



REGULAR BOARD MEETING

January 23, 2014

AGENDA

Board of Commissioners Meeting
The Housing Authority of the City of Lakeland, Florida
Thursday, January 23, 2014 at 6:00 P.M.
LHA Board Room
430 Hartsell Avenue
Lakeland, Florida

Pledge of Allegiance

Moment of Silence

Establish a Quorum

1. **Approval of the Minutes of the Regular Board Meeting held Monday, December 16, 2013.**
2. **Old Business**
LHA Recovery Plan Update
3. **New Business**
4. **Monthly Reports**
 - Financial Reports and Grant Updates
 - Housing Report
 - Development Report
 - Resident Services Report
 - Resolutions
5. **Secretary's Report**
6. **Legal Report**
7. **Other Business**

Public Forum

Adjournment

MINUTES
Regular Board Meeting of
The Housing Authority of the City of Lakeland
Monday, December 16, 2013

The Commissioners of the Housing Authority of the City of Lakeland met for a Regular Board Meeting on Monday, December 16, 2013 at 6:00 p.m. at Lakeland Housing Authority, 430 Hartsell Avenue Lakeland, Florida.

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

Legal Counsel Present: Ricardo Gilmore, Attorney
 Rhonda Stringer, Attorney

LHA Staff Present: Benjamin J. Stevenson, Executive Director
 Valerie Brown, Sr. Director of Development
 Earl Haynes, Director of Resident Services
 Carlos Pizarro, Director of Housing
 Idalia Gonzales – Section 8 HCV Manager
 Eva Hall, Director of Finance
 Cesar Diaz, IT Operation Manager
 Tom Hornack, Administrative Services Manager
 Shauna Ginn, Asset Manager
 Patrick Roberts, Human Resources Generalist
 Brenda Goodman, Executive Administrative Coordinator

Guest: Hilda Causey - Resident
 Ola Stanton – Resident
 Eric Pera – Lakeland Ledger

The Meeting was called to order at 6:00 p.m. by Commissioner Michael Pimentel, Chairman. The Pledge of Allegiance and a moment of silence were observed.

A quorum was established.
Commissioner Ellis Hirsch – Absent

APPROVAL/ACCEPTANCE OF MINUTES

- **Motion to approve and accept the Minutes of the Regular Board Meeting held November 18, 2013 with the following corrections.
Richardson – 2nd Sanders**

Revisions: Commissioner Evans presented to the board some items to be corrected.

- 1) The third paragraph of page 2 indicates, “Each Commissioner voiced their concerns and a vote was taken regarding their decision not to receive emails from fellow commissioners.”

Revisions: To strike out the word “*vote*” and reword the sentence to read:

Each Commissioner voiced their concerns and a poll was taken regarding their decision not to receive emails from fellow commissioners. Only Commissioner DiCesare stated he would not mind receiving emails from other commissioners.

- 2) The first paragraph of page 3, second sentence should indicate, Commissioner Richardson suggested “*that the goals should be more measureable.*”
- 3) Resolution # 13-1369 Correction should read:
The Board of Commissioners is requested to approve the resolution authorizing the Executive Director to enter into a contract with *Non-Profit Insurance Services, Inc.* to provide Worker’s Compensation Coverage.

Corrections were made to the typographical error in the last sentence regarding the number of the resolution which was revised to read “Resolution #13-1369.”

OLD BUSINESS

Recovery Plan Update - Mr. Stevenson gave handouts to the commissioners of his presentation that summarized LHA’s Recovery Plan. Mr. Stevenson gave a very thorough presentation that focused on three major components; Property Management, Development and Homeownership as well as a review of funding. The board had the opportunity to ask questions and there was a discussion on how some of the plans and updates would be executed. Mr. Stevenson indicated that it is his plan to present to the board monthly updates regarding LHA’s Recovery Plan.

Commissioner Evans passed out a document that she gave only to Commissioners Dicesare and Pimentel, along with Mr. Stevenson. She also handed out a document to Mr. Stevenson to give to Commissioner Hirsch in his absence. Commissioner Evans reported that she was providing the document because Commissioner Hirsch had previously requested a list of her concerns that had not been addressed.

NEW BUSINESS

Mr. Stevenson informed the board that the January 2014 regular board meeting is scheduled for January 20, 2014 which is the date of the Rev. Dr. Martin L. King, Jr., holiday. LHA and other government offices are closed on this day. The board agreed to reschedule the meeting to Thursday, January 23, 2014 at 6:00 P.M.

MONTHLY REPORTS

- **Financial Report** – Submitted as written
- **Housing Report** – Submitted as written
- **Development Report** – Submitted as written
- **Residents Services Report** – Submitted as written
- **Secretary's Report** – Submitted as written

RESOLUTIONS

Resolution #13-1370 – The Board of Commissioners is requested to approve this resolution authorizing revisions of the current utility allowance schedule for Housing Choice Voucher participants.

**Motion to approve Resolution # 13-1370 – The Board of Commissioners
Richardson 2nd Sanders**

Vote: Commissioners

Michael Pimentel – Aye

Bernice Evans – Aye

Joseph DiCesare – Aye

Richard Richardson – Aye

Eddie Hall – Aye

Dorothy Sanders – Aye

Resolution #13-1371 – The Board of Commissioners requested to approve the 2014 Annual Budget.

Ms. Eva Hall handed out a copy of the budget. She stated there were two revisions made to the current document after the budget was presented at the 2013 Budget Workshop. The first revision was a change in salaries in COCC and Development Activities. A position was moved out of COCC to Development and will be funded by Capital Funds.

The other revision showed an increase in Section-8 HAP expenses to show full expenditure of HAP funds to be received from HUD.

**Motion to approve Resolution # 13-1371 the Budget for 2014 and the changes that were made.
Hall 2nd Richardson**

Vote: Commissioners

| | | |
|--------------------------|---------------------|-----------------------|
| Michael Pimentel – Aye | Bernice Evans – Nay | Joseph DiCesare – Aye |
| Richard Richardson – Aye | Eddie Hall – Aye | Dorothy Sanders – Aye |

Resolution 13-1372 – The Board of Commissioners is requested to approve authorizing the Executive Director to enter into a task order-driven, indefinite delivery, indefinite contract with each: *Baker Tilly Krause, LLP; IFH Solutions, Inc.; and TAG Associates of Florida, LLC.*

**Motion to approve Resolution #13-1372 – The Board of Commissioners
Richardson 2nd Sanders**

Vote: Commissioners

| | | |
|--------------------------|---------------------|-----------------------|
| Michael Pimentel – Aye | Bernice Evans – Nay | Joseph DiCesare – Aye |
| Richard Richardson – Aye | Eddie Hall – Aye | Dorothy Sanders – Aye |

Resolution # 13-1373 – The Board of Commissioners is requested to approve revisions to the Housing Authority of The City of Lakeland’s Employee Handbook.

**Motion to approve Resolution #13-1373 – The Board of Commissioners
Richardson 2nd Sanders**

Vote: Commissioners

| | | |
|--------------------------|---------------------|-----------------------|
| Michael Pimentel – Aye | Bernice Evans - Aye | Joseph DiCesare – Aye |
| Richard Richardson – Aye | Eddie Hall – Aye | Dorothy Sanders – Aye |

SECRETARY’S REPORT

Submitted as Written

LEGAL REPORT

Mr. Ricardo Gilmore, Legal Counsel suggested to the board that he will present an evaluation tool he would like the board to consider. This evaluation tool is different from the goals. However, Mr. Gilmore emphasized that goals should be done to go along with the evaluation tool. There were

some goals that were developed by the chairman and executive director that are related to the current evaluation. These recommendations have been given to the board. Attorney Gilmore further advised the board he will complete his recommendations by the January 2014 board meeting.

Commissioner Evans requested a signed copy of the Executive Director's contract. Attorney Gilmore advised Commissioner Evans that he has already sent her a copy via email. Commissioner Evans responded that she has not received the email. Attorney Gilmore advised that the email he sent was the same email previously sent to the executive director's office and all of the commissioners were copied.

PUBLIC FORUM

1. *Ms. Ola Stanton* – a resident of Renaissance at Washington Ridge informed the board of some of her concerns.

2. *Ms. Hilda Causey* – A resident of Renaissance at Washington Ridge informed the board of some of her concerns.

Mr. Stevenson, Executive Director will provide the board with a written response regarding the concerns on or before the next board meeting. Mr. Stevenson also indicated he will be attending the next monthly residence meeting at Renaissance.

OTHER BUSINESS

None

Meeting adjourned at 9:10 p.m.

Benjamin J. Stevenson, Secretary



TO: Lakeland Housing Authority Finance Committee

FROM: Eva Hall, LHA Director of Finance

DATE: January 13, 2014

RE: November 2013 Financial Statements

I have attached the Statements of Operations and Balance Sheets for November 2013 for the following entities:

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

These statements are unaudited.



Eva M. Hall, CPA
Director of Finance
Lakeland Housing Authority

**Lakeland Housing Authority
Central Office Cost Center
Statement of Operations
For the Eleven Months Ended November 30, 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% | 104 | - | 104 | 100.00% | - |
| Management & Admin Income | 20,112 | 18,933 | 1,326 | 7.00% | 232,128 | 208,267 | 23,861 | 11.46% | 227,200 |
| Total Revenue | 20,112 | 18,933 | 1,179 | 6.23% | 232,232 | 208,267 | 23,965 | 11.51% | 227,200 |
| Administrative Expenses | 68,272 | 99,833 | (31,561) | -31.61% | 860,373 | 1,098,167 | (237,794) | -21.65% | 1,198,000 |
| Utility Expense | 1,770 | 1,507 | 263 | 17.48% | 20,957 | 16,573 | 4,384 | 26.45% | 18,080 |
| Maintenance Expense | 3,241 | 1,175 | 2,066 | 175.83% | 30,095 | 12,925 | 17,170 | 132.84% ¹ | 14,100 |
| General Expenses | 106 | 925 | (819) | -88.54% | 13,544 | 10,175 | 3,369 | 33.11% | 11,100 |
| Depreciation | 133 | 146 | (13) | -8.80% | 1,465 | 1,604 | (139) | -8.68% | 1,750 |
| Total Expense | 73,522 | 103,586 | (30,064) | -29.02% | 926,434 | 1,139,444 | (213,010) | -18.69% | 1,243,030 |
| Net Operating Income (Loss) | (53,410) | (84,653) | 31,243 | -36.91% | (694,202) | (931,178) | 236,976 | -25.45% | (1,015,830) |
| Allocation Required from Non-Federal Funds | 53,410 | 84,653 | (31,243) | -36.91% | 694,202 | 931,178 | (236,976) | -25.45% | 1,021,180 |
| | | | | | | | | | 5,350 |

Comments

¹ Maintenance Expense includes unplanned repairs at central office.

**Lakeland Housing Authority
Central Office Cost Center
Balance Sheet
November 30, 2013**

| Assets | Liabilities and Net Assets |
|--------------------------|---|
| Current Assets | Liabilities |
| Prepaid Expense | Current Liabilities |
| 9,511 | Accounts Payable |
| Total Current Assets | Due to Master Cash Account |
| 9,511 | Accr Compensated Absences |
| | 5,060 |
| | 2,724,153 |
| | 42,818 |
| | Total Liabilities |
| | 2,772,031 |
| Other Assets | Net Assets |
| Property & Equipment | Unrestricted Net Assets |
| 33,769 | (2,732,213) |
| Accumulated Depreciation | |
| (3,462) | |
| Total Other Assets | |
| 30,307 | |
| | Total Net Assets |
| | (2,732,213) |
| Total Assets | Total Liabilities and Net Assets |
| 39,818 | 39,818 |

Lakeland Housing Authority
Section 8 Housing Choice Voucher Program
Statement of Operations
For the Eleven Months Ended November 30, 2013

| | Current Month | | | | Year to Date | | | | Annual Budget |
|------------------------------------|----------------------|----------------|-----------------|----------------|---------------------|------------------|------------------|----------------|--------------------------|
| | Actual | Budget | \$ Variance | % Variance | Actual | Budget | \$ Variance | % Variance | |
| HAP/Administrative Revenue | 857,377 | 897,694 | (40,317) | -4.49% | 9,234,752 | 9,874,632 | (639,880) | -6.48% | 10,772,326 |
| Other Income | 10 | 9 | 1 | 9.09% | 722 | 101 | 621 | 616.03% | 110 |
| Total Revenue | 857,387 | 897,703 | (40,316) | -4.49% | 9,235,474 | 9,874,733 | (639,259) | -6.47% | 10,772,436 |
| Administrative Expenses | 54,983 | 67,255 | (12,272) | -18.25% | 657,501 | 739,800 | (82,299) | -11.12% | 807,055 |
| Utility Expense | 295 | 375 | (80) | -21.33% | 3,684 | 4,125 | (441) | -10.69% | 4,500 |
| Maintenance Expense | 370 | 538 | (168) | -31.18% | 15,160 | 5,914 | 9,246 | 156.33% | 6,452 |
| General Expenses (Insurance, etc) | - | 117 | (117) | -100.00% | 1,090 | 1,282 | (192) | -14.94% | 1,398 |
| Housing Assistance Payments | 734,237 | 802,077 | (67,840) | -8.46% | 8,395,858 | 8,822,842 | (426,984) | -4.84% | 9,624,919 |
| Depreciation | 315 | 350 | (35) | -10.00% | 3,465 | 3,850 | (385) | -10.00% | 4,200 |
| Total Expense | 790,200 | 870,710 | (80,510) | -9.25% | 9,076,758 | 9,577,814 | (501,056) | -5.23% | 10,448,524 |
| Net Operating Income (Loss) | 67,187 | 26,993 | 40,194 | 148.91% | 158,716 | 296,919 | (138,203) | -46.55% | 323,912 |

Lakeland Housing Authority
Section 8 Housing Choice Voucher Program
Balance Sheet
November 30, 2013

| Assets | | Liabilities and Equity | |
|---|----------------|-------------------------------------|----------------|
| Current Assets | | Liabilities | |
| Cash - Operating | 214,290 | Current Liabilities | |
| Cash - HAP | 367,820 | Due to Master Cash Account | 423,316 |
| Cash - FSS Escrow | 91,384 | Accr Compensated Absences | 15,997 |
| Accounts Receivable - Other Housing Authorities | 31,019 | FSS Escrow Liability | 86,982 |
| Accounts Receivable - Repayment Agreements | 28,175 | Total Liabilities | 526,295 |
| Allow for Doubtful A/R | (28,175) | | |
| Other Current Assets | 45,798 | | |
| Total Current Assets | 750,311 | | |
| | | Net Assets | |
| Other Assets | | Net Assets | 241,657 |
| Furniture & Fixtures | 28,867 | | |
| Accumulated Depreciation | (11,226) | Total Equity | 241,657 |
| Total Other Assets | 17,641 | | |
| Total Assets | 767,952 | Total Liabilities and Equity | 767,952 |

