



RESOLUTION NO. 22-01

**RESOLUTION AUTHORIZING HARRIS COUNTY HOUSING AUTHORITY (HCHA)
TO PROVIDE THE DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
(HUD) THE ANNUAL REAL ESTATE ASSESSMENT CENTER (REAC) SUBMISSION
AS PREPARED BY HCHA'S INDEPENDENT AUDITORS**

WHEREAS, HUD requires that HCHA submit annual financial statements and audit information through the REAC system; and

WHEREAS, financial statements relevant to HCHA's REAC submission have been prepared by independent auditors from the firm of CliftonLarsonAllen, LLP (CLA); and

WHEREAS, auditors from the firm of CliftonLarsonAllen, LLP (CLA) presented the final draft of the financial statements to the Board of Commissioners on January 19, 2022, for its review and approval;

NOW, THEREFORE, BE IT RESOLVED that HCHA's Board of Commissioners authorizes HCHA staff to provide to HUD the annual REAC submission as prepared by HCHA's independent auditors no later than June 15, 2022.

PASSED by the Board of Commissioners this 19th day of January 2022.

Chairman: _____

Secretary: _____



RESOLUTION NO. 22-02

**RESOLUTION HONORING IDRENA WILLIAMS AS THE HARRIS COUNTY HOUSING
AUTHORITY EMPLOYEE OF THE QUARTER (JANUARY – MARCH 2022)**

WHEREAS, Idrena Williams, Admissions Manager for the Harris County Housing Authority (HCHA), has excelled and demonstrated professional excellence in her job performance; and

WHEREAS, she consistently endeavors to assist her peers. Ms. Williams displays excellent customer service skills and provides accurate and the most updated information to HCHA clients and the public; and

WHEREAS, Ms. Williams excels in teamwork and offers ideas and resolutions for the betterment of the department and agency; and

WHEREAS, Ms. Williams is consistently thinking of ways to improve HCHA processes. Ms. Williams Idrena has stepped up during the pandemic. Besides her regular responsibilities, Ms. Williams has volunteered to assist other departments that have needed extra help. In doing so, she discovered and reported irregularities. Ms. Williams has taken the initiative to research the Paycheck Protection Program (PPP Loan) and had reviewed HCHA's database and determined what families had applied and reported to the PPP Loan that they were self-employed but had never informed HCHA that they were self-employed. She has also taken the time to train staff on what to look for when reviewing the PPP Loan website. She also volunteered to receive training to become HCHA's 504 Coordinator (reasonable accommodation).

WHEREAS, she is highly committed to the HCV Program, its clients, and landlords and is an exemplar to HCHA staff.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Commissioners hereby extends to Idrena Williams its sincere and grateful appreciation for the dedicated service to HCHA and to the citizens of Harris County, Texas, and congratulates Ms. Williams on being named Employee of the Quarter (January – March 2022).

PASSED by the Board of Commissioners this 19th day of January 2022.

Chairman: _____

Gerald Womack

Secretary: _____

Horace Allison



RESOLUTION NO. 22-03

RESOLUTION AUTHORIZING RENEWAL OF THE SOFTWARE
SERVICES CONTRACT WITH MRI SOFTWARE, LLC

WHEREAS, Harris County Housing Authority (HCHA) now uses the software, software hosting services, and software support and maintenance services (together, "software services") provided by MRI Software, LLC (MRI) to manage its Housing Choice Voucher, Jackson Hinds Single-Room Occupancy, Project-Based Voucher, and Veteran Affairs Supportive Housing programs; and

WHEREAS, the existing contract under which MRI provides the software services to HCHA is dated effective as of May 1, 2019, and will terminate February 28, 2022, unless HCHA renews the contract for an additional year; and

WHEREAS, the software services are essential for the operation of the programs identified above and those programs fulfill a substantial part of HCHA's mission; and

WHEREAS, HCHA has used the software services provided by MRI for many years and is satisfied with the software services; and

