

**BROOKSVILLE HOUSING AUTHORITY
CITY COUNCIL CHAMBERS
201 HOWELL AVENUE
BROOKSVILLE, FL 34601**

AGENDA

January 20, 2026

5:00 PM

Call to Order

A. Roll Call

B. Election of Chairman and Vice Chairman

C. Approval of November 2025 minutes

D. Approval of October and November 2025 financials

E. Open Discussion

F. Citizen Comments

G. Board Member Comments

H. Adjournment

**BROOKSVILLE HOUSING AUTHORITY
CITY COUNCIL CHAMBERS
201 HOWELL AVENUE
BROOKSVILLE, FL 34601**

Minutes

November 18, 2025

5:00 PM

Call to Order – Chair Meindl called the meeting to order at 5:00 pm.

A. Roll Call

Present: Chair Barry Meindl, Board Member Jerry Veit, Board Member Robert Battista, and Alternate Board Member Kelly Wooldridge.

Absent: Vice Chair Cody Stein and Board Member Cliff Manuel.

Also Present: Executive Director Terri Beverly, Admin Assistant Jessica Flynn, and Recording Clerk Lisa Morris

- B. Approval of August and September 2025 minutes** – Motion made by Board Member Battista, Seconded by Board Member Veit to approve the August and September 2025 Meeting Minutes.

Motion carried 4-0.

- C. Approval of September 2025 financials** – Executive Director Beverly went over the financial statements noting nothing out of the ordinary and that there was a draw down of \$363,000.

Motion made by Board Member Veit, Seconded by Board Member Wooldridge to approve the September 2025 Financial statements.

Motion carried 4-0.

D. Audit Presentation-Malcolm Johnson & Company, P.A. –

Gleeson Johnson went over audit report and commented on the following:

Audit Opinion

Management Discussion and Analysis

Basic Financial – Revenues and Expenses

Net Position

Financial Statements Ratio Analysis

Cash Flow Statements

Notes and Policy

Finding – None noted.

There was no Board discussion on the audit.

Motion made by Board Member Battista, Seconded by Board Member Wooldridge to accept the audit into the record.

Motion carried 4-0.

E. Open Discussion

1. Joe Chambers – Mr. Chambers provided an update on the Summit Villas project and provided a copy of the proposed floor plan of the apartment units. He discussed some site issues such as stormwater and tree removal permitting.

He further noted that a Geotech report was pending and design engineering was being conducted. He advised that they were in the process of seeking permits and a variance related to parking.

Mr. Chambers covered floor plans, vertical stacking, Outdoor screen room that may be removed from the project due to trees too large to be removed. He further commented on a vault system that

Discussion followed related to the expected grounding breaking date which is likely to happen June of 2026.

2. Attendance Policy- The Board discussed the attendance policy and noted that Board Member Manuel had been absent from 7 of the last 8 meetings which is a violation of the attendance policy.
Motion by Board Member Wooldridge to recommend that Board Member Manuel be removed. Motion died for lack of a Second.

Discussion followed related to the purpose of the rules and the importance of attending the meetings by all Board Members.

There was a consensus to recommend that the City Council remove Cliff Manuel from the Board.

F. Citizen Comments

There were none.

G. Board Member Comments

There were none.

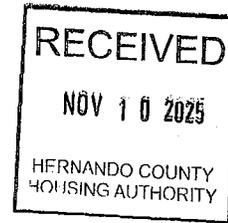
H. Adjournment – Motion by Board Member Wooldridge, Seconded by Board Member Veit to adjourn at 5:42 pm

Acct 5678

**BROOKSVILLE HOUSING AUTHORITY
BANK RECONCILIATION
OCTOBER 2025**

Beginning Balance Per Statement	\$	3,906,162.00
Deposit: From HUD		
Deposit: Interest Banking	\$	3,052.22
Misc Deposits:		
Fraud Deposits		
Outstanding Expense Checks	\$	350.00
TOTAL DEPOSITS	\$	3,052.22
Withdrawals		
(Administrative Expenses) Checks/ACH	\$	12,341.56
Acct Analysis Fee (Service Fee)	\$	5.00
Misc		
Fraud Withdrawals		
TOTAL WITHDRAWALS	\$	12,346.56
ENDING BALANCE	\$	3,896,867.66