**Lakeland Housing Authority
Public Housing (AMP 1)
Statement of Operations
For the Eleven Months Ended November 30, 2013**

| | Current Month | | | | Year to Date | | | | Annual Budget |
|------------------------------------|----------------------|-----------------|-----------------|----------------|---------------------|------------------|------------------|----------------------|--------------------------|
| | Actual | Budget | \$ Variance | % Variance | Actual | Budget | \$ Variance | % Variance | |
| Rental Income | 27,330 | 24,500 | 2,830 | 11.55% | 250,795 | 269,500 | (18,705) | -6.94% | 294,000 |
| Other Tenant Income | 302 | 738 | (436) | -59.08% | 9,320 | 8,113 | 1,208 | 14.88% | 8,850 |
| Government Subsidy Income | 53,145 | 65,092 | (11,947) | -18.35% | 588,340 | 716,007 | (127,667) | -17.83% | 781,098 |
| Interest Income Restricted | 2,818 | 20,750 | (17,932) | -86.42% | 31,071 | 228,250 | (197,179) | -86.39% ¹ | 249,000 |
| Other Income | 7,214 | 1,316 | 5,898 | 448.18% | 20,112 | 14,483 | 5,629 | 38.86% | 15,800 |
| Total Revenue | 90,809 | 112,396 | (21,587) | -19.21% | 899,638 | 1,236,352 | (336,714) | -27.23% | 1,348,748 |
| Administrative Expenses | 30,376 | 43,735 | (13,359) | -30.55% | 399,182 | 481,083 | (81,901) | -17.02% | 524,818 |
| Tenant Services Expenses | 15 | 1,225 | (1,210) | -98.78% | 4,024 | 13,475 | (9,451) | -70.14% | 14,700 |
| Utility Expense | 3,402 | 6,958 | (3,556) | -51.11% | 78,267 | 76,542 | 1,725 | 2.25% | 83,500 |
| Maintenance Expense | 20,204 | 37,723 | (17,519) | -46.44% | 266,490 | 414,948 | (148,458) | -35.78% | 452,671 |
| General Expenses | 2,508 | 6,056 | (3,548) | -58.59% | 82,676 | 66,614 | 16,062 | 24.11% ² | 72,670 |
| Housing Assistance Payments | 2,413 | 2,875 | (462) | -16.07% | 36,548 | 31,625 | 4,923 | 15.57% | 34,500 |
| Depreciation | 66,917 | 66,917 | 0 | 0.00% | 736,083 | 736,083 | (0) | 0.00% | 803,000 |
| Total Expense | 125,835 | 165,488 | (39,653) | -23.96% | 1,603,270 | 1,820,371 | (217,101) | -11.93% | 1,985,859 |
| Net Operating Income (Loss) | (35,026) | (53,092) | 18,066 | -34.03% | (703,632) | (584,018) | (119,614) | 20.48% | (637,111) |

Comments

- ¹ Interest income reduced due to receipt of principal payment from Bonnet Shores.
- ² Increased insurance expense and increased bad debt expense.

**Lakeland Housing Authority
Public Housing (AMP 1)
Balance Sheet
November 30, 2013**

Assets

| | |
|---------------------------------|---------------------------------|
| <hr/> | |
| Current Assets | |
| Cash - Unrestricted | 297,359 |
| Cash - Restricted | 32,210 |
| Accounts Receivable | 109,594 |
| Allowance for Doubtful Accounts | (5,080) |
| Due from Other Programs | 4,660,620 |
| 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 | 10,803 |
| Other Current Assets | <u>107,912</u> |
| Total Current Assets | <u>6,977,140</u> |
| | |
| Other Assets | |
| Property & Equipment | 12,458,026 |
| Accumulated Depreciation | <u>(8,803,553)</u> |
| Total Other Assets | <u>3,654,473</u> |
| | |
| Total Assets | <u><u>10,631,613</u></u> |

Liabilities and Equity

| | |
|-------------------------------------|---------------------------------|
| <hr/> | |
| Liabilities | |
| Current Liabilities | |
| Accounts Payable | 1,443 |
| Tenant Security Deposits | 49,757 |
| Accrued PILOT | 32,487 |
| Accrued Audit Fees | 46,473 |
| Tenant Prepaid Rent | 5,071 |
| Accr Compensated Absences Current | <u>3,170</u> |
| Total Current Liabilities | <u>138,401</u> |
| | |
| Other Liabilities | |
| Accr Compensated Absences - LT | 12,453 |
| FSS Liability | <u>32,210</u> |
| Total Other Liabilities | <u>44,663</u> |
| | |
| Total Liabilities | <u><u>183,064</u></u> |
| | |
| Equity | |
| Net Assets | 10,448,549 |
| | |
| Total Equity | <u><u>10,448,549</u></u> |
| | |
| Total Liabilities and Equity | <u><u>10,631,613</u></u> |

**Lakeland Housing Authority
Dakota Park Limited Partnership, LLLP
d/b/a Carrington Place
Statement of Operations
For the Eleven Months Ended November 30, 2013**

| | Current Month | | | | Year to Date | | | | Annual Budget |
|------------------------------------|----------------------|-----------------|----------------|----------------------|---------------------|------------------|-----------------|----------------------|--------------------------|
| | Actual | Budget | \$ Variance | % Variance | Actual | Budget | \$ Variance | % Variance | |
| Rental Income | 11,289 | 9,196 | 2,093 | 22.76% | 107,901 | 101,154 | 6,747 | 6.67% | 110,350 |
| Other Tenant Income | 73 | 430 | (357) | -83.04% | 2,891 | 4,735 | (1,844) | -38.94% | 5,165 |
| Government Subsidy | 5,774 | 7,072 | (1,298) | -18.35% | 63,916 | 77,788 | (13,872) | -17.83% | 84,860 |
| Other Income | 1 | 8 | (7) | -87.37% | 26 | 87 | (61) | -70.14% | 95 |
| Total Revenue | 17,137 | 16,706 | 431 | 2.58% | 174,734 | 183,764 | (9,030) | -4.91% | 200,470 |
| Administrative Expenses | 3,674 | 4,720 | (1,046) | -22.16% | 44,825 | 53,391 | (8,566) | -16.04% | 58,245 |
| Tenant Services Expense | 66 | 42 | 24 | 57.14% | 139 | 458 | (319) | -69.67% | 500 |
| Utility Expense | 1,736 | 1,520 | 216 | 14.21% | 18,845 | 16,720 | 2,125 | 12.71% | 18,240 |
| Maintenance Expense | 4,110 | 3,426 | 684 | 19.96% | 39,661 | 39,060 | 601 | 1.54% | 42,611 |
| General Expenses | - | 1,905 | (1,905) | -100.00% | 15,035 | 20,951 | (5,916) | -28.24% | 22,856 |
| Housing Assistance Payments | 1,411 | 1,292 | 119 | 9.21% | 18,164 | 14,208 | 3,956 | 27.84% | 15,500 |
| Financing Expenses | 8,150 | 8,163 | (13) | -0.16% | 88,322 | 89,789 | (1,467) | -1.63% | 97,952 |
| Depreciation & Amortization | 2,199 | 7,648 | (5,449) | -71.25% ¹ | 24,186 | 84,123 | (59,937) | -71.25% ¹ | 91,770 |
| Total Expense | 21,346 | 28,715 | (7,369) | -25.66% | 249,177 | 318,701 | (69,524) | -21.81% | 347,674 |
| Net Operating Income (Loss) | (4,209) | (12,009) | 7,800 | -64.95% | (74,443) | (134,937) | 60,494 | -44.83% | (147,204) |
| Reserve for Replacements | - | - | - | N/A | 38,400 | - | 38,400 | N/A ² | - |

Comments

- ¹ Depreciation Expense budget is too high.
- ² Reserve for Replacements Cash has been used for repair of parking lot and painting of property.

Lakeland Housing Authority
Dakota Park Limited Partnership, LLLP
d/b/a Carrington Place
Balance Sheet
November 30, 2013

| <u>Assets</u> | |
|----------------------------------|--------------------------------|
| Current Assets | |
| Cash - Unrestricted | 29,698 |
| Cash - Restricted | 61,001 |
| Accounts Receivable - Tenants | 13,220 |
| Allow for Doubtful A/R - Tenants | (8,284) |
| Prepaid Expense | 12,494 |
| Other Current Assets | 1,060 |
| Total Current Assets | <u><u>109,189</u></u> |
| Other Assets | |
| Property & Equipment | 926,991 |
| Accumulated Depreciation | (42,797) |
| | <u>884,194</u> |
| Intangible Assets | 71,725 |
| Accumulated Amortization | (33,084) |
| | <u>38,641</u> |
| Total Other Assets | <u><u>922,835</u></u> |
| Total Assets | <u><u>1,032,024</u></u> |

| <u>Liabilities and Equity</u> | |
|-------------------------------------|----------------------------------|
| Liabilities | |
| Current Liabilities | |
| Accounts Payable | 1,101 |
| Tenant Security Deposits | 8,946 |
| Accrued Audit Fees | 9,167 |
| Due to West Lake Management | 100,351 |
| Accr Compensated Absences Current | 870 |
| Total Current Liabilities | <u><u>120,435</u></u> |
| Other Liabilities | |
| Accrued Interest - HOPE VI | 523,528 |
| Accrued Developer Fee | 149,860 |
| Accr Compensated Absences - LT | 1,616 |
| FSS Escrow Liability | 24,961 |
| Due to Partner | 124,954 |
| Loan Payable - HOPE VI | 714,591 |
| Loan Payable - SunTrust | 368,950 |
| Loan Payable - LHA | 101,380 |
| Total Other Liabilities | <u><u>2,009,840</u></u> |
| Total Liabilities | <u><u>2,130,275</u></u> |
| Equity | |
| Partners' Equity | (1,098,251) |
| Total Equity | <u><u>(1,098,251)</u></u> |
| Total Liabilities and Equity | <u><u>1,032,024</u></u> |

Lakeland Housing Authority
Renaissance at Washington Ridge Ltd., LLLP
Statement of Operations
For the Eleven Months Ended November 30, 2013

| | Current Month | | | | Year to Date | | | | Annual Budget |
|------------------------------------|-----------------|-----------------|-----------------|----------------|------------------|------------------|------------------|----------------------|------------------|
| | Actual | Budget | \$ Variance | % Variance | Actual | Budget | \$ Variance | % Variance | |
| Rental Income | 57,481 | 51,500 | 5,981 | 11.61% | 618,069 | 566,500 | 51,569 | 9.10% | 618,000 |
| Other Tenant Income | 2,202 | 1,580 | 622 | 39.40% | 16,216 | 17,375 | (1,159) | -6.67% | 18,955 |
| Government Subsidy | 25,602 | 31,357 | (5,755) | -18.35% | 283,395 | 344,932 | (61,537) | -17.84% | 376,289 |
| Other Income | 133 | 200 | (67) | 0.00% | 2,478 | 2,200 | 278 | 0.00% | 2,400 |
| Total Revenue | 85,418 | 84,637 | 781 | 0.92% | 920,158 | 931,007 | (10,849) | -1.17% | 1,015,644 |
| Administrative Expenses | 18,126 | 24,755 | (6,629) | -26.78% | 232,340 | 272,303 | (39,963) | -14.68% | 297,058 |
| Tenant Services | 71 | 500 | (429) | -85.80% | 2,574 | 5,500 | (2,926) | -53.20% | 6,000 |
| Utility Expense | 9,217 | 6,104 | 3,113 | 51.00% | 69,935 | 67,146 | 2,789 | 4.15% | 73,250 |
| Maintenance Expense | 29,876 | 26,641 | 3,235 | 12.14% | 267,092 | 293,047 | (25,955) | -8.86% | 319,688 |
| General Expenses | 6,076 | 8,267 | (2,191) | -26.50% | 89,215 | 90,933 | (1,718) | -1.89% | 99,200 |
| Housing Assistance Payments | 2,514 | 2,833 | (319) | -11.27% | 29,299 | 31,167 | (1,868) | -5.99% | 34,000 |
| Financing Expenses | 8,340 | 15,485 | (7,145) | -46.14% | 88,447 | 170,335 | (81,888) | -48.07% ¹ | 185,820 |
| Depreciation & Amortization | 61,574 | 61,344 | 230 | 0.00% | 677,314 | 674,786 | 2,528 | 0.00% | 736,130 |
| Total Expense | 135,794 | 145,929 | (10,135) | -6.95% | 1,456,216 | 1,605,217 | (149,001) | -9.28% | 1,751,146 |
| Net Operating Income (Loss) | (50,376) | (61,292) | 10,916 | -17.81% | (536,058) | (674,210) | 138,152 | -20.49% | (735,502) |
| Reserve for Replacements | 2,387 | - | 2,387 | N/A | 3,700 | - | 3,700 | N/A ² | - |

Comments

- 1 Budget for interest expense on HOPE VI mortgage is too high.
- 2 Reserve for Replacements Cash has been used for carpet replacement and appliances.

