

# TOWN OF HUNTINGTON HOUSING AUTHORITY

Board of Commissioners **Annual** Meeting Scheduled

Tuesday, July 19, 2022

at 6:00 PM

Location: Huntington Housing Authority's **Board Room**

1 Lowndes Avenue, Huntington Station, NY 11746

**Zoom Available**

Conference Call in Number: (631) 427-6220 ext. 160

<https://us02web.zoom.us/j/83404320899?pwd=amRiT21pdDJIRzF6Q0cvMzUwN1Vsdz09>

Meeting ID: 834 0432 0899

Passcode: 634995

Zoom call in phone number 1-929-205-6099

## **Agenda**

1. Pledge of Alliance
2. Roll Call
3. Elections
4. Adjourn Meeting

**MEETING IS OPENED AT 6:00 PM**

# HUNTINGTON *Housing Authority*

1A Lowndes Avenue  
Huntington Station, N.Y. 11746  
(631) 427-6220-Fax (631) 427-6288

JAMES MCGOLDRICK  
CHAIRPERSON

JACQUETTA HARRIS  
EXECUTIVE DIRECTOR

BOARD OF COMMISSIONERS  
CINDY DUNMORE  
ROBERT G. FONTI  
SIDNEY JOYNER  
BARRY LITES  
KEVIN LYONS

## Memorandum

**To:** Town of Huntington Housing Authority (TOHHA) Board of Commissioners  
**From:** Jacquetta Harris, Executive Director  
**Re:** Resident Commissioner Election  
**Date:** July 19, 2022

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The Resident Commissioner election process was followed as listed below. The election was held Wednesday, July 6, 2022, from 9am to 8pm in the Gateway Gardens Community Room. The League of Women's Voters stated that they do not need to run the election with only one candidate on the ballot. The HHA staff and were present for voters. Only one candidate was on the ballot and a section for a write-in candidate. All candidates, including write-ins, are required to be in good standing. The candidate, Cynthia Gonzalez, with the most votes met all criteria. Ms. Gonzalez was sworn in at Town Hall on Wednesday, July 13, 2022. Cynthia Gonzalez's term as a Commissioner that is a resident on June 22, 2026.

### RESIDENT COMMISSIONER STEPS FOR ELECTION

1. Send notice to all residents of the opening for a Resident Commissioner and provide guidelines for those interested in applying.
2. Any Eligible Resident desiring to become a candidate shall request from the Election Committee petitions for becoming a candidate. 1. Obtain 5% of resident's signatures. 2. Petitions must be notarized before submitting. 3. Petitions may be circulated for a period of three (3) weeks. 4. Submit a brief resume and willingness to serve.
3. Once a candidate's criteria are met name will be listed on a Notice of Candidates; these notices shall be posted at Administration Office, Each GG bldg., MH community room, and website.
4. 30 days prior to the Election, a notice will go out to all residents indicating when the election will be held and where to vote.
5. Election will be held. (An independent Third Party will be used to assist with the THHA-designated Election Committee to conduct the election).
6. Independent Third Party will make a determination of the results of the election. And shall make that certification in writing to the Executive Director within seven (7) days.

# TOWN OF HUNTINGTON HOUSING AUTHORITY

Board of Commissioners Meeting Scheduled

Tuesday, July 19, 2022

at 6:00 PM

Location: Huntington Housing Authority's **Board Room**

1 Lowndes Avenue, Huntington Station, NY 11746

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Meeting ID: 834 0432 0899

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Zoom call in phone number 1-929-205-6099 code 634995#

## **Agenda**

1. Pledge of Allegiance
2. Public Comment
3. Roll Call
4. Executive Session
5. Reading and approval of the meeting minutes (April, May, June)
6. Board Requests/Director's Report/Financial Report (15 minutes)
  - a. 2021 Annual Plan and HUD Form 50077-ST-HVC-HP
  - b. Proposed Language Change to Administrative Plan
  - c. Updated Action Plan
  - d. General Contractor for Gateway Gardens
  - e. Loan Amount
7. Old Business
  - a) Gateway Gardens Construction and Residents
  - b) Gateway Garden Finances, HHA
8. New Business
9. Adjourn Meeting

MEETING IS OPENED AT 6:00 PM

Minutes of the  
April 12, 2022  
Town of Huntington Housing Authority  
Board Meeting

A meeting was held on the 12th day of April 2022. The meeting was called to order at 6:15PM by Chairman James McGoldrick in the Board Room at 1 Lowndes Avenue, Huntington Station, NY 11746.

**ROLL CALL**

There was a roll call, and the following were present: Commissioners: James McGoldrick; Kevin Lyons; Robert G. Fonti; and Cindy Dunmore.

Also present: Jacquetta Harris, Executive Director and Paul Levitt, Legal Counsel.

**READING AND APPROVAL OF MINUTES**

Chairman McGoldrick tabled the approval of the February and March minutes due to no quorum at the time.

**COMMUNICATIONS**

EFPR Group, Certified Public Accountants provided a 20-minute presentation of HHA 2021 audit findings. Nicholas Beauchamp was the presenter and answered all questions presented. EFPR had no findings but recommendations which are included and easily identifiable in the audit packet and accompanying letters. Recommendations for high cash amounts include investments and capital improvements. All audit finding packets were ready and available for distribution.

Michael Maurice, Accountant provided the 2<sup>nd</sup> quarter budget to actual report to the board and answered all questions. Mr. Maurice does not determine how a program should be operated or staffing. He did confirm that the current salaries are in alignment with the standard titles.

**SECRETARY'S REPORT**

**DIRECTOR'S REPORT**

Board approved Borg and Associates for Insurance Broker Services for HHA, MH, and 6<sup>th</sup> Avenue property.

Board tabled bank consolidation of accounts request, note this is an EFPR Group and Marcum LLP recommendation.

Board packet includes the new Executive Director Performance Evaluation.

The Board received the financial report in the Board Packet for their reference and review. Expenditures, to date actuals, and revenue for Millennium Hills, Gateway Gardens, and THHA are included in the packet. Delinquent rents, bank accounts, and approved checks are included.

**OLD BUSINESS**

Executive Director provided a Gateway Gardens update: Air quality checks were performed on 4/12/2022 for building 1 and 3. BBS architects came on-site on 4/8/2022 to look at the roof. BBS stated they will have the scope of work the week of April 18, 2022, and cost estimates to follow.

**NEW BUSINESS**  
**from March 14, 2022, Board Meeting**

Executive Director distributed a proposed Capitalization Policy (by e-mail to all on 3/15/2022 and hard copy mailed to Commissioner's Fonti, Dunmore, and Joyner) for review and feedback for May 2022 Board Meeting approval request.

Executive Director distributed proposed Procurement Policy language regarding Disposal of Personal Property (by e-mail to all on 3/15/2022 and hard copy mailed to Commissioner's Fonti, Dunmore, and Joyner) for review and feedback for May 2022 Board Meeting approval request.

Legal counsel will submit conflict of interest documents for review and signature for the May Board meeting.

**RESOLUTIONS**

Board approved contracting with Borg Insurance Group for Town of Huntington Housing Authority, Millennium Hills, and 6<sup>th</sup> Avenue Property for Insurance Broker Services for the new insurance renewal June 2022. Motion offered by Chairman McGoldrick, seconded by Commissioner Dunmore - all in favor. Motion carried unanimously.

**ADJOURNMENT**

Motion to adjourn at 7:37 PM by Chairman McGoldrick, seconded by Commissioner Dunmore-all in favor. Motion carried unanimously.

**EXECUTIVE SESSION**

None

Submitted by: Jacquetta A. Harris, Executive Director

Dated: \_\_\_\_\_ Secretary: \_\_\_\_\_

Minutes of the  
May 10, 2022  
Town of Huntington Housing Authority  
Board Meeting

A meeting was held on the 10th day of May 2022. The meeting was called to order at 6:24PM by Chairman James McGoldrick in the Board Room at 1 Lowndes Avenue, Huntington Station, NY 11746.

**ROLL CALL**

There was a roll call, and the following were present: Commissioners: James McGoldrick; Kevin Lyons; Barry Lites; and Sidney Joyner.

Also present: Jacquetta Harris, Executive Director and Paul Levitt, Legal Counsel.

**READING AND APPROVAL OF MINUTES**

There was a motion to approve the minutes from February 8, 2022, by Chairman McGoldrick, seconded by Commissioner Sidney Joyner. March and April minutes are tabled until the next meeting as they must be approved by Commissioners that were present for that meeting.

**COMMUNICATIONS**

**SECRETARY'S REPORT**

**DIRECTOR'S REPORT**

Executive Director requested that the board approve consolidating bank accounts based on the recommendation of Michael Brown of Marcum and EFPR auditors. As noted, there are no regulatory requirements for the accounts consolidated without harm to the agency. Board approved unanimously.

Executive Director requested that the board approve adopting a presented Capitalization Policy with a threshold of \$5,000.00. Board approved unanimously.

Executive Director requested that the board approve proposed language to the Procurement Policy for disposal of agency's personal assets exceeding \$500.00. Legal counsel recommended that this is a standalone policy, board attendees agreed. Board approved unanimously as policy.