EXPENSE CHECKS		
DATE	CHECK #	AMOUNT
10/22/2025	1244	\$ 350.00
TOTAL OUTSTANDING		\$ 350.00



999-99-99-99 51271 3 C 001 30 55 004
BROOKSVILLE HOUSING AUTHORITY
621 W JEFFERSON ST
BROOKSVILLE FL 34601-2529

Your account statement

For 10/31/2025

Contact us



Truist.com



(844) 4TRUIST or
(844) 487-8478

The federal government will stop sending paper checks after September 30, 2025, except in limited cases. Federal benefit payments are required to be made electronically. Switch your federal benefit payments to direct deposit to avoid delays: <https://godirect.gov> or call 800-967-6857 (Mon-Fri, 9 AM-7 PM ET).

■ PUBLIC FUND INT CHECKING

5678 *John*

Account summary

Your previous balance as of 09/30/2025	\$3,906,162.00
Checks	- 12,113.64
Other withdrawals, debits and service charges	- 232.92
Deposits, credits and interest	+ 3,052.22
Your new balance as of 10/31/2025	= \$3,896,867.66

Interest summary

Interest paid this statement period	\$3,052.22
2025 interest paid year-to-date	\$32,329.77
Interest rate	0.78%
Annual percentage yield (APY) earned	0.92%
On 10/30/2025 the interest rate changed from 0.93% to 0.78%	

Checks

DATE	CHECK #	AMOUNT(\$)	DATE	CHECK #	AMOUNT(\$)	DATE	CHECK #	AMOUNT(\$)
10/23	1241	6,000.00	10/28	1242	153.64	10/27	1243	5,960.00
Total checks								= \$12,113.64

Other withdrawals, debits and service charges

DATE	DESCRIPTION	AMOUNT(\$)
10/01	STOP PAYMENT CHARGE 1	35.00
10/14	DEBIT CARD RECURRING PYMT COLUMN PUBLIC NOTI 10-10 COLUMN.US DC 5638	8.96
10/14	DEBIT CARD RECURRING PYMT COLUMN PUBLIC NOTI 10-10 COLUMN.US DC 5638	8.96
10/14	DEBIT CARD PURCHASE NIC*-COM SPECIAL D 10-13 EGOV.COM FL 5638	175.00
10/21	SERVICE CHARGES - PRIOR PERIOD	5.00
Total other withdrawals, debits and service charges		= \$232.92

Deposits, credits and interest

DATE	DESCRIPTION	AMOUNT(\$)
10/31	INTEREST PAYMENT	3,052.22
Total deposits, credits and interest		= \$3,052.22

Important: Fee Changes. Truist has completed an annual review of wholesale payment services pricing. As of January 1, 2026, fees will change for some treasury and payment services, including changes to depository, payment and select digital services. Additional detail will be available in your next statement.



