



MONDAY, MAY 20, 2013

# REGULAR BOARD MEETING

**AGENDA**  
**The Annual Meeting of**  
**The Housing Authority of the City of Lakeland, Florida**  
**Monday, May 20, 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. Open Lakeland Housing Authority Annual Meeting
  - A. Election of Officers
4. Public Forum
  - A. FSS Graduate Presentation
    1. Mariela Olivo-Ortiz
    2. Dionna Watson
5. Approval of the Minutes of the Regular Board meeting held on April 15, 2013 **(Tab 1)**
6. Acceptance of Minutes of the Regular Finance Committee meeting held April 10, 2013 **(Tab 2)**
7. Acceptance of the minutes of the Personnel/Administration Committee meeting April 11, 2013 **(Tab 3)**
8. Old Business:
9. New Business **(Tab 4)**
  - Monthly Reports
    - A. Financial Reports
    - B. Grants Update
    - C. Development Report
    - D. Legal Report
      1. By-Laws
      2. Procurement Policy
    - E. Resolution #13-1353 Request for Approving the Loan Renewal with Community Southern Bank for 4379 Williams Road
9. Secretary's Reports including Procurement, Residents Services and Family Self-Sufficiency, Housing Management Board Report which includes Housing Choice Voucher Program, Property Management, and Investigations Report
10. Other Business
11. Adjournment

**MINUTES**  
**Regular Board Meeting of**  
**The Housing Authority of the City of Lakeland**  
**April 15, 2013**

The Commissioners of the Housing Authority of the City of Lakeland met for a Regular Board Meeting on Monday, April 15<sup>th</sup> 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, Vice Chair  
  Edward Hall, Commissioner  
  Joseph DiCesare, Commissioner  
  Dr. Bernice Evans, Commissioner  
  Ellis Hirsch, Commissioner  
  Dorothy Sanders, Commissioner

LHA Staff Present:                       Benjamin Stevenson, Executive Director  
  Valerie Brown, Sr. Director of Development  
  Earl Haynes, Director of Resident Services  
  Carlos Pizarro, Director of Housing  
  Tom Hornack, Procurement  
  Shauna Ginn, Asset Manager  
  Eva Hall, Director of Finance  
  Cynthia Zorn-Shaw, Resident Services  
  Gwendolyn Collins, Community Manager  
  Patrick Roberts, Human Resources  
  Idalia Gonzalez, Section 8 Department  
  Kasandra S. Davis, Executive Administrative Coordinator

Guests:                                   Nan Campbell                       Lillie Brown  
  Betty Hills                           Dequia Coker  
  Mamie Locust                       Leroy Goodman  
  Nita McGee                         Eric Pera  
  Don Brown  
  Brenda Goodman

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 with corrections held on March 25, 2013.**

**Discussion:** Commissioner Evans stated her comments should read as follows from page 2 of the minutes:

1. She did not request a disk copy of the By-Laws Committee meeting but written minutes.
2. On the LHA Regular Board Agenda it read By-Laws Committee and Personnel/Administration Update – she wanted to know if the PAC Committee met.
3. She was not appalled by the holdings of the By-Laws Committee meeting but instead appalled that the By-Laws were presented as revisions.
4. Other Business –Regarding bullet point one Commissioner Evans' concern was there was no open discussion regarding the tree trimming contract and wanted all members to know about the contract.

**Richardson - 2<sup>nd</sup> Sanders Vote: Hirsch-Aye, DiCesare-Aye, Sanders-Aye, Hall-Aye, Richardson-Aye, Evans-Aye**

- **Acceptance of the Minutes of the Residents' Interest Committee Meeting held on March 21, 2013.**
- **Acceptance of the Minutes of the Finance Committee Meeting held on March 22, 2013.**
- **Acceptance of the Minutes of the By-laws Committee Meeting held on March 18, 2013.**

### Old Business

- By-Laws Committee review – Attorney Gilmore gave an overview of how the Bylaws Committee received the proposed revisions. He shared that the recommendations received from Commissioner Evans were reviewed along with the recommendations he made. He suggested if any commissioner wanted to make a motion it probably would be an easier way to enter into discussion.

**Motion to accept the Revised By-Laws of March 18, 2013. Hall – 2<sup>nd</sup> Richardson.**

- **Discussion:** Commissioner Richardson wanted the Board of Commissioners to know the process used by the committee to revise the By-Laws. Each commissioner reviewed and identified questions then offered suggestions. The committee also took into consideration the memos from Commissioner Evans and Attorney Gilmore.

Commissioner Evans would like clarity on Article II Section 10 – after reviewing the revised copy of the By-Laws a sentence was inadvertently missed in making corrections. After removing the incorrect verbiage, the sentence should read as “The Executive Director may, from time to time employ such personnel as he/she deems necessary to its powers...”

Then Commissioner Evans asked for an explanation regarding Article IV Committees Section 1; Mr. Gilmore explained that if the Chairperson chose to place himself on a committee the Board would have to reject the entire nomination; and not just the chairperson.

Commissioner Evans then stated she has a problem with the word “ordinarily” in Article IV Committees-Section 2- A. Finance Committee – Membership. After much discussion

Attorney Gilmore stated the Committee system has become too politicize, “ordinarily” is built for flexibility not rigidity.

Commissioner Evans then asked for an explanation regarding Article VII Commissioner Orientation- after discussion Attorney stated it is the Chairperson’s responsibility to make sure a new commissioner is trained.

**Vote: Hirsch-Aye, DiCesare-Aye, Sanders-Aye, Hall-Aye, Pimentel-Aye, Richardson-Aye, Evans-Aye**

- After the By-Laws were ratified Commissioner Hirsch made several statements regarding the committee structure. In that having 4 commissioners on a committee could possibly overrule or prevent an item from being presented to the full Board of Commissioners.

**Motion to abolish all standing committees (Finance, Residents’ Interest and Personnel and Administration.**

- **Discussion:** Commissioner DiCesare wanted it stated for the record that he sits on a committee and does not like the accusation that he would not show integrity in his decision making. Commissioner Hirsch apologized that was not his intent to point a finger at anyone he was making a statement. There was intense discussion regarding the committee structure use and possible miss-use. Attorney Gilmore addressed Commissioner DiCesare by letting him know he stated that the committees had become politicized and this observation has been observed for more than a month.

**Vote: Commissioners Hirsch- Aye, DiCesare-Nay, Sanders- Aye, Hall- Aye, Pimentel-Aye, Richardson- Aye, Evans- Aye Motion Carries**

- **Attorney Gilmore stated the By-Laws needed to be amended and he will present Revised By-Laws at the next meeting.**
- Commissioner Pimentel shared with the public that services would not be eliminated but the meetings could possibly be moved from property to property.
- Commissioner Hirsch read from the Procurement Policy Article 3 Section Small Purchases number 4 which reads, “Further, for purchases and contracts from \$25,000 to \$50,000, such purchases and contracts shall be subject to review and approval by the Finance Committee of LHA’s Board of Commissioners.” Should extract Finance Committee and insert Full Board.

**Motion to reword the Procurement Policy Article 3 Section Small Purchases number 4 which reads, “Further, for purchases and contracts from \$25,000 to \$50,000, such purchases and contracts shall be subject to review and approval by the Finance Committee of LHA’s Board of Commissioners.” Should extract Finance Committee and insert Full Board. No second motion failed.**

- **Executive Director Evaluation-** Attorney Gilmore gave an overview of the process to the commissioners used to perform the Executive Director’s evaluation and shared with the commissioners a copy of the evaluation forms are available by request. Commissioner Richardson inquired about the evaluations being available upon request and is concerned that the information might be missed used. “I have no need to know how another commissioner evaluated the Executive Director.” Attorney Gilmore explained the averages can be plugged into grid and a grade generated to score the Executive Director’s performance. He reminded the commissioner that the ED’s contract calls for a base salary, cost of living adjustment and the Board of Commissioners considers a merit increase. There was substantial discussion regarding the ED’s evaluation and possible increase and the

uncertainty of funding from HUD.

**Motion to receive Executive Director's evaluation result computations from Attorney Gilmore and forgo the discussion of a merit increase until an appropriate time. Richardson 2<sup>nd</sup> Hirsch**

**Vote: Commissioners Hirsch- Aye, DiCesare- Aye, Sanders- Aye, Hall- Aye, Pimentel- Aye, Richardson- Aye, and Evans- Aye Motion carries.**

### New Business

- **Financial and Grant Reports** - Commissioner Evans stated the Finance Committee reviews the financials and grant reports and recommend the reports are accepted.
- **Development Report** – Ms. Brown gave an overview of the Development Report pointing out significant points from submitted information.
- **Legal Report- Attorney Gilmore suggested the Procurement Policy be given as much attention as the By-Laws and will take both documents and make recommendations to the commissioners and send the policy along with recommendations before the next Board Meeting.**

### Resolutions

- Ms. Hall and Mr. Pizarro gave detailed reports of amendments to the 2013 consolidated budget for the Lakeland Housing Authority.

**Resolution #13-1352 – The Board of Commissioners is requested to approve amendments to the 2013 Consolidated Budget.**

- **Motion to Approve Resolution 13-1352 – The Board of Commissioners is requested to approve amendments to the 2013 Consolidated Budget.**  
**Vote: Commissioners Hirsch- Aye, Sanders- Aye, Hall- Aye, Pimentel- Aye, Richardson- Aye, Evans- Aye Motion Carries**
- **Secretary's Reports** – Mr. Stevenson informed the Board of Commissioners that he accepted a proclamation from the City of Lakeland during Fair Housing Month.

### Other Business

- Commissioner Evans wanted to discuss an issue resulting from a comment in the Finance Committee meeting. Attorney Gilmore advised the commissioners to move forward and leave the issues in the past.

The meeting was adjourned at 8:15 p.m.

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**Benjamin Stevenson, Secretary**



- Commissioner Evans asked for the sake of time to move the Budget Update, listed under Old Business - Item A - Tab 2 – be repositioned under Resolution #13-1352 dealing with the 2013 Consolidated Budget.

### **Old Business**

- Dr. Evans asked the Finance Committee to consider requesting the Board of Commissioners to place the Procurement Policy on the upcoming Board's agenda. After much discussion the Commissioners asked Mr. Stevenson to contact Legal Counsel to regarding placing the Procurement Policy on this month's Board agenda.

### **New Business**

- It was noted that there were no changes to the February 2013 financial statements presented to the Committee. Ms. Hall then reviewed each entity and answered any related questions from the Finance Committee.
- There were several questions regarding the check register and Ms. Hall gave detailed information on the inquired items. The Finance Department provided the committee two types of check registers. One listing check numbers by property and the other by numerical check order.
- Ms. Hall shared regarding the Grant Report that staff is working to allocate the funding. Commissioner Richardson inquired if the funding for the ROSS Grant would be expended. Ms. Hall stated all funds would be expended. Mr. Stevenson also stated that staff is making sure that expenditures are being allocated so that no monies are left on the table. The 21<sup>st</sup> Century Grant expenditures will increase as we move into the summer months because the bulk of their activities are held during the summer.
- **Aging in Place Cecil Gober** – Commissioner Evans had concerns regarding the Procurement Policy Procedures being violated with the task order for Architectural services. There was a long intense discuss as to whether the Staff of LHA is following the LHA Procurement Policy and the Florida Sunshine Laws. Also, there was discussion regarding the Finance Committee having the authority to approve contracts between the amounts of \$25,000 to \$50,000. Commissioner Evans emphatically denied that the Finance Committee approved any contracts without sending the contract to the Board of Commissioners for approval. Mr. Hornack stated there was a contract involving the installation of a fence that came before the Finance Committee. He stated without researching the minutes he cannot give a definitive answer.
- Commissioner DiCesare along with Commissioner Richardson stated based on the present Procurement Policy the authority is given to the Finance Committee to approve the Cecil Gober Aging In-place Design Services contract in the amount of \$47,227.50.



**Motion to authorize the Executive Director of the Lakeland Housing Authority to award the Cecil Gober Aging In-place Design Services to Robert Reid Wedding Architects for a not-to-exceed amount of \$47,227.50. Richardson -2<sup>nd</sup> DiCesare**

**DiCesare- Aye, Hall- Aye, Evans- Nay, and Richardson- Aye Motion carries**

Commissioner Evans stated the Finance meeting is scheduled for 90 minute meetings the allotted time is about to expire what is the pleasure of the committee. Commissioner DiCesare stated he could stay another 15-20 minutes.

Commissioner Richardson stated regarding the budget that when it is approved it is approved for the year. Mr. Stevenson reminded the committee that the Finance Committee only recommends the budget to the Board for approval and the budget will be listed on this month's agenda.

There being no other business Commissioner Richardson moved for adjournment at 1:37 p.m.

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Dr. Bernice Evans, Chairman

**MINUTES**  
**Personnel/Administration Committee Meeting of**  
**The Housing Authority of the City of Lakeland**  
**April 15, 2013**

The Commissioners of the Lakeland Housing Authority (LHA) met for a Personnel/Administration Committee Meeting on Monday April 15, 2013, 6:00 pm, at LHA Office, 430 Hartsell Avenue, Lakeland, Florida.

Personnel Committee Members:      Commissioner Bernice Evans  
   Commissioner Richard Richardson  
   Commissioner Michael Pimentel  
   Commissioner Dorothy Sanders

Guest Present:                              Nita McGee  
   Mary Simmons

LHA Staff Present:                        Benjamin Stevenson, Executive Director  
   Patrick Roberts, Human Resource Generalist  
   Kasandra S. Davis, Executive Administrative Coordinator

Call to Order 6:00 pm

Pledge of Allegiance.

A moment of silence observed.

A quorum was established.

- The first order of business was to select a chairperson for the committee. Commissioner Evans nominated Commissioner Richardson – 2<sup>nd</sup> by Commissioner Pimentel. Commissioner Sanders- Aye, Commissioner Pimentel- Aye, Commissioner Richardson- Aye, Commissioner Evans- Aye
- Commissioner Richardson thanked the committee for the nomination and stated he will do his best to fill the responsibly of the office.
- Patrick Roberts, Human Resource Generalist, presented each Commissioner with a copy of the 2012 FAHRO study. Mr. Roberts gave an overview of the definitions used in the FHARO so that the committee would understand the terminology being used. Mr. Roberts shared that the Lakeland Housing Authority is considered a medium size agency

therefore the salaries noted were measured against the medium size Housing Authority category for FAHRO. Mr. Roberts went through each position listed on the FAHRO study and matched as close as possible to the LHA positions.

- Commissioner Richardson thanked Mr. Roberts for the presentation. There was discussion on the positions, HUD requirements for positions and the FAHRO study as it relates to the Lakeland Housing Authority.
- Commissioner Richardson stated that the Personnel Committee will review the information and forward their recommendations to the Finance Committee and the Finance Committee will then forward their recommendations to the Board of Commissioners.

Meeting adjourned at 7:15 p.m.

