for a particular property and the master account format list all check written in order.
- Grants – all funds will be utilized before the grant closes.

By consensus the Finance Committee accepts the Financial Reports, Check Registers and Grant Reports and recommends the reports to the LHA Board of Commissioners.

- Mr. Stevenson asked if Other Business – Heritage Place could be moved up for discussion due to time constraints regarding this matter. Mr. Stevenson informed the Committee about Heritage Place, it is a new construction apartment building in Bartow adjacent to The Manor at West Bartow. Mr. Stevenson explained he would like to present a letter of intent with caveats to include with approval by the Board of Commissioners and if not the purchase is nullified.

Motion to permit the Lakeland Housing Authority to present a letter of intent to purchase Heritage Place with caveats to protect LHA and to be sent to the Board for approval.

Richard – 2nd DiCesare

All Ayes

Resolutions

Resolution #13-1343 – Approval to authorize the Executive Director to enter into task order driven, indefinite delivery, indefinite quantity contract for Architectural services.

- **Motion to Approve Resolution #13-1343 – Approval to authorize the Executive Director to enter into task order driven, indefinite delivery, indefinite quantity contract for Architectural services. Richardson. 2nd Hall** **All Ayes**
- **Discussion: Commissioner Evans: Will respondents comply with resolution 12-1341 dealing with M/WBE Policy for the Lakeland Housing Authority? Mr. Stevenson, yes, all contracts of the Lakeland Housing will have the standard verbiage of Resolution 12-1341. Recommendation to forward to the Board of Commissioners.**

Resolution #13-1344 – Approval to authorize the Executive Director to enter into task order driven, indefinite delivery, indefinite quantity contract for Architectural services.

- **Motion to Approve Resolution #13-1344 - Approval to authorize the Executive Director to enter into task order driven, indefinite delivery, indefinite quantity contract for Architectural services. Hall. 2nd DiCesare.** **All Ayes**
- **Discussion: Commissioner Evans: Will respondents comply with resolution 12-1341 dealing with M/WBE Policy for the Lakeland Housing Authority? Mr. Stevenson, yes, all contracts of the Lakeland Housing will have the standard**

verbiage of Resolution 12-1341. Recommendation to forward to the Board of Commissioners.

Resolution #13-1345 – Approving to authorize a contract with Valuation Advisors.

- **Motion to Approve Resolution #13-1345 - Approving to authorize a contract with Valuation Advisors. Richardson. 2nd DiCesare All Ayes**
- **Discussion: There was a lengthy discussion regarding why there was only one respondent. After the discussion it was noted LHA cannot control the number of persons responding to a RFP however; in the future if time permits the RFP should be resubmitted.**

Commissioner Evans: Will respondents comply with resolution 12-1341 dealing with M/WBE Policy for the Lakeland Housing Authority? Mr. Stevenson, yes, all contracts of the Lakeland Housing will have the standard verbiage of Resolution 12-1341. Recommendation to forward to the Board of Commissioners.

Resolution #13-1346 – Approving the Fair Market Rent Rates for 2013.

- **Received as information and forwarded to the Board of Commissioners.**

Resolution #13-1347 – Approval to authorize the Executive Director to enter into task order driven, indefinite delivery, indefinite quantity contract for Environmental Testing & Building Inspection.

- **Motion to Approve Resolution #13-1347 - Approval to authorize the Executive Director to enter into task order driven, indefinite delivery, indefinite quantity contract for Environmental Testing & Building Inspection. Hall. 2nd Richardson All Ayes**

Discussion: There was a lengthy discussion as to why three respondents were selected for this task. Multiple firms give a pool to select from and keep the pricing competitive. The initial scope of work will be given to all three respondents along with the W/MBE policy.

Commissioner Evans: Will respondents comply with resolution 12-1341 dealing with M/WBE Policy for the Lakeland Housing Authority? Mr. Stevenson, yes, all contracts of the Lakeland Housing will have the standard verbiage of Resolution 12-1341. Recommendation to forward to the Board of Commissioners.

- **Commissioner Richardson voiced his concern regarding the contractors being held accountable to maintaining and recording the correct information regarding the M/WBE numbers. It is important that they presently have women and minorities working within their organization. If the proper information is not submitted payment will be withheld.**
- **The Commissioners selected a general schedule for the Finance Committee Meetings to be held the second Wednesday of the month at 12 noon for no longer than 90 minutes.**

There being no other business Rev. Richardson moved for adjournment at 1:47 p.m.

Dr. Bernice Evans, Chairman

BYLAWS OF THE HOUSING
~~AUTHORITY~~ AUTHORITY OF THE CITY OF
LAKELAND, FLORIDA

ARTICLE I
THE ~~AUTHORITY~~ AUTHORITY

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Section 1. Name of the Authority: The name of the Authority shall be "THE HOUSING AUTHORITY OF THE CITY OF LAKELAND, FLORIDA".

Section 2. Seal of the Authority: The seal of the Authority shall be in the form of a circle and shall bear the name of the Authority and the year of its organization.

Section 3. Office of the Authority: The executive offices of the Authority shall be at 430 South Hartsell Avenue in the City of Lakeland, Florida, but the Authority may have offices at such other or places as the Authority may from time to time designate by resolution.

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ARTICLE II
OFFICERS

Section 1. Officers: The officers of the Authority shall be a Chairperson, a Vice Chairperson and a Secretary-Treasurer, who shall be the current Executive Director, except as otherwise provided herein.

Section 2. Chairperson: The Chairperson of the Board shall preside at all meetings of the Board. Except as otherwise authorized by resolution of the Board of Commissioners of the Authority ("Board"), the Chairperson shall sign all contracts, deeds, checks and other instruments on behalf of the Authority. The Executive Director shall be responsible to see that all resolutions on the Board are carried into effect through coordination with the Chairperson. The Chairperson of the Board shall be an ex-officio member of all Standing and Ad Hoc Committees of the Board.

Section 3. First Vice-Chairperson: The First Vice-Chairperson shall perform the duties of the Chairperson in the absence or in the capacity of the Chairperson, including but not limited to, signing all contracts, deeds, checks and other instruments on behalf of the Authority and shall perform such duties as the Board shall prescribe; and in case of the resignation or death

of the Chairperson, the First Vice-Chairperson shall perform such duties as are imposed on the Chairperson until such time as the Board shall appoint a new Chairperson.

~~Section 4. — Second Vice Chairperson: The Second Vice Chairperson shall perform the duties of the Chairperson in the absence or in the capacity of both the Chairperson and the First Vice Chairperson, including but not limited to, signing all contracts, deeds, checks and other instruments on behalf of the Authority, and shall perform other such duties as the Board shall prescribe; and in case of the resignation and/or death of both the Chairperson and the First Vice Chairperson, the Second Vice Chairperson shall perform such duties as are imposed on the Chairperson until such time as the Board shall appoint a new Chairperson.~~

Section 5: Secretary-Treasurer: The Secretary- Treasurer shall attend all meeting of the Board and Committees, except as provided otherwise by these Bylaws, shall keep the records of the Authority, shall act as Secretary of the meetings of the Authority and record all votes, shall keep record of the proceedings of the Authority in a journal of proceedings to be kept for such purpose, and shall perform all the duties incident to his/her office. He/she shall keep in safe custody the seal of the Authority and shall affix such seal to all contracts and instruments authorized to be executed on behalf of the Authority.

He/she shall have the care and custody of all funds of the Authority and shall deposit the same in the name of the Authority in such bank or banks as the Board may select. The Secretary-Treasurer or his/her singular designee shall sign all orders and checks for the payment of money and shall by out and disburse such moneys under the direction of the Board. Except as otherwise authorized by Resolution of the Board, or in their collective absence the Second Vice-Chairperson. The Secretary-Treasurer shall keep regular books of accounts showing receipts and expenditures and shall render to the Board, at each regular meeting (or more often when requested), an account of his/her transactions and also of the financial condition of the Authority. He/she shall give such bond for the financial performance of his/her duties as the Board may determine. The compensation of the Secretary-Treasurer shall be determined by the Board and subject to appropriate approval from the United States Department of Housing and Urban Development (“HUD”), if required, provided that a temporary appointee selected from the Board shall serve without compensation, other than the payment of necessary expenses.

Section 6. Executive Director: The Sectary –Treasurer shall be Executive Director and shall have general supervision over the administration of the business and affairs of the Authority, subject to the direction and/or approval of the Board. He/she shall be changed with the management of the housing projects of the Authority, subject to the direction and/or approval of the Board. ~~The executive Director shall submit his/her recommendation for Deputy Director or Assistant Director for approval to the Board.~~

REVISED MARCH 18, 2013

Section 7. Additional Duties: The officers of the Authority shall perform such other duties and functions as may, from time to time, be required by the Board or these Bylaws, or rules and/or regulations of the Authority.

Section 8. Election or Appointment: The Chairperson and Vice Chairperson shall be elected at the annual meeting of the Board from among the Board members and shall hold office for one (1) year or until their successors are elected and qualified, ~~provided that the first Chairperson of the Board designated by the Mayor of the City shall hold office as Chairperson for the length of his/her initial term on the Board unless otherwise indicated by said Mayor for the designation of the Chairperson.~~ The Chairperson cannot succeed himself/herself after two (2) consecutive terms as Chairperson.

The Secretary-Treasurer shall be appointed by the Board as provided herein. Any person appointed to fill the office of Secretary-Treasurer, or any vacancy therein, shall have such term as the Board fixes; but, no Board member shall be eligible to this office except as a temporary appointee.

Section 9. Vacancies: Should the offices of Chairperson or Vice-Chairman become vacant, the Board shall elect a successor from its membership at the next regular meeting, and such elections shall be for the unexpired term of said office. When the office of Secretary-Treasurer becomes vacant, the Board shall appoint a successor as aforesaid——.

Section 10. Additional Personnel: The ~~Authority~~ Executive Director may, from time to time, upon the recommendation of the Executive Director, employ such personal (staff of the Authority) as it deems necessary to exercise its powers, duties and functions as prescribed by any and all local laws and/or regulations, any and all laws and/or regulations of the State of Florida and any and all laws and/or regulations of the ~~United States of America~~ which are applicable thereto. The selection and compensation of such personnel (excluding the Executive Director) shall, at all times, be determined by the Executive Director, subject to overall budget approval by the Board, and additionally, subject to any and all local laws and/or regulations, any and all laws and/or regulations of the State Florida, and any and all laws and/or regulations of the ~~United States of America~~ which are applicable thereto.

ARTICLE III MEETINGS

Section 1. Annual Meeting: The annual meeting of the Board shall be held on the same date and place as the regular meetings in the fifth month of the fiscal year. The time of such meeting shall be thirty (30) minutes prior to the scheduled starting time of the regular meeting. The purpose of the annual meeting shall be to elect officers, ~~receive reports of officers and committees, and to conduct any other business which the Board may deem necessary. and to~~ conduct any other business which the Board may deem necessary.

Section 2. Regular Meetings: Regular meetings of the Board may be held at the principal office or other such location as may be designated by the Board at such time and date as may be determined by resolution of the Board.

Section 3. Special Meetings: The Chairperson of the Board may, when he/she deems it expedient and shall, upon the written request of two (2) members of the Board, call a special meeting of the Board for the purpose of transacting the business designated in the call. The call for a special meeting may be delivered to each member of the Board in person or via electronic means or may be mailed to the business or home address of each member of the Board at least (3) days prior to the date of such special meeting. ~~By unanimous consent of all members of the Board, notice of special meetings may be waived, with advice of the counsel to the Authority, as to compliance with any and all applicable laws and/or regulations.~~ At such special meetings, no more than a maximum of two (2) items of business shall be transacted, as designated in the call.

Section 4. Attendance at Meetings: Board members are generally expected to attend all meetings of the Board in person or via electronic or telephonic means and excessive absences will be cause for recommendation for removal of the Board member from the Board as provided in Chapter 421, Laws of the State of Florida. "Excessive absences" which ordinarily will subject a Board member to recommendation for removal is herein defined as:

- A. Absence from any three (3) consecutive regular meeting of the Board, or
- B. Absence from more than twenty-five percent (25%) of the regular and special meeting of the Board within any twelve (12) month Period.

However, for good cause shown, such as major illness or other exigent circumstance, this requirement may be waived or modified by majority vote of the Board. The Board Chairperson and the Secretary shall be responsible for monitoring and enforcement of this policy.

Section 5. Quorum: At all meetings of the Board, a majority of the members of the Board shall constitute a quorum for the purpose of transacting business. A majority of those present may transact any business or adopt any resolutions on any matter for discussion before any meeting provided that a smaller number may meet and adjourn to some other time or until a quorum is obtained.

Section 6. Order of Business: At the regular meetings of the Board, the normal order of business shall be the accepted order of business as outlines in *Robert's Rules of Order* or any order of business that may be established by the Board. The Board and/or the Executive Director may modify any such established order of business as may be deemed necessary to accommodate the business needs of the Authority.

All resolutions shall be in writing and shall be copied in a journal of the proceedings of the Board.

Section 7. Manner of Voting: The voting on all questions coming before the Board shall be by roll call, and the yeas and nays be entered upon the minutes of such meeting.

ARTICLE IV COMMITTEES

Section 1. Committees: The Board shall establish Standing Committees which shall exist and function continuously until abolished or altered by Resolution of the Board and Ad Hoc Committees which shall exist and function until such time that the assignment of the Ad Hoc Committee is completed as established by Resolution of the Board. All Committees shall serve in an advisory capacity only to the Board, unless otherwise approved to take other actions as may be authorized by the Board and/or Authority Policy. No Committee member shall be authorized to give instruction to Authority employees, not act on behalf of the Board, without specific authorization from the Board at a regular or special meeting of the Board.

Committee members shall perform tasks assigned by the Board and shall make recommendation on policy to the Board through written reports distributed prior to meetings of the Authority, or if necessary, through oral reports at meetings.

The Executive Director or the Executive Director's Designee shall be notified of all Committee meetings and shall be present and shall be present in a non-voting ex-officio capacity. All Committees may meet without the Executive Director/ Executive Director's Designee present, provided the Executive Director has been directed not to attend by the Chairperson of the Board and/or Chairperson of the Committee; but, any such meeting must be reported to the Board at the next meeting of the Board. A record shall be kept of all Committee meetings and every Board member shall receive all minutes of all committee meetings.

The Chairperson of the Board shall be a non-voting ex-officio member of all Standing and Ad Hoc Committees, unless he or she is an appointed member of a particular Committee (or Committees) that has been nominated and confirmed by a majority vote of the Board. All Committee Meetings will comply with Florida's Government in the Sunshine Law, Chapter 286, Florida Statutes, and/or other applicable Federal and/or State regulations and/or laws, upon advice of legal counsel to the Authority.

Section 2. Standing Committee: There shall be ~~two~~three (23) standing Committees of the Authority which shall be the Finance Committee, ~~the Personnel and Administration Committee~~, and the Residents' Interest Committee.