WHEREAS, to renew its contract with MRI for the software services, before March 1, 2022, HCHA must pay MRI's renewal invoice in the total amount of \$43,458.14 (a copy of which accompanies this resolution);

NOW, THEREFORE, BE IT RESOLVED, that the Board of Commissioners of Harris County Housing Authority authorizes the Chief Executive Officer to negotiate and execute documents renewing the existing contract for software support with MRI Software, LLC for a one-year term, beginning March 1, 2022, and extending through February 28, 2023, and pay the annual renewal invoice in an amount not to exceed **Forty-Three Thousand Four Hundred Fifty-Eight and 14/100 Dollars (\$43,458.14)**.

PASSED by the Board of Commissioners on this 19th day of January 2022.

Chairman: _____

Secretary: _____



RESOLUTION NO. 22-04

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)

WHEREAS, Harris County Housing Authority (HCHA) held a Resident Advisory Board meeting on January 4, 2022; and

WHEREAS, the Board of Commissioners conducted a Public Hearing on January 19, 2022, for the HCHA 2023 Annual PHA Plan for the fiscal year beginning April 1, 2022; and

WHEREAS, HCHA staff recommends revising the Annual PHA Plan to update/revise, **Part B. Annual Plan, B.1 Revisions of Plan Elements – updated payment standard, B.6 Progress Report, 5) – Update, and B.7 Resident Advisory Board (RAB) Comments;** and

WHEREAS, HCHA staff recommends the approval of the revision/submission of the HCHA Annual PHA Plan.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Commissioners of the Harris County Housing Authority conducted a public hearing on January 19, 2022, and hereby adopts the revision and approves the submission of the HCHA 2023 Annual PHA Plan for the PHA fiscal year beginning April 1, 2022, to HUD.

PASSED by the Board of Commissioners this 19th day of January 2022.

Chairman: 

Secretary: 

Attachment:

Annual PHA Plan
HUD-50077-ST-HCV-HP
HUD-50075-HCV



RESOLUTION NO. 22-05

**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**

WHEREAS, in the administration of the Housing Choice Voucher program and similar programs the U.S. Department of Housing and Urban Development requires that public housing agencies inspect units to ensure the units meet Housing Quality Standards (HQS) and perform rent reasonableness calculations/determinations; and

WHEREAS, the Harris County Housing Authority (HCHA) and the Houston Housing Authority (HHA) are both public housing agencies that inspect units for HQS compliance and perform rent reasonableness calculations/determinations; and

WHEREAS, in some instances it is more efficient and effective for HCHA or HHA to have another entity perform these inspections and rent reasonableness calculations/determinations; and

WHEREAS, HCHA and HHA desire to enter into an Interlocal Agreement under which each may provide to the other HQS inspection services and/or rent reasonableness calculation/determination services; and

WHEREAS, the fees for service are outlined in the Interlocal Agreement; and

WHEREAS, the initial term of the Interlocal Agreement begins January 1, 2022, and ends December 31, 2022, with an option to renew for two (2) additional one (1) year terms.

NOW, THEREFORE, BE IT RESOLVED, that the Harris County Housing Authority Board of Commissioners hereby authorizes the Chief Executive Officer to negotiate and execute an Interlocal Agreement between the Harris County Housing Authority and the Houston Housing Authority to provide HQS inspections and rent reasonableness calculation/determination services for each other upon request.

PASSED by the Board of Commissioners this 19th day of January 2022.

