



**MINUTES OF REGULAR MEETING
OF
HARRIS COUNTY HOUSING AUTHORITY**

Houston, Texas

January 19, 2022

**THE STATE OF TEXAS §
 §
COUNTY OF HARRIS §**

I. CALL TO ORDER AND RECORD OF ATTENDANCE

The Board of Commissioners of Harris County Housing Authority met in a regular session, open to the public on the 19th day of January 2022 at Harris County Housing Authority (HCHA), located at 1933 Hussion Street, inside the boundaries of Harris County in Houston, Texas. Chairman Womack called the meeting to order at 1:12 p.m. and called the roll of the duly constituted officers and members of the Board:

Gerald Womack	Chairman	Present
Joe Villarreal	Vice Chairman	Present
Joe Ellis	Commissioner	Present
Dr. Adriana Tamez	Commissioner	Present at 1:46 pm
Kerry Wright	Commissioner	Absent

Attending for all or portions of the meeting were Horace Allison, Chief Executive Officer, Melissa Quijano, Deputy Director of HCHA, and Jim Brissee from the County Attorney's Office. Additional attendees included the following:

Beverly Burroughs, Debra McCray, Paul Curry, and Vivian Clark of Harris County Housing Authority. Mandy Merchant from ClinftonLarsenAllen, LLP (CLA) was also in attendance.

II. OPENING PRAYER AND PLEDGE OF ALLEGIANCE

Ms. Debra McCray opened the meeting with a prayer, followed by Commissioner Joe Ellis, who led the Pledge of Allegiance, and Vice Chairman Joe Villarreal, who led the Texas Pledge.

III. APPROVAL OF MINUTES FROM NOVEMBER 17, 2021

Vice Chairman Joe Villarreal moved to approve the minutes from the November 17, 2021 Board meeting, Commissioner Joe Ellis seconded, and the motion carried.

APPROVAL OF MINUTES FROM NOVEMBER 22, 2021

Vice Chairman Joe Villarreal moved to approve the minutes from the November 22, 2021 Board meeting, Commissioner Joe Ellis seconded, and the motion carried.

IV. PUBLIC COMMENTS

There were no public comments.

V. CHIEF EXECUTIVE OFFICER'S REPORT

Mr. Allison presented COVID Waivers and the Monthly Report.

Mr. Allison informed the Board that the U.S. Department of Housing and Urban Development stated that Housing Authorities could apply for expedited waivers. Mr. Allison indicated that HCHA staff would apply for the waivers to minimize the impact of the COVID Pandemic on the HCHA operations. HCHA staff will present a resolution to the Board to approve the additional waivers.

Mr. Allison presented the Monthly Reports for October :

We are experiencing delays in Annual Recertifications due to the impact of the COVID Pandemic; 84% are being processed timely. HCHA did not issue any new vouchers. Housing Quality Standards (HQS) Inspections, i.e., new move-in and emergency inspections, are being conducted; however, the rate of HQS Inspections has slowed to minimize potential exposure of the inspectors to COVID-19. The pass rate for first-time inspections is 50%. Lease terminations for the violation of the family's obligations are being upheld. The Housing Choice Voucher (HCV) programs funding utilization for October 2021 is 97%, the Single-Room Occupancy (SRO) is 137%, Emergency Housing Voucher (EHV) is 0%. The HCV program's voucher utilization rate for October 2021 is 101%, the SRO program is 90%, the VASH program is 92%, and the EHV program is 0%.

Mr. Allison presented the Monthly Reports for November:

We are experiencing delays in Annual Recertifications; 76% are being processed timely. HCHA staff continues to conduct Intake Briefings online via video conferencing. Currently, client briefing attendance is at 100%. Housing Quality Standards (HQS) Inspections, i.e., new move-in and emergency inspections, are being conducted; however, the rate of HQS Inspections has slowed to minimize potential exposure of the inspectors to COVID-19. The pass rate for first-time

inspections is 50%. Lease terminations for the violation of the family's obligations are being upheld. The Housing Choice Voucher (HCV) programs funding utilization for November 2021 is 94%, the Single-Room Occupancy (SRO) is 121%, Emergency Housing Voucher (EHV) is 0%. The HCV program's voucher utilization rate for November 2021 is 100%, the SRO program is 89%, the VASH program is 90%, and the EHV program is 0%.

Lastly, Mr. Allison answered questions from the Board.

VI. FINANCIAL PRESENTATION

Mr. Curry presented the HCHA October 2021 financial statements. The consolidated budget reflected revenue over budget by 20% and expenses over budget by 8%.

Mr. Curry presented the HCHA November 2021 financial statements. The consolidated budget reflected revenue over budget by 21% and expenses over budget by 8%. Mr. Curry answered questions from the Board. Chairman Womack asked for a quarterly financial report for the Affordable Housing Developments.

Mandy Merchant of CLA presented the Annual Real Estate Assessment Center Submission (HCHA Annual Financial Statement and Independent Audit).

VII. DEPARTMENT PRESENTATION

Ms. Quijano presented the HCV Program lease-up rates for November 2021. The HCV Program lease-up rate was 100.4% for November 2021 and 104.4% year-to-date, the VASH Program lease-up rate was 89.6% for November 2021, and 98.2% year-to-date, and Jackson Hinds SRO Program lease-up rate was 88.9% for November 2021, and 86.1% year-to-date. HCHA has issued 168 Emergency Housing Vouchers (EHV). In addition, 54 EHV families are scheduled for an intake briefing. The Homeownership Program had two closings in December 2021, two families that have signed sales contracts and one family searching for a new home. The Section Eight Management Assessment Program (SEMAP) reporting rate is 100%.

Mr. Allison reviewed the status of properties within the Affordable Housing Division for the month of October 2021. Mr. Allison informed the Board that all existing properties are currently 93% leased or above for October 2021. In addition, Mr. Allison noted that The Villas at Eastwood and Heritage Estates are under leased for the month of October. Mr. Allison noted that Cornerstone Village, Louetta Village, Heritage Estates, Waterside Court, Magnolia Estates, Cypresswood Estates, Retreat at Westlock, and The Villas at Eastwood net incomes were under budget for October 2021.

Mr. Allison moved to working developments. Mr. Allison noted that HCHA staff is working with the Texas Department of Housing Community Affairs (TDHCA) regarding HCHA's cost certification submission for The Villas at Eastwood. Mr. Allison also noted that the LURA would be revised once all of the outstanding cost certification issues were resolved.

Mr. Allison reviewed the completion statistics for each of the properties. Mr. Allison noted

that:

- The Arbor at Wayforest is 84% complete.
- The Hollows is 50% complete.
- The Northwood Apartments project is 29% complete.
- The Bluestem Apartments is 6.13% complete.
- The Residences at Arbor Oaks is 5% complete.

Mr. Allison moved to the Round 2 CDBG-DR Harvey Funding applications. There are no new updates on The Hay Center. Mr. Allison noted HCCSD would fund the shortfall for First Met Senior Apartments.

Mr. Allison reviewed the construction activities for the AMTEX Katy development (The Greenwood at Katy). The development is 96% complete. Pre-leasing activities are ongoing, and the building looks good. HCHA staff is working on scheduling the grand opening.

Mr. Allison reviewed the status of properties within the Affordable Housing Division for the month of November 2021. Mr. Allison informed the Board that all existing properties are currently 93% leased or above for November 2021. Mr. Allison also noted that The Villas at Eastwood and Heritage Estates are under leased for the month of November as well. Mr. Allison noted that Cornerstone Village, Louetta Village, Heritage Estates, The Villas at Eastwood net incomes were under budget for November 2021.

Mr. Allison moved to working developments. Mr. Allison noted that HCHA staff is working with the Texas Department of Housing Community Affairs (TDHCA) regarding HCHA's cost certification submission for The Villas at Eastwood. Mr. Allison also noted that the LURA would be revised once all of the outstanding cost certification issues were resolved.

Mr. Allison reviewed the completion statistics for each of the properties. Mr. Allison noted that:

- The Arbor at Wayforest is 91% complete.
- The Hollows is 60% complete.
- The Northwood Apartments project is 31% complete.
- The Bluestem Apartments is 6.13% complete.
- The Residences at Arbor Oaks is 10% complete.
- The Greenwood at Katy is 96% complete.

Mr. Allison also noted that all developments are moving forward as expected except Bluestem and First Met. Mr. Allison is working on updating the METRO project.

Mr. Allison answered questions from the Board.

VIII. EXECUTIVE SESSION

The Board went into executive session at 2:56 p.m. to consult with its attorneys, seek or receive legal advice, consult regarding pending or contemplated litigation, and discuss the value or transfer of real property.

IX. RECONVENE

The Board of Commissioners reconvened into public session at 4:03 p.m.

X. DISCUSSION AND ACTION ITEMS

ACTION ITEM 3:

Resolution authorizing Harris County Housing Authority (HCHA) to provide the U. S. Department of Housing and Urban Development (HUD) the annual Real Estate Assessment Center (REAC) submission as prepared by HCHA's independent auditors

Vice Chairman Joe Villarreal moved to approve the resolution, Commissioner Joe Ellis seconded, and the motion carried unanimously. (22-01)

ACTION ITEM 4:

Resolution honoring Idrena Williams as the Harris County Housing Authority Employee of the Quarter (January -March 2022)

Chairman Gerald Womack moved to approve the resolution, Commissioner Dr. Adriana Tamez seconded, and the motion carried unanimously. (22-02).

ACTION ITEM 5:

Resolution authorizing renewal of the software services contract with MRI Software, LLC

Commissioner Dr. Adriana Tamez moved to approve the resolution, Commissioner Joe Ellis seconded, and the motion carried unanimously. (22-03)

ACTION ITEM 6:

Resolution approving the revision and submission of the Harris County Housing Authority 2023 Annual PHA (Public Housing Authority) Plan for the PHA Fiscal Year beginning April 1, 2022 to the U.S. Department of Housing and Urban Development (HUD)

Commissioner Dr. Adriana Tamez moved to approve the resolution, Vice Chairman Joe Villarreal seconded, and the motion carried unanimously. (22-04)

ACTION ITEM 7:

Resolution approving an interlocal agreement between the Harris County Housing Authority and the Houston Housing Authority to provide Housing Quality Standards inspections and/or rent reasonableness calculation/determination services at the partner agency's request

Commissioner Joe Ellis moved to approve the resolution, Vice Chairman Joe Villarreal seconded the resolution *with the final contract having the requested typographical corrections,*

and the motion carried unanimously. Approved based upon the final copy of the contract (22-05)

ACTION ITEM 8:

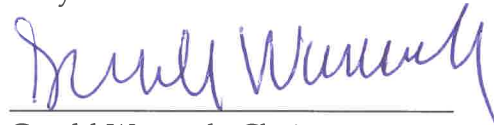
Resolution ratifying First Amendment to Financial Audit Services Agreement between Harris County Housing Authority and CliftonLarsonAllen, LLP for accounting services

Commissioner Dr. Adriana Tamez moved to approve the resolution, Vice Chairman Joe Villarreal seconded, and the motion carried unanimously. (22-06)

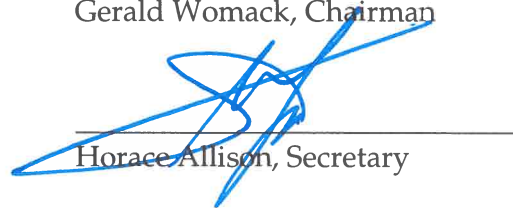
XI. ADJOURNMENT

Commissioner Dr. Adriana Tamez moved to adjourn at 4:05 p.m., Vice Chairman Joe Villarreal seconded, all were in favor, and the motion carried.

Adopted and approved this 16th day of February 2022.



Gerald Womack, Chairman



Horace Allison, Secretary



**MINUTES OF REGULAR MEETING
OF
HARRIS COUNTY HOUSING AUTHORITY**

Houston, Texas

February 16, 2022

**THE STATE OF TEXAS §
 §
COUNTY OF HARRIS §**

I. CALL TO ORDER AND RECORD OF ATTENDANCE

The Board of Commissioners of Harris County Housing Authority met in a regular session, open to the public on the 16th day of February 2022 at Harris County Housing Authority (HCHA), located at 1933 Hussion Street, inside the boundaries of Harris County in Houston, Texas. Chairman Womack called the meeting to order at 1:04 p.m. and called the roll of the duly constituted officers and members of the Board:

Gerald Womack	Chairman	Present
Joe Villarreal	Vice Chairman	Present
Joe Ellis	Commissioner	Present
Dr. Adriana Tamez	Commissioner	Absent
Kerry Wright	Commissioner	Absent

Attending for all or portions of the meeting were Horace Allison, Chief Executive Officer, Melissa Quijano, Deputy Director of HCHA, and Jim Brisse from the County Attorney's Office. Additional attendees included the following:

Beverly Burroughs, Debra McCray, Paul Curry, and Vivian Clark of Harris County Housing Authority. Francisco Castillo from Precinct 2 County Commissioners office was also in attendance.

