



CMHA Boardroom  
1635 Western Avenue  
Cincinnati, Ohio 45214

**TOUCHSTONE PROPERTY SERVICES, INC.**

**MEETING AGENDA**

**BOARD OF COMMISSIONERS**

**Cincinnati, OHIO**

**Tuesday, January 28, 2025**

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**6:00 P.M.**

**I. AGENDA SCHEDULE**

- 1. Call Meeting to Order**
  - 2. Roll Call**
  - 3. Approval of Minutes**
  - 4. Approval of Bylaws and Board Governance Policy**
  - 5. Discussion of Secretary Recommendations**
  - 6. Adjourn**
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**II. ROLL CALL**

**III. APPROVAL OF MINUTES**

- 1. Board Meeting – December 17, 2024**

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

**IV. APPROVAL OF BYLAWS AND BOARD GOVERNANCE POLICY**

- 1. Resolution #341 – Resolution to Approve the Touchstone Property Services, Inc. Bylaws as Presented at December 17, 2024 Annual Board Meeting**

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

- 2. Resolution #342 – Resolution to Approve the Touchstone Property Services, Inc. Board Governance Policy as Presented at December 17, 2024 Annual Board Meeting**

**(Enclosure #3) (Roll Call)**

**V. DISCUSSION OF SECRETARY RECOMMENDATIONS**

- 1. Resolution #343 – Resolution Approving the Financial Report for the Month of December 2024 with Collection Losses**

**(Enclosure #4) (Henry Oberson/Jeff Burton) (Roll Call)**

- 2. Resolution #344 – 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, Riverview San Marco, City West Retail and Touchstone Property Services for the Month Ending December 31, 2024 for Calendar Year 2024**

**(Enclosure #5) (Henry Oberson/Jeff Burton) (Roll Call)**

- 3. Resolution #345 – Resolution Providing Authorization to Proceed with the Request for Proposals and Solicitations for General Goods and Services from Outside Vendors**

- 1. SOL TP25-1001 Roofing and Chimney Repair Services**
- 2. SOL TP25-1003 Supplemental Alarm Services**
- 3. SOL TP25-1004 Property Management Services; Logan Commons, Bennet Point, Race Street**

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

- 4. Resolution #346 – 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 #7) (Marco Benavides) (Roll Call)**

- 5. Resolution #347 – 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 #8) (Marco Benavides) (Roll Call)**

6. **Resolution #348** – Resolution Re-approving the Authority of the Chief Executive Officer of Touchstone Property Services to Enter into Cooperative Purchasing Agreements

(Enclosure #9) (Marco Benavides) (Roll Call)

7. **Resolution #349** – 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 #10) (Marco Benavides) (Roll Call)

During December 2024 of fiscal year 2024, TPS entered into two (2) non-construction contracts with not-to-exceed maximum amounts below \$100,000.

(Enclosure #11) (Marco Benavides)

## 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. Lann B. Field**  
**Ms. Bernadette Watson**  
**Mr. Edward R. O'Donnell**