



CMHA Boardroom
1635 Western Avenue
Cincinnati, Ohio 45214

TOUCHSTONE PROPERTY SERVICES, INC.

MEETING AGENDA

BOARD OF COMMISSIONERS

Cincinnati, OHIO

Tuesday, January 27, 2026

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

II. ROLL CALL

III. APPROVAL OF MINUTES

1. Board Meeting – August 19, 2025

(Enclosure #1) (Roll Call)

2. Board Meeting – December 16, 2025

(Enclosure #2) (Roll Call)

IV. APPROVAL OF BYLAWS AND BOARD GOVERNANCE POLICY

1. Resolution #407 – Resolution to Approve the Touchstone Property Services, Inc. Bylaws as Presented at December 16, 2025, Annual Board Meeting

(Enclosure #3) (Roll Call)

2. Resolution #408 – Resolution to Approve the Touchstone Property Services, Inc. Board Governance Policy as Presented at December 16, 2025, Annual Board Meeting

(Enclosure #4) (Roll Call)

V. DISCUSSION OF SECRETARY RECOMMENDATIONS

1. **Resolution #409** – Resolution Approving the Financial Report for the Month of December 2025 with Collection Losses

(Enclosure #5) (Vernal Moore/Cedric Oluoch) (Roll Call)

2. **Resolution #410** – Resolution to Approve the Estimated 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, Logan Commons, Beechwood, Marquette Manor, City West Retail and Touchstone Property Services for the Month Ending November 30, 2025 for Calendar Year 2025

(Enclosure #6) (Vernal Moore/Cedric Oluoch) (Roll Call)

3. **Resolution #411** – Resolution Authorizing the Chief Executive Officer of Touchstone Property Services to Negotiate and Enter into Contracts for Solicitation TP26-1001; Ground Maintenance and General Facilities Maintenance Services with Dixie Exterior Design and Landscape, Trustus Unlimited LLC; Dreamscapes Unlimited, Sincere Properties LLC; Butler Lawn Care and Landscaping Corporation; Goodwin Lawn Care Services LLC; AHRLC Property Management & Construction Company, LLC; Gilbey's Landscaping LLC; Blade Kings Landscaping LLC; Brighter Day Outdoor Services LLC; A-Z Lawn Care & Property Management LLC; Coker Contracting LLC; and Just Right Construction & Lawn Care Service in a Not-to-Exceed Amount of \$225,000 Annually Per the Pool of Contractors or the Board Approved Budget for a Maximum 5-Year Contract, Funded by Operating Funds

(Enclosure #7) (Vernal Moore/Marco Benavides) (Roll Call)

4. **Resolution #412** – Resolution Authorizing the Chief Executive Officer of Touchstone Property Services to Negotiate and Enter into Contracts for Solicitation TP26-1002; Vacancy Prep Unit Turnover (Make Ready) Services with Howard Edwards Contractors, LLC; Diamond Professional Contractors LLC; Colossal Janitorial LLC; BC Janitorial & Maintenance; GJT Construction Inc.; J Companies LLC; G2 Residential Services, LLC; Zoom Broom Perfection Cleaning Services LLC; Crossty Renovation Services LLC; Nice Concrete LLC; Kinsey and Company Handyman LLC; Brownstone Development LLC; All Your Needs 00 LLC; A-Z Lawn Care & Property Management LLC; Trustus Unlimited LLC; and Call of Duty Construction LLC in a Not-to-Exceed Amount of \$150,000 Annually Per the Pool of Contractors or the Board Approved Budget for a Maximum 5-Year Contract, Funded by Operating Funds

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

5. **Resolution #413** – 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)

6. **Resolution #414** – 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 #10) (Marco Benavides) (Roll Call)

7. **Resolution #415** – 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 #11) (Marco Benavides) (Roll Call)

8. **Resolution #416** – 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 #12) (Marco Benavides) (Roll Call)

During December 2025 of calendar year 2025, TPS entered into four (4) non-construction contract with not-to-exceed maximum amounts below \$100,000. Appropriate Procurement processes are adhered to for all purchases.

(Enclosure #13) (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