II. OPENING PRAYER AND PLEDGE OF ALLEGIANCE

Mr. Horace Allison opened the meeting with a prayer, followed by Vice Chairman Joe Villarreal, who led the Pledge of Allegiance, and Commissioner Joe Ellis, who led the Texas Pledge.

III. APPROVAL OF MINUTES FROM JANUARY 19, 2022

Commissioner Joe Ellis moved to approve the minutes from the January 19, 2022 Board meeting, Vice-Chairman Joe Villarreal seconded, and the motion carried.

IV. PUBLIC COMMENTS

There were no public comments.

V. CHIEF EXECUTIVE OFFICER'S REPORT

Mr. Allison presented the Annual Homeless Count Assessment, REAC Audit Submission, Baybrook Refinance, Fenix Estates – Texas Department of Housing Community Affairs (TDHCA) Cost Certification, and the Monthly Report.

Mr. Allison informed the Board that HCHA staff participated in the Annual Homeless Count Assessment. The U. S. Department of Housing and Urban Development (HUD) issued an annual homeless count report this year. The following statistics were of special note:

- 326,000 people experience homelessness on a single night in the U.S.A.
- The program experienced a decline of sheltered people in families
- The program experienced a decrease in veteran homelessness by 10%
- Sheltered individuals with chronic patterns of homelessness increased by 20%
- Over 15,000 unaccompanied youth experienced homelessness on any given single night

Mr. Allison acknowledged that CliftonLarsonAllen submitted the annual audited financial statement to the Federal Audit Clearing House on February 8, 2022. HCHA is awaiting the review and confirmation of acceptance and approval of the annual audit.

Mr. Allison provided an update regarding the refinancing of Baybrook. HCHA staff has been working with AGM Financial Services and the management company. The physical need assessment has been conducted, and some repairs will need to be made at an estimated cost of \$140,000.00. HCHA staff is working on getting that estimate lower. Mr. Allison noted that some of the critical repairs include:

- Concrete patios need to be reinstalled on the ground floors units
- Correction of non-compliant toilet clearance in the Women's restroom
- Non-compliant refrigerator clearance in the kitchen

Mr. Allison noted that some of the non-critical repairs include:

- Repair the Security Gate
- Minor roof repairs
- Repair stucco and masonry cracks in exterior walls
- Painting of patio fencing

Overall, the report gives Baybrook a good grade, and HCHA staff will need to ensure that all of the repairs are made. Considering Baybrook's age, the development is in great condition.

Mr. Allison informed the board that HCHA staff continue working through the TDHCA cost certification. HCHA staff has submitted the last of the information that was requested. Once all submissions are accepted, HCHA will need to revise the LURA and pay the fees associated with the cost certification extension request of \$3,000.00. Mr. Allison noted that there is still a \$200,000.00+/- developer fee pending.

Mr. Allison presented the Monthly Reports for December:

We are experiencing delays in Annual Recertifications due to the impact of the COVID Pandemic; 71% are being processed timely. HCHA did not issue any new vouchers. Housing Quality Standards (HQS) Inspections, i.e., new move-in and emergency inspections, are being conducted; however, the rate of HQS Inspections has slowed to minimize potential exposure of the inspectors to COVID-19. The pass rate for first-time inspections is 49%. Lease terminations for the violation of the family's obligations are being upheld. The Housing Choice Voucher (HCV) programs funding utilization for December 2021 is 88%, the Single-Room Occupancy (SRO) is 118%, Emergency Housing Voucher (EHV) is 0%. The HCV program's voucher utilization rate for December 2021 is 99%, the SRO program is 92%, the VASH program is 87%, and the EHV program is 0%.

Lastly, Mr. Allison answered questions from the Board. The Chairman requested staff to evaluate the security camera systems at Baybrook, make upgrades as needed, and provide a report on the COVID expenditures and status of HQS Inspections and Annual Recertifications.

VI. FINANCIAL PRESENTATION

Mr. Curry presented the HCHA December 2021 financial statements. The consolidated budget reflected revenue over budget by 20% and expenses over budget by 8%. Mr. Curry reviewed the Affordable Housing Development financial statements. Mr. Curry answered questions from the Board.

VII. DEPARTMENT PRESENTATION

Ms. Quijano presented the HCV Program lease-up rates for December 2021. The HCV Program lease-up rate was 99.3% for December 2021 and 104% year-to-date, the VASH Program lease-up rate was 87.1% for December 2021, and 97.3% year-to-date, Emergency Housing Voucher Program lease-up rate was 0.4% for December 2021, and 0.4% year-to-date, and Jackson Hinds SRO Program lease-up rate was 91.7% for December 2021, and 87.5% year-to-date. The Homeownership Program had one closing in December 2021, one family has started the process, and one family is in the initial application process. The Section Eight Management Assessment Program reporting rate is 100%. Chairman Womack requested next month's report include photographs of the homeownership program families and a map displaying the general location of the homeownership program residences.

Mr. Allison reviewed the status of properties within the Affordable Housing Division for the month of December 2021. Mr. Allison informed the Board that all existing properties are currently 92% leased or above for December 2021. In addition, Mr. Allison noted that The Villas at Eastwood and Heritage Estates are under leased for the month of December. Mr. Allison noted that Cornerstone Village, Louetta Village, Baybrook Park, Magnolia Estates, Cypresswood Estates, Sierra Meadows, Retreat at Westlock, and The Villas at Eastwood net incomes were higher than budgeted for December 2021.

Mr. Allison moved to working developments. Mr. Allison noted that the due diligence activities for the METRO project are behind schedule. HCHA staff continues to work with TDHCA regarding HCHA's cost certification submission for The Villas at Eastwood.

Mr. Allison noted that all developments are moving forward with construction as scheduled except for Bluestem. Mr. Allison also noted that:

- The Arbor at Wayforest is 95% complete. HCHA staff is scheduling the grand opening and will send new proposed dates to the board.
- The Hollows is 70% complete.
- The Northwood Apartments project is 31% complete.
- The Bluestem Apartments is 6.13% complete. HCHA staff hopes to get this back on track.
- The Residences at Arbor Oaks is 16% complete.

Mr. Allison moved to the Round 2 CDBG-DR Harvey Funding applications. There are no new updates on The Hay Center. Mr. Allison noted HCCSD agreed to fund the shortfall for First Met Senior Apartments. HCHA staff is waiting for HCCSD to obtain Harris County Commissioner's Court's approval of the First Met Grant Agreement amendment to cover the additional funds.

Mr. Allison reviewed the construction activities for the AMTEX Katy development (The Greenwood at Katy). The development is 98% complete. Pre-leasing activities are ongoing, and the newly constructed buildings look great.

Mr. Allison answered questions from the Board.

VIII. EXECUTIVE SESSION

The Board went into executive session at 1:21 p.m. to consult with its attorneys, seek or receive legal advice, consult regarding pending or contemplated litigation, and discuss the value or transfer of real property.

IX. RECONVENE

The Board of Commissioners reconvened into public session at 2:15 p.m.

X. DISCUSSION AND ACTION ITEMS

ACTION ITEM 2:

Resolution adopting advice of Harris County Housing Authority's Chief Executive Officer against further consideration of a sale of the Lake Houston property to Humble ISD

Vice-Chairman Joe Villarreal moved to approve the resolution, Commissioner Joe Ellis seconded, and the motion carried unanimously. (22-07)

ACTION ITEM 3:

Resolution authorizing Harris County Housing Authority to apply for expedited regulatory waivers and certain regulatory waivers that will provide continued flexibility during the pandemic and the pandemic recovery

Commissioner Joe Ellis moved to approve the resolution, Vice-Chairman Joe Villarreal seconded, and the motion carried unanimously. (22-08).

XI. ADJOURNMENT

Vice-Chairman Joe Villarreal moved to adjourn at 2:43 p.m., Commissioner Joe Ellis seconded, all were in favor, and the motion carried.

Adopted and approved this 16th day of March 2022.



Gerald Womack, Chairman



**MINUTES OF REGULAR MEETING
OF
HARRIS COUNTY HOUSING AUTHORITY**

Houston, Texas

March 16, 2022

**THE STATE OF TEXAS §
 §
COUNTY OF HARRIS §**

I. CALL TO ORDER AND RECORD OF ATTENDANCE

The Board of Commissioners of Harris County Housing Authority met in a regular session, open to the public on the 16th day of March 2022, at Harris County Housing Authority (HCHA), located at 1933 Hussion Street, inside the boundaries of Harris County in Houston, Texas. Chairman Womack called the meeting to order at 1:01 p.m. and called the roll of the duly constituted officers and members of the Board:

Gerald Womack	Chairman	Present
Joe Villarreal	Vice Chairman	Present
Joe Ellis	Commissioner	Present
Dr. Adriana Tamez	Commissioner	Absent
Kerry Wright	Commissioner	Absent

Attending for all or portions of the meeting were Melissa Quijano, Deputy Director of HCHA, and Jim Brissee from the County Attorney's Office. Additional attendees included the following:

Beverly Burroughs, Debra McCray, Gayla Mickens, Paul Curry, and Vivian Clark of Harris County Housing Authority. Francisco Castillo from Precinct 2 County Commissioners' office was also in attendance.

II. OPENING PRAYER AND PLEDGE OF ALLEGIANCE

Mr. Paul Curry opened the meeting with a prayer, followed by Commissioner Joe Ellis, who led the Pledge of Allegiance, and Vice Chairman Joe Villarreal, who led the Texas Pledge.

III. APPROVAL OF MINUTES FROM FEBRUARY 16, 2022

Vice Chairman Joe Villarreal moved to approve the minutes from the February 16, 2022 Board meeting, Commissioner Joe Ellis seconded, and the motion carried.

IV. PUBLIC COMMENTS

Francisco Castillo had public comments.

V. CHIEF EXECUTIVE OFFICER'S REPORT

Ms. Melissa Quijano presented the COVID Expenditures, HQS Inspections, and the Monthly Report.

Ms. Quijano informed the Board that the total dollar amount spent on COVID expenditures for 2021 was \$301,000. Ms. Quijano noted that \$889,000 was remaining and will be allocated to cover the incurred cost of 2021 salaries and other 2021 PHA operations cost as allowable by the U. S. Department of Housing and Urban Development (HUD).

Ms. Quijano acknowledged that staff continues to improve on HQS Inspections. Ms. Quijano noted that a new inspector had been added to the team to assist with the additional inspections. Ms. Quijano noted that HCHA is on track with the inspections and is on track scheduling Annual Inspections 90 to 120 days in advance. Ms. Quijano also noted that the backlog of Annual Recertifications is 97% complete. HCHA is on track to complete the remaining backlog by the end of March 2022.

Mr. Quijano presented the Monthly Reports for January:

HCHA has experienced delays in completing the Annual Recertifications due to the impact of the COVID Pandemic. 86% of the Annual Recertifications are being processed timely. HCHA did not issue any new vouchers. New move-in and emergency inspections are being conducted; however, the rate of Housing Quality Standards (HQS) Inspections has slowed to minimize potential exposure of the inspectors to COVID-19. The completion rate for Annual/Initial inspections is 92%; Special/Emergency inspections is 8%, and Quality Control is at 0%. The pass rate for first-time inspections is 45%. Lease terminations for the violation of the family's obligations are being upheld. The Housing Choice Voucher (HCV) Programs' funding utilization rate for January 2022 is 97%, the Single-Room Occupancy (SRO) is 114%, Emergency Housing Voucher (EHV) is 0%. The HCV Program's voucher utilization rate for January 2022 is 101%, the SRO program is 93%, the VASH program is 84%, and the EHV program is 2%.

Lastly, Ms. Quijano answered questions from the Board.