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Commissioner Richard Richardson, Chairperson

# FAHRO 2012 SALARY STUDY

A presentation by:  
R. Patrick Roberts Jr., MBA  
Human Resources Generalist

LAKELAND HOUSING AUTHORITY



# FAHRO 2012 SALARY STUDY

## Table of Contents

- Definition of Common Terms
- List of Housing Authorities
- Salary Comparison
- Summary of Benefits

# FAHRO 2012 SALARY STUDY

## Definitions

- Small Housing Authority: below 1200 units
- **Medium Housing Authority: 1200-2499 units**
- Large Housing Authority: above 2500 units

# FAHRO 2012 SALARY STUDY

- List of Housing Authorities :
  - Daytona Beach Housing Authority
  - Housing Authority of Ft. Meyers
  - Housing Authority of Ft. Pierce
  - Gainesville Housing Authority
  - Homestead Housing Authority
  - Manatee County Housing Authority
  - Housing Authority of Pompano Beach
  - Sarasota Housing Authority

# FAHRO 2012 SALARY STUDY

## Salary Study Results

Executive Director

Low: 110,000      High: 165,956

Executive Assistant

Low: 34,349      High: 49,904

Deputy Director

Low: 59,4915      High: 94,915

## Lakeland Housing Authority

Executive Director

**Actual: 150,000**

Executive Assistant

**Actual: 45,000**

Deputy Director

N/A



# FAHRO 2012 SALARY STUDY

## Florida Salary Study

Accounting Clerk

Low: 14.18      High: 22.35

General Accounting

Low: 17.89      High: 26.90

Director of Finance/CFO

Low: 56,705      High: 87,494

## Lakeland Housing Authority

Accounting OSS II

**Actual : 15.00**

Accountant

**Actual: 19.23**

Director of Finance

**Actual: 80,000**

# FAHRO 2012 SALARY STUDY

## Florida Salary Study

Reception

**Low: 10.29      High: 15.79**

Procurement

**Low: 37,141      High: 58,387**

Director of HR/HR Manager

**Low: 46,446      High: 71,903**

## Lakeland Housing Authority

Reception

**Actual: 9.88**

Procurement

**Actual: 66,994**

HR Generalist OSS II

**Actual: 30,908**

# FAHRO 2012 SALARY STUDY

## Florida Salary Study

Owner's Rep

Low: 62,600 High 82,206

IT Manger

Low: 21.44 † High 33.61

## Lakeland Housing Authority

Construction Manager

**Actual: 61,000**

IT Manager

**Actual: 25.58**

# FAHRO 2012 SALARY STUDY

## Florida Salary Study

Director of Asset Manager

Low: 60,374      High: 90,579

Property Manager

Low: 37,784      High: 57,341

Assistant Property Manager

Low: 12.16      High: 19.18

## Lakeland Housing Authority

Asset Manager

Actual: 62,619

Community Coordinator

Actual: 41,507

Assist Community Coordinator

Actual: 13.50

# FAHRO 2012 SALARY STUDY

## Florida Salary Study

Maintenance Supervisor

Low: 17.97 High: 28.06

Mechanic I

Low: 11.56 to High: 19.16

Mechanic II

Low: 13.10 to High: 20.89

Laborer

Low: 9.89 to High: 15.19

## Lakeland Housing Authority

Maintenance Supervisor

**Actual: 16.50**

Mechanic I

**Actual: 10.78**

Mechanic II

**Actual: 16.88**

MST

**Actual: 7.79**

# FAHRO 2012 SALARY STUDY

## Florida Salary Study

UPCS Inspector

Low: 16.27      High: 26.07

SR HCV Specialist

Low: 16.53      High: 24.02

PH Specialist

Low: 12.27      High: 18.86

## Lakeland Housing Authority

UPCS Inspector

**Actual: 15.40**

HCV Case Worker

**Actual: 12.89**

Intake Assistant Manager

**Actual: 14.50**

# FAHRO 2012 SALARY STUDY

## Florida Salary Study

HCV FSS Caseworker

Low: 15.48      High: 22.85

Interview/Intake

Low: 13.72      High: 19.66

Compliance officer

Low: 19.71      High: 26.44

## Lakeland Housing Authority

Intake Assistant Manager

**Actual: 14.50**

Intake Assistant Manager

**Actual: 14.50**

Compliance officer

**Actual: 14.50**



# FAHRO 2012 SALARY STUDY

## Florida Salary Study

Director of Resident Services

Low: 53,837      High: 85,252

Resident Services Coordinator

Low: 16.12      High: 24.39

Caseworker

Low: 12.83      High: 18.93

## Lakeland Housing Authority

Director of Resident Services

Actual: 80,000

Resident Services Coordinator

Actual: 16.31

Caseworker

Actual: 14.15



# FAHRO 2012 SALARY STUDY

## Florida Salary Study

PH FSS Caseworker

**High: 15.97**      **Low: 23.97**

Youth Coordinator

**High: 12.45**      **Low: 24.47**

## Lakeland Housing Authority

FSS Coordinator

**Actual: 19.37**

Youth Build Teacher/Counselor

**Actual: 20.26**

**Lakeland Housing Authority  
Central Office Cost Center  
Statement of Operations  
For the Three Months Ended March 31, 2013**

	<u>Current Month</u>				<u>Year to Date</u>				<u>Annual Budget</u>
	Actual	Budget	\$ Variance	% Variance	Actual	Budget	\$ Variance	% Variance	
Vending Income	-	-	-	100.00%	128	-	128	100.00%	-
Management & Admin Income	20,181	18,933	1,326	7.00%	60,779	56,800	3,979	7.00%	<b>227,200</b>
<b>Total Revenue</b>	<b>20,181</b>	<b>18,933</b>	<b>1,248</b>	<b>6.59%</b>	<b>60,907</b>	<b>56,800</b>	<b>4,107</b>	<b>7.23%</b>	<b>227,200</b>
Administrative Expenses	113,926	129,891	(15,964)	-12.29%	256,830	299,500	(42,669)	-14.25%	<b>1,198,000</b>
Utility Expense	1,480	1,507	(27)	-1.78%	4,384	4,520	(136)	-3.00%	<b>18,080</b>
Maintenance Expense	2,141	1,175	966	82.23%	5,715	3,525	2,190	62.12%	<b>14,100</b>
General Expenses	1,185	(84,173)	85,358	-101.41%	6,307	11,100	(4,793)	-43.18%	<b>11,100</b>
Depreciation	133	146	(13)	-8.69%	399	437	(38)	-8.69%	<b>1,750</b>
<b>Total Expense</b>	<b>118,865</b>	<b>48,545</b>	<b>70,321</b>	<b>144.86%</b>	<b>273,636</b>	<b>319,082</b>	<b>(45,447)</b>	<b>-14.24%</b>	<b>1,243,030</b>
<b>Net Operating Income (Loss)</b>	<b>(98,684)</b>	<b>(29,611)</b>	<b>(69,073)</b>	<b>233.26%</b>	<b>(212,729)</b>	<b>(262,282)</b>	<b>49,553</b>	<b>-18.89%</b>	<b>(1,015,830)</b>
<b>COCC Allocation from Other Programs</b>	<b>98,684</b>	<b>85,098</b>	<b>13,586</b>	<b>15.97%</b>	<b>212,729</b>	<b>170,197</b>	<b>42,532</b>	<b>24.99%</b>	<b>1,021,180</b>
									<b>5,350</b>

**Lakeland Housing Authority  
Central Office Cost Center  
Balance Sheet  
March 31, 2013**

<b>Assets</b>	<b>Liabilities and Equity</b>
Current Assets	Liabilities
Prepaid Expense	Current Liabilities
10,018	Accounts Payable
Total Current Assets	5,502
10,018	Due to Other Programs
	316,745
	Accr Compensated Absences Current
	14,986
	Total Current Liabilities
	337,233
Other Assets	Other Liabilities
Property & Equipment	Accr Compensated Absences - LT
22,857	27,832
Accumulated Depreciation	Total Other Liabilities
(2,397)	27,832
Total Other Assets	
20,460	
	<b>Total Liabilities</b>
	<b>365,065</b>
	Equity
	Unrestricted Net Assets
	(334,588)
	<b>Total Equity</b>
	<b>(334,588)</b>
<b>Total Assets</b>	<b>Total Liabilities and Equity</b>
<b>30,477</b>	<b>30,477</b>

**Lakeland Housing Authority  
Public Housing (AMP 1)  
Statement of Operations  
For the Three Months Ended March 31, 2013**

	<u>Current Month</u>				<u>Year to Date</u>				<u>Annual Budget</u>
	Actual	Budget	\$ Variance	% Variance	Actual	Budget	\$ Variance	% Variance	
Rental Income	24,891	24,500	391	1.60%	74,847	73,500	1,347	1.83%	<b>294,000</b>
Other Tenant Income	1,502	738	764	103.52%	2,736	2,213	523	23.63%	<b>8,850</b>
Government Subsidy Income	54,026	65,092	(11,066)	-17.00% <b>1</b>	173,794	195,275	(21,481)	-11.00% <b>1</b>	<b>781,098</b>
Interest Income Restricted	16,583	20,750	(4,167)	0.00%	49,749	62,250	(12,501)	0.00%	<b>249,000</b>
Other Income	377	1,316	(939)	0.00%	1,390	3,950	(2,560)	-64.81%	<b>15,800</b>
<b>Total Revenue</b>	<b>97,379</b>	<b>112,396</b>	<b>(15,017)</b>	<b>-13.36%</b>	<b>302,516</b>	<b>337,188</b>	<b>(34,672)</b>	<b>-10.28%</b>	<b>1,348,748</b>
Administrative Expenses	45,141	52,920	(7,779)	-14.70%	111,371	131,204	(19,833)	-15.12%	<b>524,818</b>
Tenant Services Expenses	759	1,225	(466)	-38.03%	1,089	3,675	(2,586)	-70.37%	<b>14,700</b>
Utility Expense	7,011	6,958	53	0.76%	22,299	20,875	1,424	6.82%	<b>83,500</b>
Maintenance Expense	33,866	48,798	(14,932)	-30.60%	62,541	113,167	(50,626)	-44.74%	<b>452,671</b>
General Expenses	8,693	6,056	2,637	43.55% <b>2</b>	38,240	18,167	20,073	110.49% <b>2</b>	<b>72,670</b>
Housing Assistance Payments	854	2,875	(2,021)	-70.30% <b>3</b>	9,772	8,625	1,147	13.29% <b>3</b>	<b>34,500</b>
Depreciation	66,917	66,917	0	0.00%	200,750	200,750	(0)	0.00%	<b>803,000</b>
<b>Total Expense</b>	<b>163,241</b>	<b>185,749</b>	<b>(22,507)</b>	<b>-12.12%</b>	<b>446,062</b>	<b>496,464</b>	<b>(50,402)</b>	<b>-10.15%</b>	<b>1,985,859</b>
<b>Net Operating Income (Loss)</b>	<b>(65,862)</b>	<b>(73,353)</b>	<b>7,490</b>	<b>-10.21%</b>	<b>(143,546)</b>	<b>(159,275)</b>	<b>15,730</b>	<b>-9.88%</b>	<b>(637,111)</b>

**Comments**

**1**

We are being notified on a month-to-month basis regarding the amount we will receive from HUD for the operating subsidy.

**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**  
**March 31, 2013**

**Assets**

Current Assets	
Cash - Unrestricted	812,964
Cash - Restricted	33,174
Accounts Receivable	99,165
Allowance for Doubtful Accounts	(44,297)
Due from Other Programs	4,507,317
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
Prepaid Expense	21,057
Other Current Assets	37,914
<b>Total Current Assets</b>	<b>7,231,016</b>
Other Assets	
Property & Equipment	11,341,369
Accumulated Depreciation	(7,421,341)
<b>Total Other Assets</b>	<b>3,920,028</b>
<b>Total Assets</b>	<b>11,151,044</b>

**Liabilities and Equity**

Liabilities	
Current Liabilities	
Accounts Payable	6,141
Tenant Security Deposits	48,733
Payroll Tax & Benefits Payable	12,568
Accrued PILOT	17,710
Accrued Audit Fees	50,140
Tenant Prepaid Rent	3,337
Accr Compensated Absences Current	3,170
<b>Total Current Liabilities</b>	<b>141,798</b>
Other Liabilities	
Accr Compensated Absences - LT	12,453
FSS Liability	32,035
<b>Total Other Liabilities</b>	<b>44,488</b>
<b>Total Liabilities</b>	<b>186,287</b>
Equity	
Net Assets	10,964,757
<b>Total Equity</b>	<b>10,964,757</b>
<b>Total Liabilities and Equity</b>	<b>11,151,044</b>

**Lakeland Housing Authority**  
**Section 8 Housing Choice Voucher Program**  
**Statement of Operations**  
**For the Three Months Ended March 31, 2013**

	<b>Current Month</b>				<b>Year to Date</b>				<b>Annual Budget</b>
	Actual	Budget	\$ Variance	% Variance	Actual	Budget	\$ Variance	% Variance	
Grant Income	872,997	872,866	131	0.02%	2,647,322	2,646,928	394	0.01%	<b>10,772,326</b>
Other Income	69	9	60	649.73%	202	28	174	633.12%	<b>110</b>
<b>Total Revenue</b>	<b>873,065</b>	<b>872,875</b>	<b>191</b>	<b>0.02%</b>	<b>2,647,524</b>	<b>2,646,956</b>	<b>568</b>	<b>0.02%</b>	<b>10,772,436</b>
Administrative Expenses	84,824	90,429	(5,604)	-6.20%	188,059	206,463	(18,404)	-8.91%	<b>807,055</b>
Utility Expense	264	375	(111)	-29.60%	749	1,125	(376)	-33.45%	<b>4,500</b>
Maintenance Expense	1,080	953	127	13.29%	1,561	1,659	(98)	-5.92%	<b>6452</b>
General Expenses (Insurance, etc)	54	104	(50)	-48.31%	354	462	(108)	-23.32%	<b>1,398</b>
Housing Assistance Payments	754,034	766,182	(12,148)	-1.59%	2,334,492	2,346,640	(12,148)	-0.52%	<b>9,624,919</b>
Depreciation	315	350	(35)	-10.00%	945	1,050	(105)	-10.00%	<b>4,200</b>
<b>Total Expense</b>	<b>840,571</b>	<b>858,392</b>	<b>(17,822)</b>	<b>-2.08%</b>	<b>2,526,160</b>	<b>2,557,399</b>	<b>(31,239)</b>	<b>-1.22%</b>	<b>10,448,524</b>
<b>Net Operating Income (Loss)</b>	<b>32,495</b>	<b>14,483</b>	<b>18,012</b>	<b>124.37%</b>	<b>121,364</b>	<b>89,557</b>	<b>31,807</b>	<b>35.52%</b>	<b>323,912</b>

**Comments**

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**Lakeland Housing Authority**  
**Section 8 Housing Choice Voucher Program**  
**Balance Sheet**  
**March 31, 2013**

<b>Assets</b>		<b>Liabilities and Equity</b>	
Current Assets		Liabilities	
Cash - Unrestricted	322,294	Current Liabilities	
Cash - FSS Escrow	151,563	Accr Compensated Absences	5,599
Accounts Receivable - Formal Agreements	30,061	Due to Other Program	<u>213,345</u>
Allow for Doubtful A/R	(30,061)	Total Current Liabilities	<u>218,944</u>
Prepaid Expense	15,308		
Other Current Assets	<u>33,100</u>	Other Liabilities	
Total Current Assets	<u>522,265</u>	Accr Compensated Absences - LT	10,398
		FSS Escrow Liability	<u>141,670</u>
Other Assets		Total Other Liabilities	<u>152,068</u>
Furniture & Fixtures	28,867		
Accumulated Depreciation	<u>(8,706)</u>	<b>Total Liabilities</b>	<b><u>371,012</u></b>
Total Other Assets	<u>20,161</u>		
		Equity	
<b>Total Assets</b>	<b><u>542,426</u></b>	Retained Earnings - Unrestricted	<u>171,414</u>
		<b>Total Equity</b>	<b><u>171,414</u></b>
		<b>Total Liabilities and Equity</b>	<b><u>542,426</u></b>