Executive Director requested that the board approve adopting Juneteenth as a holiday for HHA. Conversation ensued if a resolution was needed for this state holiday. Final conversation recommended to have it on the record. Language will be added to the Personnel Manual, Board approved unanimously.

Executive Director requested that the board approve Cyber Insurance that expires 5/15/2022. Cost and services comparison chart was provided for the three options: Cowbell National (Salerno), Corvus (Borg), and Coalition (Borg). The lowest premium, admitted carrier, deductible was selected, which was Cowbell National. Board approved unanimously.

THHA Matters were reviewed. Executive Director provided a PowerPoint presentation for Board Members for Disposing Public Housing. More information will be discussed in the June Board meeting.

The Board received the financial report in the Board Packet for their reference and review. Expenditures, to date actuals, and revenue for Millennium Hills, Gateway Gardens, and THHA are included in the packet. Delinquent rents, bank accounts, and approved checks are included.

**OLD BUSINESS**

Executive Director provided a Gateway Gardens update: Air quality checks were performed on 4/12/2022 for building 1 and 3 and the reports were included in the Board Packet. BBS Construction Drawings are waiting approval from our partners, Regions.

**NEW BUSINESS**  
**from March 14, 2022, Board Meeting**

Legal counsel will submit conflict of interest documents for review and signature for future Board meeting.

**RESOLUTIONS**

**Approval of Resolution:** The Board approved consolidating 21 bank accounts to 13, based on the recommendation of Marcum and EFPR auditors. Motion offered by Treasurer Barry Lites, seconded by Chairman McGoldrick. Four in favor, none opposed – all in favor. Motion carried unanimously.

**Approval of Resolution:** The Board approved adopting a new Capitalization Policy with a threshold of \$5,000.00. Motion offered by Chairman McGoldrick, seconded by Commissioner Joyner. Four in favor, none opposed – all in favor. Motion carried unanimously.

**Approval of Resolution:** The Board approved adopting a new Personal Assets Disposal policy for personal assets exceeding \$500.00. Motion offered by Treasurer Lites, seconded by Chairman McGoldrick. Four in favor, none opposed – all in favor. Motion carried unanimously.

**Approval of Resolution:** The Board approved adopting a Juneteenth Holiday as the 14 staff holiday. Motion offered by Treasurer Lites, seconded by Vice-Chairman Lyons. Four in favor, none opposed – all in favor. Motion carried unanimously.

**Approval of Resolution:** The Board approved Cyber Insurance with Cowbell National effective for 5/14/2022 to 5/14/2023. Motion offered by Chairman McGoldrick, second by Commissioner Joyner – all in favor. Motion carried unanimously.

**ADJOURNMENT**

Motion to adjourn at 7:09 PM by Treasurer Lites, seconded by Chairman McGoldrick-all in favor. Motion carried unanimously.

**EXECUTIVE SESSION**

None

Submitted by: Jacquetta A. Harris, Executive Director

Dated:\_\_\_\_\_ Secretary: \_\_\_\_\_

Minutes of the  
June 14, 2022  
Town of Huntington Housing Authority  
Board Meeting

A meeting was held on the 14th day of June 2022. The meeting was called to order at 6:07PM by Chairman James McGoldrick in the Board Room at 1 Lowndes Avenue, Huntington Station, NY 11746.

**ROLL CALL**

There was a roll call, and the following were present: Commissioners: James McGoldrick; Kevin Lyons; Robert G. Fonti; and Sidney Joyner.

Also present: Jacquetta Harris, Executive Director and Paul Levitt, Legal Counsel.

**READING AND APPROVAL OF MINUTES**

There was a motion to approve May 5 meeting minutes by Commissioner Fonti, seconded by Chairman McGoldrick. There was no quorum to vote on April 12 and May 10 meeting minutes. April 12, 2022, and May 10, 2022, meeting minutes will be tabled until the July 12 board meeting.

**COMMUNICATIONS**  
**SECRETARY'S REPORT**  
**DIRECTOR'S REPORT**

Executive Director requested that the board approve the proposed Administrative Plan language to allow inspections to accept owner's self-certifications for minor repairs. Board approved unanimously.

Executive Director requested that the board approve binding the Huntington Housing Authority insurance coverage for 2022 to 2023 under Salerno Brokerage, retroactive to June 13, 2022. Board approved unanimously.

Executive Director requested that the board approve payment to G-Tech Restoration, Inc for their past due invoice. Board approved unanimously that the request is for the Millennium Hills HDFC approval since the funds would go from Millennium Hill Development Fund to Gateway Gardens.

Executive Director requested that the board approve the temporary hire of Rental Subsidy Program Technician for 3-months (3-months is the only temporary approval Civil Service will provide). Board approved unanimously.

Executive Director requested that the board approve the hiring proposed a security guard for Gateway Gardens for 5days a week the 2<sup>nd</sup> shift. This cost was put in the 2022 GG Budget. This would have to be approved by the Gateway Gardens HDFC Board.

Board Chairman requested that the GG HDFC board approve the DVRs for Gateway Gardens be a part of the security increase and can be used by the security guard. Also, that the DVR setup be placed in the administrative building. This would have to be approved by the Gateway Gardens HDFC Board.

Gateway Gardens Board Meeting was reconvened to vote on the Security Guard and DVRs for the Gateway Gardens Cameras.

The Board received the financial report in the Board Packet for their reference and review. Expenditures, to date actuals, and revenue for Millennium Hills, Gateway Gardens, and THHA are included in the packet. Delinquent rents, bank accounts, and approved checks are included.

Concerns were addressed regarding conflict of interest for working for an entity of HHA and serving in a commissioner capacity. Legal counsel will submit in writing their opinion.



### **OLD BUSINESS**

BBS Construction Drawings were approved by Regions Affordable Housing and Gateway Gardens HDFC Board. The next step will be the building nine bid proposal being advertised. A draft checklist of the process to complete building nine was shared in the board packet as an addition.

### **NEW BUSINESS**

Legal counsel will submit conflict of interest documents for review and signature for future Board meeting.

### **RESOLUTIONS**

**Approval of Resolution:** The Board accepted to authorize Executive Director to adopt proposed Administrative Language changes in chapter nine for self-certification on minor repairs. Motion offered by Chairman McGoldrick-seconded by Commissioner Fonti, all in favor, the motion carried unanimously.

**Approval of Resolution:** The Board retroactively approved Executive Director to bind insurance effective June 15, 2022, to June 15, 2023, for HHA from H.C.C. Public Risk/U.S. Specialty Insurance Company for the total of \$64,135.04. Salerno Brokerage Corporation were the only insurance brokers to submit a quote. Motion offered by Commissioner Fonti-seconded by Chairman McGoldrick, all in favor, the motion carried unanimously.  
none opposed – all in favor. Motion carried unanimously.

**Approval of Resolution:** The Board accepted to authorize the Executive Director to hire temporary (3 months) for the Rental Subsidy Program Technician position, Dana Quinn at the rate identified of 37.88. Civil Service Office has approved. Motion offered by Chairman McGoldrick, seconded by Commissioner Fonti, all in favor, the motion carried unanimously.

### **ADJOURNMENT**

Adjourned meeting at 6:36 PM to reconvene the Gateway Gardens HDFC board meeting. Reconvened meeting at 6:44 PM. Motion to adjourn at 7:06 PM by Chairman McGoldrick, seconded by Commissioner Joyner- all in favor. Motion carried unanimously.

### **EXECUTIVE SESSION**

Submitted by: Jacquetta A. Harris, Executive Director

Dated: \_\_\_\_\_ Secretary: \_\_\_\_\_

## **DIRECTOR'S REPORT**

To: Board of Commissioners  
From: Jacquetta Harris, Executive Director  
Re: Board Report  
Date: 7/19/2022

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### **Town of Huntington Housing Authority**

#### **APPROVAL REQUESTS**

- 2021 Annual Plan and HUD Form
- Proposed Language for Administrative Plan
- Updated Action Plan
- General Contractor for Gateway Gardens
- Loan

# HUNTINGTON *Housing Authority*

1A Lowndes Avenue  
Huntington Station, N.Y. 11746  
(631) 427-6220-Fax (631) 427-6288

JAMES MCGOLDRICK  
CHAIRPERSON

JACQUETTA HARRIS  
EXECUTIVE DIRECTOR

BOARD OF COMMISSIONERS  
CINDY DUNMORE  
ROBERT G. FONTI  
SIDNEY JOYNER  
BARRY LITES  
KEVIN LYONS

## Memorandum

**To:** Town of Huntington Housing Authority (TOHHA) Board of Commissioners  
**From:** Jacquetta Harris, Executive Director  
**Re:** 2022 Annual Plan  
**Date:** July 19, 2022

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Town of Huntington Housing Authority announced a 45-day comment period beginning 3/14/2022 and ended 04/27/2022 to solicit comments concerning the 2021-2022 Annual Plan. A hard copy was available at 1-A Lowndes Avenue and a copy was placed on the website. An electronic copy was sent to the Town of Huntington's office for their review. A public hearing was held on Friday, April 29, 2022, at 12 noon via zoom. During the 45-day comment period and the Public Hearing no comments were given from any parties.

I am requesting approval for the 2021-2022 Annual Plan and authorization for the Board Chairman to sign form HUD-50077-ST-HCV-HP to show compliance with PHA Plan and related regulations for submission to HUD.



