

**BROOKSVILLE HOUSING AUTHORITY
REGULAR MEETING
CITY COUNCIL CHAMBERS
201 HOWELL AVENUE
BROOKSVILLE, FL 34601
AGENDA
July 19, 2022 at 5:00 pm.**

Order of Business

1. Roll Call
2. Approval Of Minutes

Documents:

[APRIL 19, 2022 BHA DRAFT MINUTES.PDF](#)

3. Approval Of Financial Statements

Documents:

[APRIL AND MAY FINANCIAL STATEMENTS.PDF](#)

4. Executive Director
 - 4.I. Update On Summit Villas
5. Board Attorney
6. Public Input
7. Board Member Comments
8. Adjourn

In accordance with the Americans with Disabilities Act, persons with disabilities needing a special accommodation to participate in this proceeding should contact Kim Price, ADA Coordinator, no later than 48 hours in advance of the meeting at (352) 540-3810. Meeting agendas and supporting documentation are available from the City Clerk's office and online at www.cityofbrooksville.us.

Any person desiring to appeal any decision with respect to any matter considered at this meeting may need a record of the proceedings including the testimony and evidence upon which the appeal is to be based and therefore must arrange for a court reporter to ensure that a verbatim record of the proceedings is made.

201 Howell Avenue, Brooksville, FL 34601 - Telephone: 352.540-3810
Website: www.cityofbrooksville.us

**BROOKSVILLE HOUSING AUTHORITY
REGULAR MEETING
MINUTES**

April 19, 2022

5:00 PM

Call to Order

Vice-Chair Ward called to order at 5:00 pm.

Roll Call

Present were Vice-Chairman Francine Ward, Board Member Barry Meindl, Board Member Eric Sangvic, Board Member Wevlyn Graves, Board Member Joe Pecora. Also attending were Brooksville Housing Authority Executive Director Terri Beverly; Housing Authority Administrative Assistant Jessica Flynn; and Deputy City Clerk Lisa Morris.

Absent were Chairman Clifford Manuel, and Board Member Frances Burke, and Housing Authority Attorney Ricardo Gilmore.

Introduction of New Members

New members, Ms. Wevlyn Graves, and Mr. Joe Pecora were introduced as new Board Members and Mr. Frances Burke was not in attendance to be introduced.

Approval of Minutes for the January 18, 2022 Meeting

Discussion followed as to who could make the motion to approve the Minutes if the Board Member had to be present to make the motion or vote on the motion. It was noted that Robert's Rules of Order Newly Revised, 12th edition says, "It should be noted that a member's absence from the meeting for which minutes are being approved does not prevent the member from participating in their correction or approval" and "a newly elected member may vote to approve minutes, and a member who was not present at a meeting has the right to move approval of the minutes of that meeting".

Motion made by Board Member Meindl, seconded by Vice-Chairman Ward to approve the January 18, 2022 meeting minutes as presented.

Vote: 5-0.

Approval of December 2021, January 2022, and February 2022 Financial Statements

Executive Director Beverly provided an overview of the financial statement for December 2021, January 2022, and February 2022.

Motion made by Board Member Pecora, seconded by Board Member Sangvic to approve the financial statements as presented.

Vote: 5-0.

Fortis Development

Joe Chambers, Fortis Development, spoke about the development of Summit Villa Apartments, funding opportunities, and development in the Summit Villa's neighborhood.

Executive Director

Summit Villa Apartments

Executive Director Beverly provided an update on Summit Villas complex as related to boarding up and demolishing the structures. She noted that there were squatters in the abandoned property, vandalism of the property, and having officers patrol the complex. She noted that reports have been filed. It was noted that there was a need to mitigate liability.

Executive Director Beverly will contact the Board Attorney to determine options for the property where it be demolition or boarding up the structures until the property can be rehabilitated.

Legal Counsel – Ric Gilmore, Saxon, Gilmore & Carraway

Not present to comment.

Citizen's Comments

Jana Knox spoke about Summit Villas needing to be demolished, housing issues, and homeless in the area.

Board Members

Board Member Graves

Board Member Graves noted various board and agencies she has served. Discussion followed about community involvement and history of board service by Board Members.

Adjournment

Motion made by Board Member Graves, Seconded by Board Member Sangvic to adjourn at 5:58 pm.