**Lakeland Housing Authority  
Dakota Park Limited Partnership, LLLP  
Statement of Operations  
For the Three Months Ended March 31, 2013**

	<b>Current Month</b>				<b>Year to Date</b>				<b>Annual Budget</b>
	Actual	Budget	\$ Variance	% Variance	Actual	Budget	\$ Variance	% Variance	
Rental Income	8,904	9,196	(292)	-3.18%	26,086	27,587	(1,502)	-5.44%	<b>110,350</b>
Other Tenant Income	160	430	(270)	-62.83%	885	1,291	(406)	-31.46%	<b>5,165</b>
Government Subsidy	5,869	7,072	(1,203)	-17.01%	18,881	21,215	(2,334)	-11.00% <sup>1</sup>	<b>84,860</b>
Other Income	3	8	(5)	0.00%	13	24	(11)	0.00%	<b>95</b>
<b>Total Revenue</b>	<b>14,936</b>	<b>16,706</b>	<b>(1,770)</b>	<b>-10.60%</b>	<b>45,865</b>	<b>50,118</b>	<b>(4,253)</b>	<b>-8.49%</b>	<b>200,470</b>
Administrative Expenses	7,634	5,396	2,238	41.48%	14,843	14,181	662	4.67%	<b>58,245</b>
Tenant Services Expense	-	13	(13)	0.00%	-	38	(38)	0.00%	<b>500</b>
Utility Expense	1,530	1,520	10	0.63%	4,934	4,560	374	8.20%	<b>18,240</b>
Maintenance Expense	3,280	3,906	(626)	-16.02%	6,910	9,841	(2,931)	-29.79%	<b>42,611</b>
General Expenses	2,373	1,994	379	19.02%	10,908	5,981	4,926	82.36% <sup>2</sup>	<b>22,856</b>
Housing Assistance Payments	1,809	1,630	179	10.98%	4,685	4,890	(205)	-4.19%	<b>15,500</b>
Financing Expenses	8,303	8,163	140	1.71%	25,414	24,488	926	3.78%	<b>97,952</b>
Depreciation & Amortization	2,199	7,648	(5,449)	-71.25%	6,596	22,943	(16,346)	-71.25% <sup>3</sup>	<b>91,770</b>
<b>Total Expense</b>	<b>27,127</b>	<b>30,268</b>	<b>(3,141)</b>	<b>-10.38%</b>	<b>74,290</b>	<b>86,922</b>	<b>(12,632)</b>	<b>-14.53%</b>	<b>347,674</b>
<b>Net Operating Income (Loss)</b>	<b>(12,191)</b>	<b>(13,562)</b>	<b>1,371</b>	<b>-10.11%</b>	<b>(28,425)</b>	<b>(36,804)</b>	<b>8,379</b>	<b>-22.77%</b>	<b>(147,204)</b>

**Comments**

- <sup>1</sup> We are being notified on a month-to-month basis regarding the amount we will receive from HUD for the operating subsidy.
- <sup>2</sup> General Expenses include a 25% down payment for liability insurance for 2013.
- <sup>3</sup> Depreciation Expense budget overstated. Will propose change for next budget amendment.



**Lakeland Housing Authority**  
**Dakota Park Limited Partnership, LLLP**  
**Balance Sheet**  
**March 31, 2013**

<b>Assets</b>	<b>Liabilities and Equity</b>
<p>Current Assets</p> <p style="padding-left: 20px;">Cash - Unrestricted 8,271</p> <p style="padding-left: 20px;">Cash - Restricted 88,135</p> <p style="padding-left: 20px;">Accounts Receivable - Tenants 7,377</p> <p style="padding-left: 20px;">Allow for Doubtful A/R - Tenants (4,419)</p> <p style="padding-left: 20px;">Prepaid Expense 1,549</p> <p style="padding-left: 20px;">Other Current Assets 8,802</p> <p style="border-top: 1px solid black; padding-left: 20px;">Total Current Assets 109,714</p> <p>Other Assets</p> <p style="padding-left: 20px;">Property &amp; Equipment 926,993</p> <p style="padding-left: 20px;">Accumulated Depreciation (27,904)</p> <p style="border-top: 1px solid black; padding-left: 20px;">899,089</p> <p style="padding-left: 40px;">Intangible Assets 71,725</p> <p style="padding-left: 40px;">Accumulated Amortization (30,380)</p> <p style="border-top: 1px solid black; padding-left: 40px;">41,345</p> <p style="border-top: 1px solid black; padding-left: 20px;">Total Other Assets 940,434</p> <p style="border-top: 3px double black; padding-left: 20px;"><b>Total Assets 1,050,148</b></p>	<p>Liabilities</p> <p>Current Liabilities</p> <p style="padding-left: 20px;">Accounts Payable 5,292</p> <p style="padding-left: 20px;">Tenant Security Deposits 8,147</p> <p style="padding-left: 20px;">Accrued Interest - HOPE VI 478,815</p> <p style="padding-left: 20px;">Accrued Audit Fees 2,650</p> <p style="padding-left: 20px;">Accrued Developer Fee 149,860</p> <p style="padding-left: 20px;">Due to West Lake Management 75,394</p> <p style="padding-left: 20px;">Accr Compensated Absences Current 870</p> <p style="border-top: 1px solid black; padding-left: 20px;">Total Current Liabilities 721,028</p> <p>Other Liabilities</p> <p style="padding-left: 20px;">Accr Compensated Absences - LT 1,616</p> <p style="padding-left: 20px;">FSS Escrow Liability 18,098</p> <p style="padding-left: 20px;">Due to Partner 124,954</p> <p style="padding-left: 20px;">Loan Payable - HOPE VI 714,591</p> <p style="padding-left: 20px;">Loan Payable - SunTrust 372,767</p> <p style="padding-left: 20px;">Loan Payable - LHA 101,380</p> <p style="border-top: 1px solid black; padding-left: 20px;">Total Other Liabilities 1,333,406</p> <p style="border-top: 1px solid black; padding-left: 20px;"><b>Total Liabilities 2,054,434</b></p> <p>Equity</p> <p style="padding-left: 20px;">Partners' Equity (1,004,287)</p> <p style="border-top: 1px solid black; padding-left: 20px;"><b>Total Equity (1,004,287)</b></p> <p style="border-top: 3px double black; padding-left: 20px;"><b>Total Liabilities and Equity 1,050,148</b></p>

**Lakeland Housing Authority**  
**Renaissance at Washington Ridge Ltd., LLLP**  
**Statement of Operations**  
**For the Three Months Ended March 31, 2013**

	Current Month				Year to Date				Annual Budget
	Actual	Budget	\$ Variance	% Variance	Actual	Budget	\$ Variance	% Variance	
Rental Income	56,212	51,500	4,712	9.15%	168,140	154,500	13,640	8.83%	<b>618,000</b>
Other Tenant Income	1,520	1,580	(60)	-3.80%	5,369	4,739	630	13.29%	<b>18,955</b>
Government Subsidy	26,026	31,357	(5,331)	-17.00% <sup>1</sup>	83,724	94,072	(10,348)	-11.00% <sup>1</sup>	<b>376,289</b>
Other Income	213	200	13	0.00%	669	600	69	0.00%	<b>2,400</b>
<b>Total Revenue</b>	<b>83,970</b>	<b>84,637</b>	<b>(667)</b>	<b>-0.79%</b>	<b>257,901</b>	<b>253,911</b>	<b>3,990</b>	<b>1.57%</b>	<b>1,015,644</b>
Administrative Expenses	27,735	28,636	(901)	-3.15%	67,768	74,264	(6,496)	-8.75%	<b>297,058</b>
Tenant Services	40	500	(460)	-91.94%	98	1,500	(1,402)	-93.47%	<b>6,000</b>
Utility Expense	5,751	6,104	(353)	-5.79%	17,211	18,312	(1,101)	-6.01%	<b>73,250</b>
Maintenance Expense	30,728	31,116	(388)	-1.25%	67,545	79,922	(12,377)	-15.49%	<b>319,688</b>
General Expenses	7,305	8,267	(962)	-11.63%	22,161	24,800	(2,639)	-10.64%	<b>99,200</b>
Housing Assistance Payments	2,630	2,833	(203)	-7.18%	7,745	8,500	(755)	-8.88%	<b>34,000</b>
Financing Expenses	8,385	15,485	(7,100)	-45.85%	25,961	46,455	(20,494)	-44.12% <sup>2</sup>	<b>185,820</b>
Depreciation & Amortization	61,574	61,344	230	0.00%	186,035	184,033	2,003	0.00%	<b>736,130</b>
<b>Total Expense</b>	<b>144,148</b>	<b>154,285</b>	<b>(10,137)</b>	<b>-6.57%</b>	<b>394,525</b>	<b>437,786</b>	<b>(43,261)</b>	<b>-9.88%</b>	<b>1,751,146</b>
<b>Net Operating Income (Loss)</b>	<b>(60,178)</b>	<b>(69,648)</b>	<b>9,471</b>	<b>-13.60%</b>	<b>(136,623)</b>	<b>(183,875)</b>	<b>47,252</b>	<b>-25.70%</b>	<b>(735,502)</b>

**Comments**

- <sup>1</sup> We are being notified on a month-to-month basis regarding the amount we will receive from HUD for the operating subsidy.
- <sup>2</sup> Budget for interest expense on HOPE VI mortgage is overstated. Will propose adjustment for next budget amendment.

**Lakeland Housing Authority**  
**Renaissance at Washington Ridge Ltd., LLLP**  
**Balance Sheet**  
**March 31, 2013**

<b>Assets</b>	<b>Liabilities and Equity</b>
<p><b>Current Assets</b></p> <p>Cash - Unrestricted 279,564</p> <p>Cash - Security Deposits 41,540</p> <p>Cash - FSS Escrow 16,006</p> <p>Cash - Reserve for Replacements 148,723</p> <p>Cash - Other Reserves 631,271</p> <p>Accounts Receivable - Tenants 20,434</p> <p>Allow for Doubtful A/R - Tenants (11,921)</p> <p>Prepaid Expense 56,971</p> <p>Other Current Assets 20,500</p> <hr style="border: 0.5px solid black;"/> <p><b>Total Current Assets 1,203,088</b></p> <p><b>Other Assets</b></p> <p>Property &amp; Equipment 24,217,370</p> <p>Accumulated Depreciation (6,473,448)</p> <hr style="border: 0.5px solid black;"/> <p>17,743,922</p> <p>Intangible Assets 268,824</p> <p>Accumulated Amortization (182,187)</p> <hr style="border: 0.5px solid black;"/> <p>86,637</p> <hr style="border: 0.5px solid black;"/> <p><b>Total Other Assets 17,830,559</b></p> <hr style="border: 0.5px solid black;"/> <p><b>Total Assets 19,033,647</b></p>	<p><b>Liabilities</b></p> <p><b>Current Liabilities</b></p> <p>Accounts Payable 13,632</p> <p>Tenant Security Deposits 41,237</p> <p>Accrued Interest - HOPE VI Mortgage 446,174</p> <p>Accrued Audit Fees 3,112</p> <p>Accrued Developer Fee 1,308,453</p> <p>Due to West Lake Management 25,972</p> <p>Tenant Prepaid Rents 3,301</p> <p>Accr Compensated Absences Current 4,248</p> <hr style="border: 0.5px solid black;"/> <p><b>Total Current Liabilities 1,846,130</b></p> <p><b>Other Liabilities</b></p> <p>Accr Compensated Absences - LT 7,890</p> <p>FSS Escrow Liability 16,006</p> <p>Loan Payable - HOPE VI 2,200,000</p> <p>Loan Payable - SunTrust 643,686</p> <p>Loan Payable - LHA 381,200</p> <hr style="border: 0.5px solid black;"/> <p><b>Total Other Liabilities 3,248,782</b></p> <hr style="border: 0.5px solid black;"/> <p><b>Total Liabilities 5,094,912</b></p> <p><b>Equity</b></p> <p>Partners' Equity 13,938,735</p> <hr style="border: 0.5px solid black;"/> <p><b>Total Equity 13,938,735</b></p> <hr style="border: 0.5px solid black;"/> <p><b>Total Liabilities and Equity 19,033,647</b></p>

**Lakeland Housing Authority  
Colton Meadow, LLLP  
Statement of Operations  
For the Three Months Ended March 31, 2013**

	<b>Current Month</b>				<b>Year to Date</b>				<b>Annual Budget</b>
	Actual	Budget	\$ Variance	% Variance	Actual	Budget	\$ Variance	% Variance	
Rental Income	43,217	43,125	92	0.21%	131,483	129,375	2,108	1.63%	<b>517,500</b>
Other Tenant Income	1,021	1,663	(642)	-38.63%	3,361	4,989	(1,627)	-32.62%	<b>19,955</b>
Other Income	2	2	(0)	-20.67%	11	6	5	78.21%	<b>25</b>
<b>Total Revenue</b>	<b>44,240</b>	<b>44,790</b>	<b>(550)</b>	<b>-1.23%</b>	<b>134,856</b>	<b>134,370</b>	<b>486</b>	<b>0.36%</b>	<b>537,480</b>
Administrative Expense	11,879	12,019	(139)	-1.16%	31,835	34,415	(2,579)	-7.49%	<b>128,660</b>
Tenant Services	-	25	(25)	-100.00%	-	75	(75)	-100.00%	<b>300</b>
Utility Expense	4,612	5,208	(597)	-11.45%	14,796	15,625	(829)	-5.30%	<b>62,500</b>
Maintenance Expense	7,596	11,233	(3,638)	-32.38%	17,400	29,539	(12,139)	-41.09%	<b>118,155</b>
General Expense	10,176	6,939	3,237	46.65%	26,257	20,816	5,440	26.14%	<b>83,265</b>
Financing Expense	4,659	7,515	(2,856)	-38.01%	13,977	22,546	(8,569)	-38.01%	<b>90,184</b>
Depreciation & Amortization Expense	38,937	38,937	-	0.00%	116,812	116,812	0	0.00%	<b>467,247</b>
<b>Total Expense</b>	<b>77,858</b>	<b>81,876</b>	<b>(4,018)</b>	<b>-4.91%</b>	<b>221,078</b>	<b>239,827</b>	<b>(18,750)</b>	<b>-7.82%</b>	<b>950,311</b>
<b>Net Operating Income (Loss)</b>	<b>(33,619)</b>	<b>(37,086)</b>	<b>3,468</b>	<b>-9.35%</b>	<b>(86,222)</b>	<b>(105,457)</b>	<b>19,236</b>	<b>-18.24%</b>	<b>(412,831)</b>