VI. FINANCIAL PRESENTATION

Mr. Curry presented the HCHA January 2022 financial statements. The consolidated budget reflected revenue over budget by 19% and expenses over budget by 9%. Mr. Curry also reviewed the funds from the Affordable Housing Developments. Mr. Curry answered questions from the Board. Chairman Womack would like to receive a financial breakdown for each proposed development.

VII. DEPARTMENT PRESENTATION

Ms. Quijano presented the HCV Program lease-up rates for January 2022. The HCV Program lease-up rate was 100.9% for January 2022 and 100.9% year-to-date, the VASH Program lease-up rate was 84.1% for January 2022 and 84.1% year-to-date, Emergency Housing Voucher Program lease-up rate was 2.5% for January 2022, and 2.5% year-to-date, and Jackson Hinds SRO Program lease-up rate was 93.1% for January 2022, and 93.1% year-to-date. The Homeownership Program had one closing in January 2022, four families have started the homeownership process, and four families are in the initial application phase. The Homeownership Program has had 40 families purchase homes in Harris County. Ms. Quijano provided a map of the precincts where each family has purchased. Chairman Womack would like to see if HCHA can provide information to the participants regarding Down Payment Assistance programs and add the programs to HCHA's website. The Section Eight Management Assessment Program reporting rate is 100%.

Ms. Quijano reviewed the status of properties within the Affordable Housing Division for the month of January 2022. Ms. Quijano informed the Board that all existing properties are currently 90% leased or above for January 2022. In addition, Ms. Quijano noted that The Villas at Eastwood and Cypresswood Estates are under leased for the month of December. Ms. Quijano noted that Cypresswood Estates' net income is higher than budgeted for January 2022. Chairman Womack requested that The Harris Center representatives make a presentation to the HCHA Board of Commissioners regarding the services being provided at The Villas at Eastwood. Chairman Womack also noted the need for additional building security and marketing efforts to fill the vacancies at The Villas at Eastwood. Chairman Womack asked for a report identifying why applicants were being rejected at The Villas at Eastwood.

Ms. Quijano moved to working developments. Ms. Quijano noted that there are no new updates.

Ms. Quijano noted that HCHA staff continues to work with TDHCA regarding HCHA's cost certification submission for The Villas at Eastwood.

Ms. Quijano noted that all developments are moving forward with construction as scheduled except for Bluestem. Ms. Quijano also noted that:

- The Arbor at Wayforest is 96% complete.
- The Hollows is 73.5% complete.
- The Northwood Apartments project is 37.5% complete.
- The Bluestem Apartments is 7% complete. HCHA staff and the developer are

- working through the change order delays to get this project back on track.
- The Residences at Arbor Oaks is 18% complete.

Ms. Quijano moved to the Round 2 CDBG-DR Harvey Funding applications.

- There are no new updates on The Hay Center.
- Ms. Quijano noted Harris County Community Services Department (HCCSD) agreed to fund the shortfall for First Met Senior Apartments. HCHA staff is waiting for HCCSD to obtain Harris County Commissioner's Court's approval of the First Met Grant Agreement Amendment to cover the additional funds.

Ms. Quijano reviewed the construction activities for the AMTEX Katy development (The Greenwood at Katy). The development is 99% complete. Pre-leasing activities are ongoing, and the newly constructed buildings look great.

Ms. Quijano answered questions from the Board.

VIII. DISCUSSION AND ACTION ITEMS

ACTION ITEM 2:

Resolution honoring Keyarra Price as the Harris County Housing Authority Employee of the Quarter (April – June 2022)

Vice Chairman Joe Villarreal moved to approve the resolution, Commissioner Joe Ellis seconded, and the motion carried unanimously. (22-09)

ACTION ITEM 3:

Resolution authorizing the execution of Interlocal Participation Agreement with the Local Government Purchasing Cooperative (Texas BuyBoard)

Commissioner Joe Ellis moved to approve the resolution, Vice Chairman Joe Villarreal seconded, and the motion carried unanimously. (22-10)

ACTION ITEM 4:

Resolution by the Harris County Housing Authority authorizing the HCHA Redevelopment Authority, Inc. to purchase Class A Limited Partner's interest in Baybrook Park Retirement Center, LTD

Vice Chairman Joe Villarreal moved to approve the resolution, Commissioner Joe Ellis seconded, and the motion carried unanimously. (22-11)

ACTION ITEM 5:

Resolution approving renewal of an Interlocal Agreement for the provision of insurance coverage

Commissioner Joe Ellis moved to approve the resolution, Vice Chairman Joe Villarreal seconded, and the motion carried unanimously. (22-12)

IX. ADJOURNMENT

Vice Chairman Joe Villarreal moved to adjourn at 2:03 p.m., Commissioner Joe Ellis seconded, all were in favor, and the motion carried.

Adopted and approved this 20th day of April 2022.



Gerald Womack, Chairman



Horace Allison, Secretary



**MINUTES OF REGULAR MEETING
OF
HARRIS COUNTY HOUSING AUTHORITY**

Houston, Texas

April 20, 2022

**THE STATE OF TEXAS §
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COUNTY OF HARRIS §**

I. CALL TO ORDER AND RECORD OF ATTENDANCE

The Board of Commissioners of Harris County Housing Authority met in a regular session, open to the public on the 20th day of April 2022, at Harris County Housing Authority (HCHA), located at 1933 Hussion Street, inside the boundaries of Harris County in Houston, Texas. Chairman Womack called the meeting to order at 1:04 p.m. and called the roll of the duly constituted officers and members of the Board:

Gerald Womack	Chairman	Present
Joe Villarreal	Vice Chairman	Present
Joe Ellis	Commissioner	Present
Dr. Adriana Tamez	Commissioner	Present
Vacant	Commissioner	

Attending for all or portions of the meeting were Horace Allison, Chief Executive Officer, Melissa Quijano, Deputy Director of HCHA, and Jim Brisse from the County Attorney's Office. Additional attendees included the following:

Beverly Burroughs, Paul Curry, Debra McCray, and Vivian Clark of Harris County Housing Authority. Kim Brode from Precinct 4 County Commissioners' office was also in attendance.

II. OPENING PRAYER AND PLEDGE OF ALLEGIANCE

Ms. Kim Brode opened the meeting with a prayer, followed by Commissioner Joe Ellis, who led the Pledge of Allegiance, and Vice Chairman Joe Villarreal, who led the Texas Pledge.

III. APPROVAL OF MINUTES FROM MARCH 16, 2022

Commissioner Dr. Adriana Tamez moved to approve the minutes from the March 16, 2022 Board meeting, Commissioner Joe Ellis seconded, and the motion carried.

IV. PUBLIC COMMENTS

Kim Brode had public comments.

V. CHIEF EXECUTIVE OFFICER'S REPORT

Mr. Horace Allison presented The Harris Center, President Biden's Proposed FY 2023 U.S. Department of Housing and Urban Development (HUD) Budget excerpts, HUD Expedited Waivers, and the Monthly Report.

Mr. Allison informed the Board that representatives from The Harris Center (The Villas at Eastwood – Enrichment Center) would present during the upcoming May 2022 HCHA Board of Commissioners' meeting. The Enrichment Center opened in January 2022. The community response has been great, and during the month of April 2022, the Enrichment Center interacted with 53 clients and provided various services. The residents have received services including but limited to the following:

- Referrals to inpatient rehab
- Childcare assistance
- Food Pantry Services
- Dress for Success
- Homeless Court
- Operation ID
- Furniture Bank
- Referrals to medical, psychological care, and psychological management
- Resume Writing, Employment Interview Skills Training, and Job Search Assistance
- SNAP Benefits Application Assistance
- Money Management/Budgeting Classes

Mr. Allison also informed the Board of President Biden's Proposed FY 2023 HUD Budget. Mr. Allison noted the proposed budget contains funding increases for Public Housing Capital and Operating Funds, Section 8, Community Block Grant, HOME Investment Partnerships, and Homeless Assistance Grants. Mr. Allison noted that these increases would enable all housing authorities to assist more families if the budget is approved. Mr. Allison also noted that HUD has approved waving the HCHA's SEMAP scores for 2021.

Mr. Allison presented the Monthly Reports for February:

HCHA has experienced delays in completing the Annual Recertifications due to the impact of the COVID Pandemic. 97% of the Annual Recertifications are being

processed timely. HCHA did not issue any new vouchers. New move-in and emergency inspections are being conducted; however, the rate of Housing Quality Standards (HQS) Inspections has slowed to minimize the potential exposure of the inspectors to COVID-19. The completion rate for Annual/Initial inspections is 94%, Special/Emergency inspections is 6%, and Quality Control is 0%. The pass rate for first-time inspections is 45%. Lease terminations for the violation of the family's obligations are being upheld. The Housing Choice Voucher (HCV) Program's funding utilization rate for February 2022 is 104%, the Single-Room Occupancy (SRO) is 144%, Emergency Housing Voucher (EHV) is 0%. Mr. Allison noted that HCHA received 243 EHV's and all vouchers have been issued. One-third of the families issued vouchers have leased up. The HCV Program's voucher utilization rate for February 2022 is 102%, the SRO program is 93%, the VASH program is 82%, and the EHV program is 8%.

Mr. Allison noted that additional information regarding Down Payment Assistance programs available in the area had been included on HCHA's website.

Mr. Allison noted that the dollar amount of funding remaining from the HUD-approved 2021 COVID funding allocation is \$889,000. Mr. Allison noted that the remaining funds would be allocated to cover 2021 salaries and other 2021 PHA operational costs as allowable by the U.S. Department of Housing and Urban Development (HUD).

Lastly, Mr. Allison answered questions from the Board.

VI. FINANCIAL PRESENTATION

Mr. Curry presented the HCHA February 2022 financial statements. The consolidated budget reflected revenue over budget by 19% and expenses over budget by 9%. Mr. Curry answered questions from the Board.

VII. DEPARTMENT PRESENTATION

Ms. Quijano presented the HCV Program lease-up rates for February 2022. The HCV Program lease-up rate was 102.3% for February 2022 and 101.3% year-to-date, the VASH Program lease-up rate was 81.6% for February 2022 and 2.8% year-to-date, Emergency Housing Voucher Program lease-up rate was 3.1% for February 2022, and 10.7% year-to-date, and Jackson Hinds SRO Program lease-up rate was 93.1% for February 2022, and 93.1% year-to-date. The Homeownership Program had one closing in February 2022, one family started the homeownership process, and one family was in the initial application phase.

Mr. Allison reviewed the status of properties within the Affordable Housing Division for the month of February 2022. Mr. Allison informed the Board that all existing properties are currently 91% leased or above for February 2022. Mr. Allison noted the property management company for The Villas at Eastwood is currently working with multiple agencies to fill the vacant units. Marketing outreach for the vacant units at The Villas at Eastwood includes but is not limited to outreach to the Spring Branch Homeless Program, Career and Recovery, CPS, Veterans Administration, Avenue 360, and the Salvation

Army. Mr. Allison also listed the social services and events scheduled for The Villas at Eastwood for the month of April 2022. Lastly, Mr. Allison reviewed the status of each existing property's net income for February 2022.

Mr. Allison moved to working developments.

Mr. Allison noted that HCHA staff continues working with TDHCA regarding The Villas at Eastwood Cost Certification submission.

Mr. Allison noted that there are no new updates for METRO. Mr. Allison stated it is behind due to work on the new construction projects.

Mr. Allison noted that all developments are moving forward with construction as scheduled except for Bluestem. Mr. Allison also noted that:

- The Arbor at Wayforest is 97% complete.
- The Hollows is 73.5% complete.
- The Northwood Apartments project is 37.5% complete.
- The Bluestem Apartments is 7% complete and substantially behind. The developer/contractor submitted several large and costly change orders, and HCHA staff is working to determine the responsible party.
- The Residences at Arbor Oaks is 20% complete.

Mr. Allison moved to the Round 2 CDBG-DR Harvey Funding applications.

- There are no new updates on The Hay Center.
- Mr. Allison noted Harris County Community Services Department (HCCSD) agreed to fund the initial shortfall for First Met Senior Apartments. HCHA is awaiting Harris County Commissioner's Court approval of the First Met Grant Agreement Amendment to cover the additional funding requested. However, a subsequent request for a substantial amount of money will require the HCHA staff's evaluation. HCHA will schedule another Public Meeting for the First Met Senior Apartments, which the HCHA Board of Commissioners will conduct.

Mr. Allison reviewed the construction activities for the AMTEX Katy development (The Greenwood at Katy). The development is 99% complete.

Chairman Womack would like HCHA staff to update the Board on outreach activities, fiber optic networks, and health clinics at all existing properties.