Chairman:

Secretary:



RESOLUTION NO. 22-06

**RESOLUTION RATIFYING FIRST AMENDMENT TO FINANCIAL AUDIT SERVICES
AGREEMENT BETWEEN HARRIS COUNTY HOUSING AUTHORITY AND
CLIFTONLARSONALLEN, LLP FOR ACCOUNTING SERVICES**

WHEREAS, pursuant to Resolution No. 20-10 adopted by Harris County Housing Authority's Board of Commissioners on February 19, 2021, Harris County Housing Authority (HCHA) entered into the Financial Audit Services Agreement (Agreement) with CliftonLarsonAllen, LLP (CLA); and

WHEREAS, under the Agreement CLA prepared HCHA's consolidated financial statements for the fiscal years ending March 31, 2020 and March 31, 2021, which financial statements were to include balance sheets, cash flow statements, statements of income and expense, and other information and content required by Generally Accepted Accounting Principles; and

WHEREAS, the sole member of HCHA Cypresswood Estates, LLC (HCHA Cypresswood) is HCHA Redevelopment Authority, Inc., a Texas non-profit corporation, which entity is wholly owned by HCHA and was formed to operate exclusively for the benefit of and to carry out the purposes of HCHA; and

WHEREAS, in March 2019, AGM Financial Services, Inc., extended a mortgage loan in the amount of \$4,630,000.00 to HCHA Cypresswood, which mortgage loan is secured, in part, by a long-term ground lease covering the multifamily apartment project commonly known as Cypresswood Estates; and

WHEREAS, the Department of Housing and Urban Development (HUD) insured payment of the mortgage loan, and as a condition of that insurance, HCHA Cypresswood agreed to comply with the financial reporting covenants contained in the Regulatory Agreement for Multifamily Projects dated March 6, 2019 (Regulatory Agreement); and

WHEREAS, HUD recently informed HCHA and HCHA Cypresswood that the consolidated financial statements of HCHA (which included HCHA Cypresswood) submitted to HUD did not comply with the Regulatory Agreement and HUD required that HCHA promptly submit separate audited financial statements for HCHA Cypresswood; and

WHEREAS, under the Agreement, CLA prepared HCHA's consolidated financial statements for the relevant fiscal years, and HCHA determined that CLA was already in possession of the financial information required to prepare the audited financial statements for HCHA Cypresswood and was able to provide the audited financial statements required by HUD within the short time allowed by HUD; and

WHEREAS, HCHA requested that CLA provide a quote for amending the Agreement to provide the accounting and audit services required by HUD, and after evaluating CLA's quote based on similar services previously provided to HCHA by other vendors, HCHA determined that it constituted a reasonable offer, the compensation terms of which (totaling at most \$24,000.00), were as follows:

- A. For the financial statement for Fiscal Year 2020 (FYE 3/31/2020): CLA is to be paid for the additional time required to create the financial statement "from scratch" at the respective hourly rate(s) set forth in the Agreement but only up to an additional \$2,000.00 above the otherwise all-inclusive fee of \$7,500.00 (not to exceed \$9,500.00 total); \$2,000.00 for a single audit; and \$1,500.00 for entry into and submission to HUD's REAC system.
- B. For the financial statement for Fiscal Year 2021 (FYE 3-31-2021): an all-inclusive fee of \$7,500.00; \$2,000.00 for a single audit; and \$1,500.00 for entry into and submission to HUD's REAC system.

WHEREAS, to meet HUD's requirement for prompt delivery of the audited financial statements, HCHA (acting for the benefit of HCHA Cypresswood), through its Chief Executive Officer, negotiated and executed the First Amendment to the Financial Services Agreement (First Amendment), which includes the compensation terms set forth above; and

WHEREAS, HUD has confirmed that the time frames for preparing the audited financial statements, as set forth in the First Amendment, are acceptable.

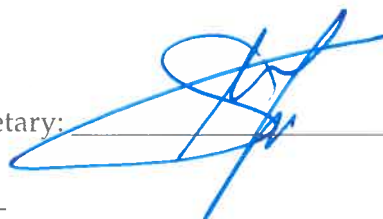
NOW, THEREFORE, BE IT RESOLVED, that the Board of Commissioners of HCHA hereby ratifies the actions of its Chief Executive Officer in negotiating and executing the First Amendment for the purpose of addressing, in a time frame acceptable to HUD, its request for prompt delivery of the audited financial statements of HCHA Cypresswood.

PASSED by the Board of Commissioners on this 19th day of January 2022.

