



CMHA Boardroom  
1635 Western Avenue  
Cincinnati, Ohio 45214

**TOUCHSTONE PROPERTY SERVICES, INC.**

**MEETING AGENDA**

**BOARD OF COMMISSIONERS**

**Cincinnati, OHIO**

**Friday, January 26, 2024**

**Rescheduled from January 30, 2024**

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**2:15 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**
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**II. ROLL CALL**

**III. APPROVAL OF MINUTES**

- 1. Board Meeting – December 19, 2023**

**(Enclosure #1) (Roll Call)**

**IV. APPROVAL OF BYLAWS**

- 1. Resolution #285 – Resolution to Approve the Touchstone Property Services, Inc. Bylaws as Presented at December 19, 2023 Annual Board Meeting**

**(Enclosure #2) (Roll Call)**

**V. DISCUSSION OF SECRETARY RECOMMENDATIONS**

- 1. Resolution #286 – Resolution Approving the Financial Report for the Month of December 2023 with Collection Losses**

**(Enclosure #3) (Cedric Oluoch/Jeff Burton) (Roll Call)**

2. **Resolution #287** – 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, Marianna Terrace, Horizon Hills, City West Retail and Touchstone Property Services for the Month Ending November 30, 2023 for Calendar Year 2023

(Enclosure #4) (Cedric Oluoch/Jeff Burton) (Roll Call)

3. **Resolution #288** – Resolution Providing Authorization to Proceed with the Request for Proposals and Solicitations for General Goods and Services from Outside Vendors

1. SOL TP24-5001 – Fee Accountant

(Enclosure #5) (Cedric Oluoch/Ashley Clericus) (Roll Call)

4. **Resolution #289** – 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 #6) (Ashley Clericus) (Roll Call)

5. **Resolution #290** – Resolution Re-approving the Authority of the Chief Executive Officer of Touchstone Property Services to Sign Time Extensions and Change Orders to Contracts Not-to-Exceed 20% of the Initial Contract Amount

(Enclosure #7) (Ashley Clericus) (Roll Call)

6. **Resolution #291** – Resolution Re-approving the Authority of the Chief Executive Officer of Touchstone Property Services to Enter Into Cooperative Purchasing Agreements

(Enclosure #8) (Ashley Clericus) (Roll Call)

7. **Resolution #292** – 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 #9) (Ashley Clericus) (Roll Call)

During December 2023 of fiscal year 2023, TPS did not enter into any non-construction contracts with not-to-exceed maximum amounts below \$100,000.

(Enclosure #10) (Ashley Clericus)

## 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**