**Lakeland Housing Authority
Colton Meadow, LLLP
Statement of Operations
For the Eleven Months Ended November 30, 2013**

| | Current Month | | | | Year to Date | | | | Annual Budget |
|-------------------------------------|----------------------|-----------------|-----------------|----------------|---------------------|------------------|-----------------|----------------------|--------------------------|
| | Actual | Budget | \$ Variance | % Variance | Actual | Budget | \$ Variance | % Variance | |
| Rental Income | 44,383 | 43,125 | 1,258 | 2.92% | 482,459 | 474,375 | 8,084 | 1.70% | 517,500 |
| Other Tenant Income | 1,287 | 1,663 | (376) | -22.61% | 13,175 | 18,292 | (5,117) | -27.97% | 19,955 |
| Other Income | 1 | 2 | (1) | -51.92% | 31 | 23 | 8 | 35.27% | 25 |
| Total Revenue | 45,671 | 44,790 | 881 | 1.97% | 495,665 | 492,690 | 2,975 | 0.60% | 537,480 |
| Administrative Expense | 9,911 | 12,150 | (2,239) | -18.43% | 113,575 | 133,655 | (20,080) | -15.02% | 145,805 |
| Tenant Services | - | 125 | (125) | -100.00% | 571 | 1,375 | (804) | -58.47% | 1,500 |
| Utility Expense | 4,916 | 5,833 | (917) | -15.73% | 58,852 | 64,167 | (5,315) | -8.28% | 70,000 |
| Maintenance Expense | 6,565 | 10,002 | (3,437) | -34.36% | 84,270 | 110,018 | (25,748) | -23.40% | 120,020 |
| General Expense | 4,473 | 6,939 | (2,466) | -35.54% | 87,722 | 76,326 | 11,396 | 14.93% ¹ | 83,265 |
| Financing Expense | 3,989 | 7,515 | (3,526) | -46.92% | 45,891 | 82,669 | (36,778) | -44.49% ² | 90,184 |
| Depreciation & Amortization Expense | 38,937 | 38,937 | (0) | 0.00% | 428,310 | 428,310 | 0 | 0.00% | 467,247 |
| Total Expense | 68,791 | 81,502 | (12,711) | -15.60% | 819,191 | 896,519 | (77,328) | -8.63% | 978,021 |
| Net Operating Income (Loss) | (23,120) | (36,712) | 13,592 | -37.02% | (323,526) | (403,829) | 80,303 | -19.89% | (440,541) |

Comments

- ¹ General Expenses are over budget due to increases in insurance premiums and bad debts.
- ² Budget for Interest Expense on LHA Mortgage is too high due to a large principal payment made.

Lakeland Housing Authority
Colton Meadow, LLLP
Balance Sheet
November 30, 2013

| Assets | | Liabilities and Equity | |
|----------------------------------|-------------------|-------------------------------------|-------------------|
| Current Assets | | Liabilities | |
| Cash - Unrestricted | 106,797 | Current Liabilities | |
| Cash - Restricted | 992,130 | Accounts Payable | 8,157 |
| Accounts Receivable - Tenants | 23,364 | Tenant Security Deposits | 21,925 |
| Allow for Doubtful A/R - Tenants | (17,744) | Accrued Interest Payable | 11,697 |
| Prepaid Expense | 43,722 | Accrued Audit Fees | 8,003 |
| Other Current Assets | 139,246 | Due to West Lake Management | 7,615 |
| Total Current Assets | 1,287,515 | Tenant Prepaid Rent | 450 |
| | | Accr Compensated Absences Current | 604 |
| Other Assets | | Total Current Liabilities | 58,451 |
| Property & Equipment | 12,156,799 | Other Liabilities | |
| Accumulated Depreciation | (1,285,038) | Accr Compensated Absences - LT | 1,122 |
| | 10,871,761 | Mortgage Note Payable | 450,845 |
| | | Mortgage - TCAP | 1,231,424 |
| Tax Credit and Monitoring Fees | 208,695 | Mortgage - FHFC | 8,710,185 |
| Accumulated Amortization | (27,826) | Mortgage - HOME | 115,900 |
| | 180,869 | Developer Fee Payable | 1,149,350 |
| Total Other Assets | 11,052,630 | Total Other Liabilities | 11,658,826 |
| | | Total Liabilities | 11,717,277 |
| | | Equity | |
| | | Partners' Equity | 622,868 |
| | | Total Equity | 622,868 |
| Total Assets | 12,340,145 | Total Liabilities and Equity | 12,340,145 |

**Lakeland Housing Authority
Bonnet Shores, LLLP
Statement of Operations
For the Eleven Months Ended November 30, 2013**

| | Current Month | | | | Year to Date | | | | Annual |
|-------------------------------------|----------------------|-----------------|--------------------|-------------------|---------------------|------------------|--------------------|----------------------|------------------|
| | Actual | Budget | \$ Variance | % Variance | Actual | Budget | \$ Variance | % Variance | Budget |
| Rental Income | 50,666 | 51,998 | (1,332) | -2.56% | 542,242 | 571,982 | (29,740) | -5.20% | 623,980 |
| Other Tenant Income | 1,462 | 971 | 491 | 50.59% | 14,651 | 10,679 | 3,972 | 37.19% | 11,650 |
| Other Income | 10 | 1 | 9 | 1392.54% | 20 | 7 | 13 | 185.71% | 8 |
| Total Revenue | 52,138 | 52,970 | (832) | -1.57% | 556,913 | 582,668 | (25,755) | -4.42% | 635,638 |
| Administrative Expense | 17,155 | 11,879 | 5,276 | 44.42% | 123,065 | 130,105 | (7,040) | -5.41% | 142,546 |
| Tenant Services | - | 125 | (125) | -100.00% | 213 | 1,375 | (1,162) | -84.51% | 1,500 |
| Utility Expense | 3,771 | 4,375 | (604) | -13.81% | 49,018 | 48,125 | 893 | 1.86% | 52,500 |
| Maintenance Expense | 7,334 | 8,924 | (1,590) | -17.81% | 81,457 | 97,550 | (16,093) | -16.50% | 107,085 |
| General Expense | 2,629 | 6,654 | (4,025) | -60.49% | 88,910 | 73,196 | 15,714 | 21.47% ¹ | 79,850 |
| Financing Expense | 9,658 | 14,709 | (5,051) | -34.34% | 112,058 | 161,794 | (49,736) | -30.74% ² | 176,502 |
| Depreciation & Amortization Expense | 47,465 | 47,465 | - | 0.00% | 522,113 | 522,113 | - | 0.00% | 569,578 |
| Total Expense | 88,012 | 94,130 | (6,118) | -6.50% | 976,834 | 1,034,258 | (57,424) | -5.55% | 1,129,561 |
| Net Operating Income (Loss) | (35,874) | (41,160) | 5,286 | -12.84% | (419,921) | (451,590) | 31,669 | -7.01% | (493,923) |

Comments

- 1 Fluctuation from General Expense budget is primarily due to underestimated Insurance Expense, \$7,651 (24.4%) over budget YTD and Bad Debt Expense \$7,831 (213.57%) over budget YTD.
- 2 Budget for Interest Expense on LHA Mortgage is too high due to a large principal payment made in January 2013.

Lakeland Housing Authority
Bonnet Shores, LLLP
Balance Sheet
November 30, 2013

| Assets | Liabilities and Equity | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--|-------------------------------|---------|-------------------------------------|---------|---------------------------|---------|-------------------------------|--------|----------------------------------|----------|-----------------|--------|----------------------|---------|-----------------------------|----------------|----------------------|------------|--------------------------|-------------|--|------------|-------------------|---------|--------------------------|----------|--|---------|---------------------------|-------------------|--|-------------------|---|------------------|--------|--------------------------|--------|--------------------------|---------|------------------------|---|--------------------|-------|-----------------------------|-------|---------------------|-----|---------------------------|-------|----------------------------------|----------------|---------------|-----------|-----------|---------|--------------|-----------|-----------------------|---------|--------------------------------|------------------|--|------------------|------------------|-----------|---------------------|------------------|--|-------------------|
| <p>Current Assets</p> <table style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 80%;">Cash - Unrestricted</td><td style="text-align: right;">132,268</td></tr> <tr><td>Cash - Restricted Deposits & Escrow</td><td style="text-align: right;">119,155</td></tr> <tr><td>Operating Deficit Reserve</td><td style="text-align: right;">460,095</td></tr> <tr><td>Accounts Receivable - Tenants</td><td style="text-align: right;">21,812</td></tr> <tr><td>Allow for Doubtful A/R - Tenants</td><td style="text-align: right;">(13,281)</td></tr> <tr><td>Prepaid Expense</td><td style="text-align: right;">45,130</td></tr> <tr><td>Other Current Assets</td><td style="text-align: right;">124,165</td></tr> <tr><td>Total Current Assets</td><td style="text-align: right; border-top: 1px solid black; border-bottom: 3px double black;">889,344</td></tr> </table> <p>Other Assets</p> <table style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 80%;">Property & Equipment</td><td style="text-align: right;">12,873,996</td></tr> <tr><td>Accumulated Depreciation</td><td style="text-align: right;">(1,645,086)</td></tr> <tr><td></td><td style="text-align: right; border-top: 1px solid black; border-bottom: 3px double black;">11,228,910</td></tr> <tr><td>Intangible Assets</td><td style="text-align: right;">288,008</td></tr> <tr><td>Accumulated Amortization</td><td style="text-align: right;">(66,747)</td></tr> <tr><td></td><td style="text-align: right; border-top: 1px solid black; border-bottom: 3px double black;">221,261</td></tr> <tr><td>Total Other Assets</td><td style="text-align: right; border-top: 1px solid black; border-bottom: 3px double black;">11,450,171</td></tr> </table> <p>Total Assets</p> <table style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 80%;"></td><td style="text-align: right; border-top: 1px solid black; border-bottom: 3px double black;">12,339,515</td></tr> </table> | Cash - Unrestricted | 132,268 | Cash - Restricted Deposits & Escrow | 119,155 | Operating Deficit Reserve | 460,095 | Accounts Receivable - Tenants | 21,812 | Allow for Doubtful A/R - Tenants | (13,281) | Prepaid Expense | 45,130 | Other Current Assets | 124,165 | Total Current Assets | 889,344 | Property & Equipment | 12,873,996 | Accumulated Depreciation | (1,645,086) | | 11,228,910 | Intangible Assets | 288,008 | Accumulated Amortization | (66,747) | | 221,261 | Total Other Assets | 11,450,171 | | 12,339,515 | <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;">11,758</td></tr> <tr><td>Tenant Security Deposits</td><td style="text-align: right;">23,100</td></tr> <tr><td>Accrued Interest Payable</td><td style="text-align: right;">104,833</td></tr> <tr><td>Accrued Property Taxes</td><td style="text-align: right;">-</td></tr> <tr><td>Accrued Audit Fees</td><td style="text-align: right;">8,553</td></tr> <tr><td>Due to West Lake Management</td><td style="text-align: right;">7,932</td></tr> <tr><td>Tenant Prepaid Rent</td><td style="text-align: right;">888</td></tr> <tr><td>Accr Compensated Absences</td><td style="text-align: right;">1,761</td></tr> <tr><td>Total Current Liabilities</td><td style="text-align: right; border-top: 1px solid black; border-bottom: 3px double black;">158,825</td></tr> </table> <p>Other Liabilities</p> <table style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 80%;">TCAP Mortgage</td><td style="text-align: right;">3,819,255</td></tr> <tr><td>HOME Loan</td><td style="text-align: right;">131,028</td></tr> <tr><td>LHA Mortgage</td><td style="text-align: right;">1,009,877</td></tr> <tr><td>Developer Fee Payable</td><td style="text-align: right;">450,000</td></tr> <tr><td>Total Other Liabilities</td><td style="text-align: right; border-top: 1px solid black; border-bottom: 3px double black;">5,410,160</td></tr> </table> <p>Total Liabilities</p> <table style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 80%;"></td><td style="text-align: right; border-top: 1px solid black; border-bottom: 3px double black;">5,568,985</td></tr> </table> <p>Equity</p> <table style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 80%;">Partners' Equity</td><td style="text-align: right;">6,770,530</td></tr> <tr><td>Total Equity</td><td style="text-align: right; border-top: 1px solid black; border-bottom: 3px double black;">6,770,530</td></tr> </table> <p>Total Liabilities and Equity</p> <table style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 80%;"></td><td style="text-align: right; border-top: 1px solid black; border-bottom: 3px double black;">12,339,515</td></tr> </table> | Accounts Payable | 11,758 | Tenant Security Deposits | 23,100 | Accrued Interest Payable | 104,833 | Accrued Property Taxes | - | Accrued Audit Fees | 8,553 | Due to West Lake Management | 7,932 | Tenant Prepaid Rent | 888 | Accr Compensated Absences | 1,761 | Total Current Liabilities | 158,825 | TCAP Mortgage | 3,819,255 | HOME Loan | 131,028 | LHA Mortgage | 1,009,877 | Developer Fee Payable | 450,000 | Total Other Liabilities | 5,410,160 | | 5,568,985 | Partners' Equity | 6,770,530 | Total Equity | 6,770,530 | | 12,339,515 |
| Cash - Unrestricted | 132,268 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Cash - Restricted Deposits & Escrow | 119,155 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Operating Deficit Reserve | 460,095 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Accounts Receivable - Tenants | 21,812 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Allow for Doubtful A/R - Tenants | (13,281) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Prepaid Expense | 45,130 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Other Current Assets | 124,165 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Total Current Assets | 889,344 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Property & Equipment | 12,873,996 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Accumulated Depreciation | (1,645,086) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 11,228,910 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Intangible Assets | 288,008 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Accumulated Amortization | (66,747) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 221,261 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Total Other Assets | 11,450,171 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 12,339,515 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Accounts Payable | 11,758 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Tenant Security Deposits | 23,100 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Accrued Interest Payable | 104,833 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Accrued Property Taxes | - | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Accrued Audit Fees | 8,553 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Due to West Lake Management | 7,932 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Tenant Prepaid Rent | 888 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Accr Compensated Absences | 1,761 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Total Current Liabilities | 158,825 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| TCAP Mortgage | 3,819,255 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| HOME Loan | 131,028 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| LHA Mortgage | 1,009,877 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Developer Fee Payable | 450,000 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Total Other Liabilities | 5,410,160 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 5,568,985 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Partners' Equity | 6,770,530 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Total Equity | 6,770,530 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 12,339,515 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

