

MINUTES OF THE  
HOLLYWOOD HOUSING AUTHORITY  
HELD  
JUNE 20, 2013, 2013  
AT THE HOLLYWOOD HOUSING AUTHORITY OFFICE

Present: Mr. Martin Schlosberg, Chairman  
Mr. Lloyd Edelstein, Vice Chairman - absent  
Mr. James Moore, Resident Commissioner  
Ms Debra McGowan, Commissioner – in at 5:15  
Mr. David Dweck, Commissioner

Also Present: Mr. Tim Schwartz, Executive Director – Hollywood Housing Authority  
Ms Kathy Chopard, Recording Secretary  
Ms Patti Tilchin – Fee Accountant for Hollywood Housing Authority

Board Meeting was called to order at 5:00 PM and roll was called.

A motion was made by Mr. Moore, seconded by Mr. Dweck approving the Agenda for this meeting. Roll call vote was unanimous.

A motion was made by Mr. Moore, seconded by Mr. Dweck approving the minutes of the May 22, 2013, Board Meeting. Roll call vote was unanimous.

RESOLUTION AND COMMUNICATION

Ms Tilchin thanked the Board for the opportunity to speak to them at this meeting. Ms Tilchin first noted that the Appropriations Bill still had not passed HUD and that all Housing Authorities were still working on a continuing resolution. The Hollywood Housing Authority is working with approximately 89% of its Operating Subsidy this year and because of that Ms Tilchin suggests that the Hollywood Housing Authority carefully use its 2013 Capital Funds this year. Ms Tilchin would like to have Capital Funds monies available to augment any of its Public Housing expenses. Ms Tilchin did note that compared to other Housing Authorities the Hollywood Housing Authority is doing much better financially. She did feel that the Hollywood Housing Authority will be fine through 2013 by being careful with any excess spending. Ms Tilchin said that she will revisit our budget to see if the Housing Authority could re-allocate certain expenses.

Ms Tilchin informed the Board that in January the Hollywood Housing Authority made a major computer conversion. Ms Schlosberg asked how that was going. Ms Tilchin stated that she and her associate had been at our office on Monday, June 17 and worked with staff to bring all records and financial reports up to date.

Mr. Schlosberg asked Ms Tilchin about the accuracy and efficiency of staff with the new system. Ms Tilchin explained the number of HUD systems that information entered goes through and confirmed that the accuracy must be there.

Mr. Schlosberg thanked Mr. Tilchin for taking the time to attend this meeting. Ms Tilchin told the Board the any time after they have read the May Financial Reports to please call her if they have any questions. She also confirmed her availability for conference calls at any time.

Ms Tilchin left the meeting at 5:30PM.

Mr. Schwartz noted that Ms Tilchin is also contracted with approximately 14 other Housing Authorities that range in size. Ms Tilchin is well versed in all HUD regulations and is very experienced in the application of these regulations.

In regard to the update on Allen Street and Harding Street homes – Mr. Schwartz stated that the closing on Allen Street was completed on June 5 and the Harding Street home closing is scheduled for the middle of July.

The Gatehouse Charleston Street Project has started. Drainage will take approximately three weeks. The entire project should take approximately two months, depending on weather.

In regard to the Update on the Request for Qualifications – Mr. Schwartz noted that four organizations responded copies of which were given to the Board for their review. They were Related Urban Development, Pinnacle Housing, Gatehouse, and Navigate Affordable Housing. Mr. Schwartz noted that a Request for Proposals for Special Counsel was advertised and responses will be in by June 28. Mr. Schlosberg expressed his feelings for the need for a Financial Analyst for this project. Mr. Schlosberg stated that some of the qualification for a Financial Analyst would be to be a CPA with real estate experience. This would be a position that would have to be advertised for the same way the other two positions were. Mr. Dweck asked if a motion needed to be passed to enable Mr. Schwartz to put out an RFQ for this position. Mr. Schwartz stated that he would first need to see to what degree this advertisement needed to be, i.e. NAHRO or just locally. Mr. Schwartz also needed to find out when the next cycle opens for the application for Tax Credits.

Mr. Schlosberg asked the Board's opinion in regard to "Land Banking" property for future projects. He asked for opinions to do this "Land Banking" at the same time the Apollo Terrace project is proceeding. Mr. Dweck said he would support this. Ms McGowan said that we had spoken about this in the past and she felt it could be done if the financing was available. Mr. Schwartz also noted that the location of any land for that project would be very important. Mr. Schlosberg agreed that you would have to know that a developer would want to use that land. Ms McGowan stated that another item to consider would be what type of population should the Housing Authority consider it wanted to serve.

#### MONTHLY REPORTS

There were no comments.

#### SECRETARY/EXECUTIVE DIRECTOR REPORT

There were no comments.

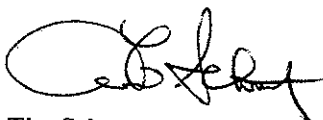
#### COMMENTS FROM PUBLIC

There were no comments.

#### ADJOURNMENT


Mr. Dweck made a motion seconded by Mr. Moore to adjourn this meeting which was passed without dissent at 6:05PM.

Respectfully submitted,



Tim Schwartz  
Executive Director

Approved:



Martin Schlosberg  
Chairman