



CMHA Boardroom  
1635 Western Avenue  
Cincinnati, Ohio 45214

TOUCHSTONE PROPERTY SERVICES, INC.

MEETING AGENDA

BOARD OF COMMISSIONERS

Cincinnati, OHIO

Tuesday, September 24, 2024

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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 – August 22, 2024 (**Rescheduled from August 20, 2024**)  
(Enclosure #1) (Roll Call)

V. DISCUSSION OF SECRETARY RECOMMENDATIONS

1. Resolution #322 – Resolution Approving the Bad Debt Write-Offs for August 2024  
(Enclosure #2) (Cedric Oluoch/Jeff Burton) (Roll Call)
2. Resolution #323 – 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 Month Ending August 31, 2024 for Calendar Year 2024  
(Enclosure #3) (Cedric Oluoch/Jeff Burton) (Roll Call)

3. **Resolution #324** – Resolution Approving the Calendar Year 2024 Budget Revision for Hamilton County Affordable Housing, Cary Crossing and West Union Square

(Enclosure #4) (Cedric Oluoch) (Roll Call)

4. **Resolution #325** – Resolution Providing Authorization to Proceed with the Request for Proposals and Solicitations for General Goods and Services from Outside Vendors

1. TP24-1018 – Supplemental Janitorial Services
2. TP24-1019 – Supplemental Locksmith Services
3. TP24-1020 – Supplemental Work Order Services
4. TP24-1021 – Supplemental Vacancy Prep Unit Turnover (Make Ready) Services
5. TP24-1022 – Commercial Real Estate Agent

(Enclosure #5) (Jeff Burton/Marco Benavides) (Roll Call)

5. **Resolution #326** – Resolution Increasing the Contract Amount and Authorizing the Chief Executive Officer of Touchstone Property Services to Sign a Change Order for Contract 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; D C J Janitorial LLC; D10, LLC; and KNVY Renovations LLC., Funded by Operating Funds

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

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

(Enclosure #7) (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**