**Lakeland Housing Authority
West Bartow Partnership, Ltd., LLLP
Statement of Operations
For the Eleven Months Ended November 30, 2013**

| | Current Month | | | | Year to Date | | | | Annual |
|------------------------------------|----------------------|-----------------|--------------------|---------------------|---------------------|------------------|--------------------|---------------------|------------------|
| | Actual | Budget | \$ Variance | % Variance | Actual | Budget | \$ Variance | % Variance | Budget |
| Rental Income | 71,804 | 66,542 | 5,262 | 7.91% | 797,311 | 731,958 | 65,353 | 8.93% | 798,500 |
| Other Tenant Income | 391 | 271 | 120 | 44.28% | 3,493 | 2,983 | 510 | 17.10% | 3,254 |
| Other Income | 87 | 100 | (13) | -13.00% | 1,037 | 1,100 | (63) | -5.73% | 1,200 |
| Total Revenue | 72,282 | 66,913 | 5,369 | 8.02% | 801,841 | 736,041 | 65,800 | 8.94% | 802,954 |
| Administrative Expenses | 18,317 | 15,713 | 2,604 | 16.57% | 161,528 | 172,842 | (11,314) | -6.55% | 188,555 |
| Tenants Service Expenses | 113 | 208 | (95) | -45.76% | 753 | 2,292 | (1,539) | -67.14% | 2,500 |
| Utility Expense | 7,493 | 10,392 | (2,899) | -27.90% | 101,116 | 114,312 | (13,196) | -11.54% | 124,704 |
| Maintenance Expense | 7,377 | 11,908 | (4,531) | -38.05% | 100,053 | 130,983 | (30,930) | -23.61% | 142,890 |
| General Expenses | 4,165 | 4,171 | (6) | -0.13% | 44,777 | 45,876 | (1,099) | -2.39% | 50,046 |
| Financing Expenses | 23,421 | 19,949 | 3,472 | 17.40% ¹ | 265,407 | 219,441 | 45,966 | 20.95% ¹ | 239,390 |
| Depreciation & Amortization | 41,940 | 41,803 | 137 | 0.33% | 461,340 | 459,837 | 1,503 | 0.33% | 501,640 |
| Total Expense | 102,826 | 104,144 | (1,318) | -1.27% | 1,134,974 | 1,145,581 | (10,607) | -0.93% | 1,249,725 |
| Net Operating Income (Loss) | (30,544) | (37,231) | 6,687 | -17.96% | (333,133) | (409,540) | 76,407 | -18.66% | (446,771) |

Comments

¹ Financing Expense budget does not include interest expense on developer fee payable. Expense = \$51,070 YTD

Lakeland Housing Authority
West Bartow Partnership, Ltd., LLLP
Balance Sheet
November 30, 2013

| Assets | | Liabilities and Equity | |
|----------------------------------|-------------------|---|-------------------|
| Current Assets | | Liabilities | |
| Cash - Unrestricted | 93,465 | Accounts Payable | 11,444 |
| Cash - Restricted | 408,650 | Tenant Security Deposits | 8,350 |
| Accounts Receivable - Tenants | 3,451 | Accrued Interest Payable | 9,689 |
| Allow for Doubtful A/R - Tenants | (1,134) | Accrued Audit Fees | 10,148 |
| Prepaid Expense | 35,761 | Due to West Lake Management | 12,110 |
| Other Current Assets | 85 | Tenant Prepaid Rent | 191 |
| Total Current Assets | 540,278 | Accr Compensated Absences | 4,948 |
| | | Mortgage Note Payable | 3,229,485 |
| | | Second Mortgage Note Payable | 850,000 |
| Other Assets | | Third Mortgage Note Payable | 394,424 |
| Property & Equipment | 15,099,032 | Fourth Mortgage Note Payable | 400,000 |
| Accumulated Depreciation | (2,079,253) | Note Payable - City of Bartow Impact Fees | 564,621 |
| | 13,019,779 | Deferred Development Fee | 1,574,840 |
| | | Total Liabilities | 7,070,250 |
| Intangible Assets | 535,679 | | |
| Accumulated Amortization | (141,276) | Partners' Equity | 6,884,210 |
| | 394,403 | Total Equity | 6,884,210 |
| Total Other Assets | 13,414,182 | | |
| | | Total Liabilities and Equity | 13,954,460 |
| Total Assets | 13,954,460 | | |

LAKELAND HOUSING AUTHORITY
Updated 1/13/2013

| | | START DATE | OBLIGATION END DATE | DISTRIBUTION END DATE | AUTHORIZED | OBLIGATION 90% THRESHHOLD | OBLIGATED AMOUNT | DISBURSED | AVAILABLE BALANCE |
|--|--------------|------------|---------------------|--|----------------------|---------------------------|----------------------|----------------------|---------------------|
| Capital Fund Program | (HUD) | | | | | | | | |
| CFP - 2011 | | 07-15-11 | 08-03-13 | 08-02-15 | 562,980.00 | 506,682.00 | 532,317.00 | 503,394.00 | 59,586.00 |
| CFP - 2012 | | 03-12-12 | 03-11-14 | 03-11-16 | 327,414.00 | 294,672.60 | 39,180.00 | 39,180.00 | 288,234.00 |
| CFP -2013 | | 08-09-13 | 09-08-15 | 09-08-17 | 251,538.00 | 226,384.20 | 73,642.00 | 43,053.00 | 208,485.00 |
| | | | | CFP Subtotal: | 1,141,932.00 | 1,027,738.80 | 645,139.00 | 585,627.00 | 556,305.00 |
| Replacement Housing Factor | (HUD) | | | | | | | | |
| RHF - 2009(a) | | 09-15-09 | 10-29-15 | 07-27-17 | 282,108.00 | 253,897.20 | 0.00 | 0.00 | 282,108.00 |
| RHF - 2009(b) | | 04-02-10 | 10-29-15 | 10-29-17 | 149,804.00 | 134,823.60 | 0.00 | 0.00 | 149,804.00 |
| RHF - 2010 | | 07-15-10 | 10-29-15 | 10-29-17 | 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 | 10-29-15 | 10-29-17 | 185,485.00 | 166,936.50 | 0.00 | 0.00 | 185,485.00 |
| RHF - 2012(b) | | 03-12-12 | 10-29-15 | 10-29-17 | 70,661.00 | 63,594.90 | 0.00 | 0.00 | 70,661.00 |
| RHF - 2013 | | 08-09-13 | 09-08-15 | 09-08-17 | 271,433.00 | 244,289.70 | 0.00 | 0.00 | 271,433.00 |
| | | | | RHF Subtotal: | 1,781,197.00 | 1,358,787.60 | 0.00 | 0.00 | 1,781,197.00 |
| HOPE VI | (HUD) | 04-05-00 | | 12-31-17 | 21,842,801.00 | | 19,908,767.13 | 19,908,767.13 | 1,934,033.87 |
| Safety & Security Grant | (HUD) | 03-20-13 | 03-19-14 | 03-19-15 | 250,000.00 | 225,000.00 | 5,600.00 | 5,161.08 | 244,838.92 |
| | | | | Safety & Security Subtotal: | 250,000.00 | 225,000.00 | 5,600.00 | 5,161.08 | 244,838.92 |
| Resident Opportunities and Self Sufficiency | (HUD) | | | | | | | | |
| ROSS - Family Self Sufficiency 2012 | | 09-26-12 | 07-01-14 | | 52,084.00 | | | 20,134.00 | 31,950.00 |
| ROSS - Service Coordinator 2011 | | 09-22-11 | 09-29-14 | | 140,838.00 | | | 122,892.00 | 17,946.00 |
| | | | | ROSS Subtotal: | 192,922.00 | | | 122,892.00 | 49,896.00 |
| YouthBuild | (DOL) | 06-01-11 | 05-31-15 | | 997,492.00 | | | 588,928.00 | 408,564.00 |
| | | | | YouthBuild Subtotal: | 997,492.00 | | | 588,928.00 | 408,564.00 |
| 21st Century | (DOE) | 08-01-13 | 07-31-14 | | 324,331.00 | | | 118,377.00 | 205,954.00 |
| | | | | 21st Century Subtotal: | 324,331.00 | | | 118,377.00 | 205,954.00 |

Housing Management

Board Report January meeting 2014

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

We are still implementing new and innovative customer feedback systems that foster friendly, respectful and effective staffs interface with our customers that are both genuine and professional. Additionally, we are expanding use of state-of-the-art technology to improve our service to individuals and families while reducing costs.

During the month of December, Renaissance at Washington Ridge was subject of a State audit and physical inspection, the inspection went excellent.

The Management Department still developing a Crime Free Multi-Housing Program as a way of partnering with local landlords, property managers, and residents to improve public safety in the community through monthly meetings and crime watch groups.

The Housing staff is working with other departments specifically with the Resident Services Department staff to continue our successful resident programs to continue to meet our LURA requirements.

Business opportunities, we have signed an agreement with Colton Meadow, the Villas at Lake Bonnet, the Manor at West Bartow, the Lakeridge Homeowners Association, etc... to provide landscaping services. Our goal is to increase our clientele based and subsequently our net operating income. Furthermore, in 2014 we will start looking to add third party properties to our portfolio which will allow us to increase the bottom line and further our development activities.

Housing Choice Voucher Program, the program will be relocated back into the LHA COCC building, this move is due to the saving measures we are taking in order to stay in line with HUD reductions in subsidy. Additionally, we are currently working on collecting all the required information for the 2014 SEMAP report.

Public Housing PIC Reporting Percentage

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

| Effective Date | HCV | Date Collected |
|-----------------------|------------|-----------------------|
| 12/31/2013 | 100% | 01/9/2013 |

Housing Choice Voucher Program **Monthly Board Report** **December 2013**

- **Tenant-Based Waitlist**

As of December 31, 2013, the Housing Choice Voucher tenant based waiting list contained one hundred fifty one (151) applicants.

- **VASH Waitlist**

As of December 31, 2013, the Veteran Affairs Supportive Housing waiting list contained no applicants.

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

As of December 31, 2013, Lakeland Housing Authority project-based waiting list for the Manor at West Bartow contained thirteen (13) applicants.

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

As of December 31, 2013, Lakeland Housing Authority project-based waiting list for the Villas at Lake Bonnet contained one hundred and three (103) applicants.

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

As of December 31, 2013, Lakeland Housing Authority project-based waiting list for Habitat for Humanity contained one (1) applicant.

HCV Program Information

- **Port Outs**

LHA currently has twenty one (21) port-outs in the month of December. Port outs are clients that use their voucher in another jurisdiction. The total amount of Portable HAP payment for the month of December is \$16,351.30. This includes the Admin Fee of \$775.30.

- **Port Ins**

LHA currently has one hundred twenty four (124) port-ins for the month of December. Port-ins are participants that transferred from another housing agency that we are billing for HAP and administrative fees.

- **Lease-up & Movers**

As of December 31, 2013, Lakeland Housing Authority issued ten (10) vouchers to movers. We received four (4) Requests for Tenancy Approvals during the month of December. We processed eight (8) unit transfers, zero (1) initial move-in, and three (3) port-in with a date effective in December.

- **Active Clients**

As of December 31, 2013, LHA is servicing 1,247 families on the Housing Choice Voucher program. These families include 888 regular Housing Choice Voucher holders, 44 Mainstream Disabled Housing Vouchers, 53 VASH, 116 Project-Based Vouchers, 22 Tenant Protection Program (TenPro) and 124 Port Ins.

- **EOP – End of Participation**

LHA processed three (3) EOP's with a date effective the month of December. Below are the reasons for leaving the program:

| Reason | Number |
|---|---------------|
| Termination – Criminal | 0 |
| Termination – Unreported income and/or family composition | 0 |
| Left w/out notice | 0 |
| No longer need S/8 Assistance | 1 |
| Deceased | 1 |
| Landlord Eviction | 0 |
| Lease and/or Program Violations non-curable | 1 |
| Voucher Expired | 0 |

- **Monthly HAP Analysis**

HAP disbursement for December 2013 was \$649,142.00 and Admin Fee paid to Receiving PHAs administering our vouchers was \$1420.00.

- **PIC Reporting Percentage**

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

| Effective Date | HCV | Date Collected |
|-----------------------|------------|-----------------------|
| 12/31/2013 | 100.68% | 01/06/2014 |

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

- The Housing Choice Voucher Department processed one hundred twenty four (124) annual certifications and sixty two (62) interim certifications.

| | VISITOR'S COUNT | RFTA | REQUEST TO LIST PROPERTY | INTERIM CHANGE | SCHEDULED APPOINTMENTS | STAMPED MAIL |
|-----------|-----------------|------|--------------------------|----------------|------------------------|--------------|
| January | 451 | 16 | 38 | 37 | 67 | 3157 |
| February | 392 | 5 | 14 | 32 | 62 | 4829 |
| March | 605 | 3 | 14 | 29 | 80 | 4248 |
| April | 532 | 10 | 20 | 44 | 144 | 1787 |
| May | 390 | 20 | 21 | 55 | 90 | 1750 |
| June | 424 | 17 | 18 | 45 | 57 | 671 |
| July | 441 | 14 | 28 | 45 | 61 | 1851 |
| August | 440 | 24 | 21 | 52 | 100 | 2105 |
| September | 429 | 16 | 30 | 38 | 105 | 2000 |
| October | 382 | 11 | 40 | 36 | 120 | 200 |
| November | 314 | 5 | 31 | 30 | 100 | 853 |
| December | 274 | 4 | 35 | 17 | 120 | 1855 |



Reports from the Communities
December 2013

Communities

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

Please follow the sequence above. Figures are as of December 31, 2013.

| Item | WestLake | WestLake Addition | Cecil Gober | John Wright | Carrington Place | Renaissance | Villas Lake Bonnet | Colton Meadow | Manor at West Bartow |
|--|--|--|--|--|--|--|---|---|--|
| Occupancy % | 97% | 100% | 95% | 100% | 99% | 100% | 98% | 99% | 99% |
| Vacant units | 2 | 0 | 1 | 0 | 1 | 0 | 2 | 1 | 1 |
| Annual Turnover rate % | 24% | 18% | 3% | 15% | 1% | 0% | 1% | 1% | 1% |
| Current rents: | | | | | | | | | |
| 1 bedroom | 387 | 425 | 481 | N/A | N/A | 495 | N/A | N/A | 699 |
| 2 bedrooms | 443 | 508 | N/A | 526 | 587 | 563 | 627 | 627 | 801 |
| 3 bedrooms | 543 | 576 | N/A | 579 | 668 | 637 | 709 | 709 | N/A |
| 4 bedrooms | 581 | N/A | N/A | N/A | 734 | 699 | N/A | 780 | N/A |
| 5 bedrooms | N/A | N/A | N/A | N/A | 1000 | N/A | N/A | N/A | N/A |
| Unit inspections | 5 | 2 | 5 | 1 | 10 | 32 | 2 | 2 | 0 |
| Building inspections | 5 | 2 | 4 | 1 | 7 | 32 | 4 | 4 | 0 |
| Vegetation trimmed | Yes | Yes | Yes | Yes | Yes | Yes | No | No | Yes |
| Security issues (Insurance claims) | No | No | No | No | No | No | No | No | No |
| Management referrals (Late rent notices) | Yes | Yes | Yes | Yes | Yes | Yes | Yes | Yes | No |
| Number of Annual Certifications done | 11 | 10 | 7 | 1 | 15 | 25 | 3 | 5 | 26 |
| Newsletter distributed | Yes | Yes | Yes | Yes | Yes | Yes | Yes | Yes | Yes |
| Community Manager's Name | Vanessa C. Johnson | Vanessa C. Johnson | Vanessa C. Johnson | Vanessa C. Johnson | Kasandra Davis | Kasandra Davis | Cynthia Craig | Cynthia Craig | Jennifer Robinson |
| Comments | Monthly residents meeting and holiday social gala. | Monthly residents meeting and holiday social gala. | Monthly residents meeting and holiday party. | Monthly residents meeting and holiday social gala. | Community partner is servicing the residents every Saturday with activities for Children. Health Fair and Harvest event for Children too. Christmas give-away. | Health Screenings, movie day, birthday celebrations, resident meetings and daily feeding. Christmas give-away. | Monthly residents meetings and Tutoring: Weekly; each Wednesday from 4pm to 6pm | Monthly residents meetings and Tutoring: Weekly; each Wednesday from 4pm to 6pm. Pictures with Santa Claus. | Monthly residents meeting and community yard sale, bingo daily, craft and movie night and a Christmas Dinner and brunch. |

By: Carlos R. Pizarro, Director of Housing

I. Authority-Wide Updates

Section 3 and M/WBE: LHA staff established the Indefinite Delivery/Indefinite Quantity (IDIQ) Pool for Financial Advisors. Agreements with Baker Tilly Virchow Krause, LLP; Innovative Financial Housing Solutions, Inc.; and TAG Associates Inc. of Florida, LLC were executed during this reporting period. Execution of these contracts has had the following effect on LHA's Section 3 and M/WBE percentages:

- The amount of work contracted to outside vendors by LHA, or its affiliates, remained **"unchanged"** at **\$515,118**.
- The total dollar volume of work contracted to M/WBE firms remained **"unchanged"** at **\$290,673**. This equates to 56% of the total dollar volume contracted by LHA.
- Eleven (11) of the 40 contracts are with M/WBE firms. This represents 27% of the contracts.
- Three (3) of the 40 contracts are with Section 3 Business Concerns; which represents approximately 8% of the contracts.
- Three (3) Section 3 Hires have been employed as part of LHA's existing contracts.