Vote: 5 – 0

Attest:

Chairman

Executive Director

Acct 5678

**BROOKSVILLE HOUSING AUTHORITY
BANK RECONCILIATION
APRIL 2022**

Beginning Balance Per Statement		\$ 2,284,715.24
Deposit: From HUD		
Misc Deposits:		
Fraud Deposits	\$	5,000.00
Outstanding Expense Checks	\$	-
TOTAL DEPOSITS	\$	5,000.00
Withdrawals		
(Administrative Expenses) Checks/ACH	\$	4,259.85
Acct Analysis Fee	\$	2.50
Misc		
Fraud Withdrawals		
TOTAL WITHDRAWALS	\$	4,262.35
ENDING BALANCE		\$ 2,285,452.89

EXPENSE CHECKS		
DATE	CHECK #	AMOUNT
TOTAL OUTSTANDING		\$ -



999-99-99 51271 7 C 001 30 55 004
BROOKSVILLE HOUSING AUTHORITY
621 W JEFFERSON ST
BROOKSVILLE FL 34601-2529

Your account statement

For 04/29/2022

Contact us



Truist.com



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

■ BASIC PUBLIC FUND CHECKING : 5678

Account summary

Your previous balance as of 03/31/2022	\$2,284,715.24
Checks	- 3,871.65
Other withdrawals, debits and service charges	- 390.70
Deposits, credits and interest	+ 5,000.00
Your new balance as of 04/29/2022	= \$2,285,452.89

Checks

DATE	CHECK #	AMOUNT(\$)	DATE	CHECK #	AMOUNT(\$)	DATE	CHECK #	AMOUNT(\$)
04/18	1003	8.89	04/06	1009	143.75	04/29	1011	3,000.00
04/06	*1007	70.00	04/27	1010	130.26	04/25	1012	375.00
04/06	1008	143.75						

* indicates a skip in sequential check numbers above this item

Total checks = \$3,871.65

Other withdrawals, debits and service charges

DATE	DESCRIPTION	AMOUNT(\$)
04/12	DEBIT CARD PURCHASE LOWES #01827* 04-11 BROOKSVILLE FL 5638	166.34
04/21	SERVICE CHARGES - PRIOR PERIOD	2.50
04/22	DEBIT CARD PURCHASE SPRING HILL RURAL 04-21 SPRING HILL FL 5638	149.08
04/28	DEBIT CARD PURCHASE LOWES #01827* 04-27 BROOKSVILLE FL 5638	72.78
Total other withdrawals, debits and service charges		= \$390.70

Deposits, credits and interest

DATE	DESCRIPTION	AMOUNT(\$)
04/21	UDI-20220421187 000000000000	5,000.00
Total deposits, credits and interest		= \$5,000.00



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

TRUST
43 215531

3/22/2022

PAY TO THE ORDER OF The Hernando Sun \$ 8.89

Eight and 89/100 DOLLARS

The Hernando Sun
PO Box 12203
Brooksville, FL 34603

MEMO Inv # 5149

Lew M. Bailey
Francis S. Ward

CHECK#: 1003 \$8.89

Seq: 14
Dep: 000410
>55553336-4
>7000525217-4
Date: 04/16/22

For Deposit Only
MICR Line
① DEPOSIT ONLY
② CHECKS ONLY
③ OTHER CHECKS ONLY
④ OTHER DEPOSITS ONLY
⑤ OTHER CHECKS ONLY
⑥ OTHER DEPOSITS ONLY
⑦ OTHER CHECKS ONLY
⑧ OTHER DEPOSITS ONLY
⑨ OTHER CHECKS ONLY
⑩ OTHER DEPOSITS ONLY

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

TRUST
43 215531

3/22/2022

PAY TO THE ORDER OF Florida Department of State \$ 70.00

Sevony and 00/100 DOLLARS

Florida Department of State
Division of Corporations
P O Box 6199
Tallahassee, FL 32314

MEMO BHA Summit Vtas Senior, INC.

