



CMHA Boardroom
1635 Western Avenue
Cincinnati, Ohio 45214

TOUCHSTONE PROPERTY SERVICES

MEETING AGENDA

BOARD OF COMMISSIONERS

Cincinnati, OHIO

Tuesday, December 28, 2021

6:00 P.M.

I. AGENDA SCHEDULE

1. Call Meeting to Order
 2. Roll Call
 3. Approval of Minutes
 4. Discussion of Secretary Recommendations
 5. Adjourn
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II. ROLL CALL

III. APPROVAL OF MINUTES

1. Regular Board Meeting – October 26, 2021

(Enclosure #1) (Roll Call)

2. Regular Board Meeting – December 6, 2021
(Rescheduled from November 30, 2021)

(Enclosure #2) (Roll Call)

IV. DISCUSSION OF SECRETARY RECOMMENDATIONS

1. Resolution #158 – Resolution Approving the Financial Report for the Month of November 2021 with Collection Losses

(Enclosure #3) (Reema Ruberg) (Roll Call)

2. Resolution #159 – Resolution to Approve Calendar Year 2022 Annual Budgets for: Baldwin Grove, Reserve on South Martin, Cary Crossing, West Union Square, Sutter View Apartments, Park Eden Evanston, LLC, Pinecrest RAD LLC, Park Eden Apartments, LLC, City West Retail, Hamilton County Affordable Housing and Touchstone Property Services

(Enclosure #4) (Reema Ruberg) (Roll Call)

3. **Resolution #160** – Resolution Authorizing the Chief Executive Officer of Touchstone Property Services to Proceed with the Request for Proposals and Solicitations for General Goods and Services from Outside Vendors

1. SOL TP22-1002 Pest Control Services
2. SOL TP22-1003 Grounds Litter Pickup Services

(Enclosure #5) (Marquita Flowers/Janell Duncan) (Roll Call)

4. **Resolution #161** – Resolution Authorizing the Chief Executive Officer of Touchstone Property Services to Sign the Second One-Year Contract Extension Option for Contract TP19-036; Audit and Tax Preparation Assistance with Clark, Schaefer, Hackett & Co.; and Novogradac & Company, LLP in a Not-to-Exceed Amount of \$100,000 Annually Per Firm Per Maximum 3-Year Contract Funded by Touchstone Property Services Operating Funds

(Enclosure #6) (Reema Ruberg/Janell Duncan) (Roll Call)

5. **Resolution #162** – Resolution Authorizing the Chief Executive Officer of Touchstone Property Services to Negotiate and Enter Into Contracts for Solicitation TP22-1001; Grounds Maintenance and General Facilities Maintenance Services with KENVY Renovations LLC; Just Right Construction & Lawn Care Service; Goodwin Lawn Care Services LLC; Johnny Julian d/b/a A-Z Lawn Care Property Management; and TruGreen Limited Partnership in a Not-to-Exceed Amount of \$100,000 Per Firm, Per Year or the Board Approved Budget for Maximum 5-Year Contracts, Funded by Operating Funds

(Enclosure #7) (Marquita Flowers/Janell Duncan) (Roll Call)

6. **Resolution #163** – Resolution Approving the Reauthorization of the Management Agreements for Instrumentalities of Touchstone Property Services, Inc.

(Enclosure #8) (Tobias Eisenlohr) (Roll Call)

7. **Resolution #164** – Resolution Approving the Reauthorization of the Memorandum of Agreement Between CMHA and Touchstone Property Services

(Enclosure #9) (Tobias Eisenlohr) (Roll Call)

8. **Resolution #165** – Resolution Approving the Reauthorization of the Management Agreement Between Cincinnati Metropolitan Housing Authority and Touchstone Property Services, Inc. for Operation of City West Retail

(Enclosure #10) (Tobias Eisenlohr) (Roll Call)

9. **Resolution #166** – Resolution Approving the Reauthorization of the Management Agreement Between Cincinnati Metropolitan Housing Authority and Touchstone Property Services, Inc. for Operation of Hamilton County Affordable Housing

(Enclosure #11) (Tobias Eisenlohr) (Roll Call)

10. **Resolution #167** – Resolution Creating the Bylaws of Logan Commons LLC

(Enclosure #12) (Tobias Eisenlohr) (Roll Call)

11. **Resolution #168** – Resolution Creating the Bylaws of Horizon Hills LLC

(Enclosure #13) (Tobias Eisenlohr) (Roll Call)

During November of fiscal year 2021 TPS entered into three (3) non-construction contracts with not-to-exceed maximum amounts below \$100,000.

(Enclosure #14) (Janell Duncan)

V. ADJOURN

TOUCHSTONE PROPERTY SERVICES, INC. Board

**Cincinnati Metropolitan Housing Authority
Board of Housing Commissioners**

**Mr. William Myles, Chair • Ms. Mayme L. Mitchell, Vice-Chair
Mr. Thomas J. Weidman • Ms. Teri Spears • Mr. Reginald J. Harris
Mr. Edward R. O'Donnell • Mr. Kevin M. Moore**