A. FINANCE COMMITTEE:

Purpose: The Finance Committee shall oversee the financial affairs of the Authority, including but not limited to:

- i. Recommending the format of monthly financial reports;
- ii. Recommendation of and liaison with the independent auditor,
- iii. Recommending financial controls and review of investments to ensure compliance with HUD regulations;
- iv. Recommending procedures to control grants, special funds, auxiliary and ancillary enterprises;
- v. Recommending "workout" plans or other controls, i.e., to regain and maintain financial stability and compliance with all HUD requirements related to reserves; and
- vi. Recommending changes in the IT system and security measures for the system.
- vii. Other appropriate matters to be approved by the Board and/or as requested by the Board.

Membership: Ordinarily, the Committee shall have three (3) members, as nominated by the Chairperson of the Board and confirmed by majority vote of the Board. The Chairperson of the Committee shall be named by the Committee members. Ordinarily, the Chairperson of the Committee will be the Board member most a experienced in financial matters, preferably a Certified Public Accountant. Ordinarily, either the Chairperson of First Vice-Chairperson of the Board shall be one of the members of the Committee. Committee members shall serve ~~a two (2)~~ one (1) year terms and may be nominated for additional terms. Other than the ex-officio member, membership of this Committee shall be limited to members of the Board.

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Meetings: Ordinarily, the Committee shall meet monthly. Both and Chief Financial Officer and the Executive Director shall be present, unless specifically directed otherwise by the Committee Chairperson and/or Board Chairperson.

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~~B. PERSONNEL AND ADMINISTRATION COMMITTEE:~~

~~Purpose: The Personnel and Administration Committee shall oversee the Personnel Policies of the Authority to include, but not be limited to:~~

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- ~~i. Reviewing and recommending of changes in the Personnel Policy Manual;~~
- ~~ii. Recommending evaluations of the Executive Director;~~
- ~~iii. Reviewing and recommending annual salary levels, general benefits, and other related personnel costs;~~

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~~iv. — Recommending comparison studies as needed and/or not less than every four years to ensure that salaries and benefits are reasonable and appropriate for the job and for the region;~~

~~v. — Reviewing and approving of calculations for annual leave payments to employees terminating work with the Authority, if payments to such employees exceed \$2,500, in aggregate; and~~

~~vi. — Other appropriate matters to be approved by the Board and/or as requested by the~~

~~Board.~~

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~~Membership: Ordinarily, the Committee shall have three (3) members, as nominated by the Chairperson of the Board and confirmed by majority vote of the Board. The Chairperson of the Committee shall be named by the Committee members. Committee members shall serve two (2) year terms and may be nominated for additional terms. Other than the ex-officio members, membership on this Committee is limited to members of the Board.~~

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~~C.B. RESIDENTS' INTERESTS COMMITTEE :~~

~~Purpose: The Residents' Interests Committee shall consult with residents, LHARAA/Resident Advisory Board and the Executive Director of the Authority on matters on concern to residents of housing developments owned or operated by the Authority, including but not limited to:~~

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~~i. Recommendations concerning safety, maintenance, cleanliness, and comfort of housing developments;~~

~~ii. Recommendations to the Board on policies related to housing conditions, fees charged residents, etc.;~~

~~iii. Reviewing and recommending grants, and other activities designed to enhance the life of residents, such as cafeterias, after-school programs, daycare operations, resident councils, recreational facilities, etc.; and~~

~~iv. Recommending to the Mayor of the City of Lakeland, Florida, qualified candidates for the Resident Commissioner position on the Board; and~~

~~v. Other appropriate matters to be approved by the Board and/or as requested by the Board~~

~~Membership: Ordinarily the Committee shall have three (3) members as nominated by the Chairperson of the Board and confirmed by the majority vote of Board. Plus, the President of LHARAA shall be a voting ex-officio member of the Committee, as approved and confirmed by a majority vote of the Board. The Chairperson of the Committee shall be named by the Committee members. Ordinarily, the Resident Commissioner and the Chairperson or Second Vice Chairperson of the Board shall be~~

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REVISED MARCH 18, 2013

member of the Committee. Committee member will serve a one (1) (2)-year terms and may be nominated to additional terms. Other than the ex-officio members, membership of this Committee shall be limited to member of the Board.

Meetings: Ordinarily, the Committee will meet at least monthly. Meeting locations shall be rotated among the various housing developments owned and operated by the Authority.

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Section 3. Ad Hoc Committees: The Board may from time to time establish Ad Hoc Committees to review and make recommendations to the Board on issues of specific interest to the Board.

Membership: Ordinarily, membership on any As Hoc Committee shall not be limited in number and may include non-member of the Board. Members shall be nominated by the Chairperson of the Board and confirmed by majority vote of the Board. The Chairperson of the Committee shall be named by members of the Committee. Committee members shall serve for the duration of the Ad Hoc Committee, but in no event, longer than one (1)two (2)-years. A Committee member may be nominated for additional terms.

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Duration of Committee: The duration of any Ad Hoc Committee shall be established by the Board.

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Section 4. Additions, Deletions and Structure: Any changes to the structure of Committees and/or additions or deletions of member of the Committees shall occur only by Resolution of the Board.

ARTICLE V

MEETING PROTOCOL EXECUTIVE SESSIONS

Section 1. Public Meetings: all meetings of the Board and Committees meetings, where two (2) or more Commissioners are present, shall be in public session and shall be accessible to all members of the public and all members of the media, and shall comply with applicable State and Federal government in the Sunshine laws and or regulations upon advice of counsel to the Authority.

Section 2. Parliamentary Procedure: The current edition of Roberts Rules of Order, as may be amended in the future, shall be the preliminary procedure followed by the Board and all committees of the Board, upon advice of counsel to the Authority.

ARTICLE VI
APPLICABLE LAWS AND/OR REGULATIONS

Compliance: The Bylaws of the Authority are intended to reflect the commitment of the Authority and the Board to comply with any and all law and/or regulations, any and all laws and/or regulations of the State of Florida and any and all laws and/or regulations of the United States of America which are applicable which thereto.

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ARTICLE VII
COMMISSIONER AORIENTATION

It shall be the responsibility of the Chairperson of the Board or his/her designee to assure that each new appointee to the Board of Commissioners is provided an appropriate and complete orientation to the duties and responsibilities of a Commissioner of the Authority.

ARTICLE VIII
AMENDMENTS

Amendments to Bylaws: The Bylaws of the Authority shall be amended, altered, or new Bylaws adopted only upon the affirmative vote of two-thirds of the entire Board at a regular or special meeting, but no such amendment, alteration, repeal or proposed new Bylaws shall be adopted unless at least seven days written notice thereof has been previously given to all of the members of the Board.

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BYLAWS OF THE HOUSING AUTHORITY OF THE CITY OF LAKELAND, FLORIDA

ARTICLE I THE AUTHORITY

Section 1. Name of the Authority: The name of the Authority shall be “THE HOUSING AUTHORITY OF THE CITY OF LAKELAND, FLORIDA”.

Section 2. Seal of the Authority: The seal of the Authority shall be in the form of a circle and shall bear the name of the Authority and the year of its organization.

Section 3. Office of the Authority: The executive offices of the Authority shall be at 430 South Hartsell Avenue in the City of Lakeland, Florida, but the Authority may have offices at such other or places as the Authority may from time to time designate by resolution.

ARTICLE II OFFICERS

Section 1. Officers: The officers of the Authority shall be a Chairperson, a Vice Chairperson and a Secretary-Treasurer, who shall be the current Executive Director, except as otherwise provided herein.

Section 2. Chairperson: The Chairperson of the Board shall preside at all meetings of the Board. Except as otherwise authorized by resolution of the Board of Commissioners of the Authority (“Board”), the Chairperson shall sign all contracts, deeds, checks and other instruments on behalf of the Authority. The Executive Director shall be responsible to see that all resolutions on the Board are carried into effect through coordination with the Chairperson. The Chairperson of the Board shall be an ex-officio member of all Standing and Ad Hoc Committees of the Board.

Section 3. First Vice-Chairperson: The First Vice-Chairperson shall perform the duties of the Chairperson in the absence or in the capacity of the Chairperson, including but not limited to, signing all contracts, deeds, checks and other instruments on behalf of the Authority and shall perform such duties as the Board shall prescribe; and in case of the resignation or death of the Chairperson, the First Vice-Chairperson shall perform such duties as are imposed on the Chairperson until such time as the Board shall appoint a new Chairperson.

Section 5: Secretary-Treasurer: The Secretary- Treasurer shall attend all meeting of the Board and Committees, except as provided otherwise by these Bylaws, shall keep the records of the Authority, shall act as Secretary of the meetings of the Authority and record all votes, shall keep record of the proceedings of the Authority in a journal of proceedings to be kept for such purpose, and shall perform all the duties incident to his/her office. He/she shall keep in safe custody the seal of the Authority and shall affix such seal to all contracts and instruments authorized to be executed on behalf of the Authority.

He/she shall have the care and custody of all funds of the Authority and shall deposit the same in the name of the Authority in such bank or banks as the Board may select. The Secretary-Treasurer or his/her singular designee shall sign all orders and checks for the payment of money and shall by out and disburse such moneys under the direction of the Board. Except as otherwise authorized by Resolution of the Board, or in their collective absence the Second Vice-Chairperson. The Secretary-Treasurer shall keep regular books of accounts showing receipts and expenditures and shall render to the Board, at each regular meeting (or more often when requested), an account of his/her transactions and also of the financial condition of the Authority. He/she shall give such bond for the financial performance of his/her duties as the Board may determine. The compensation of the Secretary-Treasurer shall be determined by the Board and subject to appropriate approval from the United States Department of Housing and Urban Development (“HUD”), if required, provided that a temporary appointee selected from the Board shall serve without compensation, other than the payment of necessary expenses.

Section 6. Executive Director: The Sectary –Treasurer shall be Executive Director and shall have general supervision over the administration of the business and affairs of the Authority, subject to the direction and/or approval of the Board. He/she shall be changed with the management of the housing projects of the Authority, subject to the direction and/or approval of the Board.

Section 7. Additional Duties: The officers of the Authority shall perform such other duties and functions as may, from time to time, be required by the Board or these Bylaws, or rules and/or regulations of the Authority.

Section 8. Election or Appointment: The Chairperson and Vice Chairperson shall be elected at the annual meeting of the Board from among the Boar members and shall hold office for one (1) year or until their successors are elected and qualified. The Chairperson cannot succeed himself/herself after two (2) consecutive terms as Chairperson.

The Secretary-Treasurer shall be appointed by the Board as provided herein. Any person appointed to fill the office of Secretary-Treasurer, or any vacancy therein, shall have such term as the Board fixes; but, no Board member shall be eligible to this office except as a temporary appointee.

Section 9. Vacancies: Should the offices of Chairperson or Vice-Chairman become vacant, the Board shall elect a successor from its membership at the next regular meeting, and such elections shall be for the unexpired term of said office. When the office of Secretary-Treasurer becomes vacant, the Board shall appoint a successor as aforesaid.

Section 10. Additional Personnel: The Executive Director may, from time to time, upon the recommendation of the Executive Director, employ such personal (staff of the Authority) as it deems necessary to exercise its powers, duties and functions as prescribed by any and all local laws and/or regulations, any and all laws and/or regulations of the State of Florida and any and all laws and/or regulations of the United States of America which are applicable thereto. The selection and compensation of such personnel (excluding the Executive Director) shall, at all times, be determined by the Executive Director, subject to overall budget approval by the Board, and additionally, subject to any and all local laws and/or regulations, any and all laws and/or regulations of the State Florida, and any and all laws and/or regulations of the United States of America which are applicable thereto.

ARTICLE III MEETINGS

Section 1. Annual Meeting: The annual meeting of the Board shall be held on the same date and place as the regular meetings in the fifth month of the fiscal year. The time of such meeting shall be thirty (30) minutes prior to the scheduled starting time of the regular meeting. The purpose of the annual meeting shall be to elect officers and to conduct any other business which the Board may deem necessary.

Section 2. Regular Meetings: Regular meetings of the Board may be held at the principal office or other such location as may be designated by the Board at such time and date as may be determined by resolution of the Board.

Section 3. Special Meetings: The Chairperson of the Board may, when he/she deems it expedient and shall, upon the written request of two (2) members of the Board, call a special meeting of the Board for the purpose of transacting the business designated in the call. The call for a special meeting may be delivered to each member of the Board in person or via electronic means or may be mailed to the business or home address of each member of the Board at least (3) days prior to the date of such special meeting. At such special meetings, no more than a maximum of two (2) items of business shall be transacted, as designated in the call.

Section 4. Attendance at Meetings: Board members are generally expected to attend all meetings of the Board in person or via electronic or telephonic means and excessive absences will be cause for recommendation for removal of the Board member from the Board as provided in Chapter 421, Laws of the State of Florida. "Excessive absences" which ordinarily will subject a Board member to recommendation for removal is herein defined as:

- A. Absence from any three (3) consecutive regular meeting of the Board, or
- B. Absence from more than twenty-five percent (25%) of the regular and special meeting of the Board within any twelve (12) month Period.

However, for good cause shown, such as major illness or other exigent circumstance, this requirement may be waived or modified by majority vote of the Board. The Board Chairperson and the Secretary shall be responsible for monitoring and enforcement of this policy.

Section 5. Quorum: At all meetings of the Board, a majority of the members of the Board shall constitute a quorum for the purpose of transacting business. A majority of those present may transact any business or adopt any resolutions on any matter for discussion before any meeting provided that a smaller number may meet and adjourn to some other time or until a quorum is obtained.

Section 6. Order of Business: At the regular meetings of the Board, the normal order of business shall be the accepted order of business as outlines in *Robert's Rules of Order* or any order of business that may be established by the Board. The Board and/or the Executive Director may modify any such established order of business as may be deemed necessary to accommodate the business needs of the Authority.

All resolutions shall be in writing and shall be copied in a journal of the proceedings of the Board.

Section 7. Manner of Voting: The voting on all questions coming before the Board shall be by roll call, and the yeas and nays be entered upon the minutes of such meeting.

ARTICLE IV COMMITTEES

Section 1. Committees: The Board shall establish Standing Committees which shall exist and function continuously until abolished or altered by Resolution of the Board and Ad Hoc Committees which shall exist and function until such time that the assignment of the Ad Hoc Committee is completed as established by Resolution of the Board. All Committees shall serve in an advisory capacity only to the Board, unless otherwise approved to take other actions as may be authorized by the Board and/or Authority Policy. No Committee member shall be authorized to give instruction to Authority employees, not act on behalf of the Board, without specific authorization from the Board at a regular or special meeting of the Board.

Committee members shall perform tasks assigned by the Board and shall make recommendation on policy to the Board through written reports distributed prior to meetings of the Authority, or if necessary, through oral reports at meetings.

The Executive Director or the Executive Director's Designee shall be notified of all Committee meetings and shall be present and shall be present in a non-voting ex-officio capacity. All Committees may meet without the Executive Director/ Executive Director's Designee present, provided the Executive Director has been directed not to attend by the Chairperson of the Board and/or Chairperson of the Committee; but, any such meeting must be reported to the Board at the next meeting of the Board. A record shall be kept of all Committee meetings and every Board member shall receive all minutes of all committee meetings.