Agenda Item #

## Board Approval Request

### TOHHA BOARD ACTION ITEM

Date: July 19, 2022

Department:	Town of Huntington Housing Authority
Contract Item(s):	Agency 2022 Annual Plan
Funds from:	Town of Huntington Housing Authority
Location(s):	1 Lowndes Avenue, Huntington Station, NY 11746
Scope of Work:	Town of Huntington Housing Authority announced a 45-day comment period beginning 3/14/2022 and ended 04/27/2022 to solicit comments concerning the 2022 Annual Plan. A hard copy was available at 1-A Lowndes Avenue and a copy was placed on the website. An electronic copy was sent to the Town of Huntington's office for their review. A public hearing was held on Friday, April 29, 2022 at 12 noon via zoom. During the 45-day comment period and the Public Hearing no comments were given from any parties.
Cost Estimate:	Not applicable
<b>RECOMMENDATION:</b>	Approve 2022 Annual Plan and authorize Board Chairman to sign form HUD-50077-ST-HCV-HP to show compliance with PHA Plan and related regulations for submission to HUD.
Contractor	Not applicable
Amount	
Contingency	\$0
Amount Not to Exceed	\$0



1-A Lowndes Avenue  
Huntington Station, NY 11746  
(631) 427-6220

## Memorandum

**To:** TOHHA Board of Commissioners  
**From:** Jacquetta Harris, Executive Director  
**Re:** Proposed Language Change for Administrative Plan  
**Date:** July 19, 2022

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Town of Huntington Housing Authority adopted a written administrative plan that establishes local policies for administration of the Housing Choice Voucher Program (aka Section 8) in accordance with US Housing and Urban Development requirements. The Administrative Plan and any revisions of the plan must be formally adopted by our Board of Commissioners or other authorized PHA officials

PHA standard practice is to have the rent increase at the annual recertification. I am proposing the following language is added to our Administrative Plan to relieve the burden to the program participant (unexpected rent) and interim recertifications (due to rent changes). Our office will use our Callmax system and annual mailings to landlords to remind them to submit rent increases with the required notice.

### PROPOSED RENT INCREASE LANGUAGE

#### Chapter 8.6 Rent Increases

##### HHA Policy

An Owner's request for a rent increase must be submitted in writing to the PHA sixty (60) days prior to the anniversary date of the HAP contract and must include the new rent amount the owner is proposing. For example, if the HAP contract anniversary date is May 1, the owner must submit their request for a rent increase **by March 1** to be effective for May 1.

I recommend adding this language to the current Administrative Plan.



Agenda Item #

## Board Approval Request

### TOHHA BOARD ACTION ITEM

Date: July 19, 2022

Department:	Huntington Housing Authority
Contract Item(s):	Proposed Administrative Plan Language Change
Funds from:	No cost associated
Location(s):	Administrative Plan
Scope of Work:	Update Administrative Plan with Proposed Language Changes.
Cost Estimate:	No cost associated
<b>RECOMMENDATION:</b>	Authorize the Executive Director to update the Administrative Plan with the following change in Chapter 8.6 Rent Increases: HHA Policy An Owner's request for a rent increase must be submitted in writing to the PHA sixty (60) days prior to the anniversary date of the HAP contract and must include the new rent amount the owner is proposing. For example, if the HAP contract anniversary date is May 1, the owner must submit their request for a rent increase by March 1 to be effective for May 1.
Contractor	
Amount	Not applicable
Contingency	#VALUE!
Amount Not to Exceed	#VALUE!
Bids were solicited and received as follows:	
Bid packages were picked up and received as follows:	



**1-A Lowndes Avenue**  
Huntington Station, NY 11746  
(631) 427-6220

## **Memorandum**

**To: TOHHA Board of Commissioners**  
**From: Jacquetta Harris, Executive Director**  
**Re: Proposed Language Change for FSS Action Plan**  
**Date: July 19, 2022**

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The Family Self-sufficiency Program, commonly known as FSS, helps families increase their earnings and build financial capability and assets. For families living in HUD-assisted multifamily developments FSS is a voluntary program for families; a family can choose whether or not to participate. Town of Huntington Housing Authority (THHA) implemented its FSS program around 2017 and the Board of Commissioners approved the updated Action Plan February 8, 2022.

HUD is requiring all Family Self-Sufficiency Programs to submit an updated Action Plan with new changes. Effective June 16, 2022 no new participants can be enrolled into the FSS program until HUD approves the PHA updated FSS Action Plan.

I revised the February 8, 2022 Action Plan with the new changes identified below. I am requesting approval of the July 2022 revised Action Plan.

Changes include:

- The program participant does not have to be the head of household but any agreed upon family member in the household.
- Modify goals in the participant plan.
- Re-enrollment requirements



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## Memorandum

**To:** TOHHA Board of Commissioners  
**From:** Jacquetta Harris, Executive Director  
**Re:** Approve Alternative 1 and 2 with base bid  
**Date:** July 19, 2022

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7 General Contractor Sealed Bids Submitted 7/12/2022

	Mt. Olympus Restoration	Preferred Construction	ACL Construction Corporation	JNH Construction Group	M & N Construction	Ashlar	Irwin Contracting
<b>Bid Amt.</b>	393,000.00	596,000.00	425,000.00	479,000.00	537,454.00	475,000.00	610,000.00
<b>Alt 1.</b>	25,000.00	29,315.00	18,000.00	35,000.00	29,462.00	35,000.00	36,000.00
<b>Alt 2.</b>	12,000.00	6,315.00	10,000.00	4,900.00	26,241.00	7,000.00	2,500.00
<b>Total Cost</b>	<b>\$430,000</b>	<b>\$631,630</b>	<b>\$453,000</b>	<b>\$518,900</b>	<b>\$593,157</b>	<b>\$517,000</b>	<b>\$648,500</b>

Alternate No. 1: Removal of all copper cold and hot water supply lines throughout the (4) units and within the crawl space limits and install new PEX piping to new fixtures. G.C. to remove and install new shut off valves at new lavatories, toilets, and kitchen sinks.

Alternate No. 2: De-energizing and removing all electrical outlets and switches. The contractor shall supply and install new outlets and switches by Eaton or equal. GFCI outlets to be installed in the bathroom and kitchen as required by code.

The reason for not including these items in the base bid is because these items are still intact and functional.

Having the numbers separated out of the base bid gives the board the opportunity to vote to approve to have this work performed or to eliminate it from the project. It also allows for the board to see the cost of these alternates separately from the base bid.

As part of building nine restoration to the four units I am requesting the board to approve Alternative No. 1 and Alternative No. 2 to the base bid to update plumbing and electrical.

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Huntington Station, NY 11746  
(631) 427-6220

## Memorandum

**To:** TOHHA Board of Commissioners  
**From:** Jacquetta Harris, Executive Director  
**Re:** Approve General Contractor  
**Date:** July 19, 2022

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	Mt. Olympus Restoration	Preferred Construction	ACL Construction Corporation	JNH Construction Group	M & N Construction	Ashlar	Irwin Contracting
<b>Bid Amt.</b>	393,000.00	596,000.00	425,000.00	479,000.00	537,454.00	475,000.00	610,000.00
<b>Alt 1.</b>	25,000.00	29,315.00	18,000.00	35,000.00	29,462.00	35,000.00	36,000.00
<b>Alt 2.</b>	12,000.00	6,315.00	10,000.00	4,900.00	26,241.00	7,000.00	2,500.00
<b>Total Cost</b>	<b>\$430,000</b>	<b>\$631,630</b>	<b>\$453,000</b>	<b>\$518,900</b>	<b>\$593,157</b>	<b>\$517,000</b>	<b>\$648,500</b>
<b>With 10% Contin gency</b>			<b>\$498,300</b>				

As part of the process BBS Architects/Engineers wrote the General Contractor Gateway Gardens Restoration Project bid proposal and managed all questions and submissions. The sealed bid proposal submission session was held on 7/12/2022.

Mt. Olympus Restoration and Ashlar did not submit required documents at the time of opening the sealed bids and thus cannot be considered for selection.

The next lowest bid was ACL Construction. Per the attached letter from BBS Architects/Engineers their bid appears to be in conformance with all plans and specifications. Past works has been satisfactory. Legal Counsel performed a litigation due diligence and bankruptcy search with no findings.

I am recommending that Gateway Gardens LLC enter into contract with ACL Construction Corporation.

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**1-A Lowndes Avenue**  
Huntington Station, NY 11746  
(631) 427-6220

## Memorandum

**To:** TOHHA Board of Commissioners  
**From:** Jacquetta Harris, Executive Director  
**Re:** Disposal of Property  
**Date:** July 19, 2022

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Following the Personal Asset Disposal Policy, the following printer items that were stored in the basement under the stairwell were no longer needed for agency operations and were disposed. The printers, monitor, and scanner (listed below) were disposed of at the Huntington Recycling Center on 641 New York Avenue on 6/8/2022.