**Lakeland Housing Authority  
Colton Meadow, LLLP  
Balance Sheet  
March 31, 2013**

<b>Assets</b>	<b>Liabilities and Equity</b>																																																												
<p>Current Assets</p> <table style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 80%;">Cash - Unrestricted</td><td style="text-align: right;">560,936</td></tr> <tr><td>Cash - Security Deposits</td><td style="text-align: right;">21,150</td></tr> <tr><td>Cash - Reserve for Replacements</td><td style="text-align: right;">39,600</td></tr> <tr><td>Cash - Tax &amp; Insurance Escrow</td><td style="text-align: right;">8,404</td></tr> <tr><td>Cash - Operating Reserve</td><td style="text-align: right;">881,074</td></tr> <tr><td>Accounts Receivable - Tenants</td><td style="text-align: right;">17,312</td></tr> <tr><td>Allow for Doubtful A/R - Tenants</td><td style="text-align: right;">(12,479)</td></tr> <tr><td>Prepaid Expense</td><td style="text-align: right;">76,530</td></tr> <tr><td>Other Current Assets</td><td style="text-align: right;"><u>139,245</u></td></tr> <tr><td><b>Total Current Assets</b></td><td style="text-align: right;"><b><u>1,731,772</u></b></td></tr> </table> <p>Other Assets</p> <table style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 80%;">Property &amp; Equipment</td><td style="text-align: right;">12,359,931</td></tr> <tr><td>Accumulated Depreciation</td><td style="text-align: right;"><u>(934,790)</u></td></tr> <tr><td></td><td style="text-align: right;"><b><u>11,425,141</u></b></td></tr> </table> <p><b>Total Assets</b></p> <p style="text-align: right;"><b><u>13,156,913</u></b></p>	Cash - Unrestricted	560,936	Cash - Security Deposits	21,150	Cash - Reserve for Replacements	39,600	Cash - Tax & Insurance Escrow	8,404	Cash - Operating Reserve	881,074	Accounts Receivable - Tenants	17,312	Allow for Doubtful A/R - Tenants	(12,479)	Prepaid Expense	76,530	Other Current Assets	<u>139,245</u>	<b>Total Current Assets</b>	<b><u>1,731,772</u></b>	Property & Equipment	12,359,931	Accumulated Depreciation	<u>(934,790)</u>		<b><u>11,425,141</u></b>	<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;">3,707</td></tr> <tr><td>Tenant Security Deposits</td><td style="text-align: right;">21,450</td></tr> <tr><td>Accrued Interest Payable</td><td style="text-align: right;">1,017</td></tr> <tr><td>Accrued Property Taxes</td><td style="text-align: right;">9,173</td></tr> <tr><td>Accrued Audit Fees</td><td style="text-align: right;">11,663</td></tr> <tr><td>Due to West Lake Management</td><td style="text-align: right;">10,488</td></tr> <tr><td>Tenant Prepaid Rent</td><td style="text-align: right;">1,843</td></tr> <tr><td>Accr Compensated Absences Current</td><td style="text-align: right;"><u>604</u></td></tr> <tr><td><b>Total Current Liabilities</b></td><td style="text-align: right;"><b><u>59,943</u></b></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 Note Payable</td><td style="text-align: right;">450,845</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>1,639,667</u></td></tr> <tr><td><b>Total Other Liabilities</b></td><td style="text-align: right;"><b><u>12,149,144</u></b></td></tr> </table> <p><b>Total Liabilities</b></p> <p style="text-align: right;"><b><u>12,209,087</u></b></p> <p>Equity</p> <table style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 80%;"></td><td style="text-align: right;">947,826</td></tr> <tr><td><b>Total Equity</b></td><td style="text-align: right;"><b><u>947,826</u></b></td></tr> </table> <p><b>Total Liabilities and Equity</b></p> <p style="text-align: right;"><b><u>13,156,913</u></b></p>	Accounts Payable	3,707	Tenant Security Deposits	21,450	Accrued Interest Payable	1,017	Accrued Property Taxes	9,173	Accrued Audit Fees	11,663	Due to West Lake Management	10,488	Tenant Prepaid Rent	1,843	Accr Compensated Absences Current	<u>604</u>	<b>Total Current Liabilities</b>	<b><u>59,943</u></b>	Accr Compensated Absences - LT	1,122	Mortgage Note Payable	450,845	Mortgage - TCAP	1,231,424	Mortgage - FHFC	8,826,085	Developer Fee Payable	<u>1,639,667</u>	<b>Total Other Liabilities</b>	<b><u>12,149,144</u></b>		947,826	<b>Total Equity</b>	<b><u>947,826</u></b>
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**Lakeland Housing Authority  
Bonnet Shores, LLLP  
Statement of Operations  
For the Three Months Ended March 31, 2013**

	<b>Current Month</b>				<b>Year to Date</b>				<b>Annual</b>
	<b>Actual</b>	<b>Budget</b>	<b>\$ Variance</b>	<b>% Variance</b>	<b>Actual</b>	<b>Budget</b>	<b>\$ Variance</b>	<b>% Variance</b>	<b>Budget</b>
Rental Income	48,788	51,998	(3,211)	-6.17%	148,030	155,995	(7,965)	-5.11%	<b>623,980</b>
Other Tenant Income	1,030	971	59	6.08%	5,016	2,913	2,103	72.22%	<b>11,650</b>
Other Income	1	1	(0)	-10.45%	2	2	(0)	-0.50%	<b>8</b>
<b>Total Revenue</b>	<b>49,818</b>	<b>52,970</b>	<b>(3,152)</b>	<b>-5.95%</b>	<b>153,048</b>	<b>158,910</b>	<b>(5,862)</b>	<b>-3.69%</b>	<b>635,638</b>
Administrative Expense	11,428	13,657	(2,229)	-16.32%	30,895	37,886	(6,991)	-18.45%	<b>142,546</b>
Tenant Services	-	125	(125)	-100.00%	-	375	(375)	-100.00%	<b>1,500</b>
Utility Expense	4,572	4,375	197	4.50%	12,644	13,125	(481)	-3.67%	<b>52,500</b>
Maintenance Expense	11,125	10,457	668	6.39%	19,220	26,774	(7,554)	-28.21%	<b>107,085</b>
General Expense	10,095	6,654	3,440	51.70%	27,072	19,962	7,110	35.62% <sup>1</sup>	<b>79,850</b>
Financing Expense	19,034	14,709	4,326	29.41%	57,105	44,126	12,980	29.41% <sup>2</sup>	<b>176,502</b>
Depreciation & Amortization Expense	47,465	47,465	-	0.00%	142,394	142,394	-	0.00%	<b>569,578</b>
<b>Total Expense</b>	<b>103,718</b>	<b>97,441</b>	<b>6,277</b>	<b>6.44%</b>	<b>289,330</b>	<b>284,642</b>	<b>4,688</b>	<b>1.65%</b>	<b>1,129,561</b>
<b>Net Operating Income (Loss)</b>	<b>(53,900)</b>	<b>(44,472)</b>	<b>(9,429)</b>	<b>21.20%</b>	<b>(136,282)</b>	<b>(125,733)</b>	<b>(10,549)</b>	<b>8.39%</b>	<b>(493,923)</b>

**Comments**

- 1 General Expenses include a 25% down payment for liability insurance for 2013.
- 2 Interest Expense on TCAP Mortgage is understated. An adjustment will be proposed for the next budget amendment.

**Lakeland Housing Authority  
Bonnet Shores, LLLP  
Balance Sheet  
March 31, 2013**

<b>Assets</b>	<b>Liabilities and Equity</b>
<p><b>Current Assets</b></p> <p>Cash - Unrestricted 51,473</p> <p>Cash - Security Deposits 21,918</p> <p>Cash - Reserve for Replacements 56,250</p> <p>Cash - Tax &amp; Insurance Escrow 41,402</p> <p>Operating Deficit Reserve Receivable 460,095</p> <p>Accounts Receivable - Tenants 11,926</p> <p>Allow for Doubtful A/R - Tenants (5,140)</p> <p>Prepaid Expense 23,386</p> <p>Other Current Assets 117,103</p> <hr style="border: 0.5px solid black;"/> <p><b>Total Current Assets 778,412</b></p>	<p><b>Liabilities</b></p> <p><b>Current Liabilities</b></p> <p>Accounts Payable 19,812</p> <p>Tenant Security Deposits 21,350</p> <p>Accrued Interest Payable 36,157</p> <p>Accrued Property Taxes 11,610</p> <p>Accrued Audit Fees 2,333</p> <p>Due to West Lake Management 10,925</p> <p>Tenant Prepaid Rent 969</p> <p>Accr Compensated Absences Current 616</p> <hr style="border: 0.5px solid black;"/> <p><b>Total Current Liabilities 103,771</b></p>
<p><b>Other Assets</b></p> <p>Property &amp; Equipment 12,873,996</p> <p>Accumulated Depreciation (1,102,137)</p> <hr style="border: 0.5px solid black;"/> <p>11,771,859</p> <p>Intangible Assets 288,008</p> <p>Accumulated Amortization (37,020)</p> <hr style="border: 0.5px solid black;"/> <p>250,988</p> <hr style="border: 0.5px solid black;"/> <p><b>Total Other Assets 12,022,847</b></p>	<p><b>Other Liabilities</b></p> <p>Accr Compensated Absences - LT 1,145</p> <p>First Mortgage 3,819,255</p> <p>HOME Loan 131,028</p> <p>Second Mortgage 1,009,877</p> <p>Other Partner Liabilities 7,723,120</p> <p>Developer Fee Payable 450,000</p> <hr style="border: 0.5px solid black;"/> <p><b>Total Other Liabilities 13,134,425</b></p>
	<p><b>Total Liabilities 13,238,196</b></p>
	<p>Equity (436,937)</p> <hr style="border: 0.5px solid black;"/> <p><b>Total Equity (436,937)</b></p>
<p><b>Total Assets 12,801,259</b></p> <hr style="border: 1px solid black;"/>	<p><b>Total Liabilities and Equity 12,801,259</b></p> <hr style="border: 1px solid black;"/>

**Lakeland Housing Authority  
West Bartow Partnership, Ltd., LLLP  
Statement of Operations  
For the Three Months Ended March 31, 2013**

	Current Month				Year to Date				Annual
	Actual	Budget	\$ Variance	% Variance	Actual	Budget	\$ Variance	% Variance	Budget
Rental Income	69,218	66,542	2,676	4.02%	210,027	199,625	10,402	5.21%	<b>798,500</b>
Other Tenant Income	179	271	(92)	-33.89%	700	813	(113)	-13.95%	<b>3,254</b>
Other Income	97	100	(3)	-2.91%	312	300	12	3.97%	<b>1,200</b>
<b>Total Revenue</b>	<b>69,494</b>	<b>66,913</b>	<b>2,581</b>	<b>3.86%</b>	<b>211,039</b>	<b>200,738</b>	<b>10,301</b>	<b>5.13%</b>	<b>802,954</b>
Administrative Expenses	18,193	18,757	(564)	-3.01%	42,737	47,139	(4,402)	-9.34%	<b>188,555</b>
Tenants Service Expenses	-	208	(208)	-100.00%	-	625	(625)	-100.00%	<b>2,500</b>
Utility Expense	9,103	10,392	(1,289)	-12.40%	28,406	31,176	(2,770)	-8.88%	<b>124,704</b>
Maintenance Expense	17,443	14,753	2,690	18.23%	30,463	35,722	(5,259)	-14.72%	<b>142,890</b>
General Expenses	(1,197)	4,171	(5,368)	-128.70% 1	(360)	12,512	(12,871)	-102.87%	<b>50,046</b>
Financing Expenses	24,261	19,949	4,312	21.62% 2	72,841	59,848	12,993	21.71%	<b>239,390</b>
Depreciation & Amortization	41,940	41,803	137	0.33%	125,820	125,410	410	0.33%	<b>501,640</b>
<b>Total Expense</b>	<b>109,743</b>	<b>110,033</b>	<b>(290)</b>	<b>-0.26%</b>	<b>299,907</b>	<b>312,431</b>	<b>(12,524)</b>	<b>-4.01%</b>	<b>1,249,725</b>
<b>Net Operating Income (Loss)</b>	<b>(40,249)</b>	<b>(43,120)</b>	<b>2,871</b>	<b>-6.66%</b>	<b>(88,868)</b>	<b>(111,693)</b>	<b>22,824</b>	<b>-20.44%</b>	<b>(446,771)</b>

**Comments**

- 1 Reduction of bad debt expense = \$4,985. Adjusts net tenant A/R to amounts less than 90 days outstanding.
- 2 Financing Expense budget does not include interest earned on developer fee payable. An adjustment will be proposed for the next budget amendment.



**Lakeland Housing Authority**  
**West Bartow Partnership, Ltd., LLLP**  
**Balance Sheet**  
**March 31, 2013**

<b>Assets</b>		<b>Liabilities and Equity</b>
Current Assets		Liabilities
Cash - Unrestricted	68,636	Current Liabilities
Cash - Security Deposits	7,100	Accounts Payable
Cash - Operating Reserve	25,316	Tenant Security Deposits
Cash - Reserve for Replacements	93,750	Accrued Property Taxes
Cash - Tax & Insurance Escrow	29,006	Accrued Interest Payable
Operating Reserve	226,052	Accrued Audit Fees
Accounts Receivable - Tenants	8,366	Due to West Lake Management
Allow for Doubtful A/R - Tenants	(4,936)	Tenant Prepaid Rent
Prepaid Expense	15,612	Accr Compensated Absences Current
Other Current Assets	4,826	Mortgage Note Payable
Total Current Assets	473,728	Second Mortgage Note Payable
		Third Mortgage Note Payable
Other Assets		Fourth Mortgage Note Payable
Property & Equipment	15,099,032	Note Payable - City of Bartow Impact Fees
Accumulated Depreciation	(1,765,053)	Deferred Development Fee
	13,333,979	Total Current Liabilities
		Other Liabilities
Intangible Assets	535,679	Accr Compensated Absences - LT
Accumulated Amortization	(119,956)	Total Other Liabilities
	415,723	<b>Total Liabilities</b>
Total Other Assets	13,749,702	Equity
		<b>Total Equity</b>
<b>Total Assets</b>	<b>14,223,430</b>	<b>Total Liabilities and Equity</b>
		<b>14,223,430</b>

LAKELAND HOUSING AUTHORITY

March 2013

All Grants

	START DATE	OBLIGATION END DATE	DISTRIBUTION END DATE	AUTHORIZED	OBLIGATION 90% THRESHHOLD	OBLIGATED AMOUNT	DISBURSED	AVAILABLE BALANCE
<b>Capital Fund Program</b>								
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
			<b>CFP Subtotal:</b>	<b>2,170,346.00</b>	<b>1,953,311.40</b>	<b>1,442,027.47</b>	<b>1,442,027.47</b>	<b>728,318.53</b>
<b>Replacement Housing Factor</b>								
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
			<b>RHF Subtotal:</b>	<b>1,509,764.00</b>	<b>1,358,787.60</b>	<b>0.00</b>	<b>0.00</b>	<b>1,509,764.00</b>
<b>HOPE VI</b>	04-05-00		12-31-17	<b>21,842,801.00</b>		<b>19,908,767.13</b>	<b>19,908,767.13</b>	<b>1,934,033.87</b>
<b>Resident Opportunities and Self Sufficiency</b>								
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			52,084.00	0.00
ROSS - Service Coordinator 2011	09-22-11		09-29-14	140,838.00			54,120.83	86,717.17
			<b>ROSS Subtotal:</b>	<b>245,006.00</b>			<b>106,204.83</b>	<b>138,801.17</b>
<b>Youth Build (DOL)</b>	06-01-11		05-31-14	997,492.00			206,697.16	790,794.84
			<b>Youth Build Subtotal:</b>	<b>997,492.00</b>			<b>206,697.16</b>	<b>790,794.84</b>
<b>21st Century</b>								
Department of Education 2012(WL)	08-01-12		09-20-13	369,283.00			0.00	369,283.00
			<b>21st Century Subtotal:</b>	<b>369,283.00</b>			<b>0.00</b>	<b>369,283.00</b>
			<b>GRANT TOTALS</b>	<b>27,134,692.00</b>			<b>21,663,696.59</b>	<b>5,470,995.41</b>

**REAL ESTATE & DEVELOPMENT**

**I. Authority-Wide Updates**

**Section 3 and M/WBE:** On November 26, 2012, The Housing Authority of the City of Lakeland, Florida (LHA) approved Resolution # 12-1341. As part of the resolution, LHA updated its policy on Section 3 and Minority/Women Business Enterprise (M/WBE). The following table lists all contracts awarded by LHA on behalf of the authority or its affiliates since April 1, 2012. The table also reports LHA's progress to date on meeting the new Section 3 and M/WBE goals.