The Chairperson of the Board shall be a non-voting ex-officio member of all Standing and Ad Hoc Committees, unless he or she is an appointed member of a particular Committee (or Committees) that has been nominated and confirmed by a majority vote of the Board. All Committee meetings will comply with applicable Federal and/or State regulations and/or laws, upon advice of legal counsel to the Authority.

Section 2. Standing Committee: There shall be two (2) standing Committees of the Authority which shall be the Finance Committee and the Residents' Interest Committee.

A. FINANCE COMMITTEE:

Purpose: The Finance Committee shall oversee the financial affairs of the Authority, including but not limited to:

- i. Recommending the format of monthly financial reports;
- ii. Recommendation of and liaison with the independent auditor,
- iii. Recommending financial controls and review of investments to ensure compliance with HUD regulations;
- iv. Recommending procedures to control grants, special funds, auxiliary and ancillary enterprises;
- v. Recommending "workout" plans or other controls, i.e., to regain and maintain financial stability and compliance with all HUD requirements related to reserves; and
- vi. Recommending changes in the IT system and security measures for the system.
- vii. Other appropriate matters to be approved by the Board and/or as requested by the Board.

Membership: Ordinarily, the Committee shall have three (3) members, as nominated by the Chairperson of the Board and confirmed by majority vote of the Board. The Chairperson of the Committee shall be named by the Committee members. Ordinarily, the Chairperson of the Committee will be the Board member most a experienced in financial matters, preferably a Certified Public Accountant. Ordinarily, either the Chairperson of First Vice-Chairperson of the Board shall be one of the members of the

Committee. Committee members shall serve a one (1) year term and may be nominated for additional terms. Other than the ex-officio member, membership of this Committee shall be limited to members of the Board.

Meetings: Ordinarily, the Committee shall meet monthly. Both and Chief Financial Officer and the Executive Director shall be present, unless specifically directed otherwise by the Committee Chairperson and/or Board Chairperson.

B. RESIDENTS' INTERESTS COMMITTEE :

Purpose: The Residents' Interests Committee shall consult with residents, LHARAA/Resident Advisory Board and the Executive Director of the Authority on matters on concern to residents of housing developments owned or operated by the Authority, including but not limited to:

- i. Recommendations concerning safety, maintenance, cleanliness, and comfort of housing developments;
- ii. Recommendations to the Board on policies related to housing conditions, fees charged residents, etc.;
- iii. Reviewing and recommending grants, and other activities designed to enhance the life of residents, such as cafeterias, after-school programs, daycare operations, resident councils, recreational facilities, etc.; and
- iv. Recommending to the Mayor of the City of Lakeland, Florida, qualified candidates for the Resident Commissioner position on the Board; and
- v. Other appropriate matters to be approved by the Board and/or as requested by the Board

Membership: Ordinarily the Committee shall have three (3) members as nominated by the Chairperson of the Board and confirmed by the majority vote of Board. Plus, the President of LHARAA shall be a voting ex-officio member of the Committee, as approved and confirmed by a majority vote of the Board. The Chairperson of the Committee shall be named by the Committee members. Ordinarily, the Resident Commissioner and the Chairperson or Second Vice Chairperson of the Board shall be member of the Committee. Committee member will serve a one (1) year term and may be nominated to additional terms. Other than the ex-officio members, membership of this Committee shall be limited to member of the Board.

Meetings: Ordinarily, the Committee will meet at least monthly. Meeting locations shall be rotated among the various housing developments owned and operated by the Authority.

Section 3. Ad Hoc Committees: The Board may from time to time establish Ad Hoc Committees to review and make recommendations to the Board on issues of specific interest to the Board.

Membership: Ordinarily, membership on any As Hoc Committee shall not be limited in number and may include non-member of the Board. Members shall be nominated by the Chairperson of the Board and confirmed by majority vote of the Board. The Chairperson of the Committee shall be named by members of the Committee. Committee members shall serve for the duration of the Ad Hoc Committee, but in no event, longer than one (1) year. A Committee member may be nominated for additional terms.

Duration of Committee: The duration of any Ad Hoc Committee shall be established by the Board.

Section 4. Additions, Deletions and Structure: Any changes to the structure of Committees and/or additions or deletions of member of the Committees shall occur only by Resolution of the Board.

ARTICLE V MEETING PROTOCOL

Section 1. Public Meetings: all meetings of the Board and Committees meetings, where two (2) or more Commissioners are present, shall be in public session and shall be accessible to all members of the public and all members of the media, and shall comply with applicable State and Federal or regulations upon advice of counsel to the Authority.

Section2. Parliamentary Procedure: The current edition of Roberts Rules of Order, as may be amended in the future, shall be the preliminary procedure followed by the Board and all committees of the Board, upon advice of counsel to the Authority.

ARTICLE VI APPLICABLE LAWS AND/OR REGULATIONS

Compliance: The Bylaws of the Authority are intended to reflect the commitment of the Authority and the Board to comply with any and all law and/or regulations, any and all laws

and/or regulations of the State of Florida and any and all laws and/or regulations of the United States of America which are applicable which thereto.

ARTICLE VII
COMMISSIONER ORIENTATION

It shall be the responsibility of the Chairperson of the Board or his/her designee to assure that each new appointee to the Board of Commissioners is provided an appropriate and complete orientation to the duties and responsibilities of a Commissioner of the Authority.

ARTICLE VIII
AMENDMENTS

Amendments to Bylaws: The Bylaws of the Authority shall be amended, altered, or new Bylaws adopted only upon the affirmative vote of two-thirds of the entire Board at a regular or special meeting, but no such amendment, alteration, repeal or proposed new Bylaws shall be adopted unless at least seven days written notice thereof has been previously given to all of the members of the Board.

**Lakeland Housing Authority
Central Office Cost Center
Statement of Operations
For the Two Months Ended February 28, 2013**

	Current Month				Year to Date			
	Actual	Budget	\$ Variance	% Variance	Actual	Budget	\$ Variance	% Variance
Vending Income	207	-	207	100.00%	207	-	207	100.00%
Management & Admin Income	20,260	18,933	1,326	7.00%	40,519	37,867	2,652	7.00%
Total Revenue	20,467	18,933	1,533	8.10%	40,726	37,867	2,859	7.55%
Administrative Expenses	77,606	93,822	(16,216)	-17.28%	142,904	169,609	(26,705)	-15.75%
Utility Expense	1,423	1,507	(84)	-5.56%	2,905	3,013	(109)	-3.61%
Maintenance Expense	2,360	1,175	1,185	100.81%	3,574	2,350	1,224	52.07%
General Expenses	1,194	925	269	29.09%	5,122	1,850	3,272	176.87%
Depreciation	133	146	(13)	-8.69%	266	292	(25)	-8.69%
Total Expense	82,716	97,574	(14,858)	-15.23%	154,770	177,114	(22,344)	-12.62%
Net Operating Income (Loss)	(62,249)	(78,641)	16,392	-20.84%	(114,044)	(139,248)	25,203	-18.10%
COCC Allocation	(62,249)	(85,098)	22,849	-26.85%	(114,044)	(170,197)	56,153	-32.99%

**Lakeland Housing Authority
Central Office Cost Center
Balance Sheet
February 28, 2013**

Assets	Liabilities and Equity
Current Assets	Liabilities
Prepaid Expense	Current Liabilities
8,840	Accounts Payable
8,840	Due to Other Programs
	Accr Compensated Absences Current
	14,986
	181,206
Other Assets	Other Liabilities
Property & Equipment	Accr Compensated Absences - LT
22,857	27,832
Accumulated Depreciation	Total Other Liabilities
(2,264)	27,832
20,593	
	209,038
	Equity
	Unrestricted Net Assets
	(179,605)
	(179,605)
	29,433
29,433	29,433

**Lakeland Housing Authority
Public Housing (AMP 1)
Statement of Operations
For the Two Months Ended February 28, 2013**

	Current Month				Year to Date			
	Actual	Budget	\$ Variance	% Variance	Actual	Budget	\$ Variance	% Variance
Rental Income	24,826	24,667	159	0.65%	50,766	49,333	1,433	2.90%
Other Tenant Income	247	896	(649)	-72.44%	1,244	1,792	(547)	-30.55%
Government Subsidy Income	59,884	30,000	29,884	99.61% 1	119,768	60,000	59,768	99.61% 1
Interest Income Restricted	16	20,750	(20,734)	0.00%	19	41,500	(41,481)	0.00%
Other Income	559	1,317	(758)	0.00%	859	2,633	(1,774)	-67.37%
Total Revenue	85,532	77,629	7,902	10.18%	172,656	155,258	17,398	11.21%
Administrative Expenses	33,371	38,024	(4,653)	-12.24%	66,081	71,349	(5,268)	-7.38%
Tenant Services Expenses	1	400	(399)	-99.67%	330	800	(470)	-58.77%
Utility Expense	9,135	6,958	2,177	31.29%	14,111	13,917	195	1.40%
Maintenance Expense	16,820	17,845	(1,025)	-5.74%	27,655	32,801	(5,146)	-15.69%
General Expenses	6,373	6,056	317	5.23% 2	28,828	12,112	16,716	138.02% 2
Housing Assistance Payments	4,546	2,875	1,671	58.12% 3	8,918	5,750	3,168	55.10% 3
Depreciation	66,917	66,917	0	0.00%	133,833	133,833	(0)	0.00%
Total Expense	137,163	139,075	(1,912)	-1.37%	279,756	270,562	9,194	3.40%
Net Operating Income (Loss)	(51,632)	(61,446)	9,814	-15.97%	(107,100)	(115,303)	8,204	-7.11%

Comments

- 1** We are being notified on a month-to-month basis regarding the amount we will receive from HUD for the operating subsidy. We will recommend a budget amendment when actual numbers are available.
- 2** General Expenses include a 25% down payment for liability insurance for 2013.
- 3** Housing Assistance Payments consist primarily of FSS escrow deposits for residents participating in the program

**Lakeland Housing Authority
Public Housing (AMP 1)
Balance Sheet
February 28, 2013**

Assets

Current Assets	
Cash - Unrestricted	1,125,326
Cash - Restricted	32,240
Accounts Receivable - Tenants	22,001
Accounts Receivable - Formal Agreements	1,920
Allowance for Doubtful Accounts	(11,865)
Due from Other Programs	4,335,611
Lakeridge Homes 3rd Mortgage	251,000
Lakeridge Homes 2nd Mortgage	52,000
Colton Meadow Mortgage	450,845
Villas at Lake Bonnet Mortgage	1,009,877
A/R - West Bartow	52,381
A/R - Paul Colton Closing	16,210
A/R - Judgments	1,921
A/R - TriParty	36,719
Allowance for A/R - TriParty	(36,719)
Prepaid Expense	15,121
Other Current Assets	66,462
Total Current Assets	7,421,052
Other Assets	
Property & Equipment	12,473,145
Accumulated Depreciation	(7,354,424)
Total Other Assets	5,118,721
Total Assets	12,539,773

Liabilities and Equity

Liabilities	
Current Liabilities	
Accounts Payable	40,091
Tenant Security Deposits	48,133
Accrued PILOT	14,197
Accrued Audit Fees	55,848
Tenant Prepaid Rent	3,993
Accr Compensated Absences Current	3,170
Total Current Liabilities	165,432
Other Liabilities	
Accr Compensated Absences - LT	12,453
FSS Liability	33,544
Total Other Liabilities	45,997
Total Liabilities	211,429
Equity	
Net Assets	12,328,344
Total Equity	12,328,344
Total Liabilities and Equity	12,539,773

Lakeland Housing Authority
Section 8 Housing Choice Voucher Program
Statement of Operations
For the Two Months Ended February 28, 2013

	Current Month				Year to Date			
	Actual	Budget	\$ Variance	% Variance	Actual	Budget	\$ Variance	% Variance
Grant Income	907,355	733,590	173,765	23.69% ¹	1,774,326	1,467,180	307,146	20.93% ¹
Other Income	67	9	58	630.53%	73	18	55	297.66%
Total Revenue	907,422	733,599	173,823	23.69%	1,774,399	1,467,198	307,200	20.94%
Administrative Expenses	57,663	64,026	(6,363)	-9.94%	103,235	118,368	(15,132)	-12.78%
Utility Expense	267	375	(108)	-28.84%	485	750	(265)	-35.38%
Maintenance Expense	253	346	(93)	-26.92%	481	692	(210)	-30.42%
General Expenses (Insurance, etc)	54	50	4	8.00%	301	100	201	200.75%
Housing Assistance Payments	806,917	666,667	140,250	21.04% ¹	1,580,458	1,333,333	247,125	18.53% ¹
Depreciation	315	350	(35)	-10.00%	630	700	(70)	-10.00%
Total Expense	865,469	731,814	133,655	18.26%	1,685,590	1,453,943	231,647	15.93%
Net Operating Income (Loss)	41,954	1,785	40,168	2249.75%	88,809	13,256	75,553	569.96%

Comments

¹ We are being notified on a month-to-month basis regarding the amount we will receive from HUD for Housing Assistance Payments. We will recommend a budget amendment when actual numbers are available.

Lakeland Housing Authority
Section 8 Housing Choice Voucher Program
Balance Sheet
February 28, 2013

Assets		Liabilities and Equity	
Current Assets		Liabilities	
Cash - Unrestricted	351,339	Current Liabilities	
Cash - FSS Escrow	69,847	Accr Compensated Absences	5,599
Accounts Receivable - Formal Agreements	30,312	Due to Other Program	<u>179,336</u>
Allow for Doubtful A/R	(30,715)	Total Current Liabilities	<u>184,935</u>
Prepaid Expense	21,151		
Other Current Assets	<u>20,093</u>	Other Liabilities	
Total Current Assets	<u>462,027</u>	Accr Compensated Absences - LT	10,398
		FSS Escrow Liability	<u>148,875</u>
Other Assets		Total Other Liabilities	<u>159,273</u>
Furniture & Fixtures	28,867		
Accumulated Depreciation	<u>(8,391)</u>	Total Liabilities	<u>344,207</u>
Total Other Assets	<u>20,476</u>		
		Equity	
Total Assets	<u>482,503</u>	Retained Earnings - Unrestricted	<u>138,296</u>
		Total Equity	<u>138,296</u>
		Total Liabilities and Equity	<u>482,503</u>

**Lakeand Housing Authority
Dakota Park
Statement of Operations
For the Two Months Ended February 28, 2013**

	Current Month				Year to Date			
	Actual	Budget	\$ Variance	% Variance	Actual	Budget	\$ Variance	% Variance
Rental Income	7,958	9,196	(1,238)	-13.46%	16,514	18,392	(1,878)	-10.21%
Other Tenant Income	310	430	(120)	-27.98%	725	861	(136)	-15.78%
Government Subsidy	6,506	7,072	(566)	-8.00% ¹	13,012	14,143	(1,131)	-8.00% ¹
Other Income	5	8	(3)	0.00%	10	16	(6)	0.00%
Total Revenue	14,779	16,706	(1,927)	-11.54%	30,261	33,412	(3,151)	-9.43%
Administrative Expenses	4,010	4,593	(583)	-12.70%	7,209	8,785	(1,576)	-17.94%
Tenant Services Expense	-	13	(13)	0.00%	-	25	(25)	0.00%
Utility Expense	1,675	1,520	155	10.20%	3,405	3,040	365	11.99%
Maintenance Expense	2,454	3,155	(702)	-22.23%	3,630	5,936	(2,306)	-38.85%
General Expenses	3,093	1,994	1,100	55.15%	8,535	3,988	4,547	114.04%
Housing Assistance Payments	1,514	1,630	(116)	-7.12%	3,016	3,260	(244)	-7.48%
Financing Expenses	10,768	8,163	-	0.00%	17,111	16,325	-	0.00%
Depreciation & Amortization	2,199	7,648	-	-100.00%	4,398	15,295	-	-100.00%
Total Expense	25,713	28,715	(3,002)	-10.45%	47,303	56,653	(9,351)	-16.50%
Net Operating Income (Loss)	(10,934)	(12,009)	1,075	-8.95%	(17,042)	(23,242)	6,200	-26.68%

Comments

- ¹ We are being notified on a month-to-month basis regarding the amount we will receive from HUD for the operating subsidy. We will recommend a budget amendment when actual numbers are available.