Chairman:



Secretary:





RESOLUTION NO. 22-07

**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**

WHEREAS, Harris County Housing Authority (HCHA) owns approximately 90.53 acres of vacant land on Lake Houston (the Lake Houston Property); and

WHEREAS, as authorized by this Board of Commissioners' Resolution of January 15, 2020, and the Harris County Commissioners Court's order of December 17, 2019, HCHA and Harris County entered into an Interlocal Agreement to develop the Lake Houston Property to benefit low to moderate-income persons, provide quality housing, and meet an urgent need for housing; and

WHEREAS, HCHA and Harris County have already expended a substantial amount of resources toward this goal, and Harris County has assured HCHA that it intends to move forward under the Interlocal Agreement; and

WHEREAS, a substantial amount of the funding for development of the infrastructure that will serve the Lake Houston Property is expected to come from the Department of Housing and Urban Development's Community Development Block Grant Disaster Recovery (CDBG-DR) funds; and

WHEREAS, by letter of January 6, 2022, Humble Independent School District (Humble ISD) expressed its interest in acquiring all or part of the Lake Houston Property; and

WHEREAS, HCHA's Chief Executive Officer (CEO) recognized that Humble ISD's proposed use of the Lake Houston Property could provide a public benefit; however, after weighing the costs, benefits, and risks, the most prudent course was to advise the HCHA Board of Commissioners against considering a sale to Humble ISD, in part, because a sale to Humble ISD would not further HCHA's mission and would put the availability of the CDBG-DR funds in serious jeopardy; and

WHEREAS, this Board of Commissioners has reviewed the recommendation provided by HCHA's CEO and the reasons underlying that advice;

NOW, THEREFORE, BE IT RESOLVED, that HCHA's Board of Commissioners accepts and adopts the recommendation of the CEO against further consideration of a sale of all or part of the Lake Houston Property to Humble ISD.

PASSED by the Board of Commissioners on this 16th day of February 2022.

Chairman: 

Secretary: 



RESOLUTION NO. 22-08

**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**

WHEREAS, the Board of Commissioners of the Harris County Housing Authority (HCHA) adopted HCHA's Administrative Plan on February 19, 2020 (Administrative Plan); and

WHEREAS, The U.S. Department of Housing and Urban Development's Notice PIH 2021-34, issued December 9, 2021, allows Public Housing Agencies, such as HCHA, to apply for expedited regulatory waivers and other non-expedited regulatory waivers to continue to provide flexibility during the pandemic and the pandemic recovery; and

WHEREAS, HCHA believes it will be beneficial to apply for certain regulatory waivers that were originally offered as part of the CARES Act waivers in PIH 2021-14; and

WHEREAS, the waivers are considered a revision of the Administrative Plan and require approval by the Board of Commissioners; and

WHEREAS, HCHA requests approval of HCHA's application for and use of the expedited regulatory waivers and other non-expedited regulatory waivers described on Exhibit "A" attached hereto.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Commissioners of HCHA hereby approves HCHA's application for and use of the expedited regulatory waivers and other non-expedited regulatory waivers described on Exhibit "A" attached as an authorized revision to HCHA's Administrative Plan.

PASSED by the Board of Commissioners this 16th day of February 2022.

Chairman: 

Secretary: 

Attachment:

Exhibit "A": Expedited Regulatory Waivers and Regulatory Waivers Not Subject to Expedited Processing



1933 Hussion Street
Houston, Texas 77003
Tel: 713-578-2100
Fax: 713-669-4594

EXHIBIT "A"

Expedited Waivers in notice PIH-2021-34 are available to provide PHA's continued flexibility during the pandemic and pandemic recovery. Requests are due to HUD by March 1, 2022 and are available until December 31, 2022. (see below)

Expedited Regulatory Waivers - Adopted by the Harris County Housing Authority (HCHA)

