

**MINUTES OF THE
HOLLYWOOD HOUSING AUTHORITY
HELD NOVEMBER 14, 2019
AT THE HOLLYWOOD HOUSING AUTHORITY OFFICE**

Present: Mr. Lloyd Edelstein, Chairman
Mr. David Dweck, Vice Chairman
Ms Carolyn Pitter, Commissioner
Mr. Jared Anton, Commissioner
Ms Maria Diaz, Commissioner -Not Present

Also Present: Mr. Tim Schwartz, Executive Director – Hollywood Housing Authority
Mr. Tony Urrutia – Recording Secretary
Ms Taymir Sempe - Hollywood Housing Authority

Meeting was called to order at 4:00 PM and roll was called.

A motion was made by Mr. Dweck, seconded by Mr. Anton to approve the Agenda.

A motion was made by Mr. Dweck to table the minutes of September 19, 2019 and September 26, 2019 until the next board meeting. Mr. Anton seconded the motion. All in favor.

RESOLUTIONS AND COMMUNICATIONS

Regarding Resolution 435 Mr. Edelstein mentioned that we need to prepare a request letter to submit to the HUD SAC office in order to request for the ground lease to be extended from a period of 65 years to 99 years. Mr. Edelstein mentioned that he spoke to an official from HUD and he was advised that we prepare a simple paragraph on our letterhead with our request. HUD will then respond to our request. Mr. Anton made a motion to reword Resolution 435 and to prepare our request on our Housing Authority letterhead for submission to the HUD SAC office. Mr. Dweck seconded the motion. Mr. Anton made a motion requesting that after Mr. Schwartz prepares the letter for the HUD SAC office that he let Mr. Edelstein review it. After the letter receives Mr. Edelstein's approval, that the letter then be submitted to HUD. Mr. Dweck seconded Mr. Anton's motion. All board members were in favor.

The September Financials were discussed by the board. Mr. Schwartz explained that HUD has been giving the Housing Authority between 100K and 150K more per month because they had underestimated the amount that the Housing Authority would need when HUD changed over to zip code specific payment standards in April of 2018. Mr. Schwartz stated how he and Ms Sempe have been in contact with both the Jacksonville and Kansas City HUD offices in order to be removed from the HUD shortfall list which should happen in the Spring of 2020.

Mr. Edelstein asked about the \$85K that is showing in the Tenant Based Rental Assistance (TBRA) bank account. Mr. Schwartz informed Mr. Edelstein that we completed our participation with the TBRA program and that these monies should be returned to the Florida Finance Housing Corporation since these funds were not used.

Mr. Edelstein noted how the Lease Purchase Program is operating at a small deficit. Mr. Schwartz explained that we recently had 3 apartments that had been heavily damaged in the past few months by exiting tenants and it has taken time to repair to make them rentable again. Mr. Schwartz explained how we collect a \$800 deposit for each apartment but that the damage in these 3 apartments was in excess of the \$800 security deposit amount. Mr. Edelstein asked what does the Housing Authority get for managing the Lease Purchase Program? Mr. Schwartz explained how the Housing Authority receives

5% of the gross rental income each year. Mr. Edelstein inquired to see if we could hire a person to manage the apartments at the Lincoln Street property? Mr. Dweck suggested that he thought that it would be a good idea to look into a property management company to assist the Housing Authority. We have a maintenance man who is paid from the funds of the lease purchase program.

Mr. Schwartz stated that he had received a request from Mutual of America on behalf of Kathy Chopard. Ms Chopard is requesting for her annuity to be paid out on a monthly basis instead of receiving a lump sum basis. Mr. Anton made a motion to approve to allow Ms Chopard to receive her annuity on a monthly basis. Mr. Dweck seconded the motion. All board members were in favor. Mr. Edelstein spoke to the insurance company and was informed that our permission was not necessary. Mr. Edelstein asked whether the Housing Authority has paid Ms Chopard for her vacation hours and sick hours yet? Mr. Schwartz confirmed that the Housing Authority has paid Ms Chopard for her vacation time but has not paid her for one-third of her sick hours.

Mr. Edelstein suggested for an HR consultant meet with Mr. Schwartz to review any current staffing needs we may have. Mr. Edelstein asked when was the most recent salary survey the Housing Authority received? Mr. Schwartz informed Mr. Edelstein that about 2 and a half years ago is when we received our most current salary survey.

A motion was made by Mr. Anton to adjourn the meeting, seconded by Mr. Dweck.

The board meeting was adjourned at 5:10 P.M.

Respectfully submitted,

Tim Schwartz
Executive Director

Lloyd Edelstein
Chairman