VIII. DISCUSSION AND ACTION ITEMS

ACTION ITEM 2:

Resolution amending the Bylaws of the Harris County Housing Authority to correct the address of its principal office, establish the office of Deputy Executive Director and Assistant Secretary, and clarify the vote required to elect Officers and amend the Bylaws

Commissioner Dr. Adriana Tamez moved to approve the resolution, Vice Chairman Joe Villarreal seconded, and the motion carried unanimously. (22-13)

ACTION ITEM 3:

Election of Officers of Harris County Housing Authority and adoption of resolution confirming election results

Nomination of Officers:

Chairman Gerald Womack opened nominations for Officers.

Vice Chairman Joe Villarreal nominated Gerald Womack for Chairman; Commissioner Dr. Adriana Tamez seconded, and this nomination passed unanimously.

Commissioner Dr. Adriana Tamez nominated Joe Villarreal as Vice Chairman, Commissioner Joe Ellis seconded, and this nomination passed unanimously.

Chairman Gerald Womack nominated Mr. Horace Allison as President/Secretary and Melissa Quijano as Deputy Executive Director/Assistant Secretary, Commissioner Dr. Adriana Tamez seconded, and this nomination passed unanimously.

Commissioner Dr. Adriana Tamez moved to approve the resolution, Vice Chairman Joe Villarreal seconded, and the motion carried unanimously. (22-14)

ACTION ITEM 4:

Resolution of Harris County Housing Authority providing its response to the recent offer of Humble ISD to purchase the Lake Houston property

Chairman Gerald Womack moved to approve the resolution, Commissioner Joe Ellis seconded, and the motion carried. Commissioner Dr. Adriana Tamez abstained. (22-15)

ACTION ITEM 5:

Resolution approving extension of agreement between Harris County Housing Authority and CliftonLarsonAllen LLP for Financial Audit Services

Vice Chairman Joe Villarreal moved to approve the resolution, Commissioner Joe Ellis seconded, and the motion carried unanimously. (22-16)

ACTION ITEM 6:

Resolution ratifying execution of temporary staffing services agreement

Commissioner Dr. Adriana Tamez moved to approve the resolution, Commissioner Joe Ellis seconded, and the motion carried unanimously. (22-17)

ACTION ITEM 7:

Resolution authorizing the negotiation and execution of a contractor for Fee Accounting Services

Commissioner Dr. Adriana Tamez moved to approve the resolution, Vice Chairman Joe Villarreal seconded, and the motion carried unanimously. (22-18)

ACTION ITEM 8:

Resolution approving the Fiscal Year 2023 budget

Vice Chairman Joe Villarreal moved to approve the resolution, Commissioner Dr. Adriana Tamez seconded, and the motion carried unanimously. (22-19)

ACTION ITEM 9:

Resolution approving negotiation and execution of a Memorandum of Understanding between the City of Houston, Harris County, Harris County Housing Authority, and Harris County Municipal Utility District No. 499 required for disannexation

Commissioner Dr. Adriana Tamez moved to approve the resolution as amended "before execution of the MOU, the CEO will bring the final cost for Board approval," Commissioner Joe Ellis seconded, and the motion carried. Vice-Chairman Joe Villarreal abstained. (22-20)

IX. ADJOURNMENT

Vice Chairman Joe Villarreal moved to adjourn at 3:38 p.m., Commissioner Dr. Adriana Tamez seconded, all were in favor, and the motion carried.

Adopted and approved this 1st day of June 2022.



Gerald Womack, Chairman



Horace Allison, Secretary



**MINUTES OF REGULAR MEETING
OF
HARRIS COUNTY HOUSING AUTHORITY**

Houston, Texas

June 1, 2022

**THE STATE OF TEXAS §
 §
COUNTY OF HARRIS §**

I. CALL TO ORDER AND RECORD OF ATTENDANCE

The Board of Commissioners of Harris County Housing Authority met in a regular session, open to the public on the 1st day of June 2022, at Harris County Housing Authority (HCHA), located at 1933 Hussion Street, inside the boundaries of Harris County in Houston, Texas. Chairman Womack called the meeting to order at 1:00 p.m. and called the roll of the duly constituted officers and members of the Board:

Gerald Womack	Chairman	Present
Joe Villarreal	Vice Chairman	Present
Joe Ellis	Commissioner	Present
Dr. Adriana Tamez	Commissioner	Absent
Vacant	Commissioner	

Attending for all or portions of the meeting were Horace Allison, Chief Executive Officer, Melissa Quijano, Deputy Director of HCHA, and Jim Brissee from the County Attorney's Office. Additional attendees included the following:

Beverly Burroughs, Paul Curry, Debra McCray, Gayla Mickens, Gary Wallace, and Vivian Clark of Harris County Housing Authority. Conrad Joe from Precinct 4 County Commissioners' office was also in attendance.

II. APPROVAL OF MINUTES FROM APRIL 20, 2022

Vice Chairman Joe Villarreal moved to approve the minutes from the April 20, 2022 Board meeting, Commissioner Joe Ellis seconded, and the motion carried.

III. PUBLIC COMMENTS

J. K. Washington made public comments regarding the HCHA development of The View at Lake Houston. Mr. Washington expressed his support for the Humble ISD offer and recommended that the Board favorably consider Humble ISD's offer to acquire The View at Lake Houston site.

IV. CHIEF EXECUTIVE OFFICER'S REPORT

Mr. Horace Allison presented The Harris Center, State of Homelessness Conference and Luncheon, and the Monthly Report.

Mr. Allison informed the Board that representatives from The Harris Center (The Villas at Eastwood – Enrichment Center) provided a PowerPoint presentation of the services offered and received by the residents of The Villas at Eastwood. Mr. Allison will send the presentation to the Board for their review.

Mr. Allison also informed the Board that HCHA staff participated in the State of Homelessness Conference and Luncheon with Jeff Olivet, Executive Director of the United States Interagency Council on Homelessness. Mr. Olivet was appointed to this position by President Joe Biden. Mr. Olivet requested to meet with HCHA, HHA, and the Coalition for the Homeless of Houston to discuss the amazing work achieved in Houston to address the homeless population.

Mr. Allison asked if the Board had any questions he could answer at this time. There were no questions from the Board.

V. FINANCIAL PRESENTATION

Mr. Curry noted that the March 2022 HCHA and Affordable Housing Financial Statements are included in the June 1, 2022 Board Book. Mr. Curry asked if the Board had any questions regarding the financial statements contained in the Board Book. There were no questions from the Board.

VI. DEPARTMENT PRESENTATION

Ms. McCray noted that the March 2022 HCV Program report is included in the June 1, 2022 Board Book. Ms. McCray stated that if the Board had any questions regarding the HCV program report, she would be happy to answer. There were no questions from the Board.

Mr. Allison noted that the Existing and Working Development Reports are contained in the June 1, 2022, Board Book. Mr. Allison informed the Board that all existing properties are currently 95% leased or above for March 2022. Mr. Allison also noted that all properties are operating within their current budgets.

Mr. Allison noted that all developments are progressing well with construction as scheduled, except that of Bluestem Apartments. Mr. Allison said he would be happy to answer any questions from the Board. There were no questions from the Board.

VII. EXECUTIVE SESSION

The Board went into an executive session at 1:10 p.m. to consult with its attorneys, seek or receive legal advice, consult regarding pending or contemplated litigation, and discuss the value or transfer of real property.

VIII. RECONVENE

The Board of Commissioners reconvened for the public session at 2:13 p.m.

IX. DISCUSSION AND ACTION ITEMS

ACTION ITEM 2:

Resolution authorizing the Chief Executive Officer to enter into a Legal Services Agreement with Harris County for the provision of legal services

Chairman Gerald Womack moved to approve the resolution, Vice Chairman Joe Villarreal seconded, and the motion carried unanimously. (22-21)

ACTION ITEM 3:

Resolution of Harris County Housing Authority authorizing the execution of an Annexation and Service Agreement with Harris County Municipal Utility District No. 148 for the land on which the Bluestem Apartments are being developed

Vice Chairman Joe Villarreal recused himself and abstained from voting on Action Item 3. Chairman Gerald Womack moved to approve the resolution, Commissioner Joe Ellis seconded, and the motion carried. (22-22)

ACTION ITEM 4:

Resolution of Harris County Housing Authority authorizing HCHA Baybrook Park, LLC's action, as General Partner of Baybrook Park Retirement Center, LTD., to enter into a Loan Modification with Amegy Bank modifying the terms of the mortgage loan between Baybrook Park Retirement Center, LTD., and Amegy Bank

Vice Chairman Joe Villarreal moved to approve the resolution, Commissioner Joe Ellis seconded, and the motion carried unanimously. (22-23)

ACTION ITEM 5:

Resolution authorizing payment of additional estimated costs to expand wastewater treatment plant and retain the right to 244 equivalent single-family connections required for the development of the Lake Houston Project

Commissioner Joe Ellis moved to approve the resolution, Vice Chairman Joe Villarreal seconded, and the motion carried unanimously. (22-24)

ACTION ITEM 6:

Discussion of and possible resolution of Harris County Housing Authority responding to the recent offer of Humble ISD to purchase the Lake Houston property with an exchange of 23.46 acres owned by Humble ISD

Chairman Gerald Womack moved to decline Humble ISD's April 29, 2022 offer and advise HCHA's CEO and staff to only consider an offer if it did not impair Harris County's current development plans, did not include all the Lake Houston property, and did not include the land HCHA intends to convey to Harris County. The motion was seconded by Vice Chairman Joe Villarreal, and the motion carried unanimously. (22-25)

ACTION ITEM 7:

Resolution authorizing a second amendment to the agreement for Planning Engineering, and Surveying Services with Jones & Carter, Inc., to extend its term and amend the services provided for development of Harris County Housing Authority's Lake Houston Property

Commissioner Joe Ellis moved to approve the resolution, Vice Chairman Joe Villarreal seconded, and the motion carried unanimously. (22-26)

X. ADJOURNMENT

Vice Chairman Joe Villarreal moved to adjourn at 2:36 p.m., Commissioner Joe Ellis seconded, all were in favor, and the motion carried.

Adopted and approved this 15th day of June 2022.



Gerald Womack, Chairman



Horace Allison, Secretary



**MINUTES OF REGULAR MEETING
OF
HARRIS COUNTY HOUSING AUTHORITY**

Houston, Texas

July 20, 2022

**THE STATE OF TEXAS §
 §
COUNTY OF HARRIS §**

I. CALL TO ORDER AND RECORD OF ATTENDANCE

The Board of Commissioners of Harris County Housing Authority met in a regular session, open to the public on the 20th day of July 2022, at Harris County Housing Authority (HCHA), located at 1933 Hussion Street, inside the boundaries of Harris County in Houston, Texas. Chairman Womack called the meeting to order at 1:05 p.m. and called the roll of the duly constituted officers and members of the Board:

Gerald Womack	Chairman	Present
Joe Villarreal	Vice Chairman	Present
Joe Ellis	Commissioner	Present
Dr. Adriana Tamez	Commissioner	Present at 1:08 pm
Asheley Gilbert	Commissioner	Present

Attending for all or portions of the meeting were Horace Allison, Chief Executive Officer, Melissa Quijano, Deputy Director of HCHA, and Jim Brisse from the County Attorney's Office. Additional attendees included the following:

Paul Curry, Debra McCray, Gayla Mickens, Gary Wallace, and Vivian Clark of Harris County Housing Authority. Francisco Castillo from County Commissioner's office Precinct 1, Conrad Joe from County Commissioner's office Precinct 3, Kim Brode from County Commissioner's office Precinct 4 were also in attendance.

II. OPENING PRAYER AND PLEDGE OF ALLEGIANCE

Mr. Horace Allison opened the meeting with a prayer, followed by Commissioner Dr. Adriana Tamez, who led the Pledge of Allegiance, and Vice Chairman Joe Villarreal, who led the Texas Pledge.

III. WELCOMING OF COMMISSIONER ASHELEY GILBERT

Chairman Gerald Womack welcomed Commissioner Asheley Gilbert to the Board of Commissioners. Chairman Womack acknowledged that he administered the Oath of Office at the July 12, 2022 Public Meeting.

IV. APPROVAL OF MINUTES FROM JUNE 15, 2022

Commissioner Dr. Adriana Tamez moved to approve the minutes from the June 15, 2022 Board meeting, Vice Chairman Joe Villarreal seconded, and the motion carried.