**Lakeland Housing Authority
Dakota Park
Balance Sheet
February 28, 2013**

Assets		Liabilities and Equity	
Current Assets		Liabilities	
Cash - Unrestricted	13,708	Current Liabilities	
Cash - Security Deposits	7,733	Accounts Payable	1,325
Cash - FSS Escrow	17,037	Tenant Security Deposits	7,448
Cash - Reserve for Replacements	61,288	Accrued Interest - HOPE VI	473,226
Accounts Receivable - Tenants	5,047	Accrued Audit Fees	12,367
Allow for Doubtful A/R - Tenants	(3,668)	Accrued Developer Fee	149,860
Prepaid Expense	1,684	Due to West Lake Management	70,097
Other Current Assets	8,939	Accr Compensated Absences Current	870
Total Current Assets	111,768	Total Current Liabilities	715,193
Other Assets		Other Liabilities	
Property & Equipment	926,995	Accr Compensated Absences - LT	1,616
Accumulated Depreciation	(26,046)	FSS Escrow Liability	17,037
	900,950	Due to Partner	124,954
Intangible Assets	71,725	Loan Payable - HOPE VI	714,591
Accumulated Amortization	(30,042)	Loan Payable - SunTrust	373,262
	41,683	Loan Payable - LHA	101,380
Total Other Assets	942,632	Total Other Liabilities	1,332,840
		Total Liabilities	2,048,033
		Equity	
		Partners' Equity	(993,631)
		Total Equity	(993,631)
Total Assets	1,054,401	Total Liabilities and Equity	1,054,401

**Lakeland Housing Authority
Renaissance Partnership
Statement of Operations
For the Two Months Ended February 28, 2013**

	Current Month				Year to Date			
	Actual	Budget	\$ Variance	% Variance	Actual	Budget	\$ Variance	% Variance
Rental Income	55,535	51,500	4,035	7.84%	111,963	103,000	8,963	8.70%
Other Tenant Income	2,430	1,580	850	53.84%	3,809	3,159	650	20.57%
Government Subsidy	28,849	31,357	(2,508)	-8.00% ¹	57,698	62,715	(5,017)	-8.00% ¹
Other Income	227	200	27	0.00%	456	400	56	0.00%
Total Revenue	87,041	84,637	2,404	2.84%	173,926	169,274	4,652	2.75%
Administrative Expenses	20,007	23,336	(3,329)	-14.27%	40,033	44,343	(4,310)	-9.72%
Tenant Services	58	500	(442)	-88.47%	58	1,000	(942)	-94.23%
Utility Expense	5,527	6,104	(577)	-9.45%	11,460	12,208	(748)	-6.13%
Maintenance Expense	17,800	22,476	(4,676)	-20.81%	36,817	42,268	(5,451)	-12.90%
General Expenses	6,517	8,267	(1,749)	-21.16%	14,856	16,533	(1,677)	-10.14%
Housing Assistance Payments	2,510	2,833	(323)	-11.41%	5,160	5,667	(507)	-8.94%
Financing Expenses	12,043	15,485	(3,442)	-22.23%	17,576	30,970	(13,394)	-43.25%
Depreciation & Amortization	61,575	61,344	231	0.00%	124,461	122,688	1,773	0.00%
Total Expense	126,037	140,346	(14,309)	-10.20%	250,422	275,678	(25,257)	-9.16%
Net Operating Income (Loss)	(38,996)	(55,709)	16,713	-30.00%	(76,496)	(106,404)	29,909	-28.11%

Comments

- ¹ We are being notified on a month-to-month basis regarding the amount we will receive from HUD for the operating subsidy. We will recommend a budget amendment when actual numbers are available.

**Lakeland Housing Authority
Renaissance Partnership
Balance Sheet
February 28, 2013**

Assets		Liabilities and Equity	
Current Assets		Liabilities	
Cash - Unrestricted	266,469	Current Liabilities	
Cash - Security Deposits	40,775	Accounts Payable	5,256
Cash - FSS Escrow	15,345	Tenant Security Deposits	40,981
Cash - Reserve for Replacements	145,449	Accrued Interest - HOPE VI	441,815
Cash - Partnership Development	1,188	Accrued Audit Fees	14,525
Cash - OA Reserve	76,132	Accrued Developer Fee	1,308,453
Cash - AA Reserve	46,927	Due to West Lake Management	17,102
Investments	506,818	Tenant Prepaid Rents / HAP Overpayments	2,723
Accounts Receivable - Tenants	18,105	Accr Compensated Absences Current	4,248
Allow for Doubtful A/R - Tenants	(11,157)	Total Current Liabilities	1,835,103
Prepaid Expense	63,504	Other Liabilities	
Other Current Assets	20,500	Accr Compensated Absences - LT	7,890
Total Current Assets	1,190,055	FSS Escrow Liability	15,345
Other Assets		Loan Payable - HOPE VI	2,200,000
Property & Equipment	24,217,370	Loan Payable - SunTrust	644,607
Accumulated Depreciation	(6,413,218)	Loan Payable - LHA	381,200
	17,804,152	Total Other Liabilities	3,249,041
Intangible Assets	268,824	Total Liabilities	5,084,144
Accumulated Amortization	(180,843)	Equity	
	87,981	Partners' Equity	13,998,044
Total Other Assets	17,892,133	Total Equity	13,998,044
Total Assets	19,082,188	Total Liabilities and Equity	19,082,188

**Lakeand Housing Authority
Colton Meadow, LLLP
Statement of Operations
For the Two Months Ended February 28, 2013**

	Current Month				Year to Date			
	Actual	Budget	\$ Variance	% Variance	Actual	Budget	\$ Variance	% Variance
Rental Income	44,013	43,125	888	2.06%	88,266	86,250	2,016	2.34%
Other Tenant Income	1,474	1,663	(189)	-11.36%	2,341	3,326	(985)	-29.62%
Other Income	5	2	3	133.17%	9	4	5	127.64%
Total Revenue	45,492	44,790	702	1.57%	90,616	89,580	1,036	1.16%
Administrative Expense	9,462	10,162	(700)	-6.89%	19,956	22,396	(2,440)	-10.89%
Tenant Services	-	25	(25)	-100.00%	-	50	(50)	-100.00%
Utility Expense	5,598	5,208	389	7.48%	10,185	10,417	(232)	-2.23%
Maintenance Expense	6,277	9,569	(3,292)	-34.41%	9,804	18,305	(8,501)	-46.44%
General Expense	6,766	6,939	(172)	-2.48%	16,081	13,878	2,204	15.88%
Financing Expense	7,515	7,515	-	0.00%	15,031	15,031	0	0.00%
Depreciation & Amortization Expense	38,937	38,937	-	0.00%	77,875	77,875	-	0.00%
Total Expense	74,555	78,355	(3,800)	-4.85%	148,932	157,951	(9,018)	-5.71%
Net Operating Income (Loss)	(29,063)	(33,565)	4,502	-13.41%	(58,316)	(68,371)	10,054	-14.71%

Lakeland Housing Authority
Colton Meadow, LLLP
Balance Sheet
February 28, 2013

Assets	Liabilities and Equity																																																				
<p>Current Assets</p> <table style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 80%;">Cash - Unrestricted</td><td style="text-align: right;">547,410</td></tr> <tr><td>Cash - Security Deposits</td><td style="text-align: right;">20,750</td></tr> <tr><td>Cash - Reserve for Replacements</td><td style="text-align: right;">37,800</td></tr> <tr><td>Cash - Tax & Insurance Escrow</td><td style="text-align: right;">53,650</td></tr> <tr><td>Accounts Receivable - Tenants</td><td style="text-align: right;">16,273</td></tr> <tr><td>Allow for Doubtful A/R - Tenants</td><td style="text-align: right;">(9,715)</td></tr> <tr><td>Prepaid Expense</td><td style="text-align: right;">59,654</td></tr> <tr><td>Other Current Assets</td><td style="text-align: right;"><u>266,284</u></td></tr> <tr><td>Total Current Assets</td><td style="text-align: right;"><u>992,106</u></td></tr> </table> <p>Other Assets</p> <table style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 80%;">Property & Equipment</td><td style="text-align: right;">12,359,931</td></tr> <tr><td>Accumulated Depreciation</td><td style="text-align: right;"><u>(1,012,655)</u></td></tr> <tr><td></td><td style="text-align: right;"><u>11,347,276</u></td></tr> </table> <p>Total Assets</p> <p style="text-align: right;"><u><u>12,339,382</u></u></p>	Cash - Unrestricted	547,410	Cash - Security Deposits	20,750	Cash - Reserve for Replacements	37,800	Cash - Tax & Insurance Escrow	53,650	Accounts Receivable - Tenants	16,273	Allow for Doubtful A/R - Tenants	(9,715)	Prepaid Expense	59,654	Other Current Assets	<u>266,284</u>	Total Current Assets	<u>992,106</u>	Property & Equipment	12,359,931	Accumulated Depreciation	<u>(1,012,655)</u>		<u>11,347,276</u>	<p>Liabilities</p> <p>Current Liabilities</p> <table style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 80%;">Accounts Payable</td><td style="text-align: right;">55,765</td></tr> <tr><td>Tenant Security Deposits</td><td style="text-align: right;">21,050</td></tr> <tr><td>Accrued Interest Payable</td><td style="text-align: right;">15,612</td></tr> <tr><td>Accrued Property Taxes</td><td style="text-align: right;">6,115</td></tr> <tr><td>Accrued Audit Fees</td><td style="text-align: right;">10,885</td></tr> <tr><td>Due to West Lake Management</td><td style="text-align: right;">6,786</td></tr> <tr><td>Tenant Prepaid Rent</td><td style="text-align: right;">3,601</td></tr> <tr><td>Accr Compensated Absences Current</td><td style="text-align: right;"><u>604</u></td></tr> <tr><td>Total Current Liabilities</td><td style="text-align: right;"><u>120,418</u></td></tr> </table> <p>Other Liabilities</p> <table style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 80%;">Accr Compensated Absences - LT</td><td style="text-align: right;">1,122</td></tr> <tr><td>Mortgage - TCAP</td><td style="text-align: right;">1,231,424</td></tr> <tr><td>Mortgage - FHFC</td><td style="text-align: right;">8,826,085</td></tr> <tr><td>Developer Fee Payable</td><td style="text-align: right;"><u>1,336,685</u></td></tr> <tr><td>Total Other Liabilities</td><td style="text-align: right;"><u>11,395,317</u></td></tr> </table> <p>Total Liabilities</p> <p style="text-align: right;"><u>11,515,735</u></p> <p>Equity</p> <p style="text-align: right;">823,647</p> <p>Total Equity</p> <p style="text-align: right;"><u>823,647</u></p> <p>Total Liabilities and Equity</p> <p style="text-align: right;"><u><u>12,339,382</u></u></p>	Accounts Payable	55,765	Tenant Security Deposits	21,050	Accrued Interest Payable	15,612	Accrued Property Taxes	6,115	Accrued Audit Fees	10,885	Due to West Lake Management	6,786	Tenant Prepaid Rent	3,601	Accr Compensated Absences Current	<u>604</u>	Total Current Liabilities	<u>120,418</u>	Accr Compensated Absences - LT	1,122	Mortgage - TCAP	1,231,424	Mortgage - FHFC	8,826,085	Developer Fee Payable	<u>1,336,685</u>	Total Other Liabilities	<u>11,395,317</u>
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**Lakeland Housing Authority
Villas at Lake Bonnet, LLLP
Statement of Operations
For the Two Months Ended February 28, 2013**

	Current Month				Year to Date			
	Actual	Budget	\$ Variance	% Variance	Actual	Budget	\$ Variance	% Variance
Rental Income	49,392	51,998	(2,607)	-5.01%	99,243	103,997	(4,754)	-4.57%
Other Tenant Income	1,107	971	136	14.03%	4,016	1,942	2,074	106.83%
Other Income	1	1	(0)	-10.45%	1	1	(0)	-15.67%
Total Revenue	50,499	52,969	(2,471)	-4.66%	103,259	105,938	(2,680)	-2.53%
Administrative Expense	9,098	10,153	(1,054)	-10.38%	19,467	22,377	(2,910)	-13.00%
Tenant Services	-	17	(17)	-100.00%	-	33	(33)	-100.00%
Utility Expense	4,622	3,833	789	20.59%	8,072	7,667	405	5.28%
Maintenance Expense	4,917	8,132	(3,215)	-39.53%	8,095	15,431	(7,336)	-47.54%
General Expense	7,281	6,654	627	9.43%	16,978	13,308	3,669	27.57%
Financing Expense	14,709	14,709	-	0.00%	29,417	29,417	-	0.00%
Depreciation & Amortization Expense	47,465	47,465	-	0.00%	94,930	94,930	-	0.00%
Total Expense	88,093	90,962	(2,869)	-3.15%	176,959	183,163	(6,204)	-3.39%
Net Operating Income (Loss)	(37,594)	(37,993)	398	-1.05%	(73,700)	(77,225)	3,525	-4.56%

Lakeland Housing Authority
Villas at Lake Bonnet, LLLP
Balance Sheet
February 28, 2013

Assets	Liabilities and Equity																																																																																
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**Lakeland Housing Authority
The Manor at West Bartow
Statement of Operations
For the Two Months Ended February 28, 2013**

	Current Month				Year to Date			
	Actual	Budget	\$ Variance	% Variance	Actual	Budget	\$ Variance	% Variance
Rental Income	69,975	66,542	3,433	5.16%	140,809	133,083	7,726	5.81%
Other Tenant Income	5,743	271	5,472	2019.13% ¹	6,073	542	5,531	1019.79% ¹
Other Income	107	100	7	7.44%	215	200	15	7.42%
Total Revenue	75,825	66,913	8,912	13.32%	147,097	133,826	13,271	9.92%
Administrative Expenses	13,355	14,039	(684)	-4.87%	24,544	26,422	(1,878)	-7.11%
Tenants Service Expenses	-	50	(50)	-100.00%	-	100	(100)	-100.00%
Utility Expense	9,680	10,392	(712)	-6.85%	19,303	20,784	(1,481)	-7.13%
Maintenance Expense	8,034	10,373	(2,339)	-22.55%	13,020	19,111	(6,091)	-31.87%
General Expenses	3,787	4,171	(383)	-9.18%	837	8,341	(7,504)	-89.96%
Financing Expenses	24,280	19,949	4,331	21.71%	48,579	39,898	8,681	21.76%
Depreciation & Amortization	41,940	41,803	137	0.33%	83,880	83,607	273	0.33%
Total Expense	101,076	100,777	300	0.30%	190,164	198,263	(8,099)	-4.08%
Net Operating Income (Loss)	(25,251)	(33,864)	8,612	-25.43%	(43,067)	(64,437)	21,370	-33.16%

Comments

- ¹ Collection of tenant receivable previously expensed as bad debt.

