



INDEPENDENCE HOUSING AUTHORITY

SECRETARY'S REPORT

BOARD MEETING

December 17, 2019

A. General Operations

1. Alarm Systems have been added to all 3 property manager's offices as well as the PH Resident Council offices/community room. There was a break-in at the Resident Council community room area and their 55" TV was stolen. We added an extra deadbolt to the hallway door as well as glass break sensors and door sensors to the alarm panel to keep this from happening again.
2. Replacement of 4 - Fan Coil Heat/Air units in the basement hallway and 6 - Fan Coil Units around the 1st floor lobby area have been ordered by Lippert Mechanical, who won the bid process. They will begin work in January 2020.
3. The 3rd playground at Hocker Heights was removed but not replaced. Jobs Plus office is working with an outside partnering agency to begin a Community Garden in that space.
4. PH Manager Office and Assistant Manager's Office have their camera and audio installed. This protects both staff and residents to be able to get video and audio in case there is an incident that occurs. Atronic Alarms will be replacing the 7 cameras at the Community Bldg. but also installing a camera in the Maintenance Area, Laundry Area as well as the Camera w/ Audio function in the Manager's office. All other 7 cameras will be upgraded to cameras best suited for the cloud-based functionality to view from any device better. Atronic Alarms also have our alarm panel systems for the offices.
5. Tree Trimming Plus has replaced 2 trees at SVM and 1 tree at PH after removing the large trees that were either blocking our camera views or they were dead or dying.
6. Watchmen Security has installed the camera to watch our IHA vehicles parked at the Admin Office but monitoring of the camera has yet to begin. They are working out details from the Eagle Eye company. We are waiting on that to get complete before I can park the Honda Pilot back in front of the Admin Office.

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7. HH Laundry Room at the Community Bldg. will have a Magnetic lock system installed on the door along with an ADA door opening system with key fob access like you have at both PH and SVM buildings. The laundry room will be programmed to unlock for the key fob access at a certain time in the morning and at night. There will be a security camera installed inside the room to monitor activity because this will allow residents to access the laundry onsite over the weekends as well as during the week. Property staff currently have to unlock the door during office hours and lock it before we leave property. It is currently closed over the weekends. This new system will give residents access to more but make it safe as well.
8. Maintenance Supervisor went to free Playground Maintenance training at MPR and received certification. Heather, Melissa and myself went to the MPR Missouri Sunshine Law training on Open and Closed Board sessions.
9. ISD and Sherwin Williams partnered with IHA to paint the 1st floor lobby area. They did the painting project for free for IHA due to using it as a certification program for their students and other individuals wanting the certification. They did not have full capacity staff present for the 3 days of painting but they did get the majority of the painting completed, except for the mailroom. I will have a contractor finish painting that area as well as change out all the base molding on that floor to a lighter gray color and paint the ceilings an Ultra White color. The lighting on the ceilings and walls will be replaced in 2020 with LED fixtures and bright white bulbs which will brighten up the areas where the residents feel it is too dark due to the paint color. Each floor in the building will be a different color choice with a darker color on the railings down the hallway.
10. Weber Carpet will be replacing all 5 floors at both Buildings A and B with carpet squares and new base molding. Colors have yet to be chose and hopefully will be done this week before the Christmas holidays. The lobby areas will not be replaced with carpet squares at this time. It is the intention of IHA to replace that flooring later on in 2020 with LVT plank on all levels. That way, they can be mopped and kept cleaner.
11. Purchased 5 Ipad for Board Meetings to utilize Dropbox and put all reports into that program instead of emailing all reports and printing out for the board meeting.
12. Bid our SVM hallway carpet project and Weber Carpet will begin that work in January 2020.
13. Un-Restricted Reserve and Balance Summary for FYE 3/31/2020
14. HCV Statistics (see enclosed)
15. LIPH Statistics (see enclosed)

B. Capital Fund Program Update

1. Southview Manor Exterior Surface has been completed as well as the exterior patio repairs by contractor Tailor Made Exteriors, LLC.
2. IP Cloud-Based Cameras will be installed at Hocker Heights and Southview Manor between January 6-10.
3. Weber Carpet won the bid to replace all the hallways at Southview Manor with carpet squares instead of full sheets of carpet. New base mold will also be installed with the carpet. This project will begin in January 2020.
4. Grindaway, a concrete grinding company that went around all three properties and ground down the sidewalks that were either pushed up on the corners, causing a trip hazard or some of the patio landings were losing some concrete underneath them and they patched those areas along with some curb patching as well. Any sidewalk that has concrete separated more than ½” is considered a trip hazard and will be sited on the REAC inspection. This was done to prepare for the next HUD inspection that could come in either 2020 or 2021. IHA just needs to remain diligent and continue to fix/repair to ensure we continue to score high on our property inspection scores from HUD.
5. Otis Elevators gave me an update on the Southview Manor Elevators. The materials that they ordered should be coming in around January 18, 2020 and then they can prepare to work on one elevator at a time. I am suggesting that they begin with the elevator that has been down for the past 2-3 months because they cannot find the correct parts for it to get it back up and running. They have contacted the State of Missouri and let them know what the plans were and that all elevators will be replaced with new everything so that they can be easily repaired in the future.
6. Fan coil units at Pleasant Heights basement (4 units) and the 1st floor (6 units) will be replaced in January 2020.
7. Southview Manor pipe condensation project with the 10 units on the West side of the building has begun as well as re-insulating those lines after that project has been completed.
8. Pleasant Heights basement renovation of flooring, painting of wall, pipe condensation project should begin December 16, 2019.