V. PUBLIC COMMENTS

Kim Brode provided public comments with a resolution honoring Mr. Horace Allison from County Commissioner's office Precinct 4. Chairman Gerald Womack acknowledged and read a Certificate of Congressional Recognition from Congresswoman Sheila Jackson Lee also honoring Mr. Horace Allison.

VI. CHIEF EXECUTIVE OFFICER'S REPORT

Mr. Horace Allison presented the National Homeownership Month – Homebuyers Workshop, the HAY Center, Baybrook – Refinance, Greenwood at Katy Ribbon Cutting, and the Monthly Reports for May:

Mr. Allison informed the Board that the month of June is recognized as National Homeowners month and HCHA conducted a Homebuyer Workshop to invite new potential HCV participants to the Homeownership Program. There were 50 HCV participants invited and 10 participants attended. The families were provided with resources to begin the homeownership process. Panelists at the Homebuyer Workshop included Down Payment Assistance Program, Home Lenders, Realtors, and Homebuyer education. Mr. Allison thanked HCHA staff members Adeline Benoit, Katherine Escamilla, and Terrance James.

Mr. Allison updated the Board regarding The HAY Center. This is a foster youth joint development venture with Harris County, The HAY Center, The City of Houston, and HCHA. HCHA will only be a management partner for the new dormitory style development. HCHA staff will submit a draft contract to The HAY Center and HCHA staff will bring a resolution to the Board.

Mr. Allison reminded the Board that HCHA staff is working on refinancing Baybrook as well as perform some capital improvements. The last proposal was at a 4% interest rate saving \$125k per year in mortgage payments; \$85,000 in cash flow. The application is in

the HUD Washington office and is on the 223(d)-loan program. Hettig Kahn has assisted HCHA with this process and HCHA staff is working to get this closed as soon as possible.

The Ribbon Cutting for the Greenwood at Wayforest was on June 29, 2022. This the first PFC deal for HCHA. Mr. Allison thanked AMCAL. AMCAL is a good partner and builds quality product.

HCHA has experienced delays in completing the Annual Recertifications due to the impact of the COVID Pandemic. 98% of the Annual Recertifications are being processed timely. HCHA did not issue any new vouchers. New move-in and emergency inspections are being conducted; however, the rate of Housing Quality Standards (HQS) Inspections has slowed to minimize the potential exposure of the inspectors to COVID-19. The completion rate for Annual/Initial inspections is 94%, Special/Emergency inspections is 6%, and Quality Control is 0%. The pass rate for first-time inspections is 48%. Lease terminations for the violation of the family's obligations are being upheld. The Housing Choice Voucher (HCV) Program's funding utilization rate for May 2022 is 94%, the Single-Room Occupancy (SRO) is 119%, Emergency Housing Voucher (EHV) is 0%. The HCV Program's voucher utilization rate for May 2022 is 108%, the SRO program is 85%, the VASH program is 74%, and the EHV program is 44%.

VII. FINANCIAL PRESENTATION

Mr. Curry presented the HCHA May 2022 financial statements. The consolidated budget reflected revenue under budget by 5% and expenses over budget by 5%. Mr. Curry answered questions from the Board.

VIII. DEPARTMENT PRESENTATION

Ms. Quijano presented the HCV Program lease-up rates for May 2022. The HCV Program lease-up rate was 107.5% for May 2022 and 105.8% year-to-date, the VASH Program lease-up rate was 74% for May 2022 and 79.2% year-to-date, Emergency Housing Voucher Program lease-up rate was 44.0% for May 2022, and 20.2% year-to-date, and Jackson Hinds SRO Program lease-up rate was 90.3% for May 2022, and 90.3% year-to-date. The Homeownership Program had one family in the initial application phase and one family in the application process.

Mr. Allison reviewed the status of properties within the Affordable Housing Division for the month of May 2022. Mr. Allison informed the Board that all existing properties are currently 95% leased or above for May 2022 except The Villas at Eastwood. The Property Management staff is diligently working to increase the occupancy. Lastly, Mr. Allison reviewed the status of each existing property's net income for May 2022.

Mr. Allison moved to working developments.

Mr. Allison noted that HCHA has submitted all documents to TDHCA regarding The Villas at Eastwood Cost Certification submission. Novogradac will follow up with TDHCA, as there have been staffing changes and HCHA has not received any information

regarding the Cost Certification. Once completed, HCHA will receive \$250k developer fee that is outstanding.

Mr. Allison noted that HCHA staff will need to bring an extension regarding the Lease Purchase and Sale Agreement to the Board. HCHA staff is still behind on this project due to all the development projects that are under construction.

Mr. Allison noted that all developments are progressing timely with construction as scheduled except for Bluestem. Mr. Allison also noted that:

- The Arbor at Wayforest is 99% complete. HCHA staff still need to inspect the ADA units. HCHA staff is working on scheduling the Grand Opening for the end of August 2022.
- The Hollows is 91.7% complete.
- The Northwood Apartments project is 55% complete.
- The Bluestem Apartments is 25% complete. HCHA staff has rejected various change orders.
- The Residences at Arbor Oaks is 55% complete.

Mr. Allison moved to the Round 2 CDBG-DR Harvey Funding applications.

- Mr. Allison indicated that The Hay Center was is waiting to close with the City of Houston and the County on the loan that has been granted. HCHA will only be responsible for providing property management services for The HAY Center development.
- Mr. Allison noted HCHA conducted the Public Meeting on July 12, 2022. All of the responses were positive. The developer and HCHA are working to resolve the additional \$8.8m construction budget shortfall. HCHA staff is waiting to get a new bid from the developer and go through a value engineering exercise. Mr. Allison has made a follow-up call and was not able to obtain an update. CSD has made it clear that if HCHA cannot close the deal by the end of August 2022 the funding will not be available.

Mr. Allison reviewed the construction activities for the AMTEX Katy development (The Greenwood at Katy). The Ribbon Cutting was held on June 29, 2022. Mr. Allison mentioned that it is a beautiful property and is leased up.

IX. EXECUTIVE SESSION

The Board went into an executive session at 2:11 p.m. to consult with its attorneys, seek or receive legal advice, consult regarding pending or contemplated litigation, and discuss the value or transfer of real property.

X. RECONVENE

The Board of Commissioners reconvened for the public session at 3:41 p.m.

XI. DISCUSSION AND ACTION ITEMS
ACTION ITEM 2:

Resolution honoring Horace Allison's service to the Harris County Housing Authority

Commissioner Vice Chairman Joe Villarreal moved to approve the resolution, Commissioner Dr. Adriana Tamez seconded, and the motion carried unanimously. (22-29)

ACTION ITEM 3:

Resolution authorizing Harris County Housing Authority's write-off of past due accounts receivable in the amount of \$132,006.44

Commissioner Dr. Adriana Tamez moved to approve the resolution, Vice Chairman Joe Villarreal seconded, and the motion carried. (22-30)

ACTION ITEM 4:

Resolution ratifying and authorizing the extension and amendment of the Emergency Housing Voucher Administration Agreement between the Coalition For The Homeless of Houston and Harris County Housing Authority

Commissioner Dr. Adriana Tamez moved to approve the resolution, Vice Chairman Joe Villarreal seconded, and the motion carried. (22-31)

ACTION ITEM 5:

Resolution authorizing the negotiation and execution of a contract for Inspection Services

Commissioner Dr. Adriana Tamez moved to approve the resolution, Vice Chairman Joe Villarreal seconded, and the motion carried. (22-32)

ACTION ITEM 6:

Resolution of Harris County Housing Authority removing one manager of HCHA Baybrook Park, LLC and appointing a new manager

Commissioner Dr. Adriana Tamez moved to approve the resolution, Vice Chairman Joe Villarreal seconded, and the motion carried. (22-33)

ACTION ITEM 7:

Resolution authorizing assignment, extension, and amendment of Management Agreement for Baybrook Park Retirement Center

Commissioner Dr. Adriana Tamez moved to approve the resolution, Vice Chairman Joe Villarreal seconded, and the motion carried. (22-34)

ACTION ITEM 8:

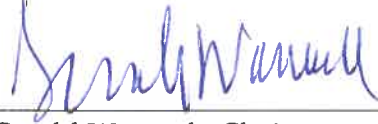
Resolution approving extension of Telephone Products and Services Agreement between Harris County Housing Authority and Lantana Communications Corporation

Commissioner Dr. Adriana Tamez moved to approve the resolution, Vice Chairman Joe Villarreal seconded, and the motion carried. (22-35)

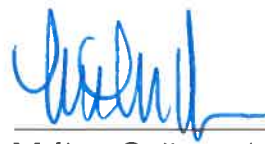
XII. ADJOURNMENT

Commissioner Dr. Adriana Tamez moved to adjourn at 3:45 p.m., Vice Chairman Joe Villarreal seconded, all were in favor, and the motion carried.

Adopted and approved this 17th day of August 2022.



Gerald Womack, Chairman



Melissa Quijano, Acting Secretary



**MINUTES OF REGULAR MEETING
OF
HARRIS COUNTY HOUSING AUTHORITY**

Houston, Texas

August 17, 2022

**THE STATE OF TEXAS §
 §
COUNTY OF HARRIS §**

I. CALL TO ORDER AND RECORD OF ATTENDANCE

The Board of Commissioners of Harris County Housing Authority met in a regular session, open to the public on the 17th day of August 2022, at Harris County Housing Authority (HCHA), located at 1933 Hussion Street, inside the boundaries of Harris County in Houston, Texas. Chairman Womack called the meeting to order at 1:08 p.m. and called the roll of the duly constituted officers and members of the Board:

Gerald Womack	Chairman	Present
Joe Villarreal	Vice Chairman	Present
Joe Ellis	Commissioner	Present
Dr. Adriana Tamez	Commissioner	Present at 1:45 pm
Asheley Gilbert	Commissioner	Present at 1:11 pm

Attending for all or portions of the meeting were Melissa Quijano, Acting Chief Executive Officer of HCHA, and Jim Brisse from the County Attorney's Office. Additional attendees included the following:

Paul Curry, Debra McCray, Gayla Mickens, Gary Wallace, and Vivian Clark of Harris County Housing Authority. General Counsel Antoinette Jackson from The Banks Law Firm and Maria Montes from Harris County Board Office of County Administration were also in attendance.

II. OPENING PRAYER AND PLEDGE OF ALLEGIANCE

Mr. Paul Curry opened the meeting with a prayer, followed by Commissioner Joe Ellis, who led the Pledge of Allegiance, and Vice Chairman Joe Villarreal, who led the Texas Pledge.

III. APPROVAL OF MINUTES FROM JULY 20, 2022

Vice Chairman Joe Villarreal moved to approve the minutes from the June 15, 2022 Board meeting, Commissioner Asheley Gilbert seconded, and the motion carried.

IV. PUBLIC COMMENTS

Chairman Gerald Womack introduced Maria Montes, Director, Boards and Commissions from Harris County Office of County Administration. Ms. Montes provided public comments.

V. CHIEF EXECUTIVE OFFICER'S REPORT

Ms. Melissa Quijano presented the HCHA FY22 Audit Fieldwork HCV Program Update, and the Monthly Reports for June:

Ms. Quijano informed the Board that the HCHA FY22 Audit Fieldwork was conducted during the first week of August by CliftonLarsonAllen LLP (CLA). Ms. Quijano noted that CLA tested the following areas in the HCV Program:

- *Allowable Costs*
- *Eligibility and HQS Inspections (40 files)*
- *New tenants (25 files)*
- *Contract rent change (25 files)*
- *Public and Indian Housing Public Information Center (PIC) testing (40)*
- *Failed inspections (40)*
- *QC Inspections (8)*

CLA also tested Internal Control forms, HUD's Voucher Management Systems (VMS) Fenix Estates I, LP audited financial statements, financial samples, and HUD's financial FDS submission. On August 4, 2022, at the exit meeting, commended the HCHA staff and the ease of the file review. CLA will continue the audit and provide a draft audit in October 2022.

