



CMHA Boardroom
1635 Western Avenue
Cincinnati, Ohio 45214

TOUCHSTONE PROPERTY SERVICES, INC.

MEETING AGENDA

BOARD OF COMMISSIONERS

Cincinnati, OHIO

Thursday, August 22, 2024

Rescheduled from August 20, 2024

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 – May 28, 2024**

(Enclosure #1) (Roll Call)

- 2. Board Meeting – June 25, 2024**

(Enclosure #2) (Roll Call)

V. DISCUSSION OF SECRETARY RECOMMENDATIONS

- 1. Resolution #317 – Resolution Approving the Bad Debt Write-Offs for June and July 2024**

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

- 2. Resolution #318 – 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, Bennett Point, City West Retail and Touchstone Property Services for the Months Ending June 30, 2024 and July 31, 2024 for Calendar Year 2024**

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

3. **Resolution #319** – Resolution Providing Authorization to Proceed with the Request for Proposals and Solicitations for General Goods and Services from Outside Vendors

1. **TP24-1016 - Management of City West Retail**

- (Enclosure #5) (Joe Norton/Marco Benavides) (Roll Call)

4. **Resolution #320** – Resolution Authorizing the Chief Executive Officer of Touchstone Property Services to Sign the Third One-Year Contract Extension Option for Contract TP21-1008; Elevator Maintenance and Repair Services with TK Elevator Corporation in a Not-to-Exceed Amount of \$308,400 Annually or the Board Approved Budget for a Maximum 5-Year Contract, Funded by Operating Funds

- (Enclosure #6) (Jeff Burton/Marco Benavides) (Roll Call)

5. **Resolution #321** – Resolution Authorizing the Chief Executive Officer of Touchstone Property Services to Sign the Third One-Year Contract Extension Option for Contract TP21-1011; Snow Removal Services with Brighter Day Outdoor Services, LLC; Just Right Construction & Lawn Care Service; and Companies by Design LLC d/b/a Refresh Property Solutions 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

- (Enclosure #7) (Jeff Burton/Marco Benavides) (Roll Call)

During June and July 2024 of fiscal year 2024, TPS did not enter into any non-construction contracts with not-to-exceed maximum amounts below \$100,000.

- (Enclosure #8) (Marco Benavides)

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