1241

BROOKSVILLE HOUSING AUTHORITY
831 W. JEFFERSON STREET
BROOKSVILLE, FL 34601

TRUST
63-215331

10/22/2025

PAY TO THE ORDER OF: **Hernando County Housing Authority** \$ **6,000.00

Six Thousand and 00/100

Hernando County Housing Authority
521 W. Johnson St.
Brooksville, FL 34601

MEMO: September 2025 Mgmt Fee

[Signature]
APPROVED SIGNATURE

>053101121< 10/23/2025 010989159

8560420 0005 00062

CHECKS FOR DEPOSIT ONLY
DO NOT WRITE IN THESE SPACES

CHECK#: 1241 \$6,000.00

1242

BROOKSVILLE HOUSING AUTHORITY
831 W. JEFFERSON STREET
BROOKSVILLE, FL 34601

TRUST
63-215331

10/22/2025

PAY TO THE ORDER OF: **Duke Energy** \$ **153.64

One Hundred Fifty-Three and 64/100

Duke Energy
P.O. Box 1004
Charlotte, NC 28201-1004

MEMO: Acct # 0100 8730 8534

[Signature]
APPROVED SIGNATURE

CHECKS FOR DEPOSIT ONLY
DO NOT WRITE IN THESE SPACES

CHECKS FOR DEPOSIT ONLY
DO NOT WRITE IN THESE SPACES

CHECK#: 1242 \$153.64

1243

BROOKSVILLE HOUSING AUTHORITY
831 W. JEFFERSON STREET
BROOKSVILLE, FL 34601

TRUST
63-215331

10/22/2025

PAY TO THE ORDER OF: **Malcolm Johnson & Company, P.A.** \$ **5,960.00

Five Thousand Nine Hundred Sixty and 00/100

Malcolm Johnson & Company, P.A.
210 N. Charles Richard Best Blvd.
DeBary, FL 32713

MEMO: DECEMBER 31, 2024 AUGUST

[Signature]
APPROVED SIGNATURE

CHECKS FOR DEPOSIT ONLY
DO NOT WRITE IN THESE SPACES

CHECKS FOR DEPOSIT ONLY
DO NOT WRITE IN THESE SPACES

CHECK#: 1243 \$5,960.00

**BROOKSVILLE HOUSING AUTHORITY
STATEMENT OF OPERATING RECEIPTS & EXPENDITURES
CONVENTIONAL HOUSING PROGRAM
FOR THE MONTH OF OCTOBER, 2025**

	DESCRIPTION	ANNUAL BUDGET	CURRENT PERIOD	YEAR TO DATE	83.33%	COMMENTS
<u>RECEIPTS</u>						
	RENTAL INCOME					
3110	DWELLING RENTAL	\$0.00	\$0.00	\$0.00	---	
3120	EXCESS UTILITIES	\$0.00	\$0.00	\$0.00	---	
3190	NON-DWELLING RENTAL	\$0.00	\$0.00	\$0.00	---	
	TOTAL	\$0.00	\$0.00	\$0.00	---	
	OTHER INCOME					
3610	INTEREST ON INVESTMENTS	\$16,500.00	\$3,052.22	\$32,329.77	---	
3690	OTHER INCOME	\$200.00	\$0.00	\$0.00	0.00%	
	TOTAL	\$16,700.00	\$3,052.22	\$32,329.77	0.00%	
	HUD CONTRIBUTIONS					
	CFP FUNDS RECEIVED	\$716,105.00	\$0.00	\$716,105.00	100.00%	
	GAIN ON SALE OF CAPITAL ASSETS	\$0.00	\$0.00	\$0.00	---	
8020	OPERATING SUBSIDY	\$0.00	\$0.00	\$0.00	---	
	TOTAL	\$716,105.00	\$0.00	\$716,105.00	---	
	TOTAL RECEIPTS	\$732,805.00	\$3,052.22	\$748,434.77	102.13%	
<u>EXPENDITURES</u>						
	ADMINISTRATIVE					
4110	ADMINISTRATIVE SALARIES	\$0.00	\$0.00	\$0.00	---	
4130	LEGAL	\$8,000.00	\$0.00	\$5,928.00	74.10%	
4140	STAFF TRAINING	\$0.00	\$0.00	\$0.00	---	
4150	TRAVEL	\$0.00	\$0.00	\$0.00	---	
4170	ACCOUNTING	\$4,545.00	\$387.50	\$3,787.50	83.33%	
4171	AUDIT	\$7,500.00	\$5,960.00	\$5,960.00	79.47%	
	MANAGEMENT FEES	\$65,000.00	\$6,000.00	\$52,000.00	80.00%	
4190	OTHER ADMINISTRATIVE EXPENSES	\$20,000.00	\$223.96	\$5,277.03	26.39%	
	TOTAL	\$105,045.00	\$12,571.46	\$72,952.53	69.45%	
	RESIDENT SERVICES					
4210	SALARIES	\$0.00	\$0.00	\$0.00	---	
4220	SUNDRY	\$0.00	\$0.00	\$0.00	---	
4230	CONTRACT COSTS	\$0.00	\$0.00	\$0.00	---	
	TOTAL	\$0.00	\$0.00	\$0.00	---	