Ms. Quijano presented the Monthly Reports for June:

HCHA has experienced delays in completing the Annual Recertifications due to the impact of the COVID Pandemic. 98% of the Annual Recertifications are being processed timely. HCHA did not issue any new vouchers. New move-in and emergency inspections are being conducted; however, the rate of Housing Quality Standards (HQS) Inspections has slowed to minimize the potential exposure of the inspectors to COVID-19. The completion rate for Annual/Initial inspections is 93%, Special/Emergency inspections is 6%, and Quality Control is 1%. The pass

rate for first-time inspections is 48%. Lease terminations for the violation of the family's obligations are being upheld. The Housing Choice Voucher (HCV) Program's funding utilization rate for June 2022 is 134%, the Single-Room Occupancy (SRO) is 114%, Emergency Housing Voucher (EHV) is 0%. The HCV Program's voucher utilization rate for May 2022 is 108%, the SRO program is 88%, the VASH program is 75%, and the EHV program is 43%.

VI. FINANCIAL PRESENTATION

Mr. Curry presented the HCHA June 2022 financial statements. The consolidated budget reflected revenue under budget by 1% and expenses over budget by 5%. Mr. Curry reviewed the Affordable Housing Development financial statements. Mr. Curry answered questions from the Board.

VII. DEPARTMENT PRESENTATION

Ms. Debra McCray presented the HCV Program lease-up rates for June 2022. The HCV Program lease-up rate was 105.7% for June 2022 and 104.2% year-to-date, the VASH Program lease-up rate was 72.8% for June 2022 and 78.3% year-to-date, Emergency Housing Voucher Program lease-up rate was 51.0% for June 2022, and 25.5% year-to-date, and Jackson Hinds SRO Program lease-up rate was 84.9% for June 2022, and 90.3% year-to-date. The Homeownership Program did not have any closings for the month of June. SEMAP is due on May 30, 2023. Ms. McCray answered questions from the Board.

Mr. Quijano reviewed the status of properties within the Affordable Housing Division for the month of June 2022. Ms. Quijano informed the Board that all existing properties are currently 91% leased or above for June 2022 except The Villas at Eastwood. Lastly, Ms. Quijano reviewed the status of each existing property's net income for June 2022.

Ms. Quijano moved to working developments.

Ms. Quijano noted that HCHA has submitted all documents to TDHCA regarding The Villas at Eastwood Cost Certification submission. Ms. Quijano noted that HCHA has not had any additional updates since the last report.

Ms. Quijano noted that HCHA staff is behind on METRO due to all the development projects that are under construction. HCHA staff is working to get this completed.

Ms. Quijano noted that all developments are progressing timely with construction as scheduled except for Bluestem. Ms. Quijano also noted that:

- The Arbor at Wayforest is 95% complete. HCHA staff continues to work with the developer on the ADA compliance issues.
- The Hollows is 92% complete.
- The Northwood Apartments project is 65% complete.
- The Bluestem Apartments is 30% complete.
- The Residences at Arbor Oaks is 55% complete.

Ms. Quijano moved to the Round 2 CDBG-DR Harvey Funding applications.

Ms. Quijano noted that HCHA has submitted a draft property management services agreement for The HAY Center development. HCHA staff awaits a response from The HAY Center.

Ms. Quijano noted that the developer and HCHA are working to resolve the additional \$8.8m development budget shortfall for the First Met project. HCHA staff submitted a request for funding to cover the budget shortfall to CSD. CSD is submitting a budget revision to Commissioners Court to cover the budget shortfall. The financial closing is scheduled for late August or earlier September 2022.

Ms. Quijano noted that the AMTEX Katy development (The Greenwood at Katy) is 99% complete.

VIII. EXECUTIVE SESSION

The Board went into an executive session at 1:44 p.m. to consult with its attorneys, seek or receive legal advice, consult regarding pending or contemplated litigation, and discuss the value or transfer of real property.

IX. RECONVENE

The Board of Commissioners reconvened for the public session at 2:08 p.m.

X. DISCUSSION AND ACTION ITEMS

ACTION ITEM 2:

Resolution ratifying contract of employment of Melissa Quijano as Acting Executive Director (Chief Executive Officer) and Secretary of Harris County Housing Authority

Commissioner Dr. Adriana Tamez moved to approve the resolution, Commissioner Asheley Gilbert seconded, and the motion carried unanimously. (22-36)

ACTION ITEM 3:

Resolution authorizing negotiation and execution of contract with Horace Allison to provide consulting services to Harris County Housing Authority in its Affordable Housing Division

Commissioner Dr. Adriana Tamez moved to approve the resolution, Commissioner Asheley Gilbert seconded, and the motion carried unanimously. (22-37)

ACTION ITEM 4:

Resolution authorizing HCHA Baybrook Park, LLC's action as General Partner of Baybrook Park Retirement Center, Ltd., to again modify and extend the mortgage loan with Amegy Bank and to enter into a Loan Commitment with AGM Financial Services, Inc., to refinance the mortgage loan secured by Baybrook Park Retirement Center

Commissioner Asheley Gilbert moved to approve the resolution, Vice Chairman Joe Villarreal seconded, and the motion carried. (22-38)

ACTION ITEM 5:

Consider and possibly act on request from Harris County's Community Services Department (HCCSD) to authorize execution of contracts, affidavits, agreements, settlement statements, subordination agreements, conveyance documents, and closing documents required to acquire the land and enter into a long term Ground Lease with First Met Apts, LP, for the land acquired, all for the purpose of furthering the construction of an approximately 157-unit multi-family development designed to provide affordable housing to the senior residents of Harris County, Texas, said development to be located on land platted as Reserve "A" of Block One of First Metropolitan Apartments, Harris County, Texas

Resolution by the Harris County Housing Authority approving and ratifying actions in connection with borrowing financing for the First Met Apartments Project and such other actions necessary or convenient to carry out the resolution

Vice Chairman Joe Villarreal moved to approve the resolution, Commissioner Dr. Adriana Tamez seconded, and the motion carried. (22-39)

Resolution by the Harris County Housing Authority (the "Authority") approving and ratifying actions in connection with the loan financing for the First Met Apartments Project and such other actions necessary or convenient to carry out the resolution

Vice Chairman Joe Villarreal moved to approve the resolution, Commissioner Dr. Adriana Tamez seconded, and the motion carried. (22-40)

Resolution by the Harris County Housing Authority (the "Authority") approving and ratifying: (i) for HCHA First Met Seniors GP, LLC (the "General Partner") to enter into a limited partnership agreement for the First Met Apts, LP (the "Partnership"), (ii) for the Partnership to enter into a ground lease with the Authority, and (iii) such other actions necessary or convenient to carry out this resolution

Vice Chairman Joe Villarreal moved to approve the resolution, Commissioner Dr. Adriana Tamez seconded, and the motion carried. (22-41)

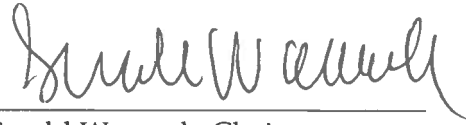
Resolution by the Harris County Housing Authority approving actions in connections with lending financing for the First Meet Apartments Project and such other actions necessary or convenient to carry out this resolution

Vice Chairman Joe Villarreal moved to approve the resolution, Commissioner Dr. Adriana Tamez seconded, and the motion carried. (22-42)

XI. ADJOURNMENT

Commissioner Dr. Adriana Tamez moved to adjourn at 3:16 p.m., Vice Chairman Joe Villarreal seconded, all were in favor, and the motion carried.

Adopted and approved this 21st day of September 2022.



Gerald Womack, Chairman



Melissa Quijano, Acting Secretary



**MINUTES OF REGULAR MEETING
OF
HARRIS COUNTY HOUSING AUTHORITY**

Houston, Texas

September 21, 2022

**THE STATE OF TEXAS §
 §
COUNTY OF HARRIS §**

I. CALL TO ORDER AND RECORD OF ATTENDANCE

The Board of Commissioners of Harris County Housing Authority met in a regular session, open to the public on the 21st day of September 2022, at Harris County Housing Authority (HCHA), located at 1933 Hussion Street, inside the boundaries of Harris County in Houston, Texas. Chairman Womack called the meeting to order at 1:18 p.m. and called the roll of the duly constituted officers and members of the Board:

Gerald Womack	Chairman	Present
Joe Villarreal	Vice Chairman	Present
Joe Ellis	Commissioner	Present at 1:25 pm
Dr. Adriana Tamez	Commissioner	Absent
Asheley Gilbert	Commissioner	Present

Attending for all or portions of the meeting were Melissa Quijano, Acting Chief Executive Officer of HCHA, Jim Brisse from the County Attorney's Office. Additional attendees included the following:

Beverly Burroughs, Paul Curry, Debra McCray, Gayla Mickens, Gary Wallace, and Vivian Clark of Harris County Housing Authority. General Counsel Antoinette Jackson from The Banks Law Firm and Francisco Castillo from Harris County Precinct 2 County Commissioners' office were also in attendance. Shonell Barrett Griffith from TXI Development, Michael Beard from BETLO, Alex Van Duzer from PEA Group, David

Fourniev from Fishpond Development, Kayla Pour and Tiaralyn Meadows from Genstone Management.

II. OPENING PRAYER AND PLEDGE OF ALLEGIANCE

Ms. Debra McCray opened the meeting with a prayer, followed by Commissioner Asheley Gilbert, who led the Pledge of Allegiance, and Vice Chairman Joe Villarreal, who led the Texas Pledge.

III. APPROVAL OF MINUTES FROM AUGUST 17, 2022

Vice Chairman Joe Villarreal moved to approve the minutes from the August 17, 2022 Board meeting, Commissioner Asheley Gilbert seconded, and the motion carried.

IV. PUBLIC COMMENTS

Shonell Barrett Griffith and Michael Beard provided public comments regarding the Barrett Station.

V. CHIEF EXECUTIVE OFFICER'S REPORT

Ms. Melissa Quijano presented the HCHA Emergency Housing Voucher (EHV) HUD Audit, New Incremental Housing Choice Vouchers, and the Monthly Reports for July.

Ms. Quijano informed the Board that EHV Program began a HUD audit on September 6, 2022. Ms. Quijano noted that HUD is reviewing the following information:

- *All HCHA EHV policies, MOUs, board resolutions, and agreements*
- *All EHV referrals received from the Continuum of Care (COC) – Coalition of Homeless of Houston/Harris County*
- *All EHV families admitted into the program*
- *All EHV financials, bank statements, and depository agreements*
- *EHV tenant files sample of 27 and all documents are under review*

HUD should have the final report by September 30, 2022. Chairman Womack noted that the National HUD office was very impressed with the response of HCHA staff.

Ms. Quijano also informed the Board that as part of the 2022 Consolidated Appropriations Act, HUD awarded 19,700 new Housing Choice Vouchers to Public Housing Authorities across the United States. These regular incremental vouchers are awarded based upon areas that had extremely low and very low-income households. HCHA was awarded an additional 47 Housing Choice Vouchers. The new vouchers will be available on October 1, 2022 and will be a total of \$545,608 in housing assistance payments.

Ms. Quijano presented the Monthly Reports for July:

HCHA has experienced delays in completing the Annual Recertifications due to the impact of the COVID Pandemic. 99% of the Annual Recertifications are being processed timely. HCHA did not issue any new vouchers. New move-in and emergency inspections are being conducted; however, the rate of Housing Quality Standards (HQS) Inspections has slowed to minimize the potential exposure of the

inspectors to COVID-19. The completion rate for Annual/Initial inspections is 92%, Special/Emergency inspections is 7%, and Quality Control is 1%. The pass rate for first-time inspections is 49%. Lease terminations for the violation of the family's obligations are being upheld. The Housing Choice Voucher (HCV) Program's funding utilization rate for July 2022 is 80%, the Single-Room Occupancy (SRO) is 116%, Emergency Housing Voucher (EHV) is 0%. The HCV Program's voucher utilization rate for July 2022 is 104%, the SRO program is 89%, the VASH program is 71%, and the EHV program is 58%.

VI. FINANCIAL PRESENTATION

Mr. Curry presented the HCHA July 2022 financial statements. The consolidated budget reflected revenue over budget by 5% and expenses over budget by 5%. Mr. Curry answered questions from the Board.

VII. DEPARTMENT PRESENTATION

Ms. Debra McCray presented the HCV Program lease-up rates for July 2022. The HCV Program lease-up rate was 104.3% for July 2022 and 104.6% year-to-date, the VASH Program lease-up rate was 71.3% for July 2022 and 77.3% year-to-date, Emergency Housing Voucher Program lease-up rate was 57.6% for July 2022, and 30.5% year-to-date, and Jackson Hinds SRO Program lease-up rate was 88.9% for July 2022, and 90.3% year-to-date. The Homeownership Program did not have any closings for the month of July. SEMAP is due on May 30, 2023.