<b>DESKTOP PRINTERS</b>	<b>CHECK SCANNER</b>
U60964e6j190330	30511147352
U60964e6j190304	<b>MONITOR</b>
U60964E6J192084	319785.001

**FOLLOW-UP:**

Legal Counsel will follow up with Conflict-of-Interest Documents

## **THHA MATTERS**

- 2<sup>nd</sup> VP of Long Island Women Voters of Huntington (DSlavin) met with a few members of their Board of Directors about working with the HHA to get out the vote in November. They were excited to know you would be willing. We will be included in a mini grant sponsored by the LWV NY. HHA will offer Callmax texting alerts to notify residents about voting information. The texts will include information about the importance of voting, how to find out about candidates, and voting options such as voting using absentee ballots, and in-person voting during the early voting period and on election day. Also, they will conduct voter registration drives at Gateway Gardens and Millennium Hills sometime in the fall.
- Chairman McGoldrick introduced Jacquetta to three members of Huntington COPE Unit. On 6/30/2022 Jacquetta met with the COPE Unit to outline a backpack give-away. The event will be held Thursday, August 25, 2022, from 12 noon to 2PM. The COPE unit will get the backpack donations and pizza from the community. Jacquetta will advertise to GG families.
- Camera accessibility status for Gateway Gardens (waiting for funds).
- Executive Director available on the 2<sup>nd</sup> and 4<sup>th</sup> Thursday a month from 5pm to 6pm in Gateway Gardens Community room to meet with any resident(s) to discuss housing concerns. All Commissioners are invited. Last meetings were held May 12 and 26: A lot of conversation around people hanging out and leaving bottles. People and cars are noisy and leave litter, it is not only the residents but people from the community that hang out.
- Trainings Executive Director attended: Public Housing Repositioning: Wednesday Webinar series – Disaster Strikes! What to Do?
- Director ADP time keeping documentation for the month of June.

### **Housing Choice Voucher Program (aka Section 8)**

- As of 2/28/2022 we had 1,497 applicants on the Housing Choice Voucher Waiting List. As of May 1, 2022, we have 188 applicants on the HCV Waiting List. In the process on issuing 50 HCV vouchers.
- Executive Director has joined Long Island Landlord Associations to represent and inform of the Housing Choice Voucher Program.
- Housing Choice Voucher funding and voucher utilization goal is 95% to 98%. We are currently around 57% utilization of vouchers and 88.7% utilization of funds.

### **Millennium Hills/Public Housing**

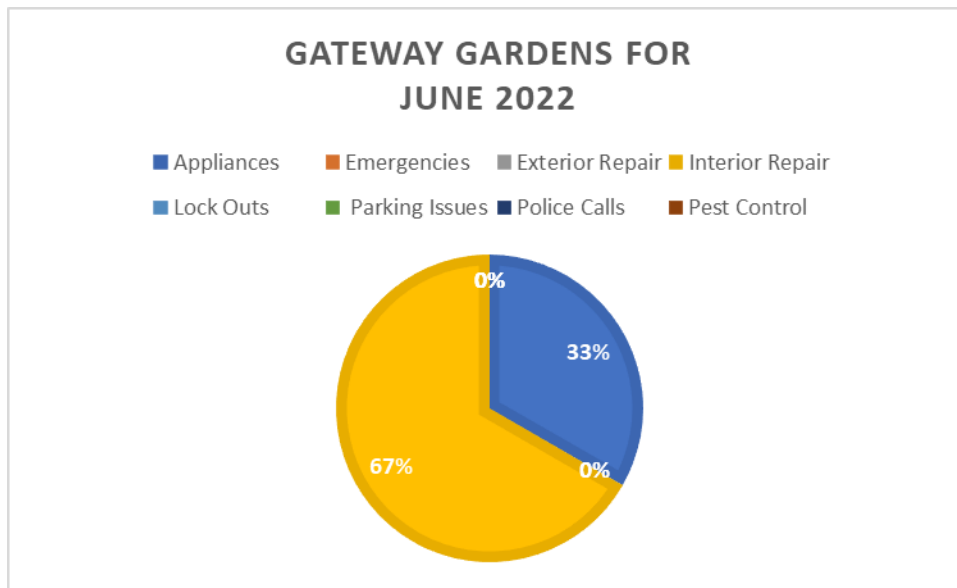
- June 6, 2022, local office HUD Engineer came on-site and did a walk-through with Inspector, Maintenance Mechanic, Assistant Director of Housing, and Executive Director to provide guidance for upcoming REAC inspection (date still not identified). HUD Engineer verbally noted that our Inspector is knowledgeable about the REAC requirements.
- Currently, we have thirty-five applicants on the Waiting List. Prior we had 656 applicants; the purge removed 621 applicants that could not be reached.
- May 3, 2022, HOA Board Meeting held. Finances current, no outstanding bills; MH repairs are being completed from our Pre-REAC Inspection in Feb/March. Setting aside reserves for street pavement.
- Two (2) vacancies, in the process of leasing up.
- HUD Real Estate Assessment Center (REAC) Inspections will be conducted by HUD in 2022 and we have started the internal process now on inspections.
- Working with CDCLI on weatherization grant.
- K.G. Mechanical was awarded the contract for MH HVAC Project. Starting in July to look at the units.

### **Family Self-Sufficiency (FSS)**

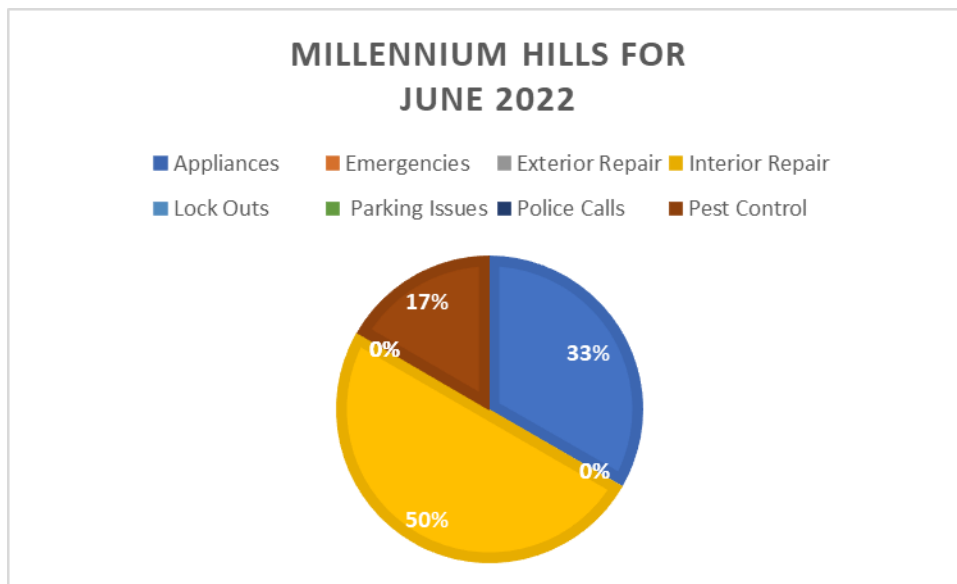
- Twenty-nine participants and 17 FSS participants with escrow accounts. Added two new participants to the program. Requesting to hire temporary person in place until new hire is selected.

### **Maintenance Report**

## GATEWAY GARDENS



## MILLENNIUM HILLS



## **JUNE FINANCIAL REPORTS**

<b>Delinquency Report</b>	<b>GG \$142,243.43</b>	<b>MH \$90,176.74</b>	<b>TOTAL: \$232,420.17 (prior month \$241,981.35 decrease of \$9,561.18)</b>
<b>Account</b>	<b>Starting Balance</b>	<b>Available Balance</b>	<b>Purpose</b>
General Fund Public Housing xxxx2281 / TD	\$363,840.44	\$329,042.45	This is the old Public Housing account. Pay expenses that are allocated. Funds also from MH operating acct & GG acct. ED/Program Coordinator have access.
Public Housing Reserve xxxx2322/ TD	71,004.79	71,004.79	Unrestricted for Public Housing no HUD requirement.
PH Gerwin Capital Fund xxxx2372 / TD	\$1,013.04	\$1,013.34	Unrestricted for Public Housing, no HUD requirements
TAR Account xxxx2306/ TD	\$148,121.48	\$148,121.48	Unrestricted for Public Housing, no HUD requirements.
Tenant Services xxxx2348 / TD	\$3,157.05	\$3,157.05	Unrestricted for Public Housing, no HUD requirements. From prior tenant committee.
6 <sup>th</sup> Avenue Account xxxx2273/TD	\$326,337.81	\$329,305.81	Unrestricted, no debts. No HUD requirements. Pay 6 <sup>th</sup> Avenue expenses and tenant rent checks deposited.
CFP xxxx2356/TD	\$2,767.53	\$2,767.53	Unrestricted for Public Housing, no HUD requirements
Voucher Account xxxx2299 / TD	\$594,964.40	\$66,919.80	HUD disperses funds to agency and Housing Assistance payments are made from this account. Access: ED, Chair, and PC.
Admin Fee Reserve xxxx2380 / TD	\$0	\$0	No money goes into this account, no HUD requirements
Monthly Admin xxxx2257 / TD	\$109,726.13	\$64,321.20	Pay Section 8 expenses, funded via monthly HUD Funds. Monies transferred to Payroll for employee checks. Access, ED, Chair and PC.
HAP Reserves	\$1,602,302.00	\$1,269,841.00	HUD has this in reserve for housing assistance payments (only) as needed. Executive Director would make a request to HUD to access funds so they would be added to the agency financials.
Credit Card xxxx2364/ TD	\$14,352.95	\$14,136.22	Unrestricted, Monies moved into this account to pay charges, not necessary can pay from proper allocation.