	DESCRIPTION	ANNUAL BUDGET	CURRENT PERIOD	YEAR TO DATE	83.33%	COMMENTS
	UTILITIES					
4310	WATER & SEWER	\$0.00	\$0.00	\$0.00	---	
4320	ELECTRICITY	\$2,000.00	\$153.64	\$1,438.09	71.90%	
4330	GAS	\$0.00	\$0.00	\$0.00	---	
4390	OTHER	\$0.00	\$0.00	\$0.00	---	
	TOTAL	\$2,000.00	\$153.64	\$1,438.09	71.90%	
	ORDINARY MAINTENANCE					
4410	LABOR	\$0.00	\$0.00	\$0.00	---	
4420	MATERIALS	\$0.00	\$0.00	\$0.00	---	
4430	CONTRACT COSTS	\$10,000.00	\$350.00	\$3,875.00	38.75%	
	TOTAL	\$10,000.00	\$350.00	\$3,875.00	38.75%	
	PROTECTIVE SERVICES					
4460	LABOR	\$0.00	\$0.00	\$0.00	---	
4470	MATERIALS	\$0.00	\$0.00	\$0.00	---	
4480	CONTRACT COSTS	\$0.00	\$0.00	\$0.00	---	
	TOTAL	\$0.00	\$0.00	\$0.00	---	
	GENERAL					
4510	INSURANCE	\$4,500.00	\$375.00	\$3,750.00	83.33%	
4520	PMT IN LIEU OF TAXES (PILOT)	\$0.00	\$0.00	\$0.00	---	
4530	TERMINAL LEAVE PMTS	\$0.00	\$0.00	\$0.00	---	
4540	EMPLOYEE BENEFITS	\$0.00	\$0.00	\$0.00	---	
4570	COLLECTION LOSSES	\$0.00	\$0.00	\$0.00	---	
4590	OTHER	\$500.00	\$0.00	\$0.00	---	
	TOTAL	\$5,000.00	\$375.00	\$3,750.00	75.00%	
	TOTAL ROUTINE EXPENDITURES	\$122,045.00	\$13,450.10	\$82,015.62	67.20%	
	EXTRA-ORDINARY EXPENDITURES					
4610	EXTRAORDINARY MAINTENANCE	\$0.00	\$0.00	\$0.00	---	
4620	CASUALTY LOSSES	\$0.00	\$0.00	\$0.00	---	
	TOTAL	\$0.00	\$0.00	\$0.00	---	
6010	PRIOR YEAR ADJUSTMENTS	\$0.00	\$0.00	\$0.00	---	
	CAPITAL EXPENDITURES					
7520	REPLACEMENTS	\$0.00	\$0.00	\$0.00	---	
7540	PROPERTY BETTERMENTS/ ADDITIONS	\$0.00	\$0.00	\$0.00	---	
	TOTAL	\$0.00	\$0.00	\$0.00	---	
	TOTAL EXPENDITURES	\$122,045.00	\$13,450.10	\$82,015.62	67.20%	
	RESIDUAL RECEIPTS	\$610,760.00	(\$10,397.88)	\$666,419.15		

Acct 5678

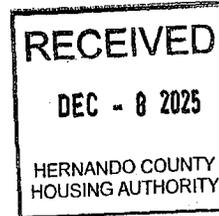
**BROOKSVILLE HOUSING AUTHORITY
BANK RECONCILIATION
NOVEMBER 2025**

Beginning Balance Per Statement	\$	3,896,867.66
Deposit: From HUD		
Deposit: Interest Banking	\$	2,497.48
Misc Deposits:		
Fraud Deposits		
Outstanding Expense Checks	\$	-
TOTAL DEPOSITS	\$	2,497.48
Withdrawals		
(Administrative Expenses) Checks/ACH	\$	6,937.60
Acct Analysis Fee (Service Fee)	\$	5.00
Misc		
Fraud Withdrawals		
TOTAL WITHDRAWALS	\$	6,942.60
ENDING BALANCE	\$	3,892,422.54