Ms. Quijano reviewed the status of properties within the Affordable Housing Division for the month of July 2022. Ms. Quijano informed the Board that all existing properties are currently 96% leased or above for July 2022 except The Villas at Eastwood. Lastly, Ms. Quijano reviewed the status of each existing property's net income for July 2022.

Ms. Quijano moved to working developments.

Ms. Quijano noted that HCHA staff received another set of deficiencies from TDHCA regarding The Villas at Eastwood. HCHA staff is working with Novogradac to put together a response.

Ms. Quijano updated the Board that HCHA staff sent amendment number two to complete our due diligence and extend the closing date to December 31, 2023. Chairman Gerald Womack would like to have more foresight regarding METRO.

Ms. Quijano noted that all developments are progressing timely with construction as scheduled except for Bluestem. Ms. Quijano also noted that:

- The Arbor at Wayforest is 95% complete. HCHA staff continues to work with the developer on the ADA compliance issues.
- The Hollows is 97% complete.
- The Northwood Apartments project is 80% complete.
- The Bluestem Apartments is 85% complete.
- The Residences at Arbor Oaks is 55% complete.

Ms. Quijano moved to the Round 2 CDBG-DR Harvey Funding applications.

Ms. Quijano noted that HCHA has submitted a draft property management services agreement for The HAY Center development. There are no new developments on The HAY Center.

Ms. Quijano noted that the closing for the First Met Senior Apartments is scheduled for September 20, 2022. Construction is anticipated to start the first week of October 2022. Chairman Womack would like to get the Ribbon Cuttings planned for the new community.

Ms. Quijano noted that the AMTEX Katy development (The Greenwood at Katy) is 99% complete.

VIII. EXECUTIVE SESSION

The Board went into an executive session at 2:28 p.m. to consult with its attorneys, seek or receive legal advice, consult regarding pending or contemplated litigation, and discuss the value or transfer of real property.

IX. RECONVENE

The Board of Commissioners reconvened for the public session at 3:35 p.m.

X. DISCUSSION AND ACTION ITEMS

ACTION ITEM 2:

Resolution honoring Phylicia Torres as the Harris County Housing Authority Employee of the Quarter (October – December 2022)

Vice Chairman Joe Villarreal moved to approve the resolution, Commissioner Asheley Gilbert seconded, and the motion carried unanimously. (22-42.2)

ACTION ITEM 3:

Resolution adopting revisions to Harris County Housing Authority's Check Writing and Wiring Transfer Policy to expedite reimbursement of development costs by Harris County Community Services Department and clarify the policy's meaning

Vice Chairman Joe Villarreal moved to approve the resolution, Commissioner Joe Ellis seconded, and the motion carried unanimously. (22-43)

ACTION ITEM 4:

Resolution authorizing use of Small Purchase Procurement procedures for employment agency services for Temporary Affordable Housing Staff and increase the small purchase threshold to \$250,000

Vice Chairman Joe Villarreal moved to approve the resolution, Commissioner Joe Ellis seconded, and the motion carried. (22-44)

ACTION ITEM 5:

Resolution authorizing the Acting Chief Executive Officer to negotiate and enter into a Cooperation Agreement with Texas Housing Foundation to authorize its development of Legacies Landing at Barrett Station within an unincorporated part of Harris County

Vice Chairman Joe Villarreal moved to approve the resolution, Commissioner Joe Ellis seconded, and the motion carried. (22-45)

ACTION ITEM 6:

Resolution by the Harris County Housing Authority (the "Authority") approving and ratifying (i) actions in connection with the HUD loan financing for Baybrook Park, (ii) a Fifth amendment to the amended and restated agreement of limited partnership of Baybrook Park Retirement Center, LTD. (the "Partnership", and (iii) such other actions necessary or convenient to carry out this resolution

Vice Chairman Joe Villarreal moved to approve the resolution, Commissioner Asheley Gilbert seconded, and the motion carried. (22-46)

ACTION ITEM 7:

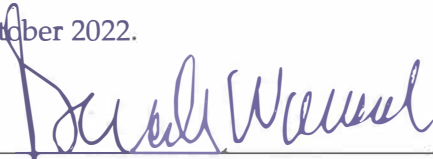
Resolution by the Harris County Housing Authority (the "Authority") authorizing Harris County Housing Authority Public Facility Corporation (the "Issuer") to induce of bonds to be issued for The Bernicia Place Project

Vice Chairman Joe Villarreal moved to approve the resolution, Commissioner Asheley Gilbert seconded, and the motion carried. (22-47)

XI. ADJOURNMENT

Vice Chairman Joe Villarreal moved to adjourn at 3:47 p.m., Commissioner Joe Ellis seconded, all were in favor, and the motion carried.

Adopted and approved this 19th day of October 2022.



Gerald Womack, Chairman



Melissa Quijano, Acting Secretary



**MINUTES OF REGULAR MEETING
OF
HARRIS COUNTY HOUSING AUTHORITY**

Houston, Texas

October 19, 2022

**THE STATE OF TEXAS §
 §
COUNTY OF HARRIS §**

I. CALL TO ORDER AND RECORD OF ATTENDANCE

The Board of Commissioners of Harris County Housing Authority met in a regular session, open to the public on the 19th day of October 2022, at Harris County Housing Authority (HCHA), located at 1933 Hussion Street, inside the boundaries of Harris County in Houston, Texas. Chairman Womack called the meeting to order at 1:04 p.m. and called the roll of the duly constituted officers and members of the Board:

Gerald Womack	Chairman	Present
Joe Villarreal	Vice Chairman	Present
Joe Ellis	Commissioner	Present
Dr. Adriana Tamez	Commissioner	Present
Asheley Gilbert	Commissioner	Present

Attending for all or portions of the meeting were Melissa Quijano, Acting Chief Executive Officer of HCHA, Jim Brisse from the County Attorney's Office. Additional attendees included the following:

Beverly Burroughs, Paul Curry, Jesus Menchaca, Debra McCray, Gayla Mickens, Gary Wallace, and Vivian Clark of Harris County Housing Authority. General Counsel Antoinette Jackson from The Banks Law Firm and Francisco Castillo from Harris County Precinct 2 County Commissioners' office were also in attendance. Emily Abeln from Brinshore Development was also in attendance.

II. OPENING PRAYER AND PLEDGE OF ALLEGIANCE

Commissioner Dr. Adriana Tamez opened the meeting with a prayer, followed by Commissioner Joe Ellis, who led the Pledge of Allegiance, and Vice Chairman Joe Villarreal, who led the Texas Pledge.

III. APPROVAL OF MINUTES FROM SEPTEMBER 21, 2022

Vice Chairman Joe Villarreal moved to approve the minutes from the September 21, 2022 Board meeting, Commissioner Joe Ellis seconded, and the motion carried. Commissioner Dr. Adriana Tamez abstained.

IV. PUBLIC COMMENTS

There were no public comments.

V. CHIEF EXECUTIVE OFFICER'S REPORT

Ms. Melissa Quijano presented the Monthly Reports as reflected in the Monthly Reports for August 2022 included in the September 21, 2022 Board Book.

VI. FINANCIAL PRESENTATION

Mr. Curry presented the HCHA August 2022 financial statements. The consolidated budget reflected revenue over budget by 7% and expenses over budget by 5%. Mr. Curry answered questions from the Board.

VII. HCV AND AFFORDABLE HOUSING DEPARTMENTS PRESENTATION

Ms. Debra McCray presented the HCV Program lease-up rates as reflected in the Housing Choice Voucher Division reports for August 2022 included in the September 21, 2022 Board Book.

Ms. Quijano reviewed the status of properties within the Affordable Housing Division for the month of August 2022. Ms. Quijano informed the Board that all existing properties are currently 95% leased or above for August 2022 except The Villas at Eastwood. Lastly, Ms. Quijano reviewed the status of each existing property's net income for August 2022. Ms. Quijano answered questions from the Board.

Ms. Quijano moved to working developments.

Ms. Quijano noted that HCHA staff received another set of deficiencies from TDHCA regarding The Villas at Eastwood. HCHA staff is working with Novogradac to obtain a status on the response.

Ms. Quijano updated the Board that HCHA staff sent amendment number two to finalize the extension of the closing date to December 31, 2023. The Bond application was submitted to the Texas Bond Review Board. HCHA staff will issue RFPs for appraisal, market study, and environmental study.

Ms. Quijano noted that all developments are progressing timely with construction as scheduled except for Bluestem. Ms. Quijano also noted that:

- The Arbor at Wayforest is 95% complete. HCHA staff continues to work with the developer on the ADA compliance issues that will be the responsibility of the developer.
- The Hollows is 95% complete.
- The Northwood Apartments project is 75% complete. HCHA staff is working with the developer for a resolution regarding the installed countertops that HCHA staff did not approve.
- The Bluestem Apartments is 45% complete.
- The Residences at Arbor Oaks is 75% complete.

Ms. Quijano moved to the Round 2 CDBG-DR Harvey Funding applications.

Ms. Quijano noted that HCHA has submitted a draft property management services agreement for The HAY Center development. There are no new developments on The HAY Center since August 2022.

Ms. Quijano noted that HCHA staff is awaiting plans and specifications and a resolution to balance the budget for the First Met Apartments.

Ms. Quijano noted that the AMTEX Katy development (The Greenwood at Katy) is 99% complete.

VIII. EXECUTIVE SESSION

The Board went into an executive session at 1:31 p.m. to consult with its attorneys, seek or receive legal advice, consult regarding pending or contemplated litigation, and discuss the value or transfer of real property.

IX. RECONVENE

The Board of Commissioners reconvened for the public session at 2:31 p.m.

X. DISCUSSION AND ACTION ITEMS

ACTION ITEM 2:

Resolution authorizing the negotiation and execution of a contract with CohnReznick, LLP to provide Tax Credit Accounting and Financial Audit services for eight of Harris County Housing Authority's Affordable Housing Developments

Vice Chairman Joe Villarreal moved to approve the resolution, Commissioner Dr. Adriana Tamez seconded, and the motion carried unanimously. (22-49)

XI. ADJOURNMENT

Vice Chairman Joe Villarreal moved to adjourn at 2:38 p.m., Commissioner Dr. Adriana Tamez seconded, all were in favor, and the motion carried.

Adopted and approved this 16th day of November 2022.



Gerald Womack, Chairman



Melissa Quijano, Acting Secretary



**MINUTES OF REGULAR MEETING
OF
HARRIS COUNTY HOUSING AUTHORITY**

Houston, Texas

November 16, 2022

**THE STATE OF TEXAS §
 §
COUNTY OF HARRIS §**

I. CALL TO ORDER AND RECORD OF ATTENDANCE

The Board of Commissioners of Harris County Housing Authority met in a regular session, open to the public on the 16th day of November 2022, at Harris County Housing Authority (HCHA), located at 1933 Hussion Street, inside the boundaries of Harris County in Houston, Texas. Chairman Womack called the meeting to order at 1:01 p.m. and called the roll of the duly constituted officers and members of the Board:

Gerald Womack	Chairman	Present
Joe Villarreal	Vice Chairman	Present
Joe Ellis	Commissioner	Present
Dr. Adriana Tamez	Commissioner	Absent
Asheley Gilbert	Commissioner	Absent

Attending for all or portions of the meeting were Melissa Quijano, Acting Chief Executive Officer of HCHA, Jim Brissee from the County Attorney's Office. Additional attendees included the following:

Paul Curry, Debra McCray, Dominique King, Gayla Mickens, Gary Wallace, and Vivian Clark of Harris County Housing Authority. Francisco Castillo from Harris County Precinct 2 County Commissioners' office was also in attendance.

II. OPENING PRAYER AND PLEDGE OF ALLEGIANCE

Ms. Debra McCray opened the meeting with a prayer, followed by Commissioner Joe Ellis, who led the Pledge of Allegiance, and Vice Chairman Joe Villarreal, who led the Texas Pledge.

III. APPROVAL OF MINUTES FROM OCTOBER 19, 2022

Vice Chairman Joe Villarreal moved to approve the minutes from the October 19, 2022 Board meeting, Commissioner Joe Ellis seconded, and the motion carried.

IV. PUBLIC COMMENTS

There were no public comments.

V. CHIEF EXECUTIVE OFFICER'S REPORT

Ms. Melissa Quijano presented the EHV Audit Status, National Community Development Association Conference, and the Monthly Reports of September 2022.