## **Cont. FINANCIAL REPORTS**

Account	Starting Balance	Available Balance	Purpose
Payroll xxxx2330 / TD	\$7,041.79	\$6,974.40	Funded from monthly Admin Account
FSS Escrow xxxx2314 / TD	\$350,601.16	\$359,347.16	Family Self-sufficiency program. FSS funds are cut from the Voucher Account and deposited. Once a participant completes the program, HHA cuts a check payable to participant.
Millennium Hills HDFC xxxx2405 / TD	\$416,433.32	\$407,192.15	
Millennium Hills Xxxx2421 / TD	\$21,664.71	\$21,664.71	Pay all expenses and deposit tenant rent checks. ED, Chair and Program Coordinator have access. This is the main Operating Account for MH.
Chase Account (2712)	\$25,348.25	\$38,553.40	Pay Gateway Gardens costs. Funds come from tenant rents. Administrative Office has access and D&F.
Capital One GG Reserve / replacement	\$107,144.87	\$107,144.87	Requests for reimbursements from the reserve for replacement account need to be processed and reviewed by our asset management group.
Mortgage Banking Corp. xxxx2265/TD	\$202,860.23	\$202,860.23	Restricted funds. 208K in the Business Activities Program belongs to this account. Those funds were obtained in the early nineties to provide assistance to first time home buyers.
HDFC Development Fund Xxxx2413/TD	\$137,032.59	\$137,032.59	From developer fees/proceeds when Gateway Gardens to LLP in 2005. When the tax credit compliance period ends for that project, the board may wish to use funds for possible re-development costs when the investor member exits the partnership.
Development Fund xxxx2398/ TD	\$1,461,533.35	\$1,300,533.35	



JUNE 2022 CHECKS				
Funds	Vendor	Check #	Amt	Purpose
GG - 5/25	Secureall Associates LTD	3555	\$109.00	replace broken meter key
GG	PSEGLI 6060503750	3554	\$441.48	customer #0463-0013-65-6
GG	PSEL Long Island 60605374530	3553	\$15.92	customer #0463-0013-94-6
GG	PSSEG Long Island 6060537153	3550	\$16.15	customer # 0463-001391-2
GG	PSEL Long Island 6060537403	3552	\$16.15	customer #0463-0013-93-8
GG	PSEG Long Island 6060537303	3551	\$16.62	customer # 0463-0013-92-0
GG	PSEGLI 6060503750	3549	\$1,451.42	customer #0463-0010-45-4
GG	PSEGLI 6060503750	3548	\$15.70	customer #0463-0000-50-5
GG	Long Island Maintenance	3547	\$592.00	Four units, stove repaired, fridge repair
GG	Liberty Pest Control	3546	\$430.36	Monthly maintenance
GG	Home Depot Credit Services	3557	\$1,059.25	Account #6035322532026121
GG	Verizon	3561	\$43.08	Account #652845303000136
GG	Sav-On Sewer and Drain	3560	\$450.00	replaced faucet, bathroom sink backing up
GG	National Grid	3559	\$1,950.04	Account #87866-84006
GG	National Grid	3558	\$802.16	Account #13028-78003
GG	Cynthia Gonzalez	3556	\$850.00	Inspections
GG	LTD Management	3563	\$1,690.50	Management Fee
GG	Long Island Maintenance	3564	\$433.00	Two stoves and one fridge
GG	Optimum	3566	\$105.78	Account #07801-494514-01-8
GG	Optimum	3565	\$161.97	Account #07801-005186-02-4
GG	Louis Daniels	3562	\$350.00	7 Inspections
GG	Sav-On Sewer and Drain	3567	\$900.00	heat not working and then heat still not working
GG	Vitale and Levitt, P.C.	3568	\$700.00	Legal Services May 2022
GG	G-Tech Restoration Inc.	3585	\$129,000.00	Mold remediation for building 9 North
GG	Huntington Housing Authority	3571	\$11,368.00	GGLC Drawdown
GG	USPS	3583	\$27.00	replacement mailbox key
GG	PSEGLI	3576	\$1,555.60	Customer 04630010454 acct6060536301
GG	Withum	3584	\$786.62	preparation of Form 8703
GG	Suffolk county water authority	3582	\$592.81	account 3000236044
GG	PSSEGLI	3575	\$17.38	account 6060503701
GG	PSEG Long Island	3577	\$16.65	account 6060537153
GG	PSEG Long Island	3578	\$16.90	account 6060537303
GG	PSEG Long Island	3579	\$16.65	account 06060537403
GG	PSEGLI	3575	\$17.38	account 6060503701
GG	PSEG Long Island	3580	\$16.17	account 6060537453
GG	PSEG	3581	\$429.01	account 6060503750
GG	Long Island Maintenance	3574	\$123.00	Bldg. 3-unit 2D Refrigerator leaking
GG	Liberty Pest Control	3573	\$430.36	Monthly maintenance
GG	Landscape Expressions	3572	\$1,300.00	work for May 2022
GG	Firemasters	3569	\$240.29	Fire Extinguisher
GG	Home Depot Credit Services	3570	\$1,426.37	Account 605322532026121
MH	Secureall Associates LTD	485	\$323.00	Lockset

5/26				
MH	Legacy Workplace Solutions	478	\$424.90	5k envelopes
MH	Huntington Housing Authority	477	\$6,188.64	MH Payroll Allocation for 4/30/2022
MH	Staples Credit Plan	486	\$11.01	Account #6035 5178 2029 9658
MH	PSEGLI 6202015306	483	\$31.13	customer#0027-2027-98-8
MH	PSEG Long Island 6202015866	482	\$53.59	Customer #0027-2028-30-9
MH	Purchase Power	484	\$39.60	Account #8000-9000-0225-4633
MH	M2nGage Telecommunications	481	\$210.00	Customer # 14151
MH	Live Voice	480	\$163.00	Account 123 5444 271
MH	LI Maintenance	479	\$141.00	Dryer repaired
MH	Long Island Maintenance	495	\$972.00	New Washer
MH	Philip Peluso	498	\$89.51	mileage reimbursement May 2022
MH	Vitale and Levitt, P.C.	499	\$3,280.00	Legal services May 2022
MH	Five Star Network Solutions, Inc.	494	\$616.25	Network done - One drive folder
MH	Lloyd Phipps	496	\$39.78	mileage reimbursement May 2022
MH	Pitney Bowes Global financial	487	\$88.17	Account #331568846
MH	Home Depot	488	\$905.24	Account #6035 3225 3202 6121
MH	Newsday Media Group	489	\$2,664.00	Account#091242001
MH	Verizon	490	\$43.08	Account #652-845-303-001-36
MH	Alexander Wolf & Company, Inc	491	\$6,600.00	Account #t006834
MH	Employee Benefits Division	492	\$1,935.11	Account #03555 June 2022
MH	Huntington Housing Authority	493	\$2,083.33	Management Fee
MH	Home Depot	501	\$1,426.36	Account #6025322532026121
MH	National Grid	502	\$95.15	Account 7913886046 and 6668892042
MH	Purchase Power	503	\$125.73	Account 8000900002254633
MH	Liberty Pest Control	508	\$217.75	Roach treatment 203 Peconic
MH	South Huntington W.D.	505	\$33.00	Account 34-1726-30 Water
MH	Staples Credit Plan	506	\$23.48	Account 6035517820299658
MH	Sav-On Sewer and Drain	507	\$300.00	202 Cutchogue kitchen sink line clogged
MH	Polcari & CO	504	\$120.75	Accounting Service 6/2022
MH	EFPR Group, CPA's PLCC	500	\$1,312.50	2021 Audit Client #7106551
MH				
MH				
HHA	Highland Green Residence LLC	4135	\$156.00	HAP March to May
HHA	Staples Credit Plan	345	\$198.02	Account #6035517820299658
HHA	Verizon	346	\$227.27	Account 682416544-00001
HHA	Live Voice	342	\$163.00	acct 123 5444 271
HHA	Verizon Wireless	308	\$19.76	Account #682416544-00001
HHA	Purchase Power	344	\$250.88	Account #8000-9000-0255-4633
HHA	Pitney Bowes, Inc.	343	\$73.14	Red Ink Cartridge
HHA	Staples Credit Plan	307	\$10.99	Account #6035517820299658

