



CMHA Boardroom
1635 Western Avenue
Cincinnati, Ohio 45214

TOUCHSTONE PROPERTY SERVICES, INC.

MEETING AGENDA

BOARD OF COMMISSIONERS

Cincinnati, OHIO

Tuesday, March 25, 2025

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 – February 25, 2025

(Enclosure #1) (Roll Call)

IV. DISCUSSION OF SECRETARY RECOMMENDATIONS

1. **Resolution #357** – Resolution Approving the Financial Report for the Month of February 2025 with Collection Losses

(Enclosure #2) (Vernal Moore/Cedric Oluoch) (Roll Call)

2. **Resolution #358** – 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 February 28, 2025 for Calendar Year 2025

(Enclosure #3) (Cedric Oluoch) (Roll Call)

3. **Resolution #359** – Resolution to Approve the Calendar Year 2025 Budget Revision for Touchstone Property Services

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

4. **Resolution #360** – Resolution Providing Authorization to Proceed with the Request for Proposals and Solicitations for General Goods and Services from Outside Vendors

1. SOL TP25-1017 Electrical Services

(Enclosure #5) (Vernal Moore/Marco Benavides) (Roll Call)

5. **Resolution #361** – Resolution Authorizing the Chief Executive Officer of Touchstone Property Services to Sign the First One-Year Contract Extension Option for Contract TP24-5002; Fee Accountant with Emerge Accounting CPA, PC and BDO USA, P.C. in a Not-to-Exceed Amount of \$300,000 Annually Per the Pool of Contractors (\$170,000 for the Remaining Calendar Year 2025) and the Remaining \$130,000 for Calendar Year 2026 or the Board Approved Calendar Year 2026 Budget for a Maximum 5-Year Contract, Funded by Operating Funds

(Enclosure #6) (Cedric Oluoch/Marco Benavides) (Roll Call)

6. **Resolution #362** – Resolution Authorizing the Chief Executive Officer of Touchstone Property Services to Sign the Third One-Year Contract Extension Option for Contract TP22-5001; Audit and Tax Preparation Assistance with Novogradac & Company, LLP; and Citrin Cooperman & Company, LLP in a Not-to-Exceed Amount of \$250,000 Annually Per the Pool of Contractors (\$250,000 from the Remaining Calendar Year 2025 Budget) or the Board Approved Budget for a Maximum 5-Year Contract, Funded by Operating Funds

(Enclosure #7) (Cedric Oluoch/Marco Benavides) (Roll Call)

7. **Resolution #363** – Resolution Authorizing the Chief Executive Officer of Touchstone Property Services to Sign the Second One-Year Contract Extension Option for Contract TP23-1007; Pest Control Services with High Rock Pest Control, LLC; and The Terminix International Company Limited d/b/a Terminix Commercial in a Not-to-Exceed Amount of \$120,000 Annually Per the Pool of Contractors (\$84,000 for the Remaining Calendar Year 2025) and the Remaining \$36,000 for Calendar Year 2026 or the Board Approved Budget for a Maximum 5-Year Contract, Funded by Operating Funds

(Enclosure #8) (Vernal Moore/Marco Benavides) (Roll Call)

**During January 2025 of fiscal year 2025, TPS entered into six (6)
non-construction contracts with not-to-exceed maximum amounts below \$100,000.**

(Enclosure #9) (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
Ms. Lann B. Field**