Ms. Quijano introduced Dominique King as the new Director of Real Estate Development. Welcome, Ms. King, HCHA and to the Affordable Housing Department.

Ms. Quijano updated the Board on the status of the Emergency Housing Voucher (EHV) – U.S. Department of Housing and Urban Development (HUD) Audit Review. Ms. Quijano noted that a final exit meeting was held on October 27, 2022. Two updates were requested by HUD:

1. Update the current EHV Program Memorandum of Understanding (MOU)
2. Update the Voucher Management System (VMS)

The overall review was good and HCHA was commended on the EHV Program administration and file organization.

Ms. Quijano informed the Board that the National Community Development Association Conference attendees and Harris County Community Services Department (HCCSD) visited HCHA offices on October 27, 2022. The tour of the HCHA offices and The Villas at Eastwood were selected to showcase the shared collaboration between HCHA, HCCSD, City of Houston, the Harris Center, and SEARCH. Representatives from The Harris Center, Search, Allied Orion, and Chairman Gerald Womack were present to share this unique collaboration.

Ms. Quijano presented the Monthly Reports as reflected in the Monthly Reports for September 2022 included in the November 16, 2022 Board Book.

VI. FINANCIAL PRESENTATION

Mr. Curry presented the HCHA September 2022 financial statements. The consolidated budget reflected revenue over budget by 8% and expenses over budget by 5%. Mr. Curry answered questions from the Board. Mr. Curry reviewed the Affordable Housing Development financial statements. Mr. Curry answered questions from the Board.

VII. HCV AND AFFORDABLE HOUSING DEPARTMENTS PRESENTATION

Ms. Debra McCray presented the HCV Program lease-up rates as reflected in the Housing Choice Voucher Division reports for September 2022 included in the November 16, 2022 Board Book.

Ms. Quijano reviewed the status of properties within the Affordable Housing Division for the month of September 2022. Ms. Quijano informed the Board that all existing properties are currently 94% leased or above for September 2022 except The Villas at Eastwood. Lastly, Ms. Quijano reviewed the status of each existing property's net income for September 2022. Ms. Quijano answered questions from the Board.

Ms. Quijano moved to working developments.

Ms. Quijano noted that HCHA staff submitted amendment number two to Gabriel Matos to finalize the extension of the closing date to December 31, 2023. The project received a lottery number for a bond reservation.

Ms. Quijano updated the Board that HCHA closed on the development on November 3, 2022.

Ms. Quijano noted that HCHA has submitted a draft property management services agreement for The HAY Center development. HCHA staff are waiting on comments from The HAY Center since October 2022.

Ms. Quijano noted that all developments are progressing timely with construction as scheduled except for Bluestem. Ms. Quijano also noted that:

- The Arbor at Wayforest is 95% complete.
- The Hollows is 98% complete pending a resolution on the countertops.
- The Northwood Apartments project is 80% complete pending a resolution on the countertops.
- The Bluestem Apartments is 52% complete.
- The Residences at Arbor Oaks is 70% complete.
- The Villas at Eastwood close-out should be submitted by December 2022. HCHA Staff and property management have made significant progress on completing TDHCA concerns.

VIII. EXECUTIVE SESSION

The Board went into an executive session at 1:36 p.m. to consult with its attorneys, seek or receive legal advice, consult regarding pending or contemplated litigation, and discuss the value or transfer of real property.

IX. RECONVENE

The Board of Commissioners reconvened for the public session at 2:49 p.m.

X. DISCUSSION AND ACTION ITEMS

ACTION ITEM 2:

Resolution authorizing the negotiation and execution of a contract with CohnReznick, LLP to provide Tax Credit Accounting and Financial Audit services for Harris County

Housing Authority's Affordable Housing Development known as The Villas at Eastwood

Vice Chairman Joe Villarreal moved to approve the resolution, Commissioner Joe Ellis seconded, and the motion carried unanimously. (22-50)

ACTION ITEM 3:

Resolution of Harris County Housing Authority, as sole members of HCHA Cornerstone, LLC, removing Tom McCasland and Horace Allison as managers and electing Melissa Quijano and Paul Curry to serve as managers

Vice Chairman Joe Villarreal moved to approve the resolution, Commissioner Joe Ellis seconded, and the motion carried unanimously. (22-51)

XI. ADJOURNMENT

Vice Chairman Joe Villarreal moved to adjourn at 3:13 p.m., Commissioner Joe Ellis seconded, all were in favor, and the motion carried.

Adopted and approved this 21st day of December 2022.



Gerald Womack, Chairman



Melissa Quijano, Acting Secretary



**MINUTES OF REGULAR MEETING
OF
HARRIS COUNTY HOUSING AUTHORITY**

Houston, Texas

December 21, 2022

**THE STATE OF TEXAS §
 §
COUNTY OF HARRIS §**

I. CALL TO ORDER AND RECORD OF ATTENDANCE

The Board of Commissioners of Harris County Housing Authority met in a regular session, open to the public on the 21st day of December 2022, at Harris County Housing Authority (HCHA), located at 1933 Hussion Street, inside the boundaries of Harris County in Houston, Texas. Chairman Womack called the meeting to order at 1:05 p.m. and called the roll of the duly constituted officers and members of the Board:

Gerald Womack	Chairman	Present
Joe Villarreal	Vice Chairman	Present at 1:09 pm
Joe Ellis	Commissioner	Present
Dr. Adriana Tamez	Commissioner	Absent
Asheley Gilbert	Commissioner	Present

Attending for all or portions of the meeting were Melissa Quijano, Acting Chief Executive Officer of HCHA, Jim Brisse from the County Attorney's Office. Additional attendees included the following:

Beverly Burroughs, Paul Curry, Jesus Menchaca, Debra McCray, Gayla Mickens, Gary Wallace, and Vivian Clark of Harris County Housing Authority. General Counsel Antoinette Jackson and Sydney Bell from The Banks Law Firm and Francisco Castillo from Harris County Precinct 2 County Commissioners' office were also in attendance.

II. OPENING PRAYER AND PLEDGE OF ALLEGIANCE

Ms. Debra McCray opened the meeting with a prayer, followed by Commissioner Joe Ellis, who led the Pledge of Allegiance, and Commissioner Asheley Gilbert, who led the Texas Pledge.

III. APPROVAL OF MINUTES FROM NOVEMBER 16, 2022

Commissioner Asheley Gilbert moved to approve the minutes from the November 16, 2022 Board meeting, Vice Chairman Joe Villarreal seconded, and the motion carried.

IV. PUBLIC COMMENTS

Neal Rackleff from Rackleff, LLP had public comments.

V. CHIEF EXECUTIVE OFFICER'S REPORT

Ms. Melissa Quijano presented the U.S. Housing and Urban Development (HUD) FY2023 Proposed Funding and the Monthly Reports.

Ms. Quijano informed the Board that the proposed HUD FY2023 Funding Bill requests for \$6.4 billion increase from FY2022. This included \$26 billion for the Section 8 Housing Assistance Payment renewals. This is a \$2.3 billion increase from FY2022. Additionally, the Proposed Funding Bill includes \$2.7 billion for Administrative Fees for a total increase of \$367 million from FY2022. These administrative fees assist in the operations for the Housing Choice Voucher Program. A total of \$130 million for new incremental vouchers, which includes general vouchers, VASH, Foster Youth, and Family Unification Vouchers.

Lastly, Ms. Quijano presented the Monthly Reports as reflected in the Monthly Reports for October 2022 included in the December 21, 2022 Board Book.

VI. FINANCIAL PRESENTATION

Mr. Curry presented the HCHA October 2022 financial statements. The consolidated budget reflected revenue over budget by 9% and expenses over budget by 5%. Mr. Curry answered questions from the Board.

VII. HCV AND AFFORDABLE HOUSING DEPARTMENTS PRESENTATION

Ms. Debra McCray presented the HCV Program lease-up rates as reflected in the Housing Choice Voucher Division reports for October 2022 included in the December 21, 2022 Board Book.

Ms. Dominique King reviewed the status of properties within the Affordable Housing Division for the month of October 2022. Ms. King informed the Board that all existing properties are currently 96% leased or above for the month of October 2022. Ms. King identified the high performing properties. Lastly, Ms. King reviewed the status of each existing property's net income for October 2022. Ms. King answered questions from the Board.

Ms. King moved to proposed developments.

Ms. King informed the Board that due diligence is underway on Bernicia Place. HCHA staff procured for an environmental assessment, market study, architectural services, and appraisal.

Ms. King noted that the preconstruction meeting was held on December 6, 2022 for the First Met Apartments development. Construction will begin at the beginning of 2023. The First Met Groundbreaking is scheduled for February 2, 2023.

Ms. King noted that HCHA staff received the property management services agreement for The HAY Center development and HCHA staff are awaiting a resolution authorizing of signing authority for HCHA Management LP.

Ms. King moved to affordable housing developments that are under construction.

- The Arbor at Wayforest is 95% complete. Renovations of ADA units have commenced and HCHA staff anticipates a year-end close out by January 2023. The Ribbon Cutting is scheduled for January 19, 2023.
- The Hollows is 98% complete. The Ribbon Cutting date is still in the planning stages.
- The Northwood Apartments project is 85% complete. The Ribbon Cutting date is still in the planning stages.
- The Bluestem Apartments is 57% complete.
- The Residences at Arbor Oaks is 83% complete.

Ms. King noted that the AMTEX Katy development (The Greenwood at Katy) is 99% complete and HCHA staff is still working with the developer on the ADA non-compliant issues.

Ms. King noted that HCHA staff and management made significant progress on completing the TDHCA concerns.

Ms. King answered questions from the Board.

VIII. EXECUTIVE SESSION

The Board went into an executive session at 2:20 p.m. to consult with its attorneys, seek or receive legal advice, consult regarding pending or contemplated litigation, and discuss the value or transfer of real property.

IX. RECONVENE

The Board of Commissioners reconvened for the public session at 3:43 p.m.

X. DISCUSSION AND ACTION ITEMS

ACTION ITEM 2:

Resolution honoring Jesus Menchaca as the Harris County Housing Authority Employee of the Quarter (January – March 2023)

Chairman George Womack moved to approve the resolution, Vice Chairman Joe Villarreal seconded, and the motion carried. (22-52)

ACTION ITEM 3:

Resolution authorizing Harris County Housing Authority to provide the Department of Housing and Urban Development the Annual Real Estate Assessment Center submission as prepared by HCHA's independent auditors

Commissioner Asheley Gilbert moved to approve the resolution, Commissioner Joe Ellis seconded, and the motion carried. (22-53)

ACTION ITEM 4:

Resolution by Harris County Housing Authority (The "Authority") approving and ratifying actions in connection with amending the loan financing for the Arbor at Wayforest project from Bank of America, N.A. in conjunction with Harris County Housing Authority multi-family housing governmental note (Arbor at Wayforest), series 2020A and such other actions necessary or convenient to carry out this resolution

Commissioner Joe Ellis moved to approve the resolution, Commissioner Asheley Gilbert seconded, and the motion carried. (22-54)

ACTION ITEM 5:

Resolution by Harris County Housing Authority (The "Authority") approving and ratifying actions in connection with amending the loan financing for The Arbor at Wayforest project from Bank of America, N.A. and such other actions necessary or convenient to carry out this resolution

Vice Chairman Joe Villarreal moved to approve the resolution, Commissioner Asheley Gilbert seconded, and the motion carried. (22-55)

ACTION ITEM 6:

Resolution by Harris County Housing Authority approving and ratifying actions in connection with authorizing certain actions related to the tax credits for The Hollows Apartments project and such other actions necessary or convenient to carry out this resolution

Vice Chairman Joe Villarreal moved to approve the resolution, Commissioner Asheley Gilbert seconded, and the motion carried. (22-56)

ACTION ITEM 7:

Resolution by Harris County Housing Authority approving and ratifying actions in connection with authorizing certain actions related to the tax credits for Northwood Apartments project and such other actions necessary or convenient to carry out this resolution

Vice Chairman Joe Villarreal moved to approve the resolution, Commissioner Asheley Gilbert seconded, and the motion carried. (22-57)

XI. ADJOURNMENT

Vice Chairman Joe Villarreal moved to adjourn at 3:51 p.m., Commissioner Joe Ellis seconded, all were in favor, and the motion carried.

Adopted and approved this 18th day of January 2023.



Gerald Womack, Chairman



Melissa Quijano, Acting Secretary