



CMHA Boardroom
1635 Western Avenue
Cincinnati, Ohio 45214

TOUCHSTONE PROPERTY SERVICES

MEETING AGENDA

BOARD OF COMMISSIONERS

Cincinnati, OHIO

Tuesday, October 25, 2022

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. Board Meeting – October 5, 2022 (Rescheduled from September 27, 2022)
(Enclosure #1) (Roll Call)

IV. DISCUSSION OF SECRETARY RECOMMENDATIONS

1. **Resolution #220** – Resolution Approving the Financial Report for the Month of September 2022 with Collection Losses
(Enclosure #2) (Bianka Brown) (Roll Call)
2. **Resolution #221** – Resolution to Approve the Unaudited Financial Statements for Hamilton County Affordable Housing, Springdale Senior Limited Partnership d/b/a Baldwin Grove, The Reserve on South Martin, Cary Crossing, West Union Square, Sutter View, Evanston, Pinecrest, Park Eden Apartments, City West Retail and Touchstone Property Services for the Nine Months Ending September 30, 2022 for Calendar Year 2022
(Enclosure #3) (Bianka Brown) (Roll Call)

3. **Resolution #222** – Resolution to Approve Calendar Year 2023 Annual Budgets for: Springdale Senior Limited Partnership d/b/a 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 and Hamilton County Affordable Housing

(Enclosure #4) (Reema Ruberg/Bianka Brown) (Roll Call)

4. **Resolution #223** – Resolution Authorizing the Chief Executive Officer of Touchstone Property Services to Sign the First One-Year Contract Extension Option for Contract TP21-1011; Snow Removal Services with Allison Landscaping, Inc.; Brighter Day Outdoor Services, LLC; Fanci Structure Corporation LLC; Just Right Construction & Lawn Care Service; Companies by Design LLC d/b/a Refresh Property Solutions; and Spiridium, LLC in a Not-to-Exceed Amount of \$75,000 Annually, Per Contractor, or the Board Approved Budget, for a Maximum 5-Year Contract, Funded by Operating Funds (TPS)

(Enclosure #5) (Daniel Isome/Janell Duncan) (Roll Call)

5. **Resolution #224** – Resolution Authorizing the Chief Executive Officer of Touchstone Property Services to Negotiate and Enter Into Contracts for Solicitation TP22-1010; Answering Services and Outbound Calls for Touchstone Property Services with McGhee and Associates, LLC and Gilson Software Solutions-PHA, LLC in a Not-to-Exceed Amount of \$100,000 Annually for the Pool of Contractors, or the Board Approved Budget, for a Maximum 5-Year Contract, Funded by Operating Funds (TPS)

(Enclosure #6) (Daniel Isome/Janell Duncan) (Roll Call)

During September 2022 of fiscal year 2022, TPS entered into two (2) non-construction contracts with not-to-exceed maximum amounts below \$100,000. (Per Resolution #174 approved 01.25.2022, the CEO has Authorization to Execute and Sign Contracts in an Amount Not-to-Exceed \$100,000)

(Enclosure #7) (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 • Ms. Cinnamon D. Pelly
Mr. Edward R. O'Donnell • Mr. Kevin M. Moore