Green Physical Needs Assessment (GPNA): On December 20, 2013, LHA received the final GPNA reports from Clampett Industries, LLC d.b.a. EMG Holdings, LLC (EMG). Staff is waiting for EMG to submit the final invoice in the amount of \$7,783 so that LHA can make final payment and close out the project.

Lake Ridge Homeowners Association: Staff continued to manage the operations of the 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 Ridge rental properties and addressing and resolving the delinquent HOA fees. In lieu of the HOA Meeting, LHA staff will facilitate a Renaissance Master Association Meeting. Residents and Homeowners of Lake Ridge Homes, Lake Ridge Apartments, Renaissance at Washington Ridge, and Carrington Place Apartments (formerly Dakota Park Apartments) are invited to attend. The meeting will be held on Thursday, January 16, 2014 at 6:15 p.m. in the Lake Ridge Center. Commissioner Phillip Walker and Cindy Sharp, the Lake Ridge Neighborhood Watch Representative, are confirmed for the meeting.

II. LHA Portfolio

Arbor Manor

- Staff did not perform any activities related to Arbor Manor this reporting period

Cecil Gober

- **Aging-In-Place Design:** The Stop Work Order dated July 11, 2013 remains in effect. There are no new items to report.

- *Ageing-In-Place Modernization:* There are no updates to provide for this item. This item will remain “On Hold” until revisions to the design are completed.
- *Tax Credit Application:* Staff continued to explore the feasibility of using SAIL funding in conjunction with tax-exempt bond financing to rehabilitate Cecil Gober. On December 21, 2013, Florida Housing Finance Corporation (FHFC) released an updated draft of the SAIL Request for Application (RFA). The SAIL RFA included a requirement that buildings funded with SAIL funds would have to contain a minimum of 5 units per building. The buildings at Cecil Gober consist of 3-4 units per building; which makes the project ineligible for SAIL funding. Accordingly, LHA staff will have to find another source to fill the \$2 million funding gap.

Hampton Hills

- *Homeownership Plan:* Staff completed review of the Implementing Agreement. Since terms from the agreement were consistent with the plan proposed by LHA for Hampton Hills, the agreement was submitted to the Chairman for signature. The Chairman signed two (2) originals of the agreement on Tuesday, January 14, 2014. Staff transmitted the agreement to the Special Application Center via overnight mail the following day. LHA cannot proceed with implementation of the Homeownership Plan for Hampton Hills until the Implementing Agreement is signed by both parties.

John Wright

- Staff did not perform any activities related to John Wright during this reporting period.

Westlake

- *Fiscal Year 2012 Capital Fund Emergency Safety and Security Program:* Two (2) vendors submitted proposals for the remote video surveillance equipment by the 2 p.m. deadline on January 8, 2014. A third proposal was submitted for the project but had to be disqualified because the proposal was received after the deadline. The Evaluation Committee will meet on Thursday, January 16, 2014 to rank the two proposals. LHA has until March 20, 2014 to obligate 90% of the grant award for Dakota Park and Westlake. Surveillance Equipment for The Manor at Washington Oaks and the Central Office will be funded with Capital Fund Program (CFP) 2012 and 2013. Funds from CFP 2012 will also have to be obligated in March 2014.
- *Redevelopment of Westlake:* On January 14, 2014, staff met with representatives from the City of Lakeland to review improvements proposed for the intersection of Webster Street and Lake Beulah Drive. As part of the meeting, staff confirmed that the City could proceed with (1) removal of the old sign monument at the intersection of Webster Street and Lake Beulah Drive and (2) grade the area down so that the replacement sidewalks will be in compliance with ADA requirements.
- *Tax Credit Application:* On Tuesday, January 14, 2014, a representative from the Florida Housing Coalition emailed LHA staff to verify whether or not the authority

still planned to proceed with the Twin Lakes project. Specifically, Twin Lakes received a Predevelopment Loan Program (PLP) Loan in July 2012. The loan has to be repaid in July 2015. Since PLP loans are typically repaid at the financial closing, a tax credit application would need to be submitted for Twin Lakes during calendar year 2014. Otherwise, it will not be feasible to utilize the funds and have them repaid by the July 2015 deadline. Accordingly, time is of the essence in determining whether or not to utilize the loan.

- Reroofing of Various Buildings: Residential Investment Group, Inc., d.b.a R.I.G. Construction and Roofing completed all repairs by the December 20, 2013 deadline. Final payment was made during this reporting period and the project is officially closed out.

Williamstown

- Staff did not perform any activities related to Williamstown during this reporting period.

III. Mixed Finance Developments

- Taxes: There are no updates related to taxes this reporting period.

Colton Meadow

- On December 4, 2013, staff submitted a request for release of \$440,433 from the operating deficit reserve (ODR). This portion of the ODR had been funded with deferred developer fees and could be released once the property achieved a debt service coverage ratio of 1.15 to 1.00 for 24 consecutive months. AmeriNational Community Services, Inc. (AmeriNational) reviewed the request the week of December 9, 2013. The week of December 16, 2013, AmeriNational transmitted a recommendation letter to Florida Housing Finance Corporation (FHFC) for release of the ODR. On January 14, 2014, LHA received notification that FHFC had agreed to release the funds. Polk County Housing Developers, Inc. should receive the funds the week of January 20, 2014.

Carrington Place (formerly Dakota Park)

- Fiscal Year 2012 Capital Fund Emergency Safety and Security Program: Two (2) vendors submitted proposals for the remote video surveillance equipment by the 2 p.m. deadline on January 8, 2014. A third proposal was submitted for the project but had to be disqualified because the proposal was received after the deadline. The Evaluation Committee will meet on Thursday, January 16, 2014 to rank the two proposals. LHA has until March 20, 2014 to obligate 90% of the grant award for Dakota Park and Westlake. Surveillance Equipment for The Manor at Washington Oaks and the Central Office will be funded with CFP 2012 and 2013. Funds from CFP 2012 will also have to be obligated in March 2014.

Renaissance

- FY 1999 HOPE VI Funds: The status of the 1999 HOPE VI funds remain unchanged. LHA must obtain HUD approval of the Alternative Development

Plan, Revitalization Plan Amendment, and Development Proposal before gaining access to the \$1.9 million remaining within the grant. The ADP was submitted to HUD on May 31, 2013. LHA transmitted the amendment and Development Proposal to HUD on August 9, 2013 and August 19, 2013 respectively. Additionally, during the months of September and November 2013 staff responded to supplemental questions from HUD. On January 9, 2014, HUD requested construction costs for comparable projects that were developed in Polk County. HUD also asked LHA to forward a draw schedule for the funds. Staff transmitted the requested information to HUD the week of January 13, 2014.

- Intersection of N. Florida Avenue and W. Tenth Street: On December 16, 2013, LHA received an offer on the property at Renaissance located at the corner of N. Florida Avenue and W. Tenth Street. Staff met with the potential buyer on January 14, 2014. Staff is in the process of performing due diligence on the offer.

The Manor at West Bartow

- There has been “no change” in the status of the sinkhole and mold coverage. To recap, the loan documents from Florida Housing Finance Agency (FHFC) requires its properties to comply with Fannie Mae Insurance Guidelines. As a result of changes within FHFC’s policies, all properties are now required to carry sinkhole coverage in the state of Florida. Additionally, all properties must have mold coverage. The insurance policy for the Manor at West Bartow only consists of catastrophic ground cover collapse, which is very limited. Furthermore, the policy contains mold exclusion. Staff continues to work with FHFC’s representative and the insurance carrier to determine the coverage required for each event so that a new insurance policy may be purchased for the site.

Villas at Lake Bonnet

- Staff did not perform any activities related to Villas at Lake Bonnet this reporting period.

Magnolia Pointe

- The Magnolia Pointe Condo Association had the contractor return to repair the structural damage that existed on the beam above the one unit that LHA owns at 1200 Unitah #3. All work associated with the repairs were completed during this reporting period. The project is now officially “closed out”.

LAKELAND HOUSING AUTHORITY
SECTION 3 AND M/WBE SUMMARY REPORT
(Existing Contracts: April 1, 2012 -December 31, 2013)

| Item # | Contractor | Amount | M/WBE | Type | M/WBE Totals | Section 3 Firm | Section 3 Firm Totals | Section 3 Hires | Section 3 Totals |
|---|--|-------------|-------|------------------|--------------|----------------|-----------------------|-----------------|------------------|
| 1 | Rodmon and Rodman Hampton Hills | \$20,000.00 | Yes | African-American | 1 | Yes | 1 | No | 0 |
| 2 | Bio Mass Tech | \$33,278.05 | No | N/A | 0 | No | 0 | No | 0 |
| 3 | Robert's Painting | \$8,100.00 | No | N/A | 0 | No | 0 | No | 0 |
| 4 | Zee's Construction | \$24,500.00 | No | N/A | 0 | No | 0 | No | 0 |
| 5 | NKA Contractors | \$23,750.00 | Yes | African-American | 1 | No | 0 | No | 0 |
| 6 | Jackson Management Consulting | \$10,198.00 | Yes | African-American | 1 | No | 0 | No | 0 |
| 7 | Florida Dance Theatre | \$3,840.00 | No | N/A | 0 | No | 0 | No | 0 |
| 8 | Rodmon and Rodmon (09-27-12 to 10-26-12) | \$5,750.00 | Yes | African-American | 1 | Yes | 1 | No | 0 |
| 9 | Rodmon and Rodmon (10-29-12 to 10-28-13) | \$98,000.00 | Yes | African-American | 1 | Yes | 1 | No | 0 |
| 10 | Bruce Reeves | \$5,000.00 | No | N/A | 0 | No | 0 | No | 0 |
| 11 | Beachfront Community Outreach | \$31,900.00 | Yes | African-American | 1 | No | 0 | Yes | 1 |
| 12 | PAINTSMART USA, INC. | \$31,000.00 | Yes | African-American | 1 | No | 0 | Yes | 2 |
| 13 | Nova Engineering and Environmental, LLC | \$19,000.00 | No | N/A | 0 | No | 0 | No | 0 |
| 14 | Atkins Paving, Inc | \$7,400.00 | Yes | African-American | 1 | No | 0 | No | 0 |
| 15 | Best Termite & Pest Control | \$24,000.00 | No | N/A | 0 | No | 0 | No | 0 |
| 16 | Clampett Industries dba EMG | \$39,000.00 | No | N/A | 0 | No | 0 | No | 0 |
| 17 | Reeves Building and Plumbing Contractor | \$7,950.00 | Yes | African-American | 1 | No | 0 | No | 0 |
| 18 | Jacksonville Sound | \$552.00 | No | N/A | 0 | No | 0 | No | 0 |
| 19 | Marshalls, LLC | \$6,377.00 | No | N/A | 0 | No | 0 | No | 0 |
| 20 | R.I.G., Inc. | \$54,725.00 | Yes | N/A | 1 | No | 0 | No | 0 |
| <i>Indefinite Delivery, Indefinite Quantity Architectural Services Pool</i> | | | | | | | | | |
| 21 | GLE Associates | \$0.00 | No | N/A | 0 | No | 0 | No | 0 |
| 22 | Wallis Murphey Boyington | \$0.00 | No | N/A | 0 | No | 0 | No | 0 |
| 23 | Bessolo Design Group | \$0.00 | No | N/A | 0 | No | 0 | No | 0 |
| 24 | Robert Reid Wedding | \$47,227.50 | No | N/A | 0 | No | 0 | No | 0 |
| <i>Indefinite Delivery, Indefinite Quantity Property Appraisal Services Pool</i> | | | | | | | | | |
| 25 | Valuation Advisors | \$1,500.00 | No | N/A | 0 | No | 0 | No | 0 |
| <i>Indefinite Delivery, Indefinite Quantity Surveying Services Pool</i> | | | | | | | | | |
| 26 | DRMP | \$0.00 | No | N/A | 0 | No | 0 | No | 0 |
| 27 | Hamilton Engineering & Surveying | \$0.00 | No | N/A | 0 | No | 0 | No | 0 |
| 28 | ECON | \$5,020.00 | No | N/A | 0 | No | 0 | No | 0 |
| 29 | Pickett & Associates | \$0.00 | No | N/A | 0 | No | 0 | No | 0 |
| <i>Indefinite Delivery, Indefinite Quantity Environmental Testing/Building Inspection Services Pool</i> | | | | | | | | | |
| 30 | ACT-American Compliance Technologies | \$0.00 | No | N/A | 0 | No | 0 | No | 0 |

Note: Amounts referenced within the table include all contracts, amendments/change orders, and/or task orders issued to the vendor between April 1, 2012 and December 31, 2013.