Lew M. Bailey
Francis S. Ward

CHECK#: 1007 \$70.00

① DEPOSIT ONLY
② CHECKS ONLY
③ OTHER CHECKS ONLY
④ OTHER DEPOSITS ONLY
⑤ OTHER CHECKS ONLY
⑥ OTHER DEPOSITS ONLY
⑦ OTHER CHECKS ONLY
⑧ OTHER DEPOSITS ONLY
⑨ OTHER CHECKS ONLY
⑩ OTHER DEPOSITS ONLY

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

TRUST
43 215531

3/22/2022

PAY TO THE ORDER OF Florida Department of State \$ 143.75

One Hundred Forty-Three and 75/100 DOLLARS

Florida Department of State
Division of Corporations
P O Box 6199
Tallahassee, FL 32314

MEMO BHA Development, LLC

Lew M. Bailey
Francis S. Ward

CHECK#: 1008 \$143.75

① DEPOSIT ONLY
② CHECKS ONLY
③ OTHER CHECKS ONLY
④ OTHER DEPOSITS ONLY
⑤ OTHER CHECKS ONLY
⑥ OTHER DEPOSITS ONLY
⑦ OTHER CHECKS ONLY
⑧ OTHER DEPOSITS ONLY
⑨ OTHER CHECKS ONLY
⑩ OTHER DEPOSITS ONLY

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

TRUST
43 215531

3/22/2022

PAY TO THE ORDER OF Florida Department of State \$ 143.75

One Hundred Forty-Three and 75/100 DOLLARS

Florida Department of State
Division of Corporations
P O Box 6199
Tallahassee, FL 32314

MEMO BHA Summit Senior, LLC

Lew M. Bailey
Francis S. Ward

CHECK#: 1009 \$143.75

① DEPOSIT ONLY
② CHECKS ONLY
③ OTHER CHECKS ONLY
④ OTHER DEPOSITS ONLY
⑤ OTHER CHECKS ONLY
⑥ OTHER DEPOSITS ONLY
⑦ OTHER CHECKS ONLY
⑧ OTHER DEPOSITS ONLY
⑨ OTHER CHECKS ONLY
⑩ OTHER DEPOSITS ONLY

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

TRUST
43 215531

4/29/2022

PAY TO THE ORDER OF Duke Energy \$ 130.26

One Hundred Thirty and 26/100 DOLLARS

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

MEMO Accl # 83287 99659

Lew M. Bailey
Francis S. Ward

CHECK#: 1010 \$130.26

① DEPOSIT ONLY
② CHECKS ONLY
③ OTHER CHECKS ONLY
④ OTHER DEPOSITS ONLY
⑤ OTHER CHECKS ONLY
⑥ OTHER DEPOSITS ONLY
⑦ OTHER CHECKS ONLY
⑧ OTHER DEPOSITS ONLY
⑨ OTHER CHECKS ONLY
⑩ OTHER DEPOSITS ONLY

Acct 5678

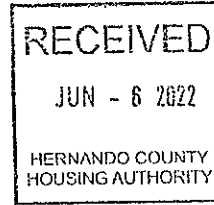
**BROOKSVILLE HOUSING AUTHORITY
BANK RECONCILIATION
MAY 2022**

Beginning Balance Per Statement		\$ 2,285,452.89
Deposit: From HUD		
Misc Deposits:		
Fraud Deposits		
Outstanding Expense Checks		\$ 652.94
TOTAL DEPOSITS		\$ -
Withdrawals		
(Administrative Expenses) Checks/ACH		\$ 3,306.89
Acct Analysis Fee		
Misc		
Fraud Withdrawals		
TOTAL WITHDRAWALS		\$ 3,306.89
ENDING BALANCE		\$ 2,282,146.00

EXPENSE CHECKS		
DATE	CHECK #	AMOUNT
5/26/2022	1013	\$ 260.70
5/26/2022	1014	\$ 17.24
5/26/2022	1017	\$ 375.00
TOTAL OUTSTANDING		\$ 652.94



999-99-99-99 51271 2 C 001 30 55 004
 BROOKSVILLE HOUSING AUTHORITY
 621 W JEFFERSON ST
 BROOKSVILLE FL 34601-2529



Your account statement

For 05/31/2022

Contact us



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

■ BASIC PUBLIC FUND CHECKING 678

Account summary

Your previous balance as of 04/29/2022	\$2,285,452.89
Checks	- 3,162.50
Other withdrawals, debits and service charges	- 144.39
Deposits, credits and interest	+ 0.00
Your new balance as of 05/31/2022	= \$2,282,146.00

Checks

DATE	CHECK #	AMOUNT(\$)
05/27	1015	3,000.00
05/31	1016	162.50
Total checks		= \$ 3,162.50

Other withdrawals, debits and service charges

DATE	DESCRIPTION	AMOUNT(\$)
05/02	DEBIT CARD PURCHASE THE HOME DEPOT #02 04-28 SPRINGHILL FL 5638	144.39
Total other withdrawals, debits and service charges		= \$144.39