<b>SECTION 3 AND M/WBE SUMMARY</b>							
<b>#</b>	<b>Contractor</b>	<b>Amount</b>	<b>M/WBE</b>	<b>Type</b>	<b>M/WBE Totals</b>	<b>Section 3 Firm</b>	<b>Section 3 Hires</b>
1	Rodmon and Rodman Hampton Hills	\$20,000.00	Yes	African-American	1	Yes	0
2	Bio Mass Tech	\$33,278.05	No	N/A	0	No	0
3	Robert's Painting	\$8,100.00	No	N/A	0	No	0
4	Zee's Construction	\$24,500.00	No	N/A	0	No	0
5	NKA Contractors	\$23,750.00	Yes	African-American	1	No	0
6	Jackson Management Consulting	\$10,198.00	Yes	African-American	1	No	0
7	Florida Dance Theatre	\$3,840.00	No	N/A	0	No	0
8	Rodmon and Rodmon (09-27-12 to 10-26-12)	\$5,750.00	Yes	African-American	1	Yes	0
9	Rodmon and Rodmon (10-29-12 to 10-28-13)	\$98,000.00	Yes	African-American	1	Yes	0
10	Bruce Reeves	\$5,000.00	No	N/A	0	No	0
11	Beachfront Community Outreach	\$31,900.00	Yes	African-American	1	No	1
12	PAINTSMART USA, INC.	\$31,000.00	Yes	African-American	1	No	0
13	Nova Engineering and Environmental, LLC	\$19,000.00	No	N/A	0	No	0
14	Atkins Paving Inc.	\$7,400.00	Yes	African-American	1	No	0
<i>Indefinite Delivery, Indefinite Quantity Architectural Services Pool</i>							
15	GLE Associates	\$0.00	No	N/A	0	No	0
16	Wallis Murphey Boyington	\$0.00	No	N/A	0	No	0
17	Bessolo Design Group	\$0.00	No	N/A	0	No	0
18	Robert Reid Wedding	\$47,227.50	No	N/A	0	No	0
<i>Indefinite Delivery, Indefinite Quantity Property Appraisal Services Pool</i>							
19	Valuation Advisors	\$0.00	No	N/A	0	No	0

REAL ESTATE & DEVELOPMENT

SECTION 3 AND M/WBE SUMMARY (CONTINUED)							
#	Contractor	Amount	M/WBE	Type	M/WBE Totals	Section 3 Firm	Section 3 Hires
<i>Indefinite Delivery, Indefinite Quantity Surveying Services Pool</i>							
20	DRMP	\$0.00	No	N/A	0	No	0
21	Hamilton Engineering & Surveying	\$0.00	No	N/A	0	No	0
22	ECON	\$5,020.00	No	N/A	0	No	0
23	Pickett & Associates	\$0.00	No	N/A	0	No	0
<i>Indefinite Delivery, Indefinite Quantity Environmental Testing/Building Inspection Services Pool</i>							
24	ACT-American Compliance Technologies	\$0.00	No	N/A	0	No	0
25	GLE Associates	\$1,995.00	No	N/A	0	No	0
26	Terracon Consultants	\$0.00	No	N/A	0	No	0
<i>Indefinite Delivery, Indefinite Quantity Engineering Services Pool</i>							
27	Boggs Engineering (Civil)	\$0.00	No	N/A	0	No	0
28	Hamilton Engineering & Surveying (Civil)	\$0.00	No	N/A	0	No	0
29	EE & G Environmental (Environmental)	\$0.00	No	N/A	0	No	0
30	GLE Associates (Multi-discipline)	\$0.00	No	N/A	0	No	0
31	Biller Reinhart (Structural)	\$0.00	No	N/A	0	No	0
<b>TOTALS</b>		<b>\$375,958.55</b>			<b>8</b>	<b>3</b>	<b>1</b>

**Note:** Amounts referenced within the table include all contracts, amendments/change orders, and/or task orders issued to the vendor.

- A total of \$227,998 is contracted to M/WBE firms; which equates to 60% of the total dollar volume contracted by LHA.
- Eight (8) of the 31 contracts are with M/WBE firms. This represents 26% of the contracts.
- Three (3) of the 31 contracts are with Section 3 Business Concerns; which represents approximately 10% of the contracts.
- One (1) Section 3 Hire has been employed as part of LHA’s existing contracts.

**Green Physical Needs Assessment (GPNA):** On April 12, 2013, LHA issued a Request For Qualifications (RFQ) for engineering firms to perform the GPNA at properties within the LHA and affiliate portfolios. Proposals were due on April 29, 2013. A total of seven firms responded to the solicitation. Staff conducted interviews with the two highest scoring respondents on May 15, 2013.

**Additional Projects:**

- LHA continued to assist Volunteers of America (VOA) with housing needed for the Transition in Place grant they received for assisting disabled, homeless veterans in establishing permanent housing.
- Staff continued to investigate additional multi-family site purchase opportunities.
- Staff continued to manage the operations of the Lake Ridge Home Owners Association. Current projects include working in conjunction with West Lake Management to resolve parking and trespassing issues in the alley way between the Lake Ridge homes and the Lake

**REAL ESTATE & DEVELOPMENT**

Ridge rental properties; addressing and resolving the delinquent HOA fees; and re-establishing a Neighborhood Watch Program.

**II. LHA Portfolio**

**Cecil Gober**

- Environmental Testing: On April 11, 2013, LHA issued a task order proposal request for environmental testing. The request was sent to all three firms listed within the Indefinite Delivery, Indefinite Quantity (IDIQ) Pool for environmental testing. Proposals were due on April 16, 2013. All three firms submitted fee proposals for the work. Staff from LHA and Robert Reid Wedding (RRW), Architect of Record, performed due diligence on the proposals. As part of the due diligence process, LHA and RRW conducted conference calls with each testing firm on April 18, 2013. Conference calls with each firm revealed that LHA could decrease costs associated with testing if RRW provided a demolition plan prior to the firms finalizing their pricing. Subsequently, LHA sent written notification to all three firms outlining that an addendum to the April 11, 2013 task order would be issued in May 2013 for pricing upon completion of the demolition plan for the Cecil Gober Aging-In-Place project.
- ALTA Survey: On April 11, 2013, LHA issued a task order proposal request for an ALTA survey. The request was sent to all four firms within the IDIQ Pool for surveying. Proposals were due on Wednesday, April 17, 2013. Staff from LHA and RRW performed due diligence on the proposals the following day. On Friday, April 19, 2013, RRW determined that additional work would be required for the survey. RRW conducted a site visit on April 23, 2013. As part of the site visit RRW identified the four units that are handicap designated and specified the areas where they needed more detailed elevations and cross slopes from the surveyor. RRW provided a sketch for pricing; which allowed LHA to issue an addendum to the task order on May 5, 2013. Updated pricing was due on May 7, 2013. The task order was ultimately awarded to Econ for \$5,020.
- Aging-In-Place Modernization: On April 17, 2013, LHA entered into a task order with Robert Reid Wedding Architects (RRW) for design services. The amount of the task order was for \$47,227.50. On April 26, 2013, RRW submitted schematic design documents to LHA for review and comments. Representatives from RRW also facilitated a meeting with LHA staff on May 2, 2013. The purpose of the meeting was for RRW to walk staff through the four design schemes submitted for the typical units and two design schemes proposed for the handicap apartments. Feedback received from LHA was then used by RRW to create two design schemes for the seniors to vote on as part of their monthly meeting. On Wednesday, May 8, 2013, LHA presented the schematic designs to the seniors. They selected Scheme H as the floor plan for the typical units as the seniors preferred the plan that would maintain most of their existing cabinet space over an open floor plan. The seniors also chose Scheme B for the handicap units. Copies of each floor plan are attached. On May 16, 2013, LHA sent RRW the finish selections so that the firm could continue with the construction document phase.

**Hampton Hills Homes**

- Homeownership Plan: In November 2012, LHA submitted the Homeownership Plan to the Special Application Center (SAC) for approval. Although it typically only takes HUD 45-60 days to approve submittals, HUD's SAC office has a backlog of applications. Accordingly, the average timeframe for obtaining SAC approval has been extended to one year unless there are extenuating circumstances that would require SAC to prioritize the submittal over other applications. Despite the backlog, SAC agreed to expedite approval of the Homeownership Plan for Hampton Hills. On March 21, 2013, SAC requested supplemental information from

## REAL ESTATE & DEVELOPMENT

LHA for their review. During this reporting period, staff continued to respond to inquiries from SAC in reference to the Homeownership Plan. The last submittal was sent to SAC on Friday, May 10, 2013.

### John Wright

- Real Estate & Development staff did not perform any duties related to John Wright during this reporting period.

### Westlake

- Fiscal Year 2012 Capital Fund Emergency Safety and Security Program: On Monday, May 6, 2013, LHA staff conducted a walkthrough of the property with Lakeland Police Department (LPD). The purpose of the walkthrough was to develop a Crime Prevention Through Environmental Design (CPTED) for Westlake and Westlake Addition. Once completed, the CPTED will be used to procure a firm to provide and install surveillance equipment at the site. LHA has until March 20, 2014 to obligate 90% of the \$250,000 grant award received from the Department of Housing and Urban Development (HUD).
- Tax Credit Application: On May 8, 2013, the Florida Housing Finance Corporate (FHFC) released a draft of the 2014 Limited Development Areas (LDA). As anticipated, FHFC removed restrictions that had been previously placed on family projects within Polk County. Subsequently, it is now allowable for LHA to submit an application for family units at Westlake. On Friday, May 10, 2013, LHA staff discussed the possibility of using the \$1.9 million remaining in HOPE VI funds as leverage for a 9% tax credit application during the 2014 cycle. Unfortunately, HUD was not supportive of using the funds as leverage for tax credits. This is because the funds are from a 1999 grant. Also, due to sequestration, Congress is planning to have the U.S. Treasury sweep any unspent funds. Instead, HUD requested that LHA submit a proposal that would allow the remaining HOPE VI funds to be expended immediately. Accordingly, LHA will not submit an application for tax credits at Westlake as part of the 2014 cycle. Instead, LHA is preparing a revitalization plan amendment to HUD requesting authorization to build approximately 20 public housing units on vacant lots located at Renaissance. HUD approval of the amendment will allow LHA to expend the funds immediately as unit plans already exists for this site.
- Master Plan: In July 2012, LHA received a predevelopment loan from FHFC for Westlake. The loan can be used for predevelopment costs such as master planning, appraisals, market studies, etc. As LHA will not have to repay the loan until July 2015, staff commenced preparation of the task order request for master planning. Once completed, components of the master plan will be used to submit a 9% tax credit application to FHFC during the 2015 cycle.

### Williamstown

- Renewal of Existing Loans: On November 9, 2009, the Board of Commissioners of LHA approved two resolutions for Williamstown. Resolution Number 1175 authorized LHA to obtain a \$400,000 line of credit (LOC) with Community Southern Bank. Resolution Number 1174 provided LHA authorization to refinance an existing loan by obtaining a commercial term loan in the amount of \$307,500 with Community Southern Bank. LHA executed the Promissory Note on December 16, 2009. The loan came due on December 16, 2012. In lieu of using non-federal funds to pay off the loan amount of \$267,997.24, the authority decided to allonge the existing Promissory Note for 180 days until a financial closing could occur for a loan renewal. Principal and interest payments made during the 180-day allonge reduced LHA's principal loan amount from \$267,997.24 to \$264,235. If renewed, the loan renewal

**REAL ESTATE & DEVELOPMENT**

will remain unchanged at 36 months. However, the interest rate for the new loan will be fixed at 5%; which is a decrease from the original fixed rate of 5.75%. The original loan was based on a 15-year amortization. Subsequently, monthly payments of principal and interest for the loan renewal will be based on the remaining 12-year amortization. Fees to renew the loan are \$250.

Renewal of the Revolving Line of Credit (LOC) will provide LHA with access of up to \$400,000 for a term of 20 months. Instead of having a fixed interest rate of 5.75%, the loan renewal quotes a rate of Wall Street Journal Prime rate plus 1%, adjusted daily with a floor of 5%. As of the date of this report, the Wall Street Journal Prime Rate is 3.25%; which is why Community Southern Bank is requiring the rate protection of a floor. If LHA accesses the renewed LOC, the authority will be required to make monthly payments of interest only with the principal due at maturity. As Williamstown was initially purchased by LHA for development of an Assisted Living Facility and LHA is seeking to continue to hold the property until it can be redevelopment at a later date, LHA requests board approval of Resolution Number 13-1353. Board approval of this action will allow LHA to renew the loan for 36 months as well as to effectuate all documents required to close on the loan.

**III. Affiliates**

- Taxes: During the March 25, 2013 Board Meeting, staff briefed Commissioners on a bill that was pending in the Legislature which would eliminate the tax exemption for partnerships. At the time, the bill did not contain a provision that would grandfather in existing projects with exemptions. Accordingly, if the bill passed as written, existing tax exemptions would go away. The table below lists the various LHA partnerships and their current tax status:

Item #	Partnership	Current Tax Status	Budgeted Real Estate Taxes
1.	Dakota Park Limited Partnership, LLLP	Tax Exempt	\$0
2.	Renaissance At Washington Ridge, LTD, LLLP	Tax Exempt	\$0
3.	Colton Meadow, LLLP	Subject to Real Estate Taxes	\$32,210
4.	Bonnet Shores, LLLP	Subject to Real Estate Taxes	\$41,500
5.	West Bartow Partnership LTD., LLLP	*See Note Below	\$3,702
*Annually, residents of this community must provide signed, notarized documents to the Tax Assessor allowing their Homestead Exemption to be used for the Manor at West Bartow. For 2013, the partnership received tax exemption for 97 of 100 units.			

- Update: On April 30, 2013, LHA received notification that the bill passed and was just waiting to be signed into law by the Governor. The bill did not contain a provision to grandfather in existing projects with tax exemptions; thus, Dakota Park and Renaissance at Washington Ridge will now have to include real estate taxes within their budgets.

**Colton Meadow**

- Partnership Structure: As evidenced by information listed above, there is no need to restructure the partnership as the tax exemption has been eliminated by the State of Florida for partnerships.

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### Dakota Park

- Exterior Paint: The Bid Opening for repainting of exterior surfaces occurred on Monday, April 15, 2013. Five firms responded to the solicitation. PAINTSMART USA, INC. (PUI) was responsive to the solicitation and submitted the lowest bid. Lakeland-Polk Housing Corporation (LPHC) entered into an agreement with PUI on April 17, 2013. During this reporting period Real Estate & Development staff assisted Housing with administration of this contract.
- Fiscal Year 2012 Capital Fund Emergency Safety and Security Program: On Tuesday, May 7, 2013, LHA staff conducted a walkthrough of the property with Lakeland Police Department. The purpose of the walkthrough was to develop a Crime Prevention Through Environmental Design (CPTED) for Dakota Park. Once completed, the CPTED will be used to procure a firm to provide and install surveillance equipment at the site. LHA has until March 20, 2014 to obligate 90% of the \$250,000 grant award received from the HUD.