**Lakeland Housing Authority
The Manor at West Bartow
Balance Sheet
February 28, 2013**

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LAKELAND HOUSING AUTHORITY

February 2013

All Grants

	START DATE	OBLIGATION END DATE	DISTRIBUTION END DATE	AUTHORIZED	OBLIGATION 90% THRESHHOLD	OBLIGATED AMOUNT	DISBURSED	AVAILABLE BALANCE
Capital Fund Program								
CFP - 2009	09-15-09	09-14-11	09-14-13	640,879.00	576,791.10	617,533.78	617,533.78	23,345.22
CFP - 2010	07-15-10	07-14-12	07-14-14	639,073.00	575,165.70	600,171.79	600,171.79	38,901.21
CFP - 2011	07-15-11	07-14-13	07-14-15	562,980.00	506,682.00	224,321.90	224,321.90	338,658.10
CFP - 2012	03-12-12	03-11-14	03-11-16	327,414.00	294,672.60	0.00	0.00	327,414.00
			CFP Subtotal:	2,170,346.00	1,953,311.40	1,442,027.47	1,442,027.47	728,318.53
Replacement Housing Factor								
RHF - 2009	09-15-09	09-14-11	09-14-13	431,912.00	388,720.80	0.00	0.00	431,912.00
RHF - 2010	07-15-10	07-14-12	07-14-14	441,385.00	397,246.50	0.00	0.00	441,385.00
RHF - 2011	08-03-11	10-29-15	10-29-17	380,321.00	342,288.90	0.00	0.00	380,321.00
RHF - 2012(a)	03-12-12	03-11-14	03-11-16	185,485.00	166,936.50	0.00	0.00	185,485.00
RHF - 2012(b)	03-12-12	03-11-14	03-11-16	70,661.00	63,594.90	0.00	0.00	70,661.00
			RHF Subtotal:	1,509,764.00	1,358,787.60	0.00	0.00	1,509,764.00
HOPE VI	04-05-00		12-31-17	21,842,801.00		19,908,767.13	19,908,767.13	1,934,033.87
Resident Opportunities and Self Sufficiency								
ROSS - Family Self Sufficiency 2012	09-26-12		07-01-14	52,084.00			0.00	52,084.00
ROSS - Family Self Sufficiency 2011	09-22-11		07-01-13	52,084.00			25,022.00	27,062.00
ROSS - Service Coordinator 2011	09-22-11		09-29-14	140,838.00			54,120.83	86,717.17
			ROSS Subtotal:	245,006.00			79,142.83	165,863.17
Youth Build (DOL)	06-01-11		05-31-14	997,492.00			206,697.16	790,794.84
			Youth Build Subtotal:	997,492.00			206,697.16	790,794.84
21st Century								
Department of Education 2012(WL)	08-01-12		09-20-13	369,283.00			0.00	369,283.00
			21st Century Subtotal:	369,283.00			0.00	369,283.00
			GRANT TOTALS	27,134,692.00			21,636,634.59	5,498,057.41

**The Housing Authority of the City of Lakeland
Request for Board Action**

1. Describe Board action requested and why it is necessary:

Re: Resolution # 13-1349

The Board of Commissioners is requested to approve the above-referenced resolution to authorize the Executive Director to enter into a task order-driven, indefinite delivery, indefinite quantity contract with each: *Biller-Reinhart Structural Group*; *Boggs Engineering, LLC*; *EE&G Environmental Services, LLC*; *GLE and Associates*; and *Hamilton Engineering & Surveying, Inc.*

2. Who is making request:

- A. Entity: The Housing Authority of the City of Lakeland and its affiliates
- B. Project: Contracts for Indefinite Delivery, Indefinite Quantity Engineering Services
- C. Originator: Valerie Brown

3. Cost Estimate:

The combined value of the five contracts will not exceed \$2 million.

Narrative:

The Housing Authority of the City of Lakeland anticipates the need for multiple types of Engineering Services for various projects such as providing data required by the *Florida Housing Finance Corporation* to support the Housing Authority's tax credit application as well as for future property acquisition. A Request for Qualifications (RFQ) for the above services was issued on January 31, 2013. The RFQ was sent by email to over 31 engineering firms. Notice of the RFQ was also posted: on the *Lakeland Housing Authority* web site; on the *FAHRO* (Florida Association of Housing and Redevelopment Officials) web site; on the *RFP Data Base* web site; in *The Ledger*; as well as with the *Central Florida Business Diversity Council*.

Ten responses to the RFQ were received prior to the February 15, 2013 deadline. All responses were reviewed by a four-member review team. (The scoring matrices are provided on the next six pages.)

The proposals submitted by five of the firms:

- *Biller-Reinhart Structural Group* (Tampa, for Structural Engineering);
- *Boggs Engineering, LLC* (Plant City, for Civil Engineering);
- *EE&G Environmental Services, LLC* (Tampa, for Environmental Engineering);
- *GLE and Associates* (Tampa, for Multi-discipline Engineering); and
- *Hamilton Engineering & Surveying, Inc.* (Tampa, for Civil Engineering)

indicated to the review team that these firms had the ability to best serve the anticipated needs of the Housing Authority.

Based on the above selection process, staff is recommending that the Board of Commissioners approve contracting with these firms at its March 25, 2013 meeting.

**SUMMARY MATRIX
INDEFINITE DELIVERY, INDEFINITE QUANTITY
ENGINEERING SERVICES**

DISCIPLINE	<i>Civil Engineering</i>					<i>Environmental</i>	<i>Multi-Discipline</i>		<i>Photovoltaic</i>	<i>Structural</i>
RANKING	1 st	2nd	3rd	4th	5th	N/A	1st	2nd	N/A	N/A
PROPOSER	<i>Boggs Engineering</i>	<i>Hamilton Engineering</i>	<i>JSK Consulting</i>	<i>CivilServ Design Group</i>	<i>Analytic Engineering</i>	<i>EE&G Environmental</i>	<i>GLE and Assoc.</i>	<i>KCI Technologies</i>	<i>RC Engineering</i>	<i>Biller-Reinhart Structural</i>
SCORE	<u>93.25</u>	<u>92.25</u>	85.50	84.25	79.25	<u>87.25</u>	<u>93.75</u>	84.50	60.00	<u>89.00</u>

SCORING MATRIX
INDEFINITE DELIVERY, INDEFINITE QUANTITY
CIVIL ENGINEERING SERVICES

TAB*	RATER	Analytic Engineering	Boggs Engineering	CivilServ Design Group	Hamilton Engineering	JSK Consulting
#1 (≤45 points)	#1	34	43	25	40	35
	#2	38	40	39	40	38
	#3	40	40	40	45	40
	#4	33	45	38	39	41
#2 (≤40 points)	#1	20	38	35	32	30
	#2	33	37	37	40	37
	#3	35	30	35	35	35
	#4	27	40	30	40	40
#3 (≤10 points)	#1	7	10	9	9	7
	#2	10	10	9	9	4
	#3	10	10	10	10	10
	#4	10	10	10	10	5
#4 (≤5 points)	#1	5	5	5	5	5
	#2	5	5	5	5	5
	#3	5	5	5	5	5
	#4	5	5	5	5	5
Sum		317	373	337	369	342
Average (≤100 points)		79.25	93.25	84.25	92.25	85.50
Ranking		5th	1st	4th	2nd	3rd

***Explanation:**

- **Tab 1 – Experience.** Demonstrate the offeror's experience in projects similar in scope and complexity as described in item 2, **Summary of Anticipated Tasks**, within the last three years.
- **Tab 2--Staff Experience and Organization.** Provide an organization chart and resumes of the personnel that will be assigned to work with LHA. Include qualifications and pertinent experience.
- **Tab 3--Offeror's Current and Anticipated Workload.** Describe the offeror's current and projected workload in the next twelve months.
- **Tab 4 – General Information.** Complete and submit the attached LHA *Engineering Services Questionnaire*.

**SCORING MATRIX
INDEFINITE DELIVERY, INDEFINITE QUANTITY
ENVIRONMENTAL ENGINEERING SERVICES**

TAB*	RATER	<i>EE&G Environmental Services</i>
#1 (≤45 points)	#1	42
	#2	40
	#3	45
	#4	45
#2 (≤40 points)	#1	33
	#2	28
	#3	30
	#4	30
#3 (≤10 points)	#1	10
	#2	6
	#3	10
	#4	10
#4 (≤5 points)	#1	5
	#2	5
	#3	5
	#4	5
Sum		349
Average (≤100 points)		87.25

**Explanation:*

- *Tab 1—Experience.* Demonstrate the offeror's experience in projects similar in scope and complexity as described in item **2, Summary of Anticipated Tasks**, within the last three years.
- *Tab 2--Staff Experience and Organization.* Provide an organization chart and resumes of the personnel that will be assigned to work with LHA. Include qualifications and pertinent experience.
- *Tab 3--Offeror's Current and Anticipated Workload.* Describe the offeror's current and projected workload in the next twelve months.
- *Tab 4—General Information.* Complete and submit the attached LHA *Engineering Services Questionnaire*.

**SCORING MATRIX
INDEFINITE DELIVERY, INDEFINITE QUANTITY
MULTI-DISCIPLINE ENGINEERING SERVICES**

TAB*	RATER	GLE and Associates	KCI Technologies
#1 (≤45 points)	#1	45	45
	#2	40	38
	#3	45	30
	#4	45	42
#2 (≤40 points)	#1	36	35
	#2	40	35
	#3	35	30
	#4	30	23
#3 (≤10 points)	#1	10	10
	#2	9	10
	#3	10	10
	#4	10	10
#4 (≤5 points)	#1	5	5
	#2	5	5
	#3	5	5
	#4	5	5
Sum		375	338
Average (≤100 points)		93.75	84.50
Ranking		1st	2nd

**Explanation:*

- *Tab 1 –Experience.* Demonstrate the offeror's experience in projects similar in scope and complexity as described in item **2, Summary of Anticipated Tasks**, within the last three years.
- *Tab 2--Staff Experience and Organization.* Provide an organization chart and resumes of the personnel that will be assigned to work with LHA. Include qualifications and pertinent experience.
- *Tab 3--Offeror's Current and Anticipated Workload.* Describe the offeror's current and projected workload in the next twelve months.
- *Tab 4 –General Information.* Complete and submit the attached LHA *Engineering Services Questionnaire*.

**SCORING MATRIX
INDEFINITE DELIVERY, INDEFINITE QUANTITY
PHOTOVOLTAIC ENGINEERING SERVICES**

TAB*	RATER	<i>RC Engineering</i>
#1 (≤45 points)	#1	20
	#2	25
	#3	25
	#4	30
#2 (≤40 points)	#1	15
	#2	25
	#3	25
	#4	24
#3 (≤10 points)	#1	7
	#2	4
	#3	10
	#4	10
#4 (≤5 points)	#1	5
	#2	5
	#3	5
	#4	5
Sum		240
Average (≤100 points)		60.00

**Explanation:*

- *Tab 1—Experience.* Demonstrate the offeror's experience in projects similar in scope and complexity as described in item **2, Summary of Anticipated Tasks**, within the last three years.
- *Tab 2--Staff Experience and Organization.* Provide an organization chart and resumes of the personnel that will be assigned to work with LHA. Include qualifications and pertinent experience.
- *Tab 3--Offeror's Current and Anticipated Workload.* Describe the offeror's current and projected workload in the next twelve months.
- *Tab 4—General Information.* Complete and submit the attached LHA *Engineering Services Questionnaire*.

**SCORING MATRIX
INDEFINITE DELIVERY, INDEFINITE QUANTITY
STRUCTURAL ENGINEERING SERVICES**

TAB*	RATER	<i>Biller Reinhart Structural</i>
#1 (≤45 points)	#1	44
	#2	38
	#3	40
	#4	41
#2 (≤40 points)	#1	33
	#2	37
	#3	30
	#4	34
#3 (≤10 points)	#1	9
	#2	10
	#3	10
	#4	10
#4 (≤5 points)	#1	5
	#2	5
	#3	5
	#4	5
Sum		356
Average (≤100 points)		89.00

**Explanation:*

- *Tab 1—Experience.* Demonstrate the offeror's experience in projects similar in scope and complexity as described in item 2, **Summary of Anticipated Tasks**, within the last three years.
- *Tab 2--Staff Experience and Organization.* Provide an organization chart and resumes of the personnel that will be assigned to work with LHA. Include qualifications and pertinent experience.
- *Tab 3--Offeror's Current and Anticipated Workload.* Describe the offeror's current and projected workload in the next twelve months.
- *Tab 4—General Information.* Complete and submit the attached LHA *Engineering Services Questionnaire*.

RESOLUTION NO. 13-1349
APPROVING THE AWARD OF CONTRACTS FOR ENGINEERING SERVICES

WHEREAS, The Housing Authority of the City of Lakeland routinely has a need for multiple types of Engineering Services for acquisition, design, and/or construction projects; and

WHEREAS, these services are best procured in advance of the need in order to expedite the initiation of the work on such projects so that acquisition, design, and/or construction can proceed expeditiously; and

WHEREAS, "indefinite delivery, indefinite quantity" contracts serve the above purpose by allowing The Housing Authority of the City of Lakeland to have a variety of engineering firms under contract on stand-by and able to initiate work immediately subsequent to the issuance of an approved "task order" which describes the scope of work and the agreed upon price for such work; and

WHEREAS, these contracts do not obligate The Housing Authority of the City of Lakeland to pay any fees unless The Housing Authority of the City of Lakeland issues a task order for the required work; and

WHEREAS, on January 31, 2013, the staff of The Housing Authority of the City of Lakeland issued a Request for Qualifications for *Indefinite Delivery, Indefinite Quantity Engineering Services*; and

WHEREAS, ten firms submitted proposals which were evaluated and ranked by Housing Authority staff; and

WHEREAS, the results of the rankings indicate that five of the above-reference firms appear to have the qualifications that will best meet the anticipated engineering needs of The Housing Authority of the City of Lakeland;

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of The Housing Authority of the City of Lakeland hereby approves the award of a task order-driven, indefinite delivery, indefinite quantity contract for Engineering Services for each: *Biller-Reinhart Structural Group; Boggs Engineering, LLC; EE&G Environmental Services, LLC; GLE and Associates; and Hamilton Engineering & Surveying, Inc.* effective April 01, 2013 and ending March 31, 2015 with the combined, not-to-exceed value of the five contracts of \$2 million, with the right to renew each of the five contracts for an additional three-year period.