Item	Regulation 24 CFR	Summary	ending
Increase in Payment Standard under HAP contract term	982.5059 (c)(4)	PHA's have the option to increase the payment standard for the family at any time after the effective date of the increase, rather than waiting for the next regular reexamination	12/31/2022
SEMAP Score	985.105; 985.101	PHAs with a fiscal year-end 3/31/2022, 6/30/2022, 9/30/2022, may request to waive the application of SEMAP in its entirety, only if the PHA has SEMAP indicators affected directly or indirectly because of the disruption to PHA operations caused by its adoption of available CARES Act waivers.	12/31/2022
Term of Voucher: Extensions of Term	982.303(b)(1)	Allows PHA's to grant a family one or more extensions of the initial voucher term regardless of the policy described in the Administrative Plan. PHA's should ensure consistency with these requests and remain in compliance with the PHA's informally adopted interim standard	12/31/2022
Homeownership: Maximum Term of Assistance	982.634(a)	Allows a PHA to extend homeownership assistance for up to one additional year	12/31/2022
Voucher Tenancy New Payment Standard Amount	982.503(b)	PHA may request an expedited waiver to allow for the establishment of payment standards from 111 to 120 percent of the FMR.	12/31/2022



1933 Hussion Street
Houston, Texas 77003
Tel: 713-578-2100
Fax: 713-669-4594

Regulatory Waivers Not Subject to Expedited Processing

Regulation 24 CFR	Item	Summary of Flexibilities
24 CFR 5. 233	Enterprise Income Verification (EIV) Monitoring	HCHA is waiving mandatory Earned Income Verification (EIV) monitoring requirements. EIV data is overwritten monthly or quarterly reports must be downloaded to preserve the data for a month or quarter.
24 CFR 5.801(d)(1)	Uniform Financial Reporting Standards: Filing for Financial Reports: Reporting Compliance Data	Allows for extensions of financial reporting deadlines.
24 CFR 982.158, 908.101	50058 Submission	The Form 50058 may be submitted within 90 days of its effective date instead of 60 days.
24 CFR 982.401(d)(2)	HQS Space and Security	HCHA is waiving the regulation requiring one bedroom for every two people where the HCHA wishes to assist a current participant that needs to add a member or members to the assisted household as a result of the COVID-19 emergency. This waiver does not apply to an initial or new lease.
24 CFR 982.455	Automatic HAP termination	PHA's may extend the period from the last HAP payment before automatically terminating the HAP contract.
24 CFR 982.517(c)	Utility Allowance Schedule – Required Review and Revision	HCHA is waiving the requirement to review the schedule of utility allowances and revise the allowances if there has been a change of 10 percent or more in the utility rate since the last time the utility allowance schedule was revised. PHAs may delay the review and update of utility allowances.
24 CFR 982.305 (c)	PHA Approval of Assisted Tenancy – When HAP Contract is Executed	HCHA may now execute a HAP contract after 60 days after the beginning of a lease and make payment back to the beginning of the lease term. The HAP contract must be executed no later than 120 days from the beginning of the lease term. No extension needed.
24 CFR 982.405 (b), 983.103 (e) (3)	HQS Quality Control Inspections	HCHA is temporarily waiving its supervisory quality control inspections.
24 CFR 982.54 (a)	Administrative Plan	HCHA is waiving the requirement that a PHA's board must formally adopt a PHA's Administrative Plan revision. A PHA may revise an administrative plan without board approval, subject to informal adoption later.
24 CFR 983.211 (a); 983.258	Mandatory Removal of Unit from PBV HAP Contract	PHA's may keep a PBV unit under contract for a period that extends beyond 18 from the last HAP, not to extend beyond a certain date.
82 FR 5458, HOTMA 01(a)(1)	PBV HAP Contract – HQS Inspections to Add or Substitute Units	HCHA may rely on the owner's certification that the owner has no reasonable basis to have knowledge that life-threatening conditions exist in the unit.