EXPENSE CHECKS		
DATE	CHECK #	AMOUNT
TOTAL OUTSTANDING		\$ -



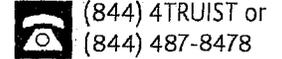
999-99-99-99 51271 5 C 001 30 55 004
BROOKSVILLE HOUSING AUTHORITY
621 W JEFFERSON ST
BROOKSVILLE FL 34601-2529



Your account statement

For 11/28/2025

Contact us



■ PUBLIC FUND INT CHECKING

5678 

Account summary

Your previous balance as of 10/31/2025	\$3,896,867.66
Checks	- 6,928.64
Other withdrawals, debits and service charges	- 13.96
Deposits, credits and interest	+ 2,497.48
Your new balance as of 11/28/2025	= \$3,892,422.54

Interest summary

Interest paid this statement period	\$2,497.48
2025 interest paid year-to-date	\$34,827.25
Interest rate	0.78%
Annual percentage yield (APY) earned	0.78%

Checks

DATE	CHECK #	AMOUNT(\$)	DATE	CHECK #	AMOUNT(\$)	DATE	CHECK #	AMOUNT(\$)
11/03	1244	350.00	11/26	1246	153.64	11/26	1248	75.00
11/21	1245	6,000.00	11/25	1247	350.00			
Total checks								= \$6,928.64

Other withdrawals, debits and service charges

DATE	DESCRIPTION	AMOUNT(\$)
11/19	DEBIT CARD RECURRING PYMT COLUMN PUBLIC NOTI 11-18 COLUMN.US DC 5638	8.96
11/21	SERVICE CHARGES - PRIOR PERIOD	5.00
Total other withdrawals, debits and service charges		= \$13.96

Deposits, credits and interest

DATE	DESCRIPTION	AMOUNT(\$)
11/28	EFFECTIVE DATE 11-30-25 INTEREST PAYMENT	2,497.48
Total deposits, credits and interest		= \$2,497.48

Important: Fee Changes. Truist has completed an annual review of wholesale payment services pricing. As of January 1, 2026, fees will change for some treasury and payment services, including changes to depository, payment and select digital services. Visit www.truist.com/pricingchanges for a full list of impacted services.

**BROOKSVILLE HOUSING AUTHORITY
STATEMENT OF OPERATING RECEIPTS & EXPENDITURES
CONVENTIONAL HOUSING PROGRAM
FOR THE MONTH OF NOVEMBER, 2025**

	DESCRIPTION	ANNUAL BUDGET	CURRENT PERIOD	YEAR TO DATE	91.67%	COMMENTS
<u>RECEIPTS</u>						
RENTAL INCOME						
3110	DWELLING RENTAL	\$0.00	\$0.00	\$0.00	---	
3120	EXCESS UTILITIES	\$0.00	\$0.00	\$0.00	---	
3190	NON-DWELLING RENTAL	\$0.00	\$0.00	\$0.00	---	
	TOTAL	\$0.00	\$0.00	\$0.00	---	
OTHER INCOME						
3610	INTEREST ON INVESTMENTS	\$16,500.00	\$2,497.48	\$34,827.25	---	
3690	OTHER INCOME	\$200.00	\$0.00	\$0.00	0.00%	
	TOTAL	\$16,700.00	\$2,497.48	\$34,827.25	0.00%	
HUD CONTRIBUTIONS						
	CFP FUNDS RECEIVED	\$716,105.00	\$0.00	\$716,105.00	100.00%	
	GAIN ON SALE OF CAPITAL ASSETS	\$0.00	\$0.00	\$0.00	---	
8020	OPERATING SUBSIDY	\$0.00	\$0.00	\$0.00	---	
	TOTAL	\$716,105.00	\$0.00	\$716,105.00	---	
	TOTAL RECEIPTS	\$732,805.00	\$2,497.48	\$750,932.25	102.47%	
<u>EXPENDITURES</u>						
ADMINISTRATIVE						
4110	ADMINISTRATIVE SALARIES	\$0.00	\$0.00	\$0.00	---	
4130	LEGAL	\$8,000.00	\$75.00	\$6,003.00	75.04%	
4140	STAFF TRAINING	\$0.00	\$0.00	\$0.00	---	
4150	TRAVEL	\$0.00	\$0.00	\$0.00	---	
4170	ACCOUNTING	\$4,545.00	\$378.75	\$4,166.25	91.67%	
4171	AUDIT	\$7,500.00	\$0.00	\$5,960.00	79.47%	
	MANAGEMENT FEES	\$65,000.00	\$6,000.00	\$58,000.00	89.23%	
4190	OTHER ADMINISTRATIVE EXPENSES	\$20,000.00	\$13.96	\$5,290.99	26.45%	
	TOTAL	\$105,045.00	\$6,467.71	\$79,420.24	75.61%	
RESIDENT SERVICES						
4210	SALARIES	\$0.00	\$0.00	\$0.00	---	
4220	SUNDRY	\$0.00	\$0.00	\$0.00	---	
4230	CONTRACT COSTS	\$0.00	\$0.00	\$0.00	---	
	TOTAL	\$0.00	\$0.00	\$0.00	---	