### Renaissance

- FY 1999 HOPE VI Funds: On Friday, May 10, 2013, LHA received notification from HUD that due to sequestration, Congress is seeking to recapture unspent funds from old grants. As there is approximately \$1.9 million in unspent HOPE VI funds at Renaissance, HUD recommended that LHA submit a revitalization plan amendment that would allow for the funds to be expended immediately. Since Renaissance contains some vacant lots, Real Estate & Development staff proposed using the unspent funds to develop approximately 20 public housing units on the vacant lots. This would allow LHA to use the plans and specifications that already exist for Renaissance to procure a general contractor. LHA would issue a task order to one of the on-call architectural firms to bring the drawings and specifications in compliance of the current building code. This action would allow LHA to procure a contractor and mobilize for construction by October/November 2013. Although the funding would not be fully expended during calendar year 2013, it would demonstrate to Congress that the funds would be encumbered in 2013 and fully expended during calendar year 2014, at the latest. HUD representatives were amiable to this plan; thus, Real Estate & Development staff commenced preparation of a work plan to HUD. A summary of the plan was submitted to HUD for review and comments the week of May 13, 2013.
- Health Fair: Staff hosted a Health Fair for the Renaissance Neighborhoods on Saturday, May 18, 2013. Sponsors included American Care, Inc.; Faith Celebration Church; Florida Department of Health-Polk; Lakeland Police Department; SafeLink Wireless; Simply Healthcare Plans; United Health Care; We Care Services; and WellCare Health Plans.

### The Manor at West Bartow

- Vinyl Flooring: On April 26, 2013, FHFC's Board of Commissioners approved a petition to allow the use of non-skid, vinyl composition tile (VCT) flooring instead of Berber carpeting within the living areas. FHFC's approval only allows the VCT to be installed on an "as needed" basis.

### Villas at Lake Bonnet

- Real Estate & Development staff did not perform any duties related to the Villas at Lake Bonnet during this reporting period.



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

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

**Re: Resolution # 13-1353**

The Board of Commissioners is requested to approve the above-referenced resolution authorizing the Executive Director to renew existing loans with Community Southern Bank for 4379 Williamstown Road.

**2. Who is making request:**

- A. Entity: The Housing Authority of the City of Lakeland
- B. Project: 4379 Williamstown Road, Lakeland, Florida 33810
- C. Originator: Valerie Brown

**3. Cost Estimate:**

Renewal of Commercial Term Loan for up to \$264,235. Renewal of a Revolving Line of Credit for up to \$400,000.

**Narrative:**

The Housing Authority of the City of Lakeland ("LHA") desires to provide low income housing for residents of the City of Lakeland, Florida, and surrounding areas. On November 9, 2009, the Board of Commissioners approved two resolutions for 4379 Williamstown Road. Resolution Number 1174 provided LHA authorization to refinance an existing loan by obtaining a commercial term loan in the amount of \$307,500 with Community Southern Bank. The term of the commercial loan was 36 months at an interest of 5.75%. The repayment plan consisted of 35 payments of principal and interest payable monthly based on a 15-year amortization schedule. All remaining principal and interest would come due in the 36th month.

Resolution Number 1175 authorized LHA to obtain a \$400,000 revolving line of credit ("LOC") with Community Southern Bank. The term of the LOC was for 24 months at an interest of 5.75%. The repayment plan consisted of monthly, interest only payments based upon the amount of credit that was outstanding. The purpose of the LOC was to refinance a portion of an existing bank loan as well as to provide funds for future projects. The first advance from Community Southern Bank was unsecured in the amount of \$27,500. LHA used the funds to pay off the loan with BB&T for 4379 Williamstown.

LHA executed the Promissory Note on December 16, 2009. The loan came due on December 16, 2012. In lieu of using non-federal funds to pay off the loan amount of \$267,997.24, the authority decided to allonge the existing Promissory Note for 180 days until a financial closing could occur for a loan renewal.

Principal and interest payments made during the 180-day allonge reduced LHA's principal loan amount from \$267,997.24 to \$264,235. The term of the loan renewal will remain unchanged at 36 months. However, the interest rate for the new loan will be fixed at 5%; which is a decrease from the original fixed rate of 5.75%. The original loan was based on a 15-year amortization. Subsequently, monthly payments of principal and interest for the loan renewal will be based on the remaining 12-year amortization. Fees to renew the loan are \$250. Renewal of the LOC will provide LHA with access of up to \$400,000 for a term of 20 months. Instead of having a fixed interest rate of 5.75%, the loan renewal quotes a rate of Wall Street Journal Prime rate plus 1%, adjusted daily with a floor of 5%. As of the date of this resolution, the Wall Street Journal Prime Rate is 3.25%; which is why Community Southern Bank is requiring the rate protection of a floor. If LHA accesses the renewed LOC, the authority will be required to make monthly payments of interest only with the principal due at maturity.

**RESOLUTION NO. 13-1353**

**APPROVING THE AUTHORIZATION TO RENEW THE EXISTING LOANS WITH  
COMMUNITY SOUTHERN BANK AT 4379 WILLIAMSTOWN ROAD**

**WHEREAS**, The Housing Authority of the City of Lakeland ("LHA") desires to provide low income housing for the residents of the City of Lakeland, Florida, and surrounding areas; and

**WHEREAS**, LHA acquired approximately 2.9+/- acres of vacant commercial parcel located at 4379 Williamstown Road for development of an affordable housing community; and

**WHEREAS**, on November 9, 2009, the Board approved Resolution #1174 providing LHA authorization to refinance an existing loan by obtaining a commercial term loan in the amount of \$307,500 with Community Southern Bank for the property; and

**WHEREAS**, on November 9, 2009, the Board also approved Resolution #1175; which authorized LHA to use the property to obtain a \$400,000 revolving line of credit ("LOC") with Community Southern Bank; and

**WHEREAS**, the staff of LHA has recommended that LHA renew the existing commercial term loan with Community Southern Bank for up to \$264,235, subject to Board approval and the concurrence of legal counsel, the terms of which are set out in the commitment letter dated April 8, 2013 (the "Commitment Letter"), which is attached hereto and made a part hereof; and

**WHEREAS**, the staff of LHA has also recommended that LHA renew the existing LOC with Community Southern Bank for up to \$400,000, subject to Board approval and the concurrence of legal counsel, the terms of which are set out in the Commitment Letter, which is attached hereto and made a part hereof;

**NOW THEREFORE, BE IT RESOLVED** that the Board of Commissioners of The Housing Authority of the City of Lakeland hereby authorize the Executive Director to renew the existing commercial term loan of up to \$264,235 and existing LOC of up to \$400,000 with Community Southern Bank, pursuant to the attached Commitment Letter, and further authorizes the Executive Director to execute any and all documents to effectuate the same, subject to review and approval by legal counsel.

**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. 13-1353 dated May 20, 2013.

Attested by:

\_\_\_\_\_  
Benjamin Stevenson, Secretary

\_\_\_\_\_  
Michael A. Pimentel, Chair

April 8, 2013

Mr. Benjamin Stevenson, Executive Director  
The Housing Authority of the City of Lakeland, Florida  
430 South Hartsell Avenue  
Lakeland, Florida 33815

Dear Mr. Stevenson

Community Southern Bank (the "Bank") is pleased to provide this loan commitment (the "Commitment") to renew your existing loans (the "Loans") on the following terms and conditions:

**Borrower(s):** The Housing Authority of the City of Lakeland, Florida, a non-profit corporate body and politic pursuant to Chapter 421, Florida Statutes.

**Request #1:**

**Facility:** Renewal of Commercial Term Loan  
**Loan Amount:** Up to \$264,235.00  
**Purpose:** Renew term loan  
**Term:** (36) months  
**Interest Rate:** Fixed at 5.00%.  
**Repayment Plan:** Monthly payments of principal and interest based on the remaining 12-year amortization.  
**Fees:** \$250.00  
**Collateral:** First Mortgage on 2.9+/- acres vacant commercial parcel located 4379 Williamstown Road, Lakeland, Florida 33810

**Request #2:**

**Facility:** Renewal of Revolving Line of Credit  
**Loan Amount:** Up to \$400,000.00  
**Purpose:** Renew revolving line of credit  
**Term:** (20) months  
**Interest Rate:** A floating interest rate of Wall Street Journal Prime rate plus 1%, adjusted daily, with a floor of 5.00%. The Prime Rate will be as stated in the Money Rates section of The Wall Street Journal and will change on the same business day as a change in said rate. (Use of the word "Prime" does not indicate that the rate is the best or lowest rate offered by any lender to any class of borrower.) *As of 4/08/13, Wall Street Journal Prime Rate is 3.25%.*  
**Repayment Plan:** Monthly payments of interest only; principal due at maturity.

**Fees:** \$250.00

**Collateral:** *(Refer to "Conditions for Advances on Line" section below)*

**Conditions for**

**Advances on Line:** All advances against the line will require Bank approval. At the sole discretion of the Bank, advances against the line may require collateralization. Borrower agrees to pay any additional costs associated with Bank perfecting its' lien on collateral which may be required to be pledged at the time of an advance.

**As to both requests:**

**Expenses:** All costs of closing the loan are to be paid by the Borrower.

**Additional Terms  
and Conditions:**

1. Loan documents will be prepared and closed by Bank or Bank's counsel.
2. No change in ownership without prior consent of Bank.

**Financial  
Reporting:**

1. On an annual basis, Borrower shall provide a copy of its Audited Financial Statement due within 90 days of Borrower's year end.

**Hazardous  
Waste:**

The Borrower(s) and/or Property Owner expressly represent(s) to Community Southern Bank that to the best of its knowledge, the property and improvements thereon have not in the past been used, and are not presently being used, and will not, as long as said borrower is the owner, in the future be used for handling, storage, transportation, or disposal of hazardous or toxic materials, and that no hazardous substance has been used in the construction or use of any building or buildings on the premises. "Hazardous or Toxic Materials" is defined as any pollutant, hazardous waste, toxic substance, or any other substance designated or identified, or which may be designated or identified as such by any agency of the Federal, State, County or Municipal Government, or any other political subdivision established or to be established. The Borrower(s) and/or Property Owner agree(s) to hold Community Southern Bank harmless for any loss due to past, present, or future damages as a result of handling, storage, transportation, or disposal of hazardous or toxic materials, or the use of hazardous substance in the construction or use of any building or buildings on the premises.

Community Southern Bank, at its sole option, may obtain at the Borrower's and/or Property Owner's expense a report from a reputable environmental consultant of Community Southern Bank's choice as to whether the property and the improvements have been or are presently being used for the handling, storage, or disposal of hazardous or toxic materials, or any hazardous substance has been used in the construction or use of any building or buildings on the premises. If the report indicates such past or present use, handling, storage, transportation, or use in construction, Community Southern Bank may require that all violations of law with respect to hazardous or toxic materials be corrected and/or that the Borrower(s) and/or Property Owner obtain(s) all necessary environmental permits before Community Southern Bank shall fund any advance under this commitment.

**Representations and Warranties:**

All information that has been furnished to the Bank prior to this commitment being issued is true and accurate and the Borrower(s) has/have not failed to disclose any information of a material nature regarding business or financial condition.

This commitment, when accepted, and all documents and instruments to be executed and delivered to the Bank in connection with this commitment and the funding thereof, shall be duly authorized valid, enforceable and binding on the parties thereto, and shall not conflict with or constitute a breach of any other agreements or corporate documents of the Borrower(s).

There is no litigation or proceeding pending or threatened against the Borrower(s) or any other person liable to the Bank for the repayment of this loan which may, in any way, adversely affect the financial condition, operation or prospects of the Borrower(s) or such person.

**Material Adverse Change:**

This commitment may be terminated, in the sole discretion of the Bank, upon the occurrence of a material adverse change in the financial condition of the Borrower(s) or person liable to the Bank for the repayment of this loan.

**Survival:**

The terms and provisions of this commitment shall survive the closing of the loan made hereunder, the delivery of all documents necessary to carry out the provisions of this commitment, and the funding and making of loans and disbursements hereunder.

**Non-Assignable:**

This commitment and the right of the Borrower to receive loans hereunder may not be assigned by Borrower.

**Reliance:**

This commitment shall serve as an offer by the Bank to the Borrower to make a loan on the terms and conditions set forth and should not be relied upon by any third party for any purpose.

**Amendment and Waiver:**

No alteration, modification, amendment or waiver of any terms and conditions of this commitment, or any of the documents required by or delivered to the Bank under this commitment, shall be effective or enforceable against the Bank unless set forth in a writing signed by the Bank.

**Integration:**

The terms set forth above represent the entire understanding between the Borrower and the Bank with respect to the subject matter of the commitment, and this commitment supersedes any prior and contemporaneous agreements, commitments, discussions and understandings, oral or written, with respect to the subject matter of this commitment.

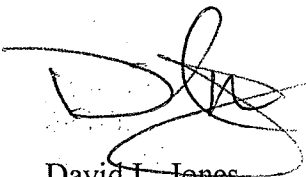
This commitment letter is not intended to be all inclusive and other terms and conditions customary for this type of transaction will be included in the loan documentation to be reviewed by Borrower and Guarantor(s) prior to closing.

**Expiration:**

Unless otherwise extended in writing by Bank, this commitment must be accepted and executed on or before April 20, 2013. Loan must close by April 30, 2013 or Lender is not obligated to close loan.

Community Southern Bank is very pleased to provide this Commitment. Those matters not covered in the above outline will be incorporated in the final closing documents and are subject to mutual agreement of the parties.

Sincerely,



David L. Jones  
Senior Vice President

Mr. Herbert Hernandez, Executive Director  
The Housing Authority of the City of Lakeland, Florida  
April 8, 2013  
Page 5

The above terms and conditions have been accepted this \_\_\_\_\_ day of \_\_\_\_\_, 2013.

**BORROWER:**

The Housing Authority Of The City Of Lakeland, Florida,  
a non-profit corporate body and politic pursuant to Chapter 421, Florida Statutes

By:

\_\_\_\_\_  
Benjamin Stevenson, Executive Director

April 19, 2013

Mr. Benjamin Stevenson, Executive Director  
The Housing Authority of the City of Lakeland, Florida  
430 South Hartsell Avenue  
Lakeland, FL 33815

Re: AMENDMENT #1 to commitment letter issued April 8, 2013

Request #1 Renewal of Commercial Term Loan in an amount up to \$264,235.00.  
Request #2 Renewal of Revolving Line of Credit in an amount up to \$400,000.00

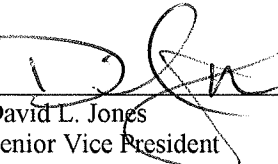
Dear Mr. Stevenson:

By virtue of this letter, Community Southern Bank, a Florida banking corporation, (the "Lender") hereby amends the above-referenced commitment letter as follows:

- 1.) Extend the accepted by date and close by date to June 1, 2013 and July 31, 2013 respectively.

All other terms & conditions of original commitment letter remain unchanged.

Sincerely,  
COMMUNITY SOUTHERN BANK

By:   
David L. Jones  
Senior Vice President

DLJ/ark

The undersigned, as a duly authorized representative of the Borrower, hereby acknowledges and agrees that he has read and fully understands the terms and conditions of this Amendment, and agrees to be bound by the same.