CERTIFICATE OF COMPLIANCE

This is to certify that the Board of Commissioners of The Housing Authority of the City of Lakeland has approved and adopted this Resolution No. 13-1349 dated March 25, 2013.

Attested by:

Benjamin Stevenson, Secretary

Michael A. Pimentel, Chair

The Housing Authority of the City of Lakeland Request for Board Action

1. Describe Board Action Requested and why it is necessary:

Re: Resolution # 13-1350
The Board of Commissioners is requested to approve the above-referenced resolution to authorize the Executive Director to revise the Fiscal Year 2013 Fair Market Rent rates/Payment Standards for Section 8 residents effective May 01, 2013.

2. Who is making request:

- A. Entity: The Housing Authority of the City of Lakeland
- B. re: Revision of 2013 Fair Market Rent rates/Payment Standards
- C. Originator: Carlos Pizarro

3. Cost Estimate:

n/a

Narrative:

In order to provide its Section 8 residents with numerous housing choices for a larger number of families, The Housing Authority of the City of Lakeland must maintain an adequate pool of available housing units. This inventory of available housing units is maintained and enhanced by paying current and prospective landlords a fair and reasonable rent based on the local market.

Due to the impact of the Federal budget sequestration that became effective on March 01, 2013, both the Department of Housing and Urban Development—Washington and the Department of Housing and Urban Development—Miami requested that The Housing Authority of the City of Lakeland revise its Fair Market Rent rates/Payment Standards for its Section 8 payments so that each category is at 90% of the Fair Market Rent rates/Payment Standards suggested early this year by the Department of Housing and Urban Development. This reduction will reduce housing costs and somewhat mitigate the impact of the budget sequestration.

Therefore, The Housing Authority of the City of Lakeland staff is recommending the following effective May 01, 2013. These rates will be applied at the Annual Re-certification:

PAYMENT STANDARDS BY UNIT BEDROOMS					
Payment Standards Recommended Percentage for 2013*	Efficiency at 90% FMR	One-Bedroom at 90% FMR	Two-Bedroom at 90% FMR	Three-Bedroom at 90% FMR	Four-Bedroom at 90% FMR
Proposed Fiscal Year 2013 Rate*	\$554	\$558	\$721	\$978**	\$1,190**
Payment Standards Percentage Applied for 2012	Efficiency at 105% FMR	One-Bedroom at 105% FMR	Two-Bedroom at 105% FMR	Three-Bedroom at 105% FMR	Four-Bedroom at 105% FMR
Fiscal Year 2012 Rate	\$634	\$699	\$805	\$1,022	\$1,198

* (As originally approved by Resolution No. 13-1346, 5 or more bedrooms continue to be at 90% FMR)

** (Unchanged from approved Resolution No. 13-1346)

RESOLUTION NO. 13-1350

**APPROVING A REVISION TO THE FAIR MARKET RENT RATES/PAYMENT STANDARD
FOR FISCAL YEAR 2013**

WHEREAS, The Housing Authority of the City of Lakeland desires to provide its Section 8 eligible residents a wide range of housing units; and

WHEREAS, to accomplish this availability, The Housing Authority of the City of Lakeland desires to establish a rent structure that is not only attractive to the current Housing Authority landlords but will also attract future landlords; and

WHEREAS, the Department of Housing and Urban Development yearly establishes a suggested Fair Market Rent rate/Payment Standards structure with the option that the individual housing authorities may increase or decrease the Department of Housing and Urban Development suggested rates by up to ten percent; and

WHEREAS, due to the effects of the Federal budget sequestration that became effective on March 01, 2013, both the Department of Housing and Urban Development—Washington and the Department of Housing and Urban Development—Miami requested that The Housing Authority of the City of Lakeland revise its Fair Market Rent rates/Payment Standards for its Section 8 payments so that each category is at 90% of the previously suggested Fair Market Rent rates/Payment Standards; and

WHEREAS, revising the Fair Market Rent rates/Payment Standards (see attached matrix) would be in the best interest of Housing Authority's Section 8 residents since it will reduce housing costs and somewhat mitigate the loss of funding due to the Federal budget sequestration;

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners of The Housing Authority of the City of Lakeland hereby approves a revision of its Fiscal Year 2013 Fair Market Rent rate/Payment Standards to be 90% of the rate suggested earlier this year by the Department of Housing and Urban Development with the revision to become effective May 01, 2013.

CERTIFICATE OF COMPLIANCE

This is to certify that the Board of Commissioners of The Housing Authority of the City of Lakeland has approved and adopted this Resolution 13-1350 dated March 25, 2013.

Attested by:

Benjamin Stevenson, Secretary

Michael A. Pimentel, Chair

**Secretary's Report
March 2013**

Lincoln Square

LHA continues to monitor the property for the City of Lakeland CRA while they await demolition.

Public Housing Subsidy

The current Public Housing Subsidy allocations will be inadequate to operate the properties. Staff has determined it will be necessary to supplement the subsidy with funds from the Public Housing Operating Reserve. The properties at Renaissance may be entitled to supplement their respective shortfall in subsidy with the Owners Operating Reserve that was funded by the equity investment at the property. The reserve would need to be refunded from cash flow, if available, in 2013. This outcome is what HUD intended in their reduction in operating subsidy. Staff continues to monitor this item.

Staff is also reviewing the impact of the Sequestration Budget on LHA. As data becomes available, staff is analyzing its impact on staffing and the provision of services. We will update the Board at some point in the future.

HCV Housing Assistance Payments

HUD has also significantly reduced our Housing Assistance Payment (HAP) funds from anticipated and budgeted levels. With HUD's encouragement, LHA leased up during the 2011 fiscal year in anticipation of increased HAP. Staff continues to work with the Miami Field office to correct this item. LHA has applied for set aside funding for additional HAP as well. Staff is also working with other PHA's to absorb vouchers currently being paid by LHA which is also result in a savings for LHA. Staff continues to monitor this item. Staff is also reviewing the impact of the Sequestration Budget on the Section 8 program at LHA.

PHAS Appeal

LHA received notification from HUD that our appeal request with the Public Housing Assessment System (PHAS) was successful. Specifically, LHA appealed the Management Assessment Subsystem (MASS) indicator score received for 2011 fiscal year. HUD agreed that the original score of 77 was based upon erroneous data. Staff submitted supporting documentation to raise our score from 77 to 90. HUD agreed with staff findings and approved the increase in points. A copy of the appeal approval letter was included with the November 2012 report. Staff continues to monitor this item.

Secretary's Report

March 2013

External Audit

Berman Hopkins completed their review and a presentation was made at the November Finance Committee meeting. A copy of the final report was included with each commissioner's November board packet. A copy of the audit report was also submitted to the U.S. Department of Housing and Urban Development Miami office.

Strategic Planning Session

Jackson Management Consulting, LLC served as the facilitator of a Strategic Planning Session for the Board of Commissioners on August 23-24, 2012. Updated information on the new proposed Strategic Plan was provided at the November Board meeting and discussed in detail at the Commissioner Retreat held in January 2013. Commissioners offered suggestions for finalizing the document. Staff will prepare a draft document for review by the Board at a future meeting or retreat.

Annual Budget/Agency Update

A presentation on the State of the Agency that includes the proposed 2013 annual budget, staff organization chart, and Corrective Action Plan (resulting from the Forensic Audit and HUD Review) was presented at the November Board meeting. A copy of the draft Correction Action Plan has also been submitted to the HUD-Miami office for review and comment. Each of these items was discussed at the Commissioner Retreat. The proposed budget was approved by the Board at the January meeting. LHA subsidy calculations cannot be finalized until Congress approves the HUD budget. That is, until Congress approves the HUD budget, all numbers are considered to be estimates because they can and probably will change. Once Congress approves HUD budget, the LHA budget will be revised to match the numbers in the HUD budget. The LHA budget will be resubmitted to the LHA Commissioners at the March Board meeting. Staff is also reviewing the impact of the Sequestration Budget on LHA's budget. Staff will notify the Board of any reductions in funding, whether temporary or permanent, that a significant impact of services or staffing.

HUD has approved the Corrective Action Plan and recommended acceptance by the LHA Board. The Board provided acceptance at the January meeting. Periodic updates on the status of items in the Corrective Action Plan will be given to the Board on a minimum quarterly basis. A copy of the most recently updated Corrective Action Plan is included with this month's report. The update was also submitted to HUD-Miami.

Section 3 and M/WBE Policy

Secretary's Report

March 2013

The Section 3 and Minority/Women Business Enterprise Policy for LHA was approved at the November 2012 Board meeting. The policy provides statements regarding required Section 3 language for all LHA contracts, minimum percentages of contract dollar amounts for contractors to subcontract to M/WBEs and Section 3 business concerns, and forms for reporting compliance with the Section 3 and M/WBE policy.

LHA held a "How To Do Business with LHA" meeting on Wednesday, March 6, 2013. The meeting was open to the public and invites were sent to all firms on the LHA vendor's list. The Section 3 and M/WBE policies were discussed in detail at the meeting. A question and answer session was also a part of the program.

Agency Plan

The Agency Plan was approved by the LHA Board of Commissioners at the October Board meeting. Prior to Board approval, copies of the Plan were made available for review and public comment for forty-five (45) days. Copies of the Plan were also provided for LHARAA, the City of Lakeland, local neighborhood associations, and the NAACP as well as being placed in public libraries. A public hearing on the Plan was held on Monday, October 8, 2012 at the LHA central office. The Plan has been submitted to the U.S. Department of Housing and Urban Development Miami office for review and approval.

Commissioner's Retreat

A retreat for LHA commissioners and executive staff will be held on January 18, 2013. The purpose of the retreat was to review and discuss the Strategic Plan, Corrective Action Plan and Annual Budget. Saxon Gilmore will also provide some training for LHA commissioners. A follow-up retreat and training will be provided at a future date.

Meetings

I met with Annie Gibson, Housing Programs Coordinator, of the City of Lakeland. The purpose of the meeting was to introduce myself and learn more about services offered by the City of Lakeland.

I also met with Tim Jackson. He is the incoming president of the Lakeland Chamber of Commerce. We discussed affordable housing and business development opportunities in Lakeland.

Respectfully submitted,

Benjamin Stevenson

Secretary

Procurement

In addition to the normal day-to-day procurement activities (such as: monitoring invoices and certified payroll reports submitted by contractors, writing task orders and agreement modifications, and maintaining contract files and vendor lists), the following activities were accomplished in February 2013:

- Issued a Request for Proposals for *YouthBuild Grant Writing Services*.
- Developed a contract with each: *Bessolo Design Group*, *GLE Associates*, *Robert Reid Wedding*, and *Wallis Murphey Boyington* to provide task order-driven, *Indefinite Delivery, Indefinite Quantity Architectural Services* effective March 1, 2013 and ending February 28, 2015 with the combined, not-to-exceed value of the four contracts of \$2 million.
- Developed a contract with each: *DRMP*; *ECON*; *Hamilton Engineering and Surveying*, and *Pickett & Associates* to provide task order-driven, *Indefinite Delivery, Indefinite Quantity Surveying Services* effective March 1, 2013 and ending February 28, 2015 with the combined, not-to-exceed value of the four contracts of \$375,000.
- Developed a contract with each: *American Compliance Technologies, Inc.*; *GLE Facilities and Environmental Consultants*; and *Terracon Consultants, Inc.* to provide task order-driven, *Indefinite Delivery, Indefinite Quantity Environmental Testing and/or Due Diligence Building Inspection Services* effective March 1, 2013 and ending February 28, 2015 with the combined, not-to-exceed value of the four contracts of \$60,000.
- Developed a contract with *Valuation Advisors* to provide task order-driven, *Indefinite Delivery, Indefinite Quantity Real Estate Appraisal Services* effective March 1, 2013 and ending February 28, 2015 with the combined, not-to-exceed value of \$100,000.
- Developed a contract with *Bruce Reeves* to provide *YouthBuild Grant Writing Services* effective February 9, 2013 until the award date of the 2013 YouthBuild grants by the U.S. Department of Labor (estimated to be April 18, 2013) with a not-to-exceed value of \$5,000.

Renewal of Fellowship Dining Leases at *The Manor at West Bartow* and *The Manor at Washington Oaks*.

Resident Services February 2013 Board Report

- **Resident Services and Support Services Programs (ROSS)**

Production Summary

The Resident Service Coordinator continues to move forward in an effort to secure the provision of certain supportive services to eligible public housing residents (family, elderly, and disabled). Staff continues to solicit Memorandums of Agreement (MOA) from other service providers; with the expectation of certain services being provided, as per the letters of commitment from partner agencies. The provision of these services is expected to contribute to the improvement of the quality of life for LHA residents who participate in the RSC program. At the end of February, there were sixty (60) enrolled participants.

Community Involvement

During the month of February, the ROSS Coordinator attended the following meetings and/or events:

February 7th - Teen Pregnancy Prevention Alliance's Faith Leaders Breakfast (ROSS Coordinator served as Mistress of Ceremony)

February 13th - Residents Meeting/Movie Day/First bi-monthly Residents' Birthday Bash
- Cecil Gober Villa

February 21st - Employees Social Activities Committee (E-SAC) Meeting
Resident Services Budget Meeting

Office Skills Training Program/Maintenance Skills Training Program

During the month of February the participants of the Office Skills Training Program and Maintenance Skills Training Program continued in their on-the-job training.

Job Search/Florida ACCESS Center

The Job Search/Florida ACCESS Center continues to provide the opportunity for residents, who are unemployed or underemployed to utilize the computers to search for employment. There are two computers on-site at the LHA Central Office and twelve at LHA's Emma Turner Center. During the month of January, residents continued to utilize the computers at the Emma Turner Center and LHA Central Office for job search, ACCESS/Florida, Florida Virtual School and other on-line needs.

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

The LHARAA continues to provide assistance to the residents of the Lakeland Housing Authority. On Monday, February 11th, the officers of LHARAA held a residents meeting at The Renaissance Manor.

- **YouthBuild-Lakeland**

Academics

The YouthBuild Lakeland Program completed another successful cycle, which marks 8 cycles since the inception of the program in 2007. Sixteen participants successfully graduated from the program this month. All of the participants made learning gains on the TABE examination. All participants who took the TABE examination successfully passed and earned their GEDs, while one participant is still awaiting scores. Participants also completed courses in typing and financial literacy. The participants have all grown academically, and are looking forward to continuing their education in college or vocational programs.

Graduation

Earlier this month we had a very special graduation for the class of 2013 (cycle 8) who successfully completed the YouthBuild Lakeland program. The event was very well attended with about 90 who were present to support and congratulate the 16 individuals who graduated the program. Rev. Richardson was the guest speaker for the evening. We also had a graduate sing a tribute to his classmates as well as another who delivered a very heartfelt and impactful speech.



Rev. Richard Richardson



YouthBuild Lakeland Class 8

Construction Training

All of the YouthBuild participants who worked on the construction site this cycle passed all required modules of HBI PACT (nationally recognized certification in carpentry). Later this month, they will receive their certification from HBI.

