



SECRETARY'S REPORT

August 2021

BOARD MEETING

A. General Operations

1. The Fire Unit at 501HT restoration work has begun with Midwest Comfort Homes, LLC. Water lines were pressure tested and found 10 breaks in the copper lines. It was cheaper to replace the copper with PEX line and this will also assist in keeping the lines from freezing and breaking in the future. Replacement windows have been ordered with a lead-time of 8 weeks. The contractor hopes to be completed by the end of October 2021 on this unit.
2. Powell CWM, IHA Architects, are finalizing specifications and drawings on the Brick Tuckpointing job at Pleasant Heights West and North sides. IHA provided the architects the Davis-Bacon Wage Rates for Buildings (latest version as of July 9, 2021) as well as the Advertisement for the RFP. RFP will go out at the end of August.
3. Powell CWM are working on plans for enclosing the maintenance parking at the bottom of Pleasant Heights parking lot where our two snow plow trucks, maintenance on-call van and Jobs Plus ADA Passenger Van is parked. Currently, we are having our fence cut on the back side where the tree line is adjoining the Church of Christ parking lot. One of our snow plow trucks had its Catalytic Converter removed and we had to replace under insurance claim. IHA wants to enclose the parking area with a metal siding and roof to provide more security for the vehicles and get the vehicles out of the weather. We will remove the shed that is current there and enclose the entire fenced in area for storage and vehicles. We hope to have these plans within the next few weeks.
4. IHA sent out an RFP to local and state wide Employment Law Firms to have on retaining a firm for Employment Law questions since MHAPCI only allows for \$2,000 in consulting fees covered per year under our policy.
5. Central Office Siding and Front Entrance Canopy project specifications has been completed by Architects and 2 bids have already came in high. Awaiting a third bid from Midwest Comfort Homes LLC to see where their numbers come in at on the project costs. If lower than the prior two bids, IHA will move forward on this project.
6. IHA had its Workers Compensation Audit in July and once completed, which resulted in Midwest Public Risk paying us back \$918.06 as an overpayment from the prior year analysis.
7. IHA had its annual Independent Audit for all programs that HUD requires each housing authority to adhere to. At the end of the Audit, it was informed that our Section 8 program

files had two (2) findings, which were with miscalculation of Utility Allowances and missing 50058's in the tenant files. A corrective action plan by the housing authority has to be written and sent in with IHA's MDA or Management's Discussion and Analysis before the Audit is finalized.

8. Powell CWM are finalizing our Secured Garage plans. The City agreed to allow the new canopy front to be the actual front point for the garage instead of where the existing entry door is currently. Architects informed IHA that the existing concrete pad will have to be removed due to the slope of the concrete is angled from the parking lot to the back of the pad. If we enclose the garage, this will not be allowed, which requires the removal of the existing concrete and repour the pad with the slope heading towards the parking lot to keep water from coming into the garage. Drawings are complete and getting ready to send out bid package.
9. Un-Restricted Reserve and Balance Summary for FYE 03/31/2022
10. HCV Statistics for July 2021 (see enclosed)
11. LIPH Statistics for July 2021 (see enclosed)

B. Capital Fund Program Update

1. Pleasant Heights Elevator Renovation project is hopefully going to get bid on an RFP in the next 30-days, once the architects provide the updated specifications for the job. The only items that need replaced on these elevators are: Interior Doors and Exterior Doors for each floor; All interior buttons; all interior ceiling lighting to LED lighting; all flooring removed and replaced with LVT planks; all hallway station button panels and to ensure that the elevator cars have audio floor recognition as well as visual up/down arrows. IHA anticipates that these repairs should come in around \$200,000 or so.
2. 2019 CFP ESSG Grant for the Carbon Monoxide Detectors for the \$41,778 has been started by purchasing around \$30,249.45 for wired w/battery backup and battery only Carbon Monoxide/Smoke Detector Combos to replace at Hocker Heights. IHA ordered a 2nd round of \$7,956.9 in July and have around \$2,000 left in the grant to finish purchasing combo detectors.
3. IHA is getting ready to complete an RFP for Trash Compactor at Pleasant Heights and 2 for Southview Manor, one for each building. They are getting old and are having issues. These need replaced and get new bins for the compactors. Extra Bins will be ordered for replacements.
4. IHA will be going out for bid on the Brick Tuckpointing job at Pleasant Heights for the North and West side of the building.
5. Pleasant Heights had a sinkhole open up on the parking lot closest to Walnut St. We cut open the asphalt in a 25'x16' section of parking lot (around 2 spaces) and found a sewer line of the cities that had busted, which caused the underlayment of sediment to be removed and caused the asphalt to cave. City has been contacted but until they fix their line, we cannot fully repair the parking lot. We had a contractor place rock into the hole space and barricade the spaces off until the city does their work.