



CMHA Boardroom
1635 Western Avenue
Cincinnati, Ohio 45214

TOUCHSTONE PROPERTY SERVICES

MEETING AGENDA

BOARD OF COMMISSIONERS

Cincinnati, OHIO

Tuesday, January 31, 2023

6:00 P.M.

I. AGENDA SCHEDULE

1. Call Meeting to Order
 2. Roll Call
 3. Approval of Minutes
 4. Approval of Bylaws
 5. Discussion of Secretary Recommendations
 6. Adjourn
-

II. ROLL CALL

III. APPROVAL OF MINUTES

1. Board Meeting – December 20, 2022

(Enclosure #1) (Roll Call)

IV. APPROVAL OF BYLAWS

1. Resolution #233 – Resolution to Approve the Touchstone Property Services, Inc. Bylaws as Presented at December 20, 2022 Annual Board Meeting

(Enclosure #2) (Roll Call)

V. DISCUSSION OF SECRETARY RECOMMENDATIONS

1. Resolution #234 – Resolution Approving the Financial Report for the Month of December 2022 with Collection Losses

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

2. **Resolution #235** – Resolution to Approve the 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 Eleven Months Ending November 30, 2022 for Calendar Year 2022

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

3. **Resolution #236** – Resolution to Approve the 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 Twelve Months Ending December 31, 2022 for Calendar Year 2022

(Enclosure #5) (Reema Ruberg) (Roll Call)

4. **Resolution #237** – Resolution Providing Authorization to Proceed with the Request for Proposals and Solicitations for General Goods and Services from Outside Vendors

1. SOL TP23 - 1003 – Management of City West Retail

(Enclosure #6) (Joe Norton)

2. SOL TP23 - 1004 - Work Order Services
3. SOL TP23 - 1005 – Printing Services

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

5. **Resolution #238** – Resolution Authorizing the Chief Executive Officer of Touchstone Property Services to Negotiate and Enter Into Contracts for Solicitation TP23-1002; Vacancy Prep Unit Turnover (Make Ready) Services with Trustus Transportation, LLC d/b/a Trustus Maintenance & Janitorial; GJT Construction Inc.; Terry Jarvis d/b/a J Companies; Terrance Shipmon d/b/a Upgrade Renovation Restoration and Repair Company; Brown Development & Construction LLC; G2 Residential Services, LLC; A-1 Janitorial Services LLC; Crossty Renovation Services LLC; Just Right Construction & Lawn Care Service; Duchess Dynasty, LLC d/b/a Royalty Janitorial Services; The Cassandra Anderson Corporation; DCJ Janitorial LLC; D10, LLC; and KNAVY Renovations LLC in a Not-to-Exceed Amount of \$125,000 Annually for the Pool of Contractors, or the Board Approved Budget for a Maximum 3-Year Contact, Funded by TPS Operating Funds

(Enclosure #7) (Daniel Isome/Janell Duncan) (Roll Call)

6. **Resolution #239** – Resolution Re-approving the Authority of the Chief Executive Officer of Touchstone Property Services to Negotiate and Execute Contracts in an Amount Not-to-Exceed \$100,000 or the Board Approved Budget

(Enclosure #8) (Janell Duncan) (Roll Call)

7. **Resolution #240** – Resolution Re-approving the Authority of the Chief Executive Officer of Touchstone Property Services to Sign Time Extensions and Change Orders to Contract Not-to-Exceed 20% of the Initial Contract Amount

(Enclosure #9) (Janell Duncan) (Roll Call)

8. **Resolution #241** – Resolution Re-approving the Authority of the Chief Executive Officer of Touchstone Property Services to Enter Into Cooperative Purchasing Agreements

(Enclosure #10) (Janell Duncan) (Roll Call)

9. **Resolution #242** – **TABLED** Resolution Re-approving the Authority of the Chief Executive Officer of Touchstone Property Services to Execute Contracts, Official HUD Documents and Required Investor Documents with Dates Preceding the Next Available Board Meeting, in Addition to Emergency Documents that Affect the Safety of Employees, Residents, TPS Property and the Community at Large; All Such Actions Shall be Presented to the Board at the Immediate Subsequent Board Meeting

(Enclosure #11) (Janell Duncan) (Roll Call)

During December 2022 of fiscal year 2022, TPS entered into four (4) 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 #12) (Janell Duncan)

VI. 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. Bernadette Watson
Mr. Edward R. O'Donnell • Mr. Kevin M. Moore