Career Development

During the month of February, there was a strong emphasis on completing Polk State College and Traviss Career Center applications. One of our February graduates will start at PSC in March. We have eight graduates that are beginning a Certified Nursing Program and will be able to sit for the State Licensing Examination in May. This licensure will earn them the designation of "Certified Nursing Assistant, which will, in turn, afford them more employment opportunities and higher wages.

Program graduates have been busy interviewing and accepting job offers! Feedback from the community has been generous regarding the level of preparation and organization that YouthBuild students have exhibited during interviews. Some of the places Cycle 8 graduates are now working are:

- Habitat for Humanity
- Home Depot
- Walmart
- Juice Bowl
- Hugh Supply
- Tech Corporation
- Subway

These jobs will serve them well when they enroll at Traviss or PSC in August in their chosen career fields. We received some great news from one of our Cycle 7 graduates who started working as a fork-lift driver at Cellynne Paper Manufacturer last August. He was recently promoted to the logistics department!

Recruitment

Our next open house for the current recruiting period and upcoming cycle (October, 2013) is scheduled for May 7 at 2pm and will be held at the Lakeland Housing Authority. We welcome anyone who wants to learn more about the program or is interested in joining to attend.

- **Westlake 21st Century Community Learning Center**

During the month of February, 77 students were enrolled. On Feb. 6th, students had an early release day from school. Parents attended our monthly Parents Meeting on February 21st. A fundraiser for the program was held at BD's Mongolian Grill on February 19th. There was a Department of Education site visit on February 27th.

Upcoming

- We are planning for Spring Break.
- Our next fundraiser and BD's Mongolian Grill will take place on March 26th.
- Our next 21st CCLC Staff Meeting will be on March 5th.
- The next Parental Involvement Night will be on March 21st.

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

March 2013	# FSS Tenants	# with Escrow	% with Escrow	Escrow Amount (\$)
Public Housing (02,04) (05)	29	14	48	29,949.24
Dakota Park (13)	07	04	57	18,030.45
Renaissance (14)	09	02	22	16,005.55
Totals	45	20	44*	63,985.24

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

- **Public Housing FSS Waiting List: Zero (0)**

- The Coordinator continues to meet with residents, by walking the sites and having one-on-one meeting. Each resident is given available supportive services in the community.
- **Enrollment:** One (1)
- **Termination/Forfeiture/Transfer/Disbursement:** One (1)
- **Obtained Employment:** Zero (0)

- **Section 8/Family Self-Sufficiency Program (S8-FSS) Statistics**

Programs	# Of FSS Tenants	% Slots filled	# Tenants with Escrow	% With Escrow
Section 8 (HCV)	65	87	31	48%

Escrow Balances

- The balance of the Section 8 FSS Escrow February 2013 is \$ 139,955.12
- The average amount is \$ 4,514.68

- **Recruiting:** Received two (0) letters of interest
- **Housing Choice Voucher Program (Section 8):** The FSS Coordinator continues to submit the FSS clients 50058 data to Public & Indian Housing (PIC) in a timely manner, while ensuring that the information in PIC is current and up-to-date.
- **(HCV) Termination/Forfeiture/Transfer/Disbursement:** Zero (0) Terminations for the month of February 2013.
- **Goals completed/enrolled by the Section 8 FSS participants:** Zero (0) new enrollments
- **Completed Contract of Participation:** No participant completed contract of participation.
- **Services needed to complete Contract of Participation:** A great deal of our clients need assistance with childcare; at the present time, the only childcare provider available in the community is with Arbor E&T. This childcare provider currently has a waiting list.

Community Networking

Agency Connection Network (ACN)

Bank on Programs

Polk Work Partner Management

Earl W. Haynes
Resident Services Director

Nick Elzy
Resident Services Manager

Cynthia E. Zorn-Shaw
ROSS Service Coordinator

Kim Bean
21st CCLC Site Coordinator

Linda Willis
PH/FSS Coordinator

Dayen Valentine
S8/FSS Coordinator

**Housing Management
Board Report
March 2013**

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

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

- **Housing Choice Voucher Program - Attached**
 1. **Intake & Occupancy Report**
 2. **Housing Choice Voucher report**

The Housing Management staff received training on the Low Income Housing Tax Credit program.

The Manor at West Bartow

- We seeded the lawn/grass, the new entry door system will be installed in March and we now have a new Housing Manager, her name is Jennifer Robinson. Additionally, we passed the LIHTC State files and physical audit.

Washington Renaissance and Dakota Park

- We are currently working on pressured washing the buildings, changing blinds and fix the LakeRidge center.

Colton Meadows/Bonnet Shores Villas

- The irrigation system at both communities is being repaired.

Public Housing

- John Wright Homes received its playground equipment and it was installed successfully. We received our revised PHAS score of 89 points, the original score was 77 but we were able to win the appeal and gain 12 points. We passed the REAC inspection for the Hampton Hills houses with a score of 86.

Housing Choice Voucher Program

- The 2012 SEMAP report was submitted to HUD and the Lakeland Housing Authority will keep its High Performer status.

Housing Choice Voucher Program
Intake Activity and Inspection Update– Board Report
February 2013
Prepared by Lovett Johnson

Intake Activity

Tenant Based Waiting List

There were no selections from the waiting list for the month of February 2013.

Project Based Waiting List

The Intake Department issued one (1) Project-Based Voucher for the month of February 2013 for Villas@Lake Bonnett.

VASH Waiting List

The Intake Department issued zero (0) vouchers for the Veteran Affairs Supportive Housing Program in the month of February 2013.

Port In

The Intake Department received nine (9) request, issued five (5) vouchers, and leased six (6) families that ported in from other housing authorities in the month of February 2013.

Grievance Hearings

There was one (1) grievance hearings conducted during the month of February 2013.

Special Notes:

We will be purging the waiting list on March 15, 2013. All waiting lists will be purged at once. All changes requested by the applicants have been updated in the system. The property managers and the Intake Department will work together to complete this task.

Inspection Activity for Section 8

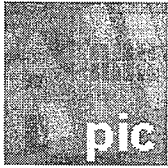
# of Units Inspected	226	(Annuals-199/Initials-22/Specials-5)
# of Units Passed	161	
# of Units Failed	38	
# of Units Inconclusive/Reschedules	26	
# of Inspections Cancelled	01	

Abatements

# of Units currently being abated	9
# of New Abatements	4
# of Cured Abatements	6

Get Help

Logoff / Return to Secure Systems



Assessment Profile | Reports | **Submission**

List Summary Certification Profile Comments

Field Office: 4DPH MIAMI HUB OFFICE

Housing Agency: FL011 LAKELAND

Housing Agency Details

Donald Paredes
(MNH242)

PIC Main

SEMAP

PHA Fiscal Year: 2012


Logoff

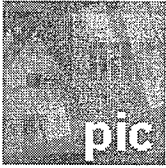
FYE: 12/31
 Status: Certification Submitted
 Exec Director Approval Date: NA
 SEMAP Certification Due Date: 3/1/2013
 Corrective Actions Required: 0

SEMAP Certification Details

FYE	Certification/Profile	Submission Status	Overall Rating	Reason	Date
12/31/2012	<u>Certification</u>	Certification Submitted	--	New Certification	02-27-2013

 Get Help

 Logoff / Return to Secure Systems



Assessment Profile Reports **Submission**

Submit Certification

Field Office: 4DPH MIAMI HUB OFFICE

Housing Agency: FL011 LAKELAND

PHA Fiscal Year End: 12/31/2012

Donald Paredes
(MNH242)

PIC Main

SEMAP

Logoff

This Certification has already been submitted.

Section 8 Management Assessment Program (SEMAP) Certification

U.S. Department of Housing
and Urban Development
Office of Public and Indian Housing

OMB Approval No. 2577-0215
(exp. 9/30/2013)

Public reporting burden for this collection of information is estimated to average 12 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not conduct or sponsor, and you are not required to respond to, a collection of information unless it displays a currently valid OMB control number.

This collection of information is required by 24 CFR sec 985.101 which requires a Public Housing Agency (PHA) administering a Section 8 tenant-based assistance program to submit an annual SEMAP Certification within 60 days after the end of its fiscal year. The information from the PHA concerns the performance of the PHA and provides assurance that there is no evidence of seriously deficient performance. HUD uses the information and other data to assess PHA management capabilities and deficiencies, and to assign an overall performance rating to the PHA. Responses are mandatory and the information collected does not lend itself to confidentiality.

Instructions Respond to this certification form using the PHA's actual data for the fiscal year just ended.

PHA Name Lakeland Housing Authority	For PHA FY Ending (mm/dd/yyyy) 12/31/2012	Submission Date (mm/dd/yyyy) 02/28/2012
---	---	---

Check here if the PHA expends less than \$300,000 a year in Federal awards

Indicators 1 - 7 will not be rated if the PHA expends less than \$300,000 a year in Federal awards and its Section 8 programs are not audited for compliance with regulations by an independent auditor. A PHA that expends less than \$300,000 in Federal awards in a year must still complete the certification for these indicators.

Performance Indicators

- Selection from the Waiting List. (24 CFR 982.54(d)(1) and 982.204(a))
(a) The PHA has written policies in its administrative plan for selecting applicants from the waiting list.

PHA Response Yes No

(b) The PHA's quality control samples of applicants reaching the top of the waiting list and of admissions show that at least 98% of the families in the samples were selected from the waiting list for admission in accordance with the PHA's policies and met the selection criteria that determined their places on the waiting list and their order of selection.

PHA Response Yes No
- Reasonable Rent. (24 CFR 982.4, 982.54(d)(15), 982.158(f)(7) and 982.507)
(a) The PHA has and implements a reasonable written method to determine and document for each unit leased that the rent to owner is reasonable based on current rents for comparable unassisted units (i) at the time of initial leasing, (ii) before any increase in the rent to owner, and (iii) at the HAP contract anniversary if there is a 5 percent decrease in the published FMR in effect 60 days before the HAP contract anniversary. The PHA's method takes into consideration the location, size, type, quality, and age of the program unit and of similar unassisted units, and any amenities, housing services, maintenance or utilities provided by the owners.

PHA Response Yes No

(b) The PHA's quality control sample of tenant files for which a determination of reasonable rent was required shows that the PHA followed its written method to determine reasonable rent and documented its determination that the rent to owner is reasonable as required for (check one):

PHA Response At least 98% of units sampled 80 to 97% of units sampled Less than 80% of units sampled
- Determination of Adjusted Income. (24 CFR part 5, subpart F and 24 CFR 982.516)
The PHA's quality control sample of tenant files shows that at the time of admission and reexamination, the PHA properly obtained third party verification of adjusted income or documented why third party verification was not available; used the verified information in determining adjusted income; properly attributed allowances for expenses; and, where the family is responsible for utilities under the lease, the PHA used the appropriate utility allowances for the unit leased in determining the gross rent for (check one):

PHA Response At least 90% of files sampled 80 to 89% of files sampled Less than 80% of files sampled
- Utility Allowance Schedule. (24 CFR 982.517)
The PHA maintains an up-to-date utility allowance schedule. The PHA reviewed utility rate data that it obtained within the last 12 months, and adjusted its utility allowance schedule if there has been a change of 10% or more in a utility rate since the last time the utility allowance schedule was revised.

PHA Response Yes No
- HQS Quality Control Inspections. (24 CFR 982.405(b))
A PHA supervisor (or other qualified person) reinspected a sample of units during the PHA fiscal year, which met the minimum sample size required by HUD (see 24 CFR 985.2), for quality control of HQS inspections. The PHA supervisor's reinspected sample was drawn from recently completed HQS inspections and represents a cross section of neighborhoods and the work of a cross section of inspectors.

PHA Response Yes No
- HQS Enforcement. (24 CFR 982.404)
The PHA's quality control sample of case files with failed HQS inspections shows that, for all cases sampled, any cited life-threatening HQS deficiencies were corrected within 24 hours from the inspection and, all other cited HQS deficiencies were corrected within no more than 30 calendar days from the inspection or any PHA-approved extension, or, if HQS deficiencies were not corrected within the required time frame, the PHA stopped housing assistance payments beginning no later than the first of the month following the correction period, or took prompt and vigorous action to enforce the family obligations for (check one):

PHA Response At least 98% of cases sampled Less than 98% of cases sampled

7. Expanding Housing Opportunities. (24 CFR 982.54(d)(5), 982.153(b)(3) and (b)(4), 982.301(a) and 983.301(b)(4) and (b)(12)).
Applies only to PHAs with jurisdiction in metropolitan FMR areas.
Check here if not applicable
- (a) The PHA has a written policy to encourage participation by owners of units outside areas of poverty or minority concentration which clearly delineates areas in its jurisdiction that the PHA considers areas of poverty or minority concentration, and which includes actions the PHA will take to encourage owner participation.
PHA Response Yes No
- (b) The PHA has documentation that shows that it took actions indicated in its written policy to encourage participation by owners outside areas of poverty and minority concentration.
PHA Response Yes No
- (c) The PHA has prepared maps that show various areas, both within and neighboring its jurisdiction, with housing opportunities outside areas of poverty and minority concentration; the PHA has assembled information about job opportunities, schools and services in these areas; and the PHA uses the maps and related information when briefing voucher holders.
PHA Response Yes No
- (d) The PHA's information packet for voucher holders contains either a list of owners who are willing to lease, or properties available for lease, under the voucher program, or a list of other organizations that will help families find units and the list includes properties or organizations that operate outside areas of poverty or minority concentration.
PHA Response Yes No
- (e) The PHA's information packet includes an explanation of how portability works and includes a list of neighboring PHAs with the name, address and telephone number of a portability contact person at each.
PHA Response Yes No
- (f) The PHA has analyzed whether voucher holders have experienced difficulties in finding housing outside areas of poverty or minority concentration and, where such difficulties were found, the PHA has considered whether it is appropriate to seek approval of exception payment standard amounts in any part of its jurisdiction and has sought HUD approval when necessary.
PHA Response Yes No

8. Payment Standards. The PHA has adopted current payment standards for the voucher program by unit size for each FMR area in the PHA jurisdiction and, if applicable, for each PHA-designated part of an FMR area, which do not exceed 110 percent of the current applicable FMR and which are not less than 90 percent of the current FMR (unless a lower percent is approved by HUD). (24 CFR 982.503)

PHA Response Yes No

Enter current FMRs and payment standards (PS)

0-BR FMR <u>604</u>	1-BR FMR <u>666</u>	2-BR FMR <u>767</u>	3-BR FMR <u>973</u>	4-BR FMR <u>1141</u>
PS <u>634</u>	PS <u>699</u>	PS <u>805</u>	PS <u>1022</u>	PS <u>1198</u>

If the PHA has jurisdiction in more than one FMR area, and/or if the PHA has established separate payment standards for a PHA-designated part of an FMR area, attach similar FMR and payment standard comparisons for each FMR area and designated area.