LAKELAND HOUSING AUTHORITY
SECTION 3 AND M/WBE SUMMARY REPORT
(Existing Contracts: April 1, 2012 -December 31, 2013)

| Item # | Contractor | Amount | M/WBE | Type | M/WBE Totals | Section 3 Firm | Section 3 Firm Totals | Section 3 Hires | Section 3 Totals |
|---|--|---------------------|-------|------|--------------|----------------|-----------------------|-----------------|------------------|
| 31 | GLE Associates | \$5,275.00 | No | N/A | 0 | No | 0 | No | 0 |
| 32 | Terracon Consultants | \$0.00 | No | N/A | 0 | No | 0 | No | 0 |
| <i>Indefinite Delivery, Indefinite Quantity Engineering Services Pool</i> | | | | | | | | | |
| 33 | Boggs Engineering (Civil) | \$350.00 | No | N/A | 0 | No | 0 | No | 0 |
| 34 | Hamilton Engineering & Surveying (Civil) | \$0.00 | No | N/A | 0 | No | 0 | No | 0 |
| 35 | EE & G Environmental (Environmental) | \$0.00 | No | N/A | 0 | No | 0 | No | 0 |
| 36 | GLE Associates (Multi-discipline) | \$1,425.00 | No | N/A | 0 | No | 0 | No | 0 |
| 37 | Biller Reinhart (Structural) | \$0.00 | No | N/A | 0 | No | 0 | No | 0 |
| <i>Indefinite Delivery, Indefinite Quantity Financial Advisor Services Pool</i> | | | | | | | | | |
| 38 | Baker Tilly | \$0.00 | No | N/A | 0 | No | 0 | No | 0 |
| 39 | Innovative Financial Housing Solutions | \$0.00 | Yes | N/A | 1 | No | 0 | No | 0 |
| 40 | TAG Associates | \$0.00 | No | N/A | 0 | No | 0 | No | 0 |
| TOTALS | | \$515,117.55 | | | 11 | | 3 | | 3 |

Note: Amounts referenced within the table include all contracts, amendments/change orders, and/or task orders issued to the vendor between April 1, 2012 and December 31, 2013.

LAKELAND HOUSING AUTHORITY
SECTION 3 AND M/WBE SUMMARY
(New Contracts: December 1-31, 2013)

| Item # | Contractor | Amount | M/WBE | Type | M/WBE Totals | Section 3 Firm | Section 3 Firm Totals | Section 3 Hires | Section 3 Totals |
|---|--|---------------|-------|------|--------------|----------------|-----------------------|-----------------|------------------|
| 1 | | | | | | | | | |
| 2 | | | | | | | | | |
| 3 | | | | | | | | | |
| 4 | | | | | | | | | |
| 5 | | | | | | | | | |
| 6 | | | | | | | | | |
| 7 | | | | | | | | | |
| 8 | | | | | | | | | |
| 9 | | | | | | | | | |
| 10 | | | | | | | | | |
| 11 | | | | | | | | | |
| 12 | | | | | | | | | |
| <i>Indefinite Delivery, Indefinite Quantity Architectural Services Pool</i> | | | | | | | | | |
| 13 | | | | | | | | | |
| 14 | | | | | | | | | |
| 15 | | | | | | | | | |
| <i>Indefinite Delivery, Indefinite Quantity Property Appraisal Services Pool</i> | | | | | | | | | |
| 16 | | | | | | | | | |
| <i>Indefinite Delivery, Indefinite Quantity Surveying Services Pool</i> | | | | | | | | | |
| 17 | | | | | | | | | |
| 18 | | | | | | | | | |
| 19 | | | | | | | | | |
| 20 | | | | | | | | | |
| <i>Indefinite Delivery, Indefinite Quantity Environmental Testing/Building Inspection Services Pool</i> | | | | | | | | | |
| 21 | | | | | | | | | |
| 22 | | | | | | | | | |
| 23 | | | | | | | | | |
| <i>Indefinite Delivery, Indefinite Quantity Engineering Services Pool</i> | | | | | | | | | |
| 24 | | | | | | | | | |
| 25 | | | | | | | | | |
| 26 | | | | | | | | | |
| 27 | | | | | | | | | |
| <i>Indefinite Delivery, Indefinite Quantity Financial Advisor Services Pool</i> | | | | | | | | | |
| 28 | Baker Tilly | \$0.00 | No | N/A | 0 | No | 0 | No | 0 |
| 29 | Innovative Financial Housing Solutions | \$0.00 | Yes | N/A | 1 | No | 0 | No | 0 |
| 30 | TAG Associates | \$0.00 | No | N/A | 0 | No | 0 | No | 0 |
| TOTALS | | \$0.00 | | | 1 | | 0 | | 0 |

Note: Amounts referenced within the table include all contracts, amendments/change orders, and/or task orders issued to the vendor December 1-31, 2013.

January 2014

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 December 2013:

- Issued an Invitation for Bids for *Reroofing the LHA Administration Building*
- Issued an Invitation for Bids for the *Restoration of the Kitchen Area at 3841 Rollingsford Circle, Lakeland*
- Issued a Request for Proposals for *Remote Video Surveillance Systems for Dakota Park Apartments, WestLake Apartments, The Manor at Washington Ridge, and the LHA Administration Building*
- Developed an agreement with each *Baker Tilly Virchow Krause, LLP; Innovative Financial Housing Solutions, Inc.; and TAG Associates Inc. of Florida, LLC* to provide task order-driven, *Indefinite Delivery, Indefinite Quantity Financial Advisor Services* effective January 01, 2014 and ending December 31, 2015 with the combined not-to-exceed value of the three agreements of \$500,000.

INVESTIGATIVE BOARD REPORT

The following activities were accomplished December 1-31, 2013:

1 Small Claims Court

- There was no small claim cases made for the month of December.

2 Eviction Court

- Two evictions were filed for the month of December. The two were from West Lake Management, and were for non-payment of rent.

3 Applicant Criminal Histories

- During the month of December, nineteen (19) criminal histories were processed for Public Housing applicants **resulting in a net savings to the Lakeland Housing Authority of four hundred and thirty-seven dollars (\$437).**

4 Public Housing Re-certification Criminal Histories

- No re-certifications were submitted for the month of December.

5 Conflict Resolutions

- One for the month of December.

6 Public Housing Fraud Recovery

- None for the month of December

7 Repayment Agreements

- Five (05) for the month of December for un-paid balance in the amount of \$4,540.00 (four thousand five hundred forty dollars and no cents)

Section 8

1 Section 8 Terminations

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

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

INVESTIGATIVE BOARD REPORT

2 Section 8 Repayment Agreements

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

3 Section 8 Fraud Recovery

- Figures are unavailable.

4 Criminal Court

- The Lakeland Housing Authority currently has two pending cases with the State Attorney's Office. One of our cases was heard in the month of December, pertaining to forgery, and fraud. Defendant was found guilty.

5 Section 8 Applicant Criminal Histories

- During the month of December, the Lakeland Housing Authority Investigations Department ran fifteen (15) criminal histories for Section 8 applicants. **This resulted in a net savings of three hundred and forty-five dollars (\$345).**

6 Section 8 Re-certification Criminal Histories

- During the month of December, one hundred and forty-seven (147) section 8 re-certifications were submitted to Investigations, for a **total savings of three thousand three hundred and eighty-one dollars (\$3,381).**

7 Section 8 Hearings

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

8 VASH

- Two (02) for the month of December, for a **total savings of forty-six dollars (\$46).**

Administration

- No backgrounds were submitted by human resources for backgrounds.

The Manor at West Bartow

- No request from Bartow for the month of December.

Washington Renaissance and Carrington Place (formerly Dakota Park Apartments)

- Ten (10) new applications for criminal history were submitted for December, for the Renaissance/Washington Oaks property, resulting in a savings of **Two hundred and thirty dollars (\$230)**. Four (04) applications submitted for recertification for the month of December, for a savings of **ninety-two dollars (\$92)**.

INVESTIGATIVE BOARD REPORT

Colton Meadow/Villas at Lake Bonnet

- Two (02) criminal histories were processed for Colton Meadow, for the month of December, **for a savings of forty-six dollars (\$46)**. We also completed two (02) applications for recertification for a savings of **forty-six dollars (\$46)**. **Four (04) criminal histories were processed for new applications for a savings of ninety-two dollars (\$92) at the Villas at Lake Bonnet property. One (01) recertification was submitted to investigations for processing, for a savings of twenty-three dollars (\$23).**

Lincoln Square Apartments

- No longer perform checks on this property

General

- During the month of December, we wrote ten (10) parking violations. One vehicle was towed for failure to comply with the 24 hour notice. We also made two ID cards, and attended several meetings. By having the Investigation Department process the criminal backgrounds in-house, the Lakeland Housing Authority has saved **four thousand seven hundred and thirty-eight dollars (\$4,738)**, for the month of December. This figure is based upon the cost of twenty-three dollars per background check by outside information suppliers. The Lakeland Housing Authority Investigation Department is now doing outside vendor work for Lakewood Terrace Apartments. We are now handling all evictions, and conflict resolutions.

Resident Services December 2013 Board Report

- **Resident Services**

Though the 2014 agency forecast looks dismal, the agency is braced and prepared for the expected impact. At the same time, we are optimistic with expectation for miraculous things to happen during this year that will result in growth and progression. The overall staff has begun to make adjustments to save money in all areas. The expected outcome of this measure is that the agency will recover from previous matters that resulted in a budget shortfall. We are very appreciative of our city-wide resident leaders and partner agencies throughout the community for all that they contribute to LHA, each and every day. Without their support, the impact of the funding cuts would be even more severe. And we thank each of you for your support, understanding, and prayers, as we transition through this period.

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

Production Summary

The ROSS Services 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 provided to residents to assist them in their areas of need. Residents continue to sign-up for the Residential Employment Transportation Assistance Program (RETAP), a partnership between LHA and Polk Transit that provides free public transportation (city bus) to persons who are employed, seeking employment and/or attending classes to further their education.

Community Involvement

On December 19th, the Girl Scouts of Lakeland visited the Cecil Gober Villa community center to decorate a Christmas tree for the seniors. LHA Resident Services staff member Linda Willis added the finishing touches. The residents were very appreciative.

On Saturday, December 21, 2013, Rock the Block was held at the corner of 10th Street and North Florida Avenue in Lakeland. LHA provided transportation to residents of West Lake Homes, John Wright Homes, Colton Meadow, Villas at Lake Bonnet, The New Lake Ridge and Dakota Park Apartments, so that those who do not have their own transportation could enjoy Rock the Block. During this free family event, residents of the Lakeland Housing Authority and the general community enjoyed free hotdogs, beverages, chips, sno-cones, cotton candy, and a bounce house, and wrapped Christmas gifts. Some of them received free haircuts, family portraits, children's tennis shoes, packages of disposable diapers, and/or one of the sixty bicycles that were given away. A distribution of food included more than 2,000 bags of groceries and 450 hams. Children and teens were excited as they received from the more that 5,000 wrapped Christmas that included Bibles, books, DVDs, CDs and more. Amidst the morning of fun, all activities ceased as A Special Christmas Message was rendered by Pastor Robbie Morrow of Harvest Assembly of God. After the message, many youth and adults asked to receive prayer. Though the weather was chilly, some asked for water baptism in a portable outdoor pool. Shakia Young, the City-Wide Residents Organization

Representative at The Renaissance at Washington Oaks and other CWRO representatives who attended were very pleased with the event.

Thirteen LHA families each received a free Christmas Turkey & Foods Basket donated by the Lakeland Masonic Lodge No. 52. The baskets were distributed by some of the lodge members during Rock the Block. This effort was coordinated with LHA by Ronald Rodmon, Owner of Rodmon and Rodmon Landscaping in Winter Haven. The resident recipients were: Tyneisha Allen, Danielle Brown, Kawanna Freeman, Barbara Gibson, Judith Haggins, Helen Hoskins, Mary Magwood, Taquia McKinnie, Tinesha Walker, Yosmendia Williams, Latoria Wilson, and Shakia Young.



The 2013 Rock the Block was the largest event held at The Renaissance in the community's history.



Earl W. Haynes with the brothers of the Lakeland Masonic Lodge No. 52 at the 2013 Rock the Block.



Outreach workers distributed 450 hams and more than 2,000 bags of groceries at Rock the Block 2013.



Above left: Ticket holders hoped that they would receive one of the 60 bicycles that were given away. *Above right:* Young lady gets free face-painting. *Below left:* Children being fitted for new sneakers. *Below right:* A family poses for their free family photo.



On December 29th, the Elks Lodge of Lakeland sponsored a Christmas dinner for the seniors at Cecil Gober Villa.

On December 31st, members of the Church of Christ visited Cecil Gober Villa to assist the seniors with any housekeeping or yard work that they needed to be done. The Church of Christ members also provided a nourishing and health lunch for the residents.

On December 31st, VISTE provided the residents with roasted chicken and other commodities to start the New Year. The City-Wide Resident Organization representative at Gober Villa is Ms. Nannette Campbell and Ms. Betty Hill serves as alternate representative.

City-Wide Residents Organization (CWRO)

During the month of December, the members of the Lakeland Housing Authority's City-Wide Residents Organization (CWRO) continued to become familiar with their roles on their individual properties. In conjunction with the Lakeland Housing Authority, Karen Rudolph, CWRO West Lake Homes Representative, put in a lot of time and energy to coordinate a Christmas Social for the residents of West Lake and John Wright Homes. The social gala was held at the West Lake Community center on Saturday, December 14, 2013 from 9:30 a.m. – 2:00 p.m. This “meet and greet” community social was one of the largest events that has ever been held at West Lake Homes. Ms. Rudolph was able to partner with Lakeland Housing Authority, Lighthouse Ministry, Polk Works, Florida Department of Health, U.S. Small Business Development Center (out of Tampa), Africreations, Sarah Ashe Ministries, Pinxster Entertainment DJ Services, E3 Life Church, Polk State College, Peace River Center, Coney Funeral Home, Polk County Sheriff Office, TD Bank, Northlake Wire Association, the American Lung Association Health, Rodmon & Rodmon Landscaping and Mimi Café and YouthBuild-Lakeland.