Borrower(s):  
The Housing Authority of the City of Lakeland, Florida  
a non-profit corporate body and politic pursuant to Chapter  
421, Florida Statutes

\_\_\_\_\_  
Benjamin Stevenson, Executive Director

Date: \_\_\_\_\_



CLOSING STATEMENT

BORROWER: The Housing Authority of the City of Lakeland, Florida, a Body Corporate and Politic Established Pursuant to Chapter 421 of the Florida Statutes

LENDER: COMMUNITY SOUTHERN BANK

DATE: April 19, 2013

RE: Community Southern Bank Loan #4500041200



Interest to April 19, 2013 \$2,616.06

**Amount Rec'd From Borrower: \$2,616.06**

BORROWER:  
The Housing Authority of the City of  
Lakeland, Florida, a Body Corporate  
and Politic Established Pursuant to  
Chapter 421 of the Florida Statutes

\_\_\_\_\_  
Benjamin Stevenson, Executive Director

\_\_\_\_\_  
Date

## ALLONGE


This ALLONGE dated April 19, 2013 is attached to and forms a part of that certain Promissory Note #4500041200 from The Housing Authority of the City of Lakeland, Florida, a Body Corporate and Politic Established Pursuant to Chapter 421 of the Florida Statutes, in favor of COMMUNITY SOUTHERN BANK, dated December 16, 2009 in the original amount of Three Hundred Seven Thousand Five Hundred Dollars and 00/100 (\$307,500.00).

The purpose of this allonge is to:

1. Extend the maturity date from March 16, 2013 to June 16, 2013.
2. Collect interest to April 19, 2013 in the amount of \$2,616.06.
3. Continue with monthly payments of principal and interest in the amount of \$2,567.22 beginning May 16, 2013 and continuing on the same day of each month thereafter until maturity on June 16, 2013.

All other terms and conditions of the original Promissory Note, together with all renewals, modifications and extensions thereto, remain in full force and effect.

LENDER:  
COMMUNITY SOUTHERN BANK

By:   
\_\_\_\_\_  
David L Jones  
Senior Vice President

BORROWER:  
The Housing Authority of the City of Lakeland,  
Florida, a Body Corporate and Politic Established  
Pursuant to Chapter 421 of the Florida Statutes

By: \_\_\_\_\_  
Benjamin Stevenson, Executive Director

STATE OF \_\_\_\_\_  
COUNTY OF \_\_\_\_\_

The foregoing Allonge was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_,  
20\_\_\_\_ by David L Jones, Senior Vice President of COMMUNITY SOUTHERN BANK who is  
[ ] personally known to me or [ ] produced \_\_\_\_\_ as  
identification.

\_\_\_\_\_  
Notary Public, State of Florida  
Printed Name: \_\_\_\_\_

My commission expires:

STATE OF \_\_\_\_\_  
COUNTY OF \_\_\_\_\_

The foregoing Allonge was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_,  
20\_\_\_\_ by Benjamin Stevenson, as Executive Director of The Housing Authority of the City of  
Lakeland, Florida, a Body Corporate and Politic Established Pursuant to Chapter 421 of the  
Florida Statutes, who is [ ] personally known to me or [ ] produced \_\_\_\_\_  
\_\_\_\_\_ as identification.

\_\_\_\_\_  
Notary Public, State of Florida  
Printed Name: \_\_\_\_\_

My commission expires:

**Secretary's Report  
May 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 continue to provide updates for the Board when new information becomes available.

**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 as well as 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  
May 2013**

**HOPE VI Funds Expenditure**

I spoke with Juan Miranda of HUD-Miami regarding the unexpended HOPE VI funds. HUD would like for LHA to obligate the funds as quickly as possible. So, since it may not be feasible for LHA to use the HOPE VI funds in the next round of the application cycle for low income housing tax credits, staff will look at other opportunities to use the funds. Staff is considering using the HOPE VI funds to construct some affordable rental housing units. Details will be provided for the Board at a later date.

**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**

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

**Secretary's Report  
May 2013**

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. A follow-up meeting will be scheduled at a later date.

**Agency Plan**

The Agency Plan was approved by the LHA Board of Commissioners at the October 2012 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.

**Section 8 SEMAP Score**

LHA recently completed a Section 8 Management Assessment Program (SEMAP) certification with HUD-Miami. The SEMAP enables HUD to better manage the Section 8 tenant-based program by identifying PHA capabilities and deficiencies related to the administration of the Section 8 program. In that regard, HUD gave LHA a score of 97% for fiscal year ending on December 31, 2012. This overall performance score rates LHA as a High Performer. I trust the commissioners will join me in congratulating the staff for the improvement that has been shown over the past year. The hard work of staff contributed to and made this score possible.

**Meetings**

I attended a meeting with Stacy Campbell-Domineck of Polk Works. The purpose of the meeting was to discuss a partnership between LHA and Polk Works for a Summer Youth Employment Program. LHA will provide office space for Polk Works at the Emma Turner Center. Polk Works will employ some LHA residents over the summer.

I also attended a meeting with Claire Twomey, Executive Director of Habitat for Humanity. The purpose of the meeting was to discuss a potential partnership between LHA and Habitat for the construction of some homeownership units at some point in the future.

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 agreement modifications, and maintaining contract files and vendor lists), the following activities were accomplished in April 2013:

- Issued an Invitation for Bids for *Repainting of All Previously Painted Exterior Areas of Dakota Park Apartments*
- Issued an Invitation for Bids for *Parking Lot Repair, Sealing, and Striping for Dakota Park Apartments*
- Issued Task Order 01 to *Robert Reid Wedding, Architects* for design services for the *Cecil Gober Aging In-place* project with a not-to-exceed value of \$47,227.50
- Issued a request for task order proposals for *Environmental Testing for the Cecil Gober Aging In-place* project
- Issued a request for task order proposals for *Surveying Services for the Cecil Gober Aging In-place* project
- Issued a request for task order proposals for *Environmental Testing of the Security Monitoring Office* to be located in the LHA administration building
- Developed a contract with *Nova Engineering and Environmental* to conduct *Housing Quality Standards (HQS)* inspection services with a not-to-exceed value of \$19,000
- Developed a contract with *Paintsmart, USA* for the *Repainting of All Previously Painted Exterior Areas of Dakota Park Apartments* with a not-to-exceed value of \$14,900
- Developed a contract with *Atkins Paving* for *Parking Lot Repair, Sealing, and Striping for Dakota Park Apartments* with a not-to-exceed value of \$7,400
- Complied and submitted the semi-annual Davis-Bacon performance report to HUD—Atlanta

## **Resident Services April 2013 Board Report**

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

### **Production Summary**

The ROSS 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). The provision of these services contributes to the improvement of the quality of life for LHA residents who participate in the RSC program. Referral information continues to be obtained and provided to residents to assist them in their areas of need. At the end of April, there were sixty (60) enrolled participants.

### **Community Involvement**

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

- April 4th - Monthly Teen Pregnancy Prevention Alliance Meeting
- April 12<sup>th</sup> - Attended Leland Ministries' Springtime Luncheon (*see below*)
- April 13th - Gober Villa Residents Meeting
- April 15<sup>th</sup> - Attended LHA Board Meeting

On Fri., April 12<sup>th</sup>, Leland Ministries held its Spring Time Luncheon. The host-site location was the Bartow Recovery Resource Center. Libbie Combee, Executive Director rendered a power-point presentation to educate the guests about Leland Family Ministries. The ministry will celebrate its 19<sup>th</sup> anniversary in June 2013. Leland connects with offenders, addicts and their families, assisting them with supportive services to include: Recovery for Life, Meth Free Project, Handyman Outreach, and Food Pantry & Warehouse. Referrals are made by Peace River, Hope Now, Polk County Jail, Polk Correctional Institution, Dept. of Corrections – Probation & Parole, and other agencies. Leland is a 501(c)(3) non-profit, para-church. A lot of its clients don't have transportation. Leland is partnered with public transportation to receive free bus passes for its clients. The Recovery for Life program is active in Polk, Columbia, Dade and Hillsborough counties. Leland has a community garden. Clients receive free produce from the garden, plus some produce is sold to generate funds.

Remarks were given by Pastor Jim Jones, a retired Winter Haven Police Department Sgt., with his wife, Jenna standing nearby; and Linia Holoman. All three are the facilitators. In attendance there were county commissioners, representatives of the State Attorney's Office, law enforcement, a Pasco County Corporal, Polk Works staff, representatives of local businesses and non-profit agencies. Tom Mayrant of Polk Works gave a presentation about the Fresh Start Offender Program. He stated that the weekly classes average 100-120 clients. The class centers on truth. Ten to 12 percent of the clients who have regular attendance and follow through on what they are instructed to do, these persons will get jobs. He shared about a young African-American man who has tattoos on his face and a murder charge....this gentleman was hired by a



restaurant making \$12.00 per hour. Amanda Jendersee and Mike Jones are students at Keiser University who are completing their internships at Leland.

### **Office Skills Training Program/Maintenance Skills Training Program**

During the month of April 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 April, 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, April 8th, the officers of LHARAA held their monthly meeting with the LHA residents.

- **YouthBuild-Lakeland**

### **Academics**

The Participants of YouthBuild Lakeland have been very busy academically in their first full month in the program. The students have taken preliminary assessments and created a baseline from which to grow. In the first month alone, students have shown tremendous strides towards achieving their GED. All participants are planning on taking the GED exam in May. Participants have also begun a typing course and preparing for potential careers.



**YouthBuild participants working on GED preparation in the classroom**

## Construction Training

Due to the commitment and hard work demonstrated by cycle 9 participants, we are nearing completion of the single family home in Mulberry. The next site will be located in Lakeland. In addition, the participants are continuing to work on their construction certification.

## Career Development

Cycle 9 participants have spent their first month at YouthBuild exploring careers through career assessments, researching the outlook for their career and other careers that might interest them, and developing a career roadmap. Participants are also working on a career vision board that will serve as a visual reminder of the milestones they will achieve throughout the YouthBuild program and after graduation.

Cycle 8 participants that completed the certified nursing class are getting ready to receive notification for their state test. After passing this test, they will become licensed assistants! Five of our Cycle 8 students will be registering with Triviss in May, and one student is starting at Polk State College in May.

Congratulations to Terry Agee, graduate from cycle 7, who started at Ridge this month. He is attending their Auto Service Technology program while continuing to work for the Lakeland Housing Authority.

## Funding

This month we learned that we were not awarded a DOL 1013 grant. However, we are setting our sights on the 2014 DOL application where we expect to receive funding. We are also looking into other funding possibilities in an effort to continue offering our services to young people in our community.

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

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

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

April 2013	# FSS Tenants	# with Escrow	% with Escrow	Escrow Amount (\$)
Public Housing (02,04) (05)	29	14	48	32,466.24
Dakota Park (13)	07	04	57	19,159.45
Renaissance (14)	10	02	22	16,290.55
Totals	46	20	43*	67,916.24

- 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:** Two (2)
- **Termination/Forfeiture/Transfer/Disbursement:** One (1) Tenant no longer lives in Public Housing
- **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)	63	84	30	48%

#### Escrow Balances

- The balance of the Section 8 FSS Escrow February 2013 is \$ 125,019.29
- The average amount is \$ 4,167.31
- **Recruiting:** Received two (2) 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 March 2013.
- **Goals completed/enrolled by the Section 8 FSS participants:** Zero (0) new enrollments
- **Completed Contract of Participation:** Two (2) FSS participants completed their contracts of participation. The scheduled FSS escrow disbursements are \$16, 872.35 and \$4,949.72.
- **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

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**Earl W. Haynes**  
**Resident Services Director**

**Nick Elzy**  
**Resident Services Manager**

**Cynthia E. Zorn-Shaw**  
**ROSS Service Coordinator**

**Kim Bean**  
**21<sup>st</sup> CCLC Site Coordinator**

**Linda Willis**  
**PH/FSS Coordinator**

**Dayen Valentine**  
**S8/FSS Coordinator**

**Housing Management  
Board Report  
May meeting 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 Low Income Housing Tax Credits.**

### **The Manor at West Bartow**

- The emergency electric generator was serviced; we inspected the roof and received approval from Florida Housing Corporation to replace carpet flooring for vinyl tile.

### **Washington Renaissance and Dakota Park**

- We are currently painting all exterior surfaces and doing some concrete work to fix sections of sidewalk at Dakota Park. We finished rehabbing Ms. Holmes unit after the unit flooded. The Community Manager office is now located at the senior building.

### **Colton Meadows/Bonnet Shores Villas**

- We installed 8 high pressured toilets due to issues with the sewer system; basically, when the units were rehabbed they did not fix the sewer system. The vacancy issues are being resolved, all the vacant units have assign families, these families are now going through the paperwork process. Moving forward, Ms. Kasandra Davis, Assistant Director of Housing will monitor the marketing and unit turnover process more closely.

### **Public Housing**

- We are working in conjunction with the Development Department on the Cecil Gover rehabilitation project and other projects including but not limited to the HUD GPNA tool and inspection.

### **Housing Choice Voucher Program**

- The Interim Program Manager, Idalia Gonzalez sponsored and spoke at our Landlord's informative meeting, she was able to cover most of the aspects involving the HCV program. Currently, we are interviewing more than 300 families that were claiming less than \$3,600.00 annual income per year, up to date we have discovered more than 20 fraud cases, these families were terminated and now are going through the hearing process. Currently, we are still working with HUD in order to avoid any subsidy shortfall. PIC Score is 100%.

# Housing Choice Voucher Program Monthly Board Report April 2013

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- **Tenant-Based Waitlist**

As of April 30, 2013, the Housing Choice Voucher tenant based waiting list contained four hundred ninety-seven (497) applicants.

- **VASH Waitlist**

As of April 30, 2013, the Veteran Affairs Supportive Housing waiting list contained no applicant.

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

As of April 30, 2013, Lakeland Housing Authority project-based waiting list for the Manor at West Bartow contained forty-five (45) applicants.

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

As of April 30, 2013, Lakeland Housing Authority project-based waiting list for the Villas at Lake Bonnet contained thirty-six (36) applicants.

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

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

### **HCV Program Information**

- **Port Outs**

LHA currently has twenty-eight (25) port-outs in the month of April. Port outs are clients that use their voucher in another jurisdiction. The total amount of Portable HAP payment for the month of April is \$18,974.00. This includes the Admin Fee of \$1,158.00.

- **Port Ins**

LHA currently has seventy-nine (79) port-ins for the month of April. Port-ins is participants that transferred from another housing agency that we are billing for HAP and administrative fees.

- **Lease-up & Movers**

As of April 30, 2013, Lakeland Housing Authority issued fifteen (15) vouchers to movers. We received eight (8) Requests for Tenancy Approvals during the month of April. We processed twelve (12) unit transfers, twelve (12) initial move-in, and three (3) port-ins with a date effective in April.

- **Active Clients**

As of April 30, 2013, LHA is servicing 1256 families on the Housing Choice Voucher program. These families include 43 Mainstream Disabled Housing Vouchers, 48 VASH, 25 Port-outs and 63 FSS Participants. The balance of 1077 makes up our regular Housing Choice Voucher holders.

- **EOP – End of Participation**

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

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

*Continuous Commitment to SEMAP Certification of  
a High Performing Program*

Housing Choice Voucher Program  
Monthly Board Report  
April 2013

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- **Monthly HAP Analysis**

HAP disbursement for April 2013 was \$770,269 and Admin Fee paid to Receiving PHAs administering our vouchers was \$1,558.

- **PIC Reporting Percentage**

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

Effective Date	HCV	Date Collected
04/31/2013	100%	05/10/2013

- **General information and activities for the month of April**

- Out of one hundred eight (108) scheduled annual re-certifications for the month of April; the Housing Choice Voucher Department processed all one hundred eight (108) for recertification, non-renewals, unit transfers and/or termination.
- The Housing Choice Voucher program conducted seven (7) informal hearing in the month of April.