9. Annual Reexaminations. The PHA completes a reexamination for each participating family at least every 12 months. (24 CFR 982.516)

PHA Response Yes No

10. Correct Tenant Rent Calculations. The PHA correctly calculates tenant rent in the rental certificate program and the family rent to owner in the rental voucher program. (24 CFR 982, Subpart K)

PHA Response Yes No

11. Precontract HQS Inspections. Each newly leased unit passed HQS inspection before the beginning date of the assisted lease and HAP contract. (24 CFR 982.305)

PHA Response Yes No

12. Annual HQS Inspections. The PHA inspects each unit under contract at least annually. (24 CFR 982.405(a))

PHA Response Yes No

13. Lease-Up. The PHA executes assistance contracts on behalf of eligible families for the number of units that has been under budget for at least one year.

PHA Response Yes No

- 14a. Family Self-Sufficiency Enrollment. The PHA has enrolled families in FSS as required. (24 CFR 984.105)

Applies only to PHAs required to administer an FSS program.

Check here if not applicable

PHA Response

- a. Number of mandatory FSS slots (Count units funded under the FY 1992 FSS incentive awards and in FY 1993 and later through 10/20/1998. Exclude units funded in connection with Section 8 and Section 23 project-based contract terminations; public housing demolition, disposition and replacement; HUD multifamily property sales; prepaid or terminated mortgages under section 236 or section 221(d)(3); and Section 8 renewal funding. Subtract the number of families that successfully completed their contracts on or after 10/21/1998.)

88

or, Number of mandatory FSS slots under HUD-approved exception

b. Number of FSS families currently enrolled

69

c. Portability: If you are the initial PHA, enter the number of families currently enrolled in your FSS program, but who have moved under portability and whose Section 8 assistance is administered by another PHA

1

Percent of FSS slots filled (b + c divided by a)

79.50

14b. Percent of FSS Participants with Escrow Account Balances. The PHA has made progress in supporting family self-sufficiency as measured by the percent of currently enrolled FSS families with escrow account balances. (24 CFR 984.305)

Applies only to PHAs required to administer an FSS program.

Check here if not applicable

PHA Response Yes No

37

Portability: If you are the initial PHA, enter the number of families with FSS escrow accounts currently enrolled in your FSS program, but who have moved under portability and whose Section 8 assistance is administered by another PHA

Deconcentration Bonus Indicator (Optional and only for PHAs with jurisdiction in metropolitan FMR areas).

The PHA is submitting with this certification data which show that:

- (1) Half or more of all Section 8 families with children assisted by the PHA in its principal operating area resided in low poverty census tracts at the end of the last PHA FY;
- (2) The percent of Section 8 mover families with children who moved to low poverty census tracts in the PHA's principal operating area during the last PHA FY is at least two percentage points higher than the percent of all Section 8 families with children who resided in low poverty census tracts at the end of the last PHA FY;
- or
- (3) The percent of Section 8 mover families with children who moved to low poverty census tracts in the PHA's principal operating area over the last two PHA FYs is at least two percentage points higher than the percent of all Section 8 families with children who resided in low poverty census tracts at the end of the second to last PHA FY.

PHA Response Yes No If yes, attach completed deconcentration bonus indicator addendum.

I hereby certify that, to the best of my knowledge, the above responses under the Section 8 Management Assessment Program (SEMAP) are true and accurate for the PHA fiscal year indicated above. I also certify that, to my present knowledge, there is not evidence to indicate seriously deficient performance that casts doubt on the PHA's capacity to administer Section 8 rental assistance in accordance with Federal law and regulations.

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Executive Director, signature

Chairperson, Board of Commissioners, signature

[Signature]

[Signature]

Date (mm/dd/yyyy) 2/25/13

Date (mm/dd/yyyy) 2/25/2013

The PHA may include with its SEMAP certification any information bearing on the accuracy or completeness of the information used by the PHA in providing its certification.

Property Name:

Management Report for the Month of:

20

Occupancy:

As of the last day of the month of _____, the community was ___% occupied.

Vacancy:

Vacant unit(s): ___

Turnover rate: ___%

YTD: ___

Move-out(s): ___

Current Rent(s):

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

Utilities:

Residents pay: _____

Maintenance:

Unit inspections: ___ Building inspections: ___

Vegetation is being trimmed weekly: ___yes ___no

Security:

Any incident reports? ___yes ___no

If yes, give an explanation:

Insurance Claims:

Any claims this month? ___yes ___no

If yes, give an explanation:

Management Referrals:

Late Rent: _____

Re-certifications:

Number completed for the current month: ____

Number in process for the next month: ____

Social Services:

Newsletter completed and distributed? ___yes ___no

Scheduled activities: _____

Sincerely,

Community Coordinator

Property Name:

Management Report for the Month of:

20

Occupancy:

As of the last day of the month of _____, the community was ___% occupied.

Vacancy:

Vacant unit(s): ___

Turnover rate: ___%

YTD: ___

Move-out(s): ___

Current Rent(s):

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

Utilities:

Residents pay: _____

Maintenance:

Unit inspections: ___ Building inspections: ___

Vegetation is being trimmed weekly: ___yes ___no

Security:

Any incident reports? ___yes ___no

If yes, give an explanation:

Insurance Claims:

Any claims this month? ___yes ___no

If yes, give an explanation:

Management Referrals:

Late Rent: _____

Re-certifications:

Number completed for the current month: ____

Number in process for the next month: ____

Social Services:

Newsletter completed and distributed? ___yes ___no

Scheduled activities: _____

Sincerely,

Community Coordinator

Property Name:

Management Report for the Month of:

20

Occupancy:

As of the last day of the month of _____, the community was ___% occupied.

Vacancy:

Vacant unit(s): ___

Turnover rate: ___%

YTD: ___

Move-out(s): ___

Current Rent(s):

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

Utilities:

Residents pay: _____

Maintenance:

Unit inspections: ___ Building inspections: ___

Vegetation is being trimmed weekly: ___yes ___no

Security:

Any incident reports? ___yes ___no

If yes, give an explanation:

Insurance Claims:

Any claims this month? ___yes ___no

If yes, give an explanation:

Management Referrals:

Late Rent: _____

Re-certifications:

Number completed for the current month: ____

Number in process for the next month: ____

Social Services:

Newsletter completed and distributed? ___yes ___no

Scheduled activities: _____

Sincerely,

Community Coordinator

Property Name:

Management Report for the Month of:

20

Occupancy:

As of the last day of the month of _____, the community was ___% occupied.

Vacancy:

Vacant unit(s): ___

Turnover rate: ___%

YTD: ___

Move-out(s): ___

Current Rent(s):

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

Utilities:

Residents pay: _____

Maintenance:

Unit inspections: ___ Building inspections: ___

Vegetation is being trimmed weekly: ___yes ___no

Security:

Any incident reports? ___yes ___no

If yes, give an explanation:

Insurance Claims:

Any claims this month? ___yes ___no

If yes, give an explanation:

Management Referrals:

Late Rent: _____

Re-certifications:

Number completed for the current month: ____

Number in process for the next month: ____

Social Services:

Newsletter completed and distributed? ___yes ___no

Scheduled activities: _____

Sincerely,

Community Coordinator

Property Name: RENAISSANCE

Management Report for the Month of: February 2013

Occupancy:

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

Vacancy:

Vacant unit(s): 6

Turnover rate: 6 %

YTD: 43

Move-out(s): 4

Current Rent(s):

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

Utilities:

Residents pay: All their utilities. Senior building owner pays water, sewer and trash

Maintenance:

Unit inspections: 0 Building inspections: 15

Vegetation is being trimmed weekly: yes Xno

Security:

Any incident reports? ___yes xno

If yes, give an explanation:

Insurance Claims:

Any claims this month? ___yes xno

If yes, give an explanation:

Management Referrals:

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

Re-certifications:

Number completed for the current month: 12

Number in process for the next month: 16

Social Services:

Newsletter completed and distributed? ___yes xno

Scheduled activities: Held birthday parties for all those born in January and
February

Sincerely,


Community Coordinator

Property Name: DAKOTA PARK

Management Report for the Month of: February 2013

Occupancy:

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

Vacancy:

Vacant unit(s): 4

Turnover rate: 5 %

YTD: 9

Move-out(s): 1

Current Rent(s):

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

Utilities:

Residents pay: ALL THEIR UTILITIES

Maintenance:

Unit inspections: 0 Building inspections: 6

Vegetation is being trimmed weekly: yes Xno

Security:

Any incident reports? ___yes ___no

If yes, give an explanation:

Insurance Claims:

Any claims this month? ___yes ___no

If yes, give an explanation:

Management Referrals:

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

Re-certifications:

Number completed for the current month: 3

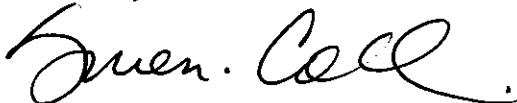
Number in process for the next month: 4

Social Services:

Newsletter completed and distributed? ___yes x no

Scheduled activities: _____

Sincerely,



Community Coordinator

Property Name: Colton Meadow

Management Report for the Month of: February 2013

Occupancy:

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

Vacancy:

Vacant unit(s): 01

Turnover rate: 01 %

YTD: 02

Move-out(s): 01

Current Rent(s):

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

Utilities:

Residents pay: Electricity

Maintenance:

Unit inspections: 9 Building inspections: 36

Vegetation is being trimmed weekly: yes Xno

Security:

Any incident reports? ___yes Xno

If yes, give an explanation:

N/A

Insurance Claims:

Any claims this month? ___yes Xno

If yes, give an explanation:

N/A

Management Referrals:

Late Rent: N/A

Re-certifications:

Number completed for the current month: 06

Number in process for the next month: 06

Social Services:

Newsletter completed and distributed? Xyes ___no

Scheduled activities: N/A

Sincerely,



Community Coordinator

Property Name: Villas At Lake Bonnet

Management Report for the Month of: February 2013

Occupancy:

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

Vacancy:

Vacant unit(s): 02

Turnover rate: 01 %

YTD: 03

Move-out(s): 01

Current Rent(s):

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

Utilities:

Residents pay: Electricity

Maintenance:

Unit inspections: 10 Building inspections: 38

Vegetation is being trimmed weekly: yes Xno

Security:

Any incident reports? ___yes Xno

If yes, give an explanation:

N/A _____

Insurance Claims:

Any claims this month? ___yes Xno

If yes, give an explanation:

N/A _____

Management Referrals:

Late Rent: None _____

Re-certifications:

Number completed for the current month: 0

Number in process for the next month: 16

Social Services:

Newsletter completed and distributed? Xyes ___no

Scheduled activities: TBD _____

Sincerely,



Community Coordinator

Property Name: Manor @ West Bartow

Management Report for the Month of: February 20¹³

Occupancy:

As of the last day of the month of February; the community was 98 % occupied.

Vacancy:

Vacant unit(s): 2

Turnover rate: 2 %

YTD: 3

Move-out(s): 1

Current Rent(s):

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

Utilities:

Residents pay: Electric

Maintenance:

Unit inspections: 59 Building inspections: 2

Vegetation is being trimmed weekly: yes no

Security:

Any incident reports? ___yes no

If yes, give an explanation:

Insurance Claims:

Any claims this month? ___yes no

If yes, give an explanation:

Management Referrals:

Late Rent: 3

Re-certifications:

Number completed for the current month: 2

Number in process for the next month: 2

Social Services:

Newsletter completed and distributed? yes ___no

Scheduled activities: bingo, movie and craft nights

Sincerely,

Jennifer Robinson

Community Coordinator

Property Name: Manor @ West Bartow

Management Report for the Month of: February 20¹³

Occupancy:

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

Vacancy:

Vacant unit(s): 2

Turnover rate: 2 %

YTD: 3

Move-out(s): 1

Current Rent(s):

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

Utilities:

Residents pay: Electric

Maintenance:

Unit inspections: 59 Building inspections: 2

Vegetation is being trimmed weekly: yes no

Security:

Any incident reports? ___yes no

If yes, give an explanation:

Insurance Claims:

Any claims this month? ___yes no

If yes, give an explanation:

Management Referrals:

Late Rent: 3

Re-certifications:

Number completed for the current month: 2

Number in process for the next month: 2

Social Services:

Newsletter completed and distributed? yes ___no

Scheduled activities: bingo, movie and craft nights

Sincerely,

Jennifer Robinson

Community Coordinator

Investigative Board Report February, 2013

1 Small Claims Court

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

2 Eviction Court

- Two evictions filed for the month of February one was for non-payment of rent, and one was for lease violations. The non-payment was for a tenant in Public Housing, and the one for lease violations was from West Lake Management.

3 Applicant Criminal Histories

- During the month of February four criminal histories were processed for Public Housing applicants, **resulting in a net savings to the Lakeland Housing Authority of ninety-two dollars.**

4 Public Housing Re-certification Criminal Histories

- For the month of February thirty-one criminal histories were processed for Public housing, **resulting in a net savings of seven hundred and thirteen dollars.**

5 Conflict Resolutions

- One for the month of February

6 Public Housing Fraud Recovery

- None for the month of February

7 Repayment Agreements

- None for the month of February

Section 8

1 Section 8 Terminations

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

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

2 Section 8 Repayment Agreements

- No section 8 re-payment agreements were signed for the month of February.

3 Section 8 Fraud Recovery

- Figures are unavailable.

4 Criminal Court

- The Lakeland Housing Authority currently has three pending cases with the State Attorney's Office.

5 Section 8 Applicant Criminal Histories

- During the month of February, the Lakeland Housing Authority Investigations Department ran Four (4) criminal histories for Section 8 applicants. **This resulted in a net savings of ninety-two dollars.**

6 Section 8 Re-certification Criminal Histories

- During the month of February, one hundred and seven (107) section 8 re-certifications were submitted to Investigations, for a **total savings of two thousand four hundred and sixty-one dollars.**

7 Section 8 Hearings

- Investigators attended no section eight hearings for the month of February.

8 VASH

- One (1) for the month of February, for a **total savings of twenty-three dollars.**

Administration

- The investigative unit processed three (2) backgrounds on a L.H.A. new-hires, **for a savings of forty-six dollars.**

The Manor at West Bartow

- Fourteen (14) criminal history re-certs were run for the month of February, which resulted in a savings of **three hundred and twenty-two dollars.**

Washington Renaissance and Dakota Park

- One (1) criminal history was processed for the Renaissance/Washington Oaks property, **for a savings of twenty-three dollars.** There were no applications submitted for recertification for the month of February.

Colton Meadow/Bonnet Shores Villas

- Four (4) criminal histories were processed for Colton Meadow, for the month of February, **for a savings of ninety-two dollars.** We also completed (12) applications for recertification **for a savings of two hundred and seventy-six dollars. Ten (10) criminal histories were processed for re-certification at the Bonnett Shores Property for a total savings of two hundred and thirty dollars.**

Lincoln Square Apartments

- Periodic checks of the vacated property.

General

- During the month of February, we completed two (2) background checks for Lakeland Housing Authority employment, and attended several meetings. In addition we wrote six (six) parking violations, all tenants complied with the 24 hour notice and none were towed. By having the Investigation Department process the criminal backgrounds in-house, the Lakeland Housing Authority has saved **four thousand two hundred and seventy-eight dollars**, for the month of February. This figure is based upon the cost of twenty-three dollars per background check by outside information suppliers. In addition we have begun issuing the new Lakeland Housing Authority Identification cards. West lake Management cards will be coming in the next few weeks.