There was booths set-up, donated turkey commodities, gift cards, coupons and funds. At the event, there was free grilled food, assorted chips, beverages, candy and cookies, a bounce house, health information, employment information, safety information, and entertainment. Also there were four \$25.00 gift certificates raffled off and all resident attendees received commodities. Approximately 40 turkeys were distributed to the most needy families. Congratulations to Ms. Rudolph for a job well-done. Also, thanks goes out to LHA Resident Services staff: Janiene Bambridge (YouthBuild), Linda Willis (FSS), and Cynthia Zorn-Shaw (ROSS); and to Housing Management staff, Vanessa Johnson (Community Manager).

On December 23rd, Judith Haggins prepared a delicious spaghetti Christmas dinner for the youth of Dakota Park Apartments. Approximately sixty youth attended and enjoyed eating their fill of spaghetti and other tasty treats during the dinner. Parent volunteers assisted with decorating the Dakota Park Community Center and serving the food.

Upcoming

The following events are scheduled for LHA CWRO and residents: Jan. 18, 2014 - Dr. Martin Luther King, Jr. Parade participation – Dakota Park Apartments Youth.

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 six at LHA's Emma Turner Center. During the month of December 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. Through LHA's collaboration effort with Catholic Charities' Polk Prosperity Campaign Volunteers, December 4th and 5th, the Center served as a training site for persons who want to serve as Volunteers Income Tax Assistance. Ameshia Jackson and Latryna Carlton conducted the training. Volunteers are needed for the following: Greeter/Administrative, Tax Preparer, and Advanced Tax Preparer. As a VITA volunteer, LHA residents can receive free training that can be included on their Resume', gain experience and confidence for future employment, get information to help them to file their own tax return, work one-on-one with families, help families to save money, and help local economics and communities.

- **YouthBuild-Lakeland**

Academics

During the month of December, we worked hard with the young people preparing them for the GED. Ten local, young adults took the GED this month and are awaiting their results. YouthBuild Lakeland also participated in a national research study to aid the creators of the TABE test in making the test more effective and useful. YBL was one of a select group chosen to participate from all of the TABE testing programs in the country. The academic instructor, Rick Mooneyham, attended a training to prepare for the 2014 GED. This test will be different from the previous GED and will require more critical thinking. This training will be very useful in helping the participants to achieve greater success in 2014.

Career Development

Congratulations, Cheyanna Hayes!

Cheyanna (*pictured right*) passed her state exam and is now credentialed and licensed as a Certified Nursing Assistant by the State of Florida. She has just been hired by Palm Terrace Nursing Home.

Congratulations, Alyssia Crose! During the month of December, Alyssia was hired by Lakeland Housing Authority's Renaissance at Washington Oaks property as a part-time Maintenance Associate. ALL of our Cycle nine (9) graduates are employed, attending college, or both!



Grant Funding

Grant applications were submitted in the amount of \$5,000 to HD Supply Facilities Maintenance to purchase new GED prep materials; and in the amount of \$60,746 to Publix Super Markets Charities to employ one new staff member to assist with graduate follow-up and funding to support participant professional certifications.

The Career/Grant Development Coordinator attended a required Impact Polk Grant Orientation to learn more about the upcoming grant opportunity. We will submit the first Impact Polk grant proposal on January 3, 2014. We will continue to research new grant opportunities to sustain YouthBuild Lakeland programming.

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

| December 2013 | # FSS Tenants | # with Escrow | % with Escrow | Escrow Amount (\$) |
|-----------------------------|---------------|---------------|---------------|--------------------|
| Public Housing (02,04) (05) | 30 | 15 | 50 | 34,062.97 |
| Dakota Park (13) | 08 | 04 | 50 | 26,069.45 |
| Renaissance (14) | 12 | 03 | 25 | 21,370.55 |
| Totals | 50 | 22 | 44* | 81,502.97 |

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

Public Housing FSS Waiting List: Zero (0). The Coordinator continues to meet with residents, by walking the sites and having one-on-one meeting. Each resident is given available supportive services in the community.

Enrollment: One (1) new participant

Termination/Forfeiture/Transfer/Disbursement: One (1) disbursement amount of \$186.00.

Earned Income from 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 | 31 | 49% |

Escrow Balances

- The balance of the Section 8 FSS Escrow December 2013 is \$89,087.81
- The average amount is \$3,064.26

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 and 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 December 2013.

Goals completed/enrolled by the Section 8 FSS participants: Zero (0) new enrollments.

Completed Contract of Participation: One (1) FSS participant completed their contracts of participation.

Services needed to complete Contract of Participation: A large number of our clients need assistance with childcare; at the present time, the only childcare provider available in the community is with Early Learning Coalition. This childcare provider currently has a waiting list.

Community Networking

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

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

We had 69 students enrolled in the after-school program. Early release day was on December 4th. The program was closed from December 23rd through January 7th. We had our Parent Night/ Student Performances on December 19th. The students went to sing to the elderly and brought them handmade ornaments on Dec. 20th. Our 21st CCLC staff training and Holiday dinner was on December 20th. Our program partnered with Liberty National Life Insurance Blanco Agencies and had a food distribution on December 23rd.

Upcoming

The Westlake 21st CCLC After-School Program will reopen on January 7th. We will be closed the 17th and the 20th in January. Our next Parental Involvement night will be January 9th.

Earl W. Haynes
Resident Services Director

Janiene Bambridge
Interim Resident Services Manager

Cynthia E. Zorn-Shaw
ROSS Service Coordinator

Kim Bean
21st CCLC Site Coordinator

Linda Willis
PH/FSS Coordinator

Dayen Valentine
S8/FSS Coordinator

**Secretary's Report
January 2014**

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 and the recent federal government shutdown 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 and the recent federal government shutdown on the Section 8 program at LHA.

HOPE VI Funds Expenditure

HUD would like for LHA to obligate the HOPE VI funds as quickly as possible. Staff submitted a Development Proposal to use the HOPE VI funds to construct some affordable rental housing units on the vacant lots at the HOPE VI site. Since that time, staff has had follow-up conversations with Juan Miranda of HUD-Miami regarding the unexpended HOPE VI funds. Staff has provided responses to their follow-up questions. We are waiting on HUD approval of the proposal. Details will be provided for the Board at a later date.

Annual Budget/Agency Update

A workshop on the 2014 Agency Budget was held on November 7, 2013 at 5:30 pm. Each commissioner was given a copy of the budget for their review. The budget was approved at the December 2013 Board meeting.

**Secretary's Report
January 2014**

A copy of the Corrective Action Plan is submitted to the HUD-Miami office for review and comment on a monthly basis. HUD has approved the Corrective Action Plan and recommended acceptance by the LHA Board. The Board provided acceptance at the January 2013 meeting. Periodic updates on the status of items in the Corrective Action Plan are 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.

The LHA Recovery Plan update is a standard part of the Board agenda.

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 in 2013. The meeting was open to the public and invites were sent to all firms on the LHA vendor's list. The Section 3 and M/WBE policies were discussed in detail at the meeting. A question and answer session was also a part of the program.

Agency Plan

LHA staff has completed work on the Agency Plan that was submitted to HUD in October 2013. The Plan was approved by the LHA Board of Commissioners at the October 16, 2013 Board meeting. 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 the Resident Advisory Board, 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 October 9, 2013 at the LHA central office. After completion of the public process, the Plan was submitted to the U.S. Department of Housing and Urban Development Miami office for review and approval.

Meetings and Activity

I attended Education Day with the 31st Class of Leadership Lakeland. I continue to learn more about Lakeland.

I received notification of my completion of the requirements for professional designation as a Certified Housing Asset Manager (CHAM). The designation program was developed by the Consortium for Housing and Asset Management in collaboration with the Institute of Real

Secretary's Report
January 2014

Estate Management Association (IREM), Enterprise Social Investment Corporation, National Equity Fund, Neighborhood Works and other major national partners.

Respectfully submitted,

Benjamin Stevenson

Secretary



BOARD OF COMMISSIONERS

Michael A. Pimentel
Chairman

Rev. Richard Richardson
Vice-Chairman

Eddie Hall
Commissioner

Joseph DiCesare,
Commissioner

Bernice I. Evans, Ph.D.
Commissioner

Ellis M. Hirsch
Commissioner

Dorothy Sanders
Commissioner

Benjamin J. Stevenson
Executive Director

430 Hartsell Ave
Lakeland, FL 33815

MAIN OFFICE

Phone: (863) 687-2911
Fax: (863) 413-2976

www.LakelandHousing.org

DATE: January 16, 2014

TO: LHA Commissioners

FROM: Benjamin Stevenson, Executive Director

RE: Response to Public Comment at December 2013 Board Meeting

Below is a response to comments/questions raised by two residents of the Senior Building at Renaissance during the December 2013 meeting of the LHA Board of Commissioners.

1) No LHA staff in the senior building.

Response: Brenda Griffin was assigned to the senior building from 8:00 am – 12:00 pm Monday through Friday until November 21, 2013. Since that time, Elizabeth Roman-Ortiz was assigned to the Senior Building on Mondays, Tuesdays, and Thursdays from 9:00 am – 3:00 pm. Ms. Roman-Ortiz also visits the senior building on the 1st of each month to collect the rent. This service is provided as a convenience for those seniors that are mobility impaired. Seniors also have the option to pay their rent at the Emma Turner Building. Staff is also in the process of installing a drop box in the office at the Senior Building.

2) Staff is mistreating or verbally abusing the seniors.

Response: These types of incidents must be reported to the Property Manager or Assistant Director of Housing. We need documentation in order to properly discipline staff.

3) LHA is not having meetings on the property.

Response: Attached is a copy of the meeting notices, sign-in sheets and meeting summaries that evidence monthly meetings are being held. The only month where a meeting was not held is October 2013 and this was due to the illness of the Assistant Director of Housing (who attends all of the meetings).

4) LHA is not fixing things on the property.

Response: Staff has implemented a work order reporting system. Every work order that is reported to the office is addressed. If there is a specific apartment that has a problem that has not been fixed, please advise the Assistant Director of Housing.

5) Dogs are out of control, especially the dog in unit 104

The owner of the dog in unit 104 has taken all the necessary steps to ensure



that she is in compliance with the lease requirements for owning a dog. Staff has received complaints about the dog barking from the patio at people as they walk pass the unit. Staff is monitoring the situation.

6) There is only one unit on the first floor designated for Section 8.

Response: A Section 8 voucher can be used at any unit on the property. There are currently no vacancies on the first floor.

7) The fire system does not work.

Response: The fire system is verified on a minimum annual basis by Piper Fire Systems. The system is currently certified as functional.

8) The patio chairs are broken.

Response: Staff checked the system and there have been no work orders submitted for broken patio/lawn chairs. All chairs were inspected and painted during the week on December 2, 2013. Please see attached photos.

9) We don't ever see the Executive Director.

Response: The Executive Director and Chairman of the LHA Board of Commissioners attended the December 2013 property meeting at Renaissance.

BJS



Town Hall Meeting

WHEN: Thursday, June 20th, 2013

WHERE: Renaissance at Washington Ridge Senior Building
150 W. 14th Street
Lakeland, Florida 33805

TIME: 6:00 P.M.

The Management of Washington Renaissance and Carrington Place is hosting its monthly Town Hall Meeting. All residents and the general public are invited to attend.

AGENDA

1. Call Order
2. Greetings
3. Recognition of Guest(s)
4. Management / Staff- Updates
 - Office Hours
 - Work Orders
 - Emergency Calls
 - Dumpster Etiquette
 - Playground rules
 - Resident Activities
5. Resident Concerns (2 min. Limit)
6. Next Schedule Meeting
7. Meeting Adjourned