	DESCRIPTION	ANNUAL BUDGET	CURRENT PERIOD	YEAR TO DATE	91.67%	COMMENTS
	UTILITIES					
4310	WATER & SEWER	\$0.00	\$0.00	\$0.00	---	
4320	ELECTRICITY	\$2,000.00	\$153.64	\$1,591.73	79.59%	
4330	GAS	\$0.00	\$0.00	\$0.00	---	
4390	OTHER	\$0.00	\$0.00	\$0.00	---	
	TOTAL	\$2,000.00	\$153.64	\$1,591.73	79.59%	
	ORDINARY MAINTENANCE					
4410	LABOR	\$0.00	\$0.00	\$0.00	---	
4420	MATERIALS	\$0.00	\$0.00	\$0.00	---	
4430	CONTRACT COSTS	\$10,000.00	\$350.00	\$4,225.00	42.25%	
	TOTAL	\$10,000.00	\$350.00	\$4,225.00	42.25%	
	PROTECTIVE SERVICES					
4460	LABOR	\$0.00	\$0.00	\$0.00	---	
4470	MATERIALS	\$0.00	\$0.00	\$0.00	---	
4480	CONTRACT COSTS	\$0.00	\$0.00	\$0.00	---	
	TOTAL	\$0.00	\$0.00	\$0.00	---	
	GENERAL					
4510	INSURANCE	\$4,500.00	\$375.00	\$4,125.00	91.67%	
4520	PMT IN LIEU OF TAXES (PILOT)	\$0.00	\$0.00	\$0.00	---	
4530	TERMINAL LEAVE PMTS	\$0.00	\$0.00	\$0.00	---	
4540	EMPLOYEE BENEFITS	\$0.00	\$0.00	\$0.00	---	
4570	COLLECTION LOSSES	\$0.00	\$0.00	\$0.00	---	
4590	OTHER	\$500.00	\$0.00	\$0.00	---	
	TOTAL	\$5,000.00	\$375.00	\$4,125.00	82.50%	
	TOTAL ROUTINE EXPENDITURES	\$122,045.00	\$7,346.35	\$89,361.97	73.22%	
	EXTRA-ORDINARY EXPENDITURES					
4610	EXTRAORDINARY MAINTENANCE	\$0.00	\$0.00	\$0.00	---	
4620	CASUALTY LOSSES	\$0.00	\$0.00	\$0.00	---	
	TOTAL	\$0.00	\$0.00	\$0.00	---	
6010	PRIOR YEAR ADJUSTMENTS	\$0.00	\$0.00	\$0.00	---	
	CAPITAL EXPENDITURES					
7520	REPLACEMENTS	\$0.00	\$0.00	\$0.00	---	
7540	PROPERTY BETTERMENTS/ ADDITIONS	\$0.00	\$0.00	\$0.00	---	
	TOTAL	\$0.00	\$0.00	\$0.00	---	
	TOTAL EXPENDITURES	\$122,045.00	\$7,346.35	\$89,361.97	73.22%	
	RESIDUAL RECEIPTS	\$610,760.00	(\$4,848.87)	\$661,570.28		