U.S. Department of Housing and Urban Development

Region IV, Miami Field Office
Brickell Plaza Federal Building
909 SE First Avenue, Rm. 500
Miami, FL 33131-3042

LAKELAND HOUSING AUTHORITY

2013 MAY 14 PM 12: 29

April 29, 2013

Ben Stevenson
Executive Director
Housing Authority City of Lakeland
P. O. Box 1009
Lakeland, FL 33802-1009

Dear Mr. Stevenson:

Thank you for completing the Lakeland Housing Authority's (LHA's) Section 8 Management Assessment Program (SEMAP) certification. We appreciate your attention to the SEMAP assessment process. The SEMAP enables HUD to better manage the Section 8 tenant-based program by identifying PHA capabilities and deficiencies related to the administration of the Section 8 program. As a result, HUD will be able to provide more effective program assistance to PHAs.

The LHA's final SEMAP score for the fiscal year ended 12/31/2012 is 97%. The following are the scores for each indicator:

Table with 3 columns: Indicator, Description, and Score. Rows include indicators 1 through 15 with descriptions like 'Selection from Waiting List' and scores ranging from 0 to 20.

The LHA's overall performance rating is of a High Performer.

The ratings for Indicators 1 through 7 and 9 through 12 are based directly on the PHA's certification to HUD and verified using data from the Multi-Family Tenant Characteristic System (MTCS). If a PHA has not reported at least 95% of its program participants to MTCS (via 50058s), any indicator for which HUD verifies performance by using MTCS will be rated zero.



Indicator 15, Deconcentration Bonus, is rated 0. The LHA elected not to meet the criteria to qualify for points under this indicator and is not required to take any corrective action.

The LHA is reminded that the overall score and its score for a particular indicator may be changed subsequently by this Office pursuant to data included in an independent auditor's report or a confirmatory review.

Should you have any questions, please contact Amner Fernandez, Public Housing Revitalization Specialist, at (305) 520-5093 or via E-mail at amner.e.fernandez@hud.gov.

Very sincerely yours

*for: Victor Rocher*  
Victor Rocher  
Acting Director  
Office of Public Housing

cc: Bruce Lyon, Chairperson, Board of Commissioners

**Property Name:** Cecil Gober

**Management Report for the Month of:** April **2013**

**Occupancy:**

As of the last day of the month of April, the community was 94 % occupied.

**Vacancy:**

Vacant unit(s): 1

**Turnover rate:** 3 %

YTD: 1

Move-out(s): 0

**Current Rent(s):**

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

**Utilities:**

Residents pay: Electric/Water

**Maintenance:**

Unit inspections: 0      Building inspections: 0

Vegetation is being trimmed weekly:  yes     no

**Security:**

Any incident reports? \_\_\_yes no

If yes, give an explanation:

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**Insurance Claims:**

Any claims this month? \_\_\_yes no

If yes, give an explanation:

---

---

**Management Referrals:**

Late Rent: 14 day notices

---

**Re-certifications:**

Number completed for the current month: 0

Number in process for the next month: 0

**Social Services:**

Newsletter completed and distributed? yes \_\_\_no

Scheduled activities: Senior Outing

---

Sincerely,

Vanessa C. Johnson

Community Coordinator

**Property Name: John Wright Homes**

**Management Report for the Month of: April 2013**

**Occupancy:**

As of the last day of the month of April, the community was 94 % occupied.

**Vacancy:**

Vacant unit(s): 2

**Turnover rate: 10 %**

YTD: 2

Move-out(s): 0

**Current Rent(s):**

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

**Utilities:**

Residents pay: Electric/Water

**Maintenance:**

Unit inspections: 0 Building inspections: 0

Vegetation is being trimmed weekly:  yes  no

**Security:**

Any incident reports? \_\_\_yes no

If yes, give an explanation:

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**Insurance Claims:**

Any claims this month? \_\_\_yes no

If yes, give an explanation:

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---

**Management Referrals:**

Late Rent: 14 day notices

---

**Re-certifications:**

Number completed for the current month: 0

Number in process for the next month: 0

**Social Services:**

Newsletter completed and distributed? yes \_\_\_no

Scheduled activities: \_\_\_\_\_

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Sincerely,

Vanessa C. Johnson

Community Coordinator

**Property Name: Westlake**

**Management Report for the Month of: April 2013**

**Occupancy:**

As of the last day of the month of April, the community was 94 % occupied.

**Vacancy:**

Vacant unit(s): 4

**Turnover rate:** 7 %

YTD: 5

Move-out(s): 0

**Current Rent(s):**

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

**Utilities:**

Residents pay: Electric/Water

**Maintenance:**

Unit inspections: 0      Building inspections: 0

Vegetation is being trimmed weekly: xyes    \_\_\_no

**Security:**

Any incident reports? \_\_\_yes no

If yes, give an explanation:

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**Insurance Claims:**

Any claims this month? \_\_\_yes no

If yes, give an explanation:

---

---

**Management Referrals:**

Late Rent: 14 day notices

---

**Re-certifications:**

Number completed for the current month: 0

Number in process for the next month: 0

**Social Services:**

Newsletter completed and distributed? yes \_\_\_no

Scheduled activities: Senior outing

---

Sincerely,

Vanessa C. Johnson

Community Coordinator

**Property Name: Westlake Addition**

**Management Report for the Month of: April 2013**

**Occupancy:**

As of the last day of the month of April, the community was 94 % occupied.

**Vacancy:**

Vacant unit(s): 3

**Turnover rate:** 6 %

YTD: 3

Move-out(s): 0

**Current Rent(s):**

- 1- One Bedroom = \$ 425
- 2- Two Bedrooms = \$ 508
- 3- Three Bedrooms = \$ 576
- 4- Four Bedrooms = \$ 581

**Utilities:**

Residents pay: Electric/Water

**Maintenance:**

Unit inspections: 0 Building inspections: 0

Vegetation is being trimmed weekly: xyes \_\_\_no



**Security:**

Any incident reports? \_\_\_yes no

If yes, give an explanation:

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**Insurance Claims:**

Any claims this month? \_\_\_yes no

If yes, give an explanation:

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---

**Management Referrals:**

Late Rent: 14 day notices

---

**Re-certifications:**

Number completed for the current month: 0

Number in process for the next month: 0

**Social Services:**

Newsletter completed and distributed? yes \_\_\_no

Scheduled activities: Senior outing

---

Sincerely,

Vanessa C. Johnson

Community Coordinator

**Property Name: Renaissance @ Washington Ridge**  
**Management Report for the Month of: April 2013**

**Occupancy:**

As of the last day of the month of April, the community was 94 % occupied.

**Vacancy:**

Vacant unit(s): 10

**Turnover rate:** 10 %

YTD: 49

Move-out(s): 6

**Current Rent(s):**

- 1- One Bedroom = \$ 495
- 2- Two Bedrooms = \$ 563
- 3- Three Bedrooms = \$ 637
- 4- Four Bedrooms = \$ 699

**Utilities:**

Residents pay: All their utilities. Senior's building owners pays water, sewer and trash

**Maintenance:**

Unit inspections: 2 Building inspections: 15

Vegetation is being trimmed weekly: \_\_\_yes xno

**Security:**

Any incident reports? \_\_\_yes x\_no

If yes, give an explanation:

\_\_\_\_\_

**Insurance Claims:**

Any claims this month? X\_yes \_\_\_no

If yes, give an explanation:

Christine Holmes #319 W. 10th St unit was flooded because of a broken supply line connect to the toilet in one of the bathrooms.

**Management Referrals:**

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

**Re-certifications:**

Number completed for the current month: 25

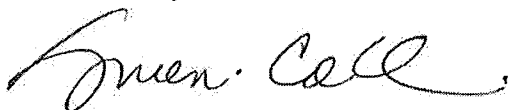
Number in process for the next month: 17

**Social Services:**

Newsletter completed and distributed? \_\_\_yes x\_no

Scheduled activities: Birthday and Movie day was held on April 26th

Sincerely,



Community Coordinator

Property Name: Dakota Park

Management Report for the Month of: April 2013

Occupancy:

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

Vacancy:

Vacant unit(s): 4

Turnover rate: 8 %

YTD: 11

Move-out(s): 0

Current Rent(s):

- 1- One Bedroom = \$ NA
- 2- Two Bedrooms = \$ 587
- 3- Three Bedrooms = \$ 668
- 4- Four Bedrooms = \$ 734

Utilities:

Residents pay: All their utilities

Maintenance:

Unit inspections: 40 Building inspections: 6

Vegetation is being trimmed weekly:   yes xno

**Security:**

Any incident reports? \_\_\_yes no

If yes, give an explanation:

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**Insurance Claims:**

Any claims this month? \_\_\_yes no

If yes, give an explanation:

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**Management Referrals:**

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

**Re-certifications:**

Number completed for the current month: 0

Number in process for the next month: 0

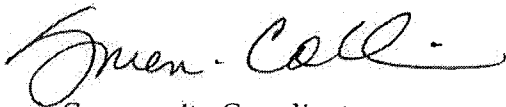
**Social Services:**

Newsletter completed and distributed? \_\_\_yes no

Scheduled activities: \_\_\_\_\_

---

Sincerely,



Community Coordinator

**Property Name: Colton Meadow**

**Management Report for the Month of: April 2013**

**Occupancy:**

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

**Vacancy:**

Vacant unit(s): 03

**Turnover rate:** 1.1 %

YTD: 08

Move-out(s): 05

**Current Rent(s):**

- 1- One Bedroom = \$ N/A
- 2- Two Bedrooms = \$ 627.00
- 3- Three Bedrooms = \$ 709.00
- 4- Four Bedrooms = \$ 780.00

**Utilities:**

Residents pay: Electricity

**Maintenance:**

Unit inspections: 30      Building inspections: 15

Vegetation is being trimmed weekly:   yes Xno

**Security:**

Any incident reports? \_\_\_yes Xno

If yes, give an explanation:

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**Insurance Claims:**

Any claims this month? \_\_\_yes Xno

If yes, give an explanation:

N/A

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**Management Referrals:**

Late Rent: N/A

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**Re-certifications:**

Number completed for the current month: 14

Number in process for the next month: 10

**Social Services:**

Newsletter completed and distributed? Xyes \_\_\_no

Scheduled activities: Health Health and Nutrition Fair and a Home Ownership workshop is scheduled at Colton Meadow May 2013.

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Sincerely,

Community Coordinator

**Property Name: Villas At Lake Bonnet**

**Management Report for the Month of: April 2013**

**Occupancy:**

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

**Vacancy:**

Vacant unit(s): 04

**Turnover rate:** 01 %

YTD: 08

Move-out(s): 04

**Current Rent(s):**

- 1- One Bedroom = \$ N/A
- 2- Two Bedrooms = \$ 627.00
- 3- Three Bedrooms = \$ 709.00
- 4- Four Bedrooms = \$ N/A

**Utilities:**

Residents pay: Electricity

**Maintenance:**

Unit inspections: 04      Building inspections: 6

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: 13

Number in process for the next month: 09

**Social Services:**

Newsletter completed and distributed? Xyes \_\_\_no

Scheduled activities: A Home Ownership Workshop is scheduled for May 2013  
\_\_\_\_\_

Sincerely,

Community Coordinator

**Property Name:** The Manor at West Bartow

**Management Report for the Month of:** April **2013**

**Occupancy:**

As of the last day of the month of April, the community was 96 % occupied.

**Vacancy:**

Vacant unit(s): 3

**Turnover rate:** 3 %

YTD: 3

Move-out(s): 2

**Current Rent(s):**

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

**Utilities:**

Residents pay: Electric

**Maintenance:**

Unit inspections: yes      Building inspections: yes

Vegetation is being trimmed weekly: xyes    \_\_\_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 residents with late rent paid on May 6, 2013

\_\_\_\_\_

**Re-certifications:**

Number completed for the current month: 5

Number in process for the next month: 2

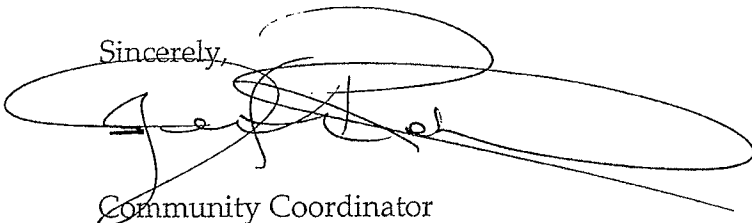
**Social Services:**

Newsletter completed and distributed? yes \_\_\_no

Scheduled activities: bingo, crafts and movie night

\_\_\_\_\_

Sincerely,



Community Coordinator

# Investigative Board Report April, 2013

**1 Small Claims Court**

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

**2 Eviction Court**

- Two evictions were filed for the month of April. One eviction was for West Lake Management and the eviction was for non-payment of rent. The second was an eviction for Public housing, and it was a Federal Narcotic “One Strike” eviction.

**3 Applicant Criminal Histories**

- During the month of April sixty-eight (68) criminal histories were processed for Public Housing applicants, **resulting in a net savings to the Lakeland Housing Authority of one thousand five hundred and sixty-four dollars.**

**4 Public Housing Re-certification Criminal Histories**

- For the month of April two (2) criminal histories were processed for Public housing, **resulting in a net savings of forty-six dollars.**

**5 Conflict Resolutions**

- Two for the month of April.

**6 Public Housing Fraud Recovery**

- None for the month of April

**7 Repayment Agreements**

- None for the month of April.

**Section 8**

**1 Section 8 Terminations**

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

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

**2 Section 8 Repayment Agreements**

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

**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 April, the Lakeland Housing Authority Investigations Department ran Five (5) criminal histories for Section 8 applicants. **This resulted in a net savings of one hundred and fifteen dollars.**

**6 Section 8 Re-certification Criminal Histories**

- During the month of April, one hundred and eleven (111) section 8 re-certifications were submitted to Investigations, for a **total savings of two thousand five hundred and fifty-three dollars.**

**7 Section 8 Hearings**

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

**8 VASH**

- Two (2) for the month of March, for a **total savings of forty-six dollars.**

**Administration**

- The investigative unit processed eighteen (18) backgrounds on a L.H.A. new-hires, **for a savings of four hundred and fourteen dollars.**

**The Manor at West Bartow**

- Twelve (12) criminal history re-certs were run for the month of April, which resulted in a savings of **two hundred and seventy-six dollars. Eighteen new applications backgrounds were completed for a savings of four hundred and fourteen dollars.**

**Washington Renaissance and Dakota Park**

- One (1) new application criminal history was submitted for April, for the Renaissance/Washington Oaks property, resulting in a savings of **twenty-three dollars.** There were six (6) applications submitted for recertification for the month of April for a savings of **one hundred and thirty-eight dollars.**

**Colton Meadow/Bonnet Shores Villas**

- Seven (7) criminal histories were processed for Colton Meadow, for the month of April, **for a savings of one hundred and sixty-one dollars.** We also completed twenty one (21) applications for recertification for a savings of **four hundred and eighty-three dollars. Six (6) criminal histories were processed for new applications for a savings**

**of one hundred and thirty-eight dollars at the Bonnett Shores Property. In addition we processed seventeen (17) applications for recertification for a savings of three hundred and ninety-one dollars.**

**Lincoln Square Apartments**

- Periodic checks of the vacated property.

**General**

- During the month of April, we completed eighteen (18) background checks for Lakeland Housing Authority employment, and attended several meetings. In addition we wrote sixteen (16) parking violations, two (2) vehicles were towed for failure to comply with the 24 hour notice. By having the Investigation Department process the criminal backgrounds in-house, the Lakeland Housing Authority has saved **six thousand eight hundred and seventy-seven dollars**, for the month of April. This figure is based upon the cost of twenty-three dollars per background check by outside information suppliers.