HHA	Salerno Brokerage Corp.	306	\$1,443.00	Cyber Insurance Policy
HHA	Purchase Power	305	\$39.51	Account #8000-9000-0225-4633
HHA/5-11	PSEGLI	304	\$511.79	Customer #0463-0000-48-9
HHA	Kaufman Borgeest & Ryan LLP	303	\$1,711.00	Legal services, worked with PL on employee matter
HHA	State Insurance Fund	315	\$33.82	Policy #DB 2005 91-5
HHA	State Insurance Fund	314	\$19.90	Policy #z 1241 907-3
HHA	State Insurance Fund	355	\$388.97	Policy #DB 2006 91-5
HHA	State Insurance Fund	354	\$228.89	Policy #z 1241-07-3
HHA	Pitney Bowes Inc	353	\$55.59	Account #0011302898
HHA	Pitney Bowes Inc	313	\$8.77	#0011302898
HHA	Vitale and Levitt, P.C.	317	\$700.00	Legal Service May 2022
HHA	Toshiba America Business Sol	316	\$98.30	Customer #TOBT7U6
HHA	Pitney Bowes	497	\$8.78	Account #0011302898
HHA	NELROD Company	352	\$716.00	SEMAP Course
HHA	Five Star Network Solutions, Inc.	312	\$149.99	Datto Network Backup
HHA	Five Star Network Solutions, Inc.	351	\$108.75	C Williams Network Termination Process
HHA	Verizon	309	\$43.08	Account 3652-845-303-001-36
HHA	National Grid	311	\$245.07	Account #75385-22009
HHA	Employee Benefits Division	349	\$8,952.30	Account #03555 June 2022
HHA	Employee Benefits Division	310	\$4,148.43	Account #03555 June 2022
HHA	Highland Green Residence LLC	4219	\$284.00	HAP March to May
HHA	Jarvis Charice	4220	\$33.00	Utility Payment
HHA	Gateway Gardens LLC	4218	\$730.00	Charvice Jarvis HAP for 5/22
HHA	Verizon	348	\$301.56	Account #652-845-303-0001-36
HHA	Optimum 07801-473364-02-0	347	\$159.93	Account #07801-473364-02-0
HHA	AFLAC New York	350	\$60.00	Account #NT936 May 2022
HHA	Gateway Gardens	1931	\$139,000.00	Monies for G-Tech Restoration (129,000.00)
HHA	Gateway Gardens	1932	\$22,000.00	Transfer for BBS Architects for GG
HHA	Optimum	358	\$159.93	Account 07801-473364-02-0
HHA	Chris Conforti Inc.	4332	\$585.00	Additional HAP
HHA	Isabell Marcdania	4331	\$144.00	Reimbursement for May 2022
HHA	Loren Lampros DBA	4333	\$477.00	Additional HAP for June 2022
HHA	EFPR Group, CPA's PLCC	318	\$875.00	2021 Audit Client #7106551
HHA	EFPR Group, CPA's PLCC	356	\$6,562.50	2021 Audit Client #7106551
HHA	Polcari & CO	321	\$120.75	Accounting Service 6/2022
HHA	Polcari & CO	360	\$1,483.50	Accounting Service 6/2022
HHA	Huntington Housing Authority	4330	\$8,746.00	FSS Escrow May 2022
HHA	Verizon Wireless	363	\$232.05	Account 682416544-00001
HHA	Purchase Power	359	\$796.38	Account 8000900002254633
HHA	Ra-Shime Rivers	361	\$97.11	May Mileage Reimbursement
HHA	M2nGage Telecommunications	357	\$210.00	Customer #14151

HHA	Staples Credit Plan	322	\$23.47	Account 6035517820299658
HHA	Verizon Wireless	323	\$20.17	account 682416544-00001
HHA	Purchase Power	320	\$125.75	Account 8000900002254633
HHA	PSEGLI	319	\$606.48	Account 6060503651
HHA	Staples Credit Plan	362	\$187.80	Account 603520299658

Gateway Gardens	Total Cost	\$160,728.67
Huntington Housing Authority	Total Cost	\$204,732.38
Millennium Hills	Total Cost	\$29,809.16
	TOTAL	\$395,270.21

	TOTAL	\$114,405.88
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### **GATEWAY GARDENS/6<sup>th</sup> AVENUE**

- Revenues/Expenditures vs. Budget
- Daily Vacancy Control Log
- Legal Report
- Low Income Rental Housing Revenue/Expenditures vs. Budget (24 units)

**Gateway Gardens LLC  
Revenues/Expenditures VS Budget**

STATEMENT DATE AS OF 06/30/22	2022 Annual Budget	Actual Revenue	Budgeted Dollars Remaining	Percentage
<b>Revenues</b>				
Rental Income Tenants	249,005	93,289	155,716	37%
Rental Income-Section 8	581,011	331,661	249,350	57%
SubTotal Rent Potential	830,016	424,950	405,066	51%
Vacancy rent				
Vacancies-Apartments	0		0	#DIV/0!
Bad Debts - Tenant Rents	0	-	0	
<b>Net Rental Revenue</b>	<b>830,016</b>	<b>424,950</b>	<b>405,066</b>	<b>51%</b>
Other Income-Tenant	0	656	-656	
Other Income-Laundry	2,000	783	1,217	39%
Other - Covid 19	0	0		
<b>Total Estimated Gross Income</b>	<b>832,016</b>	<b>426,389</b>	<b>405,627</b>	<b>51%</b>
<b>Expenditures</b>				
Payroll & Related Costs				
Administrative Salaries	37,500	17,500	20,000	47%
Maintenance Salaries	37,500	14,583	22,917	39%
Employee Benefits	19,500	9,000	10,500	46%
Workmen's Compensation	2,536	1,250	1,286	49%
<b>Total Payroll &amp; Related Costs</b>	<b>97,036</b>	<b>42,333</b>	<b>54,703</b>	<b>44%</b>
<b>Administrative</b>				
Audit/Bookkeeping Expenses	20,000	19,385	615	97%
Legal Expenses	15,362	7,345	8,017	48%
Travel	0	272	-272	#DIV/0!
Management Fee 5%	45,000	22,958	22,042	51%
Certification Exp-LTD	17,650	10,000	7,650	57%
Incentive Management Fee Expense	0	0	0	#DIV/0!
Other Professional Fees	5,000	7,345	-2,345	147%
Office Supplies	3,360	1,999	1,361	59%
Computer Services	10,000	2,077	7,923	21%
Telephone & Answering Svcs.	2,000	127	1,873	6%
Reporting Fee	13,301	7,829	5,472	59%
<b>Total Administrative</b>	<b>131,673</b>	<b>79,337</b>	<b>52,336</b>	<b>60%</b>
<b>Utilities</b>				
Electricity	23,000	13,368	9,632	58%
Gas	32,000	26,903	5,097	84%
Water	8,500	4,603	3,897	54%
<b>Total Utilities</b>	<b>63,500</b>	<b>44,874</b>	<b>18,626</b>	<b>71%</b>
<b>Maintenance &amp; Operating Expenses</b>				
Maintenance & Repair Contracts	80,000	192,933	-112,933	241%
Landscaping	9,000	0	9,000	0%
Materials	16,000	7,419	8,581	46%
Tenant Services - Relocation Costs	0	49,817	-49,817	
<b>Total Maintenance</b>	<b>105,000</b>	<b>250,170</b>	<b>-95,352</b>	<b>238%</b>
<b>Subtotal Expenses</b>	<b>397,209</b>	<b>416,714</b>	<b>30,312</b>	<b>105%</b>
<b>Taxes &amp; Insurance</b>				
Property Insurance	49,500	24,750	24,750	50%
PILOT	20,000	10,000	10,000	
SONYMA insurance	24,000	8,826	15,174	37%
HFA Loan principal	117,000	55,440	61,560	
Servicing Fee	12,950	4,537	8,413	35%

Mortgage interest	188,000	77,722	110,278	41%
Interest Expense-Note			0	
NYS taxes		0	0	
<b>Total Taxes</b>	<b>411,450</b>	<b>181,275</b>	<b>230,175</b>	<b>44%</b>

<b>Replacement Reserves</b>	<b>12,000</b>			
<b>Total Expenses</b>	<b>820,659</b>	<b>597,989</b>	<b>260,487</b>	<b>73%</b>

<b>Net Operating Income</b>	<b>11,357</b>	<b>-171,600</b>	<b>145,140</b>	<b>-1511%</b>
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# Gateway Gardens Tax Credit Daily Vacancy Control Log

Gateway Gardens  
Gateway Gardens  
6/1/2022 To 6/30/2022

INCOME CODE  
A 0 - 12,599  
B 12,600 - 20,599  
C 20,600 - ABOVE

UNIT #	ADDRESS/LOCATION	ADA MOBILITY	BR SIZE	UP	DN	HCP	DATE VACATED	DATE SENT TO PREP	DT	DATE READY	MR	DATE LEASED	LU	TT	UNIT LEASED TO	TENANT NAME	INCOME CODE
302	3 Lowndes Avenue Apt#1B		3	Y			11/30/2021		0			0	212	212			
PHA: 10	PROJECT: 01								0			0	212	212			
PHA: 10									0			0	212	212			

TOTAL NUMBER OF VACANT UNITS AS OF DATE RANGE:	<u>1</u>	DT = Down Time	0
TOTAL NUMBER OF OCCUPIED UNITS AS OF DATE RANGE:	<u>40</u>	MR = Make Ready Time	0
THE TOTAL NUMBER OF UNITS IN THIS DEVELOPMENT IS:	<u>41</u>	LU = Lease Up Time	212
		TT = Total Turnaround Days	212

Conflicting movement data encountered for the following units. Please call Lindsey Customer Support to resolve this issue.