Management Next Town Hall Meeting

Thursday, July 18, 2013

**Carrington Place Community Building
1411 Kettles Ave
Lakeland, Florida 33805**

Sign in sheet 6/30/2013

Ernie Weatherby

Mary Emanuel

Lenwood W. Harris

Josie PAWES

Betty SIMMONS

Mary Lewis

Mamie Johnson

Evelyn Peterman

Rose Carr

Evon W. Smith

Eva L. Walker

Helen Cassey

Ottalie N. Clark

Esther Gilmore

Helen Hoshins

Bobby Carter

BOBBY LEWIS

CHARLES WILKERSON

Vinnie King

Shedda Dove

Ottaliese ST. Cloud

Leon ST. Cloud

Anna L. Lopez

~~Babette Lopez~~

Karm Hoard

Manuel Lopez

Kancylin Stone

Ernest Thompson

Johnny Hudson

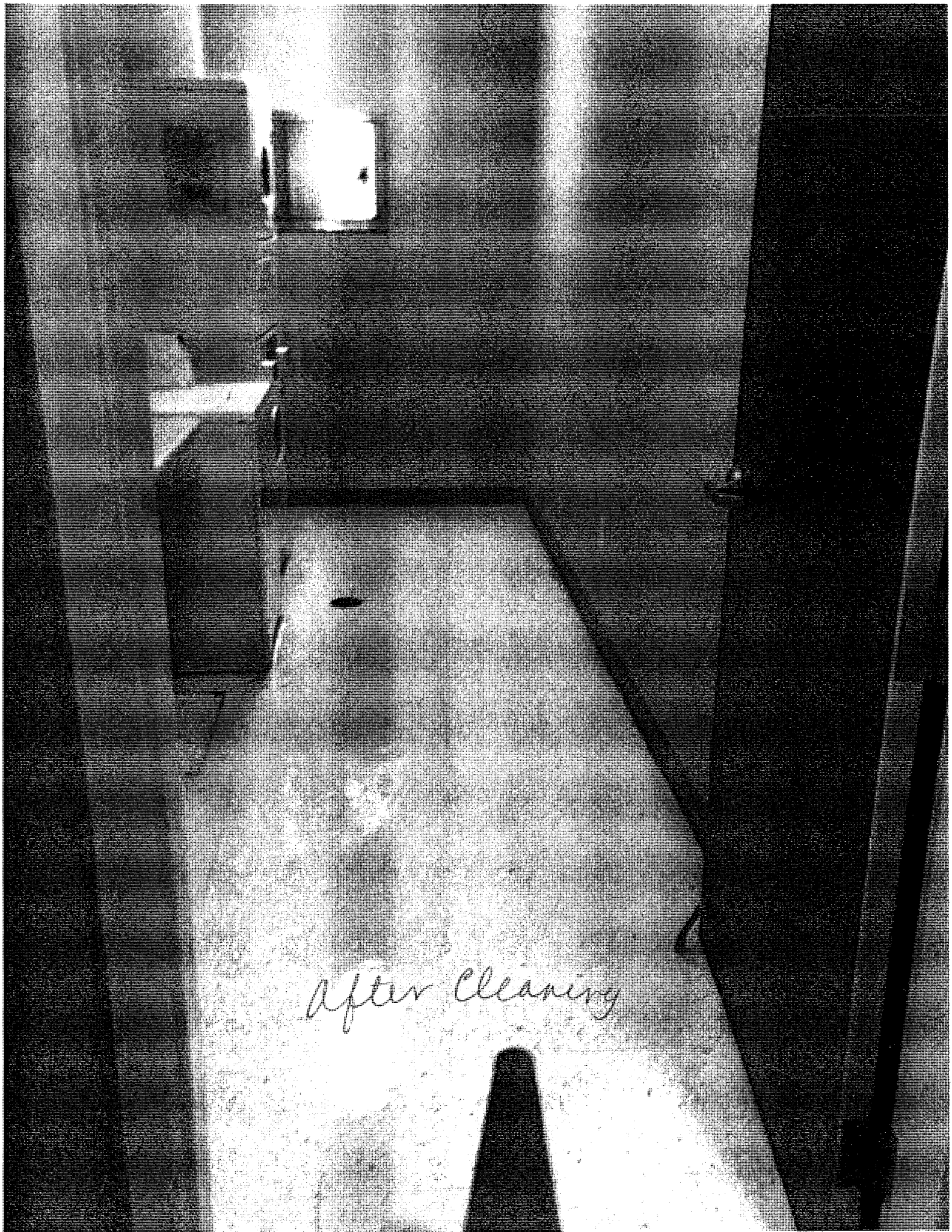
Judith HAGGARD

Highlights from meeting of June 20, 2013

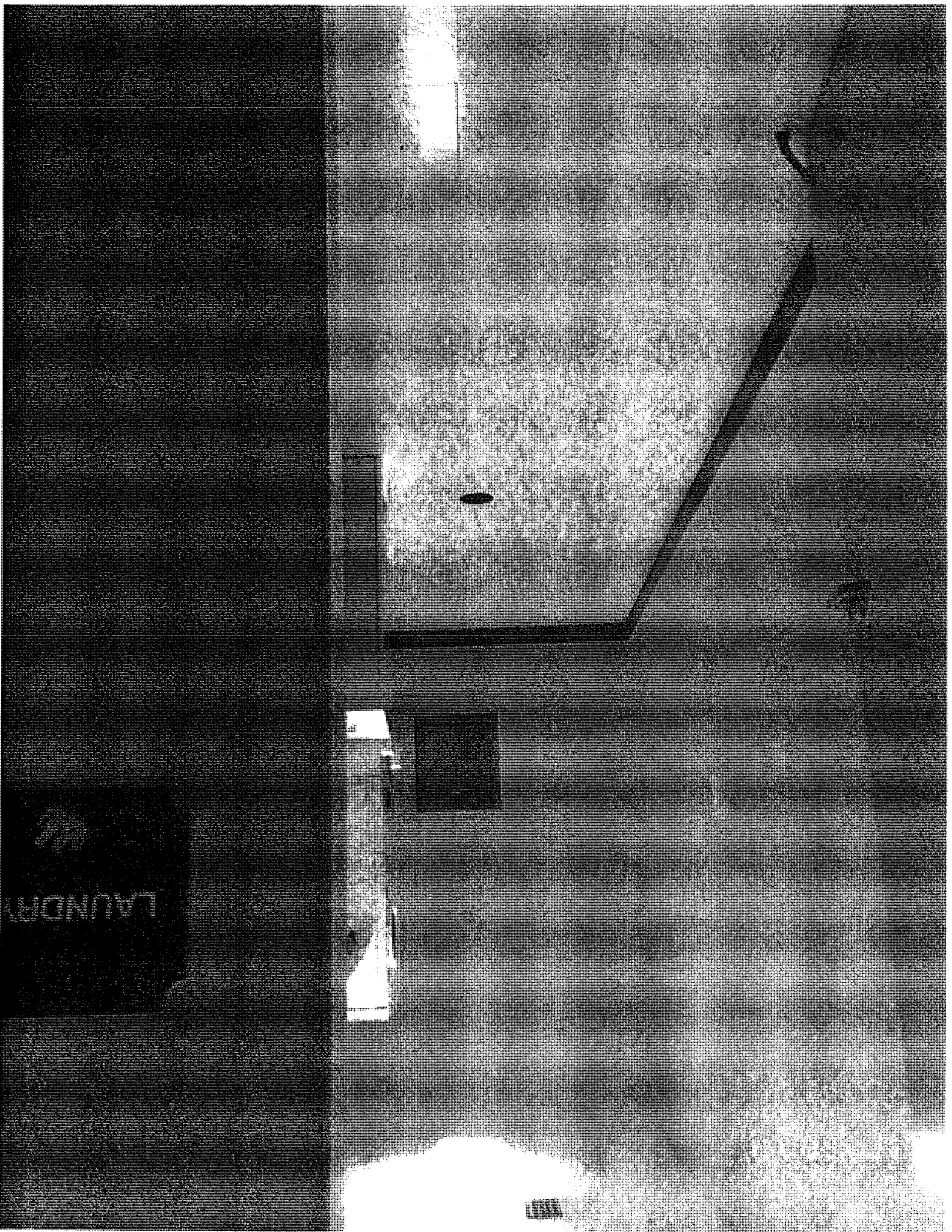
- Introductions of LHA staff and West Lake Management staff
- Discussed items on the agenda
- Linda Willis of Resident Services gave an overview of the FSS program and encouraged interested persons to contact her to complete the necessary paperwork.
- Mrs. Willis also encouraged the seniors to participate in upcoming events that are being planned for the senior community of LHA.
- Resident Concerns: pest control, persons leaving trash on the floor of the laundry rooms. Persons opening and closing the blinds on the third floor. Placing of air refresher on the third floor.
- I asked each resident to be mindful of their neighbor to place the trash in the trash chute; keep noise to a minimum and respectful of each other.



Before cleaning



After Cleaning









Town Hall Meeting

WHEN: Thursday, July 18th, 2013

WHERE: Carrington Place Community Building
1411 Kettles Ave
Lakeland, Florida 33805

TIME: 6:00 P.M.

The Management of Washington Renaissance and Carrington Place is hosting its monthly Town Hall Meeting. All residents and the general public are invited to attend.

AGENDA

1. Call Order
2. Greetings
3. Recognition of Guest(s)
4. Management / Staff- Updates
 - Office Hours
 - Work Orders
 - Emergency Calls
 - Dumpster Etiquette
 - Playground rules
 - Resident Activities
5. Resident Concerns (2 min. Limit)
6. Next Schedule Meeting
7. Meeting Adjourned

Management Next Town Hall Meeting

Thursday, August 15th, 2013
Renaissance at Washington Ridge Senior Building
150 W. 14th Street
Lakeland, Florida 33805

Highlights from meeting of July 18, 2013

- Introductions of LHA staff and West Lake Management Staff
- Discussed the items on the agenda
- Explained the importance of the CWRO for the Dakota Residents; the importance of forming a working relationship with management for the betterment of the community. Held the CWRO nominations and only one nomination received.
- Resident concerns:
 - New playground equipment that is ADA compliant
 - Sponsor a football team for the boys
 - Why children aren't allowed to participate in the summer program?
 - What can we offer the children that live in Dakota?

We talked about getting the parents involved to provide activities for the children.

ATTENTION!

RESIDENTS OF DAKOTA PARK APARTMENTS



The City-Wide Resident Organization Election will be held on August 8, 2013 at the Dakota Park Community Center.

Nomination forms can be picked up from your Community Manager's Office or from the Department of Resident Services, from July 8, 2013 – August 2, 2013.

EVERY VOTE COUNTS! It's important that **EVERY RESIDENT CAST THEIR VOTE** on August 8, 2013. Ballots will be available at the Community Manager's Office. Don't forget to place your ballot in the voting box.

The Eligibility criteria to serve as a representative of the City-Wide Resident Organization and the role of the resident representative will be posted at the community manager's office.

"WE NEED RESIDENTS TO REPRESENT RESIDENTS"

POSTED: July 8, 2013

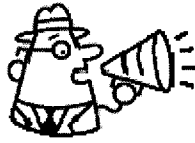
City-Wide Resident Organization Nomination Ballot



Community: Dakota Park Apartments

- ~~Judy~~
- Ms. Judy
-
-
-
-

"WE NEED RESIDENTS TO REPRESENT RESIDENTS"



Town Hall Meeting

WHEN: Thursday August 15th, 2013

WHERE: The Manor @ Renaissance Community Center
150 West 14th Street
Lakeland, FL

TIME: 6:00 P.M. - 7:00 P.M.

The Management of Renaissance, Washington Oaks, Lake Ridge and Carrington Place is hosting its monthly Town Hall Meeting. All residents and the general public are invited to attend.

AGENDA

1. Call Order
2. Greetings
3. Recognition of Guest(s)
4. Management / Staff- Updates
 - Office Hours
 - Work Orders
 - Emergency Calls
 - Dumpster Etiquette
 - Resident Etiquette
 - Resident Activities
5. Resident Concerns (2 min. Limit)
6. Next Schedule Meeting
7. Meeting Adjourned

Management Next Town Hall Meeting

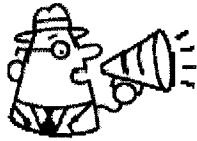
Thursday September 18, 2013
Carrington Place
1411 W. Kettles Av
Lakeland, Florida 33805

Future Meetings: October 17th Renaissance; November 21st Carrington;
December 19th Renaissance

Highlights from meeting of August 15, 2013

- Introductions of LHA staff and West Lake Management Staff
- Discussed the items on the agenda
- Reviewed the management updates distributed August 12th and fielded questions.
- Encouraged the residents to be mindful of their neighbors and to dispose of their trash in plastic bags and place in the trash chute.
- The seniors were encouraged to join in with the seniors of Cecil Gober and Westlake for senior outings. The seniors have planned an outing with Linda Willis.
- Resident Concerns: Security of the building – the doors are left unlocked. – Sent email and Fax for key fob.
 Northside door not locked & camera off – Brenda Griffin has been assigned to the property Monday thru Friday until noon. Brenda will walk the halls and make sure the doors are properly closed.
 Beer cans left in the library – asked residents to remove their trash; however, will have maintenance to check the area while cleaning.
 Ashtray gets full daily; will discuss this with maintenance.

Elvida Quinonez- expressed the need of a work order to correct the garbage disposal, cracked toilet (water tank) and beeping smoke alarm. A work order was completed.



Town Hall Meeting

WHEN: Tuesday, September 24, 2013

WHERE: Carrington Place Community Room
1411 Kettles Avenue
Lakeland, FL 33805

TIME: 5:00 P.M. - 6:00 P.M. – Resident Meeting
6:00 P.M. – 7:00 P.M. – Neighborhood Watch

The Management of Renaissance, Washington Oaks, Lake Ridge and Carrington Place is hosting its monthly Town Hall Meeting. All residents and the general public are invited to attend.

AGENDA

1. Call Order
2. Greetings
3. Recognition of Guest(s)
4. Management / Staff– Updates
 - Office Hours
 - Work Orders
 - Emergency Calls
 - Dumpster Etiquette
 - Resident Etiquette
 - Resident Activities
5. Resident Concerns (2 min. Limit)
6. Next Schedule Meeting
7. Meeting Adjourned

Management Next Town Hall Meeting

Thursday, October 17, 2013
Renaissance at Washington Ridge
Senior Building
150 W. 14th Street
Lakeland, Florida 33805

Future Meetings: November 21st Carrington; December 19th Renaissance

Highlights from meeting of September 24, 2013

- Introductions of LHA staff and West Lake Management staff
- Discussed items on the agenda
- Resident concerns: Use of Community space on regular basis
 Computer for children to do homework
 Tutor to assist children with homework
 Unauthorized dogs

Meeting given to Cindy Sharp of the Lakeland Police Department for the first of three sessions for the Community Watch Program. The second meeting will be held November 21, 2013 and the third will be determined at a later date.

**Community Meeting Sign-in Sheet
Carrington Place formerly Dakota
TUESDAY, SEPTEMBER 24, 2013**

| NAME | APARTMENT NUMBER | PHONE NUMBER | EMAIL ADDRESS |
|-----------------------|------------------|--------------|----------------------------|
| Christina Sogn | 1403 103 | 212-7265 | christina.sogn@filcom.com |
| Judith Haggins | 1401-201 | 863-662-7806 | starchildsb60200@yahoo.com |
| Larund Ouley | 1401 104 | | |
| Jocida Miller | 1407-201 | | |
| XXXXXXXXXX | | | |
| Santa Caraballo | 1407 103 | 863-709-3262 | |
| JESSICA Boyd | 1403-105 | 863-677-4699 | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |



Town Hall Meeting

WHEN: Thursday, November 21, 2013

WHERE: Carrington Place Community Room
1411 Kettles Avenue
Lakeland, FL 33805

TIME: 5:00 P.M. - 6:00 P.M. – Resident Meeting
6:00 P.M. – 7:00 P.M. – Neighborhood Watch

The Management of Renaissance, Washington Oaks, Lake Ridge and Carrington Place is hosting its monthly Town Hall Meeting. All residents and the general public are invited to attend.

AGENDA

1. Call Order
2. Greetings
3. Recognition of Guest(s)
4. Management / Staff– Updates
 - Office Hours
 - Work Orders
 - Emergency Calls
 - Dumpster Etiquette
 - Resident Etiquette
 - Resident Activities
5. Resident Concerns (2 min. Limit)
6. Next Schedule Meeting
7. Meeting Adjourned

Management Next Town Hall Meeting

Thursday, December 19, 2013

**Renaissance at Washington Ridge Senior Building
150 W. 14th Street
Lakeland, Florida 33805**

**Future Meeting: January 16, 2014
Carrington Place formerly Dakota Park**

Highlights from meeting of November 21, 2013

- Introductions of LHA staff and West Lake Management staff
- Discussed items on the agenda
- Resident concerns: New playground equipment that is ADA compliance
 Termites
 Pest Control getting better
 Unauthorized dogs being brought onto the property

Judith Haggins spoke to the residents and encouraged them to allow their children to participate in the upcoming event. She informed the residents that she is diligently working to have the children in the MLK Parade and solicit their support. She will be having a meeting to be announced at a later date regarding preparing for a Christmas celebration for the children

Meeting given to Cindy Sharp of the Lakeland Police Department for the second of three sessions for the Community Watch Program. The third and final meeting will be held January 21, 2014. This will be a big celebration and we will invite the Directors and ED of the LHA to attend.