PHA	Project	Site	Building	Unit
10	01	GG		308



## Gateway Gardens

<u>Tenant Name</u>	<u>Activity</u>	<u>Balance</u>	<u>Holdover</u>	<u>Final Note</u>
	Adjournment	\$ 41,003.00		
	Adjournment	\$ 2,635.00		
	Petition created	\$ 12,435.00		Pending
	Petition created	\$ 4,271.00		Pending
	Petition created	\$ 24,900.00		Pending

Town of Huntington  
Low Income Rental Housing Revenues/Expenditures VS Budget

STATEMENT DATE AS OF 06/30/22	2022 Annual Budget	Actual Revenue	Budgeted Dollars Remaining	Percentage
<b>Revenues</b>				
Non-dwelling rental (6th Ave)	29,500	25,336	4,164	86%
Interest on Investments	6,250	0	6,250	0%
Other income-MH Mgmt. Fee	25,000	18,750	6,250	75%
Other income Insurance dividends	230	0	230	0%
Other income Gateway LLC mgmt fee	44,580	11,479	33,101	26%
Other income Gateway LLC admn Sal.	35,000	8,750	26,250	25%
Other income Gateway Maint. Sal	35,000	8,750	26,250	25%
Other income GGLLC Employee Bene	18,000	4,500	13,500	25%
Other income GGLLC work. Comp	2,500	625	1,875	25%
Other Income - Misc	4,800		4,800	0%
Other income - CFP Operating / Admin	0	0	0	0%
Other income - Managing member fee	55,000	0	55,000	0%
<b>Total Revenues</b>	<b>255,860</b>	<b>78,190</b>	<b>177,670</b>	<b>31%</b>
<b>Expenditures</b>				
	Budget	Actual Expended	Budgeted Dollars Remaining	Percentage
Administrative Salaries	121,886	110,742	11,144	91%
Employee Benefits - Admin	57,423	24,273	33,150	42%
Auditing	3,000	7,934	-4,934	264%
Accounting	1,260	8,672	-7,412	688%
Legal	4,500	8,681	-4,181	193%
Advertising	100	0	100	0%
Administrative Consultants	550	0	550	0%
Bookkeeping Services	12,700	8,100	4,600	64%
Computer Services & Internet	1,500	23,138	-21,638	1543%
Copier	250	0	250	0%
Other Expenses	3,100	170	2,930	5%
Office supplies & expenses	1,750	6,995	-5,245	400%
Payroll Service Fee	400		400	0%
Postage & Delivery	750	798	-48	106%
Telephone	750	9,081	-8,331	1211%
Training	800		800	0%
Travel	800		800	0%
<b>Total Administrative Expenses</b>	<b>211,519</b>	<b>208,582</b>	<b>2,937</b>	
Water	500	164	336	33%
Electricity	4,000	4,513	-513	113%
Gas	3,200	3,433	-233	107%
<b>Total Utilities</b>	<b>7,700</b>	<b>8,111</b>	<b>-411</b>	<b>105%</b>
Maintenance Salaries	40,000	30,778	9,222	77%
Employee Benefits - Maintenance	23,249	16,182	7,067	70%
Materials	1,600	1,087	513	68%
Contract Costs	7,200	3,838	3,363	53%
<b>Total Maintenance</b>	<b>72,049</b>	<b>51,884</b>	<b>20,165</b>	<b>72%</b>

Insurance	9,748	7,311	2,437	75%
Other post employment benefits	7,000	5,250	1,750	75%
Interest Expense on Loan	0	-	0	
<b>Total General Expenses</b>	<b>16,748</b>	<b>12,561</b>	<b>4,187</b>	<b>75%</b>

Total Expenditures	308,016	281,138	26,878	91%
Excess(Deficiency) of Operating	-52,156	-202,948	150,792	389%
Excess(Deficiency) of Operating	-52,156	-202,948	150,792	
Revenue Over Expenses				

### **MILLENNIUM HILLS/PUBLIC HOUSING**

- Revenues/Expenditures vs. Budget
- Daily Vacancy Control Log – Two Units Vacant
- Legal Report

**MILLENNIUM HILLS**  
**STATEMENT OF REVENUES/EXPENDITURES VS BUDGET**  
**FYE 9/30/22**

**STATEMENT DATE AS OF 06/30/22**

**Revenues**

Dwelling Rents (Collected)  
Interest on Investments  
Other income - resales  
Other Income-Misc.  
Cumulative proceeds-sale of dwellings  
Other Income-work orders,late fees,etc.  
Other Income -CFP  
Operating Subsidy  
**Total Revenues**

**Expenditures**

Administrative Salaries  
Accounting & Bookkeeping  
Auditing  
Advertising  
Legal  
Outside Management Fee  
Telephone  
Tenant Background Checks  
Common Maintenance Fees HOA  
Travel & Training  
Other Expenses  
**Total Administrative Expenses**

Recreation, Publications etc

**Total Tenant Services**

Water  
Electricity  
Gas  
Sewer  
**Total Utilities**

Maintenance Salaries  
Materials  
Contract Costs  
**Total Maintenance**

Insurance  
Payments in Lieu of Taxes  
Employee Benefits  
Collection Losses (Bad debt expenses)  
**Total General Expenses**

Budget	Actual Revenue	Budgeted dollars remaining	Percentage
260,000	212,086	47,914	82%
350	-	350	0%
	2,500		
500	820	(320)	164%
		-	
3,000	2,600	400	87%
		-	
49,813	71,672	(21,859)	144%
<b>313,663</b>	<b>289,678</b>	<b>26,485</b>	<b>92%</b>
<b>Revenue Expended</b>			
34,000	5,410	28,590	16%
15,960	10,572	5,388	66%
6,500	8,671	(2,171)	133%
50	-	50	0%
10,000	9,813	188	98%
25,000	18,750	6,250	75%
1,400	1,934	(534)	138%
50	-	50	0%
79,200	59,971	19,229	76%
300	1,614	(1,314)	538%
500	44,253	(43,753)	8851%
<b>172,960</b>	<b>160,987</b>	<b>11,973</b>	<b>93%</b>
	5516+1289.24+598.40+1003.24		
<b>0</b>			
5,300	2,502	2,798	47%
0	796	(796)	
1,800	1,407	393	78%
23,000	8,896	14,104	39%
<b>30,100</b>	<b>13,600</b>	<b>16,500</b>	<b>45%</b>
40,000	49,611	(9,611)	124%
11,500	8,255	3,245	72%
30,400	38,040	(7,640)	125%
<b>81,900</b>	<b>95,907</b>	<b>(14,007)</b>	<b>117%</b>
42,200	31,650	10,550	75%
23,290	17,468	5,823	75%
23,239	16,004	7,235	69%
350	-	350	0%
<b>89,079</b>	<b>65,122</b>	<b>23,957.41</b>	<b>73%</b>

Depreciation

**Total Other Expenses**

**Total Expenditures**

**Excess(Deficiency) of Operating Revenue over Expenses**

CFP OPERATING TRANSFER

Net income

0	-		
374,039	335,615	38,424	90%
-60,376	(45,937)	(11,939)	
50,454			
-9,922			

**Millennium Hills**

<b><u>Tenant Name</u></b>	<b><u>Activity</u></b>	<b><u>Balance</u></b>	<b><u>Holdover</u></b>	<b><u>Final Note</u></b>
	Petition created	\$ 10,679.00		Pending
	Petition created	\$ 5,011.00		Pending
	Petition created	\$ 10,476.00		Pending
	Adjournment	\$ 10,767.00		Pending
	Petition created	\$ 42,482.00		Pending
	Petition created	\$ 2,667.00		Pending

## **HOUSING CHOICE VOUCHER/FSS**

- Revenues/Expenditures vs. Budget
- Voucher and Funding Report
- FSS Escrow Report



**Section 8 Housing Assistance Program  
Revenues/Expenditures VS Budget**

<b>STATEMENT DATE AS OF 06/30/22</b>	<b>2021 Annual Voucher Budget</b>	<b>Actual Revenue Total Voucher</b>	<b>Budgeted Dollars Remaining</b>	<b>Percentage</b>
<b>Revenues</b>				
Administrative Fees Earned	378,004	316,592	61,412	84%
Admin Fees Portability In				
Interest Income				
Fraud Recoveries				
Grant Revenue - FSS	75,000	47,000	28,000	63%
Other income - COVID		36,535		
Other income-Ins Refunds		9,078		
<b>Total Revenues</b>	<b>453,004</b>	<b>409,206</b>	<b>89,412</b>	<b>90%</b>

**2020 Annual  
Voucher Budget Actual Expended**

<b>Expenditures</b>				
Administrative Salaries	229,342	181,064	48,278	79%
Tenant Background Checks	600	-	600	0%
Accounting	23,100	12,846	10,254	56%
Bookkeeping	29,300	16,200	13,100	55%
Computer Consulting/Services	10,000	44,464	(34,464)	445%
Auditing	7,500	31,541	(24,041)	421%
Advertising	300	-	300	0%
Legal	5,500	12,548	(7,048)	228%
Office Supplies	5,275	3,501	1,774	66%
Payroll Processing Fees	3,950	-	3,950	0%
Postage & Delivery	7,000	4,953	2,047	71%
Portability Fees Paid	18,000	4,256	13,744	24%
Telephone	9,150	5,682	3,468	62%
Travel & Training	4,300	1,046	3,254	24%
Dues & Subscriptions	500	2,440	(1,940)	488%
Administrative Consultants	1,100	-	1,100	0%
Inspections	3,600	250	3,350	7%
Copier	1,250	-	1,250	0%
Other Administrative Expenses	2,185	2,590	(405)	119%
Other Expenses - COVID	-			
<b>Total Administrative Expenses</b>	<b>361,952</b>	<b>323,381</b>	<b>38,571</b>	<b>89%</b>
Insurance	18,616	13,962	4,654	75%
Employee Benefits	71,692	103,843	(32,151)	145%
Other Post employment Benefit	13,000	9,750	3,250	75%
<b>Total General Expenses</b>	<b>103,308</b>	<b>127,555</b>	<b>(24,247)</b>	<b>123%</b>
Materials	200	306.48	(106)	153%
Contract Costs	1400	-	1,400	0%
<b>Total Maintenance</b>	<b>1600</b>	<b>306</b>	<b>1,294</b>	<b>19%</b>
<b>Total Expenses</b>	<b>466,860</b>	<b>451,242</b>	<b>15,618</b>	<b>97%</b>
<b>Excess(Deficiency) of Operating Revenue Over Expenses</b>	<b>(13,856)</b>	<b>(42,037)</b>	<b>73,794</b>	

**JUNE 2022 Housing Choice Voucher (Section 8)**

**Housing Choice Voucher Program Funding**

as of

**6/1/2022**

<b>Month</b>	<b>Actual Housing Assistance Expenses</b>	<b>Target Housing Assistance Payments</b>	<b>Available Funding / Remaining Funding</b>
<b>Available Funding</b>			<b>\$5,505,063</b>
January	\$478,041.00		\$5,027,022
February	\$483,745.00		\$4,543,277
March	\$479,438.00		\$4,063,839
April	\$494,383.00		\$3,569,456
May	\$495,541.00		\$3,073,915
June		486,230	
July		486,230	
August		486,230	
September		486,230	
October		486,230	
November		486,230	
December		486,230	
<b>Annual</b>	<b>\$2,431,148.00</b>	<b>\$3,403,610</b>	

<b>Average Monthly Funding</b>	<b>Average Monthly HAP Expense</b>	<b>Projected Annual Expenses</b>	<b>Projected surplus</b>
<b>\$ 487,501</b>	<b>\$ 486,230</b>	<b>\$ 5,834,758</b>	<b>(\$329,695)</b>
<b>RHA HUD Held Reserves (HHR) as of January 31, 2022</b>			<b>\$1,269,841</b>
<b>Projected Utilization Based on HAP Expenses and Funding:</b>			<b>100%</b>

HUD likes to see SPHAs with about 2% reserves

**APRIL 2022**

**UPDATE ESCROW CREDIT TO ESCROW TOTAL (17 Participants)**

<b>FAMILY #</b>	<b>ESCROW CREDIT</b>	<b>ESCROW BALANCE</b>	<b>ESCROW TOTAL</b>
10287	\$512.00	\$35,592.00	\$36,104.00
10499	\$462.00	\$462.00	\$924.00
11115	\$313.00	\$626.00	\$939.00
11150	\$720.00	\$21,198.00	\$21,918.00
12604	\$262.00	\$4,384.00	\$4,646.00
12656	\$147.00	\$2,294.00	\$2,441.00
12716	\$934.00	\$30,105.00	\$31,039.00
12724	\$934.00	\$29,281.00	\$30,215.00
12840	\$281.00	\$5,056.00	\$5,337.00
14204	\$859.00	\$31,765.00	\$32,624.00
14734	\$1,094.00	\$19,254.00	\$20,348.00
14827	\$787.00	\$16,097.00	\$16,884.00
14840	\$429.00	\$6,155.00	\$6,584.00
16105	\$279.00	\$598.00	\$877.00
16185	\$491.00	\$17,684.00	\$18,175.00
16190	\$22.00	\$3,873.00	\$3,895.00
16244	\$220.00	\$9,168.00	\$9,388.00
<b>TOTAL: 17</b>	<b>\$8,746.00</b>	<b>\$233,592.00</b>	<b>\$242,338.00</b>

## **OLD BUSINESS**

- a) Gateway Gardens Construction and Resident Update
- b) Gateway Garden Finances
- c) Section 18 Disposition information and recommendation

# GATEWAY GARDENS CHECKLIST for RENOVATION

PROJECT CHECKLIST				
Item No.	Item Description	Projected Date	Actual Date	Who is Responsible
1	RAH approve construction drawings	6/13/2022	6/13/2022	RAH
2	GG approve construction drawings	6/14/2022	6/14/2022	GG Board
3	BBS to submit construction drawing bid proposal	6/16/2022	6/16/2022	ED/BBS
4	Publicly advertise invitation to bidders	6/21/2022	6/21/2022	ED
5	Submit requested GG Plan to RAH	6/24/2022	6/24/2022	ED
6	Bidders Pre-Bid Walk Through	6/28/2022	6/28/2022	ED/BBS
7	BBS to open sealed bid submissions	7/12/2022	7/12/2022	ED/BBS
8	Research to determine reimbursement costs to residents for furniture and other if app.	7/8/2022	7/15/2022	ED
9	Obtain quotes for mold remediation work for bldgs. 1,3,5, & 7	7/8/2022	7/12/2022	ED
10	Obtain quotes for Construction work from the mold remediation work for bldgs. 1,3,5, & 7	7/15/2022		ED
11	BBS Architects to vet the bidders and make recommendation	7/18/2022	7/15/2022	ED/BBS
12	Determine and approve reimbursement costs to residents for personal belongings	7/18/2022		GG Board
13	Submit to RAH sources & uses	7/20/2022		ED
14	GG to submit loan request	7/22/2022		ED
15	RAH to approve loan request: Regions will amend partnership agreement and need investors approval	8/05/2022		RAH
16	OPEN ITEM			
17	GG approval of General Contractor to include 10% contingency and to be done no later than date noted	8/05/2022		GG Board
18	Award of contract will include reviewing contract and obtaining signatures	8/08/2022		ED and legal counsel
19	GC Kick off meeting	8/12/2022		ED/BBS

20	GC to start renovations	8/19/2022		GC
21	Order Appliances	8/19/2022		ED
22	Residents to order furniture	8/23/2022		Residents/ED
23	Remediation work on bldgs. 1,3, 5, and 7			
24	Clearance for completed remediation wk bldgs. 1,3, 5, & 7			
Item #	Item Description	Projected Date	Actual Date	Who is Responsible
25	Construction work on bldgs. 1,3,5, and 7			
26	Weekly meetings w/GC			ED
27	Weekly meetings w/Regions			ED
28	Renovations complete			GC
29	Mold Remediation company to deliver stored items to unit			ED
30	Movers to pack and move hotel belongings back to unit			ED
31	Residents will return to the unit			ED
32	Close out documents submitted to Board and Regions			ED

**NEW BUSINESS**

# Timecard Report

Date Range: 06/01/2022 - 06/30/2022

Company Code: RXVZZ

<u>Last Name</u>		<u>First Name</u>	<u>Position ID</u>		
Date In	Time In - Out	Hours	Pay Code	Worked Department	
HARRIS		JACQUETTA	3018		
P Wed 06/01/2022	07:30 AM - 04:15 PM	8.75			
P Thu 06/02/2022	07:30 AM - 04:15 PM	8.75			
P Fri 06/03/2022	07:40 AM - 12:53 PM	5.22			
P Fri 06/03/2022	02:53 PM - 05:00 PM	2.12			
P Mon 06/06/2022	07:50 AM - 04:15 PM	8.42			
P Tue 06/07/2022	07:30 AM - 05:00 PM	9.50			
P Wed 06/08/2022	07:40 AM - 04:00 PM	8.33			
P Thu 06/09/2022	07:35 AM - 06:00 PM	10.42			
P Fri 06/10/2022	07:03 AM - 03:45 PM	8.70			
P Mon 06/13/2022	07:30 AM - 05:15 PM	9.75			
P Tue 06/14/2022	07:40 AM - 07:15 PM	11.58			
P Wed 06/15/2022	07:45 AM - 12:00 PM	4.25			
P Wed 06/15/2022	01:00 PM - 05:30 PM	4.50			
P Thu 06/16/2022	07:40 AM - 05:10 PM	9.50			
P Fri 06/17/2022	07:30 AM - 05:00 PM	9.50			
P Mon 06/20/2022	08:00 AM - 03:00 PM	7.00	HOLIDAY		
P Tue 06/21/2022	07:05 AM - 01:30 PM	6.42			
P Tue 06/21/2022	02:15 PM - 04:30 PM	2.25			
P Wed 06/22/2022	07:30 AM - 04:45 PM	9.25			
P Thu 06/23/2022	07:20 AM - 05:15 PM	9.92			
P Fri 06/24/2022	07:30 AM - 11:30 AM	4.00			
P Fri 06/24/2022	11:30 AM - 03:30 PM	4.00			
P Mon 06/27/2022	07:30 AM - 12:30 PM	5.00			
P Mon 06/27/2022	01:30 PM - 04:30 PM	3.00			
P Tue 06/28/2022	07:25 AM - 02:30 PM	7.08			
P Tue 06/28/2022	03:30 PM - 04:40 PM	1.17			
P Wed 06/29/2022	07:45 AM - 03:35 PM	7.83			
P Thu 06/30/2022	07:30 AM - 05:00 PM	9.50			
		Subtotal	195.71		