RESOLUTION NO. 22-09

**RESOLUTION HONORING KEYARRA PRICE AS THE HARRIS COUNTY HOUSING
AUTHORITY EMPLOYEE OF THE QUARTER (APRIL – JUNE 2022)**

WHEREAS, Keyarra Price, Housing Choice Voucher (HCV) Housing Specialist for the Harris County Housing Authority (HCHA), has excelled and demonstrated professional excellence in her job performance; and

WHEREAS, she consistently endeavors to assist her peers and management team, displays excellent customer service skills, and provides accurate and the most updated information to HCHA clients and the public; and


WHEREAS, during the COVID-19 Pandemic, Keyarra has demonstrated what it means to be a "Team Player." Keyarra has provided needed assistance to all HCV Departments, staff, supervisors, clients, and landlords. Keyarra has also taken on other duties as assigned with great enthusiasm and excitement and views the assignments as an opportunity to expand her program knowledge; and

WHEREAS, Keyarra took on the responsibility of managing 125 homeless clients referred to HCHA by the Harris County Community Services Department (HCCSD). Upon taking on this task, Keyarra immediately set up tools that enabled HCHA and HCCSD to efficiently track the clients' needs and provide services and resources. This added responsibility is in addition to her regular HCV caseload; and

WHEREAS, Keyarra is highly committed to the HCV Program, its clients, and landlords and is an exemplar to HCHA staff.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Commissioners hereby extends to Keyarra Price its sincere and grateful appreciation for the dedicated service to HCHA and to the citizens of Harris County, Texas, and congratulates Keyarra on being named Employee of the Quarter (April – June 2022).

PASSED, by the Board of Commissioners this 16th day of March 2022.

Chairman: 
Gerald Womack



RESOLUTION NO. 22-10

**RESOLUTION AUTHORIZING THE EXECUTION OF INTERLOCAL
PARTICIPATION AGREEMENT WITH THE LOCAL GOVERNMENT
PURCHASING
COOPERATIVE (TEXAS BUYBOARD)**

WHEREAS, to perform its legislatively assigned responsibilities, Harris County Housing Authority (HCHA) must, on occasion, procure goods and services from multiple vendors and contractors; and

WHEREAS, the process of procuring goods and services and confirming that procurement complies with applicable state and federal laws requires the expenditure of a substantial amount of time and effort by HCHA's officers and employees; and

WHEREAS, as provided by 2 CFR § 200.318(e), to foster greater economy and efficiency, the federal government encourages state and local intergovernmental agreements for the procurement of goods and services; and

WHEREAS, HCHA desires to participate in a local government cooperative purchasing program pursuant to the authority granted under the Interlocal Cooperation Act ("Act") in Chapter 791 of the Texas Government Code and, in particular, HCHA desires to become a Cooperative Member of The Local Government Purchasing Cooperative ("Cooperative"), a local government purchasing cooperative program created by local governments pursuant to the Act and § 271.101, *et seq.*, of the Texas Local Government Code; and

WHEREAS, HCHA has determined that participation in the Cooperative's purchasing program may be highly beneficial as it may result in both efficiency and savings in the procurement of goods and services; and

WHEREAS, HCHA's Chief Executive Officer ("CEO") has reviewed the proposed Interlocal Participation Agreement ("Agreement") between the Cooperative and HCHA, a true and correct copy of which is attached as Exhibit "A" to this resolution, and has recommended that HCHA become a member of, and participate in, the Cooperative under the terms of the Agreement.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Commissioners of HCHA hereby approves of and authorizes HCHA's CEO to execute the Agreement and approve of HCHA's membership and participation in the Cooperative, subject to HCHA's compliance with applicable HCHA procurement policies.

PASSED by the Board of Commissioners this 16th day of March 2022.

Chairman: _____

Attachment:

Exhibit "A": Interlocal Participation Agreement



RESOLUTION NO. 22-11

**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**

WHEREAS, Baybrook Park Retirement Center, Ltd., a Texas limited partnership (the "Partnership") owns and operates a certain 100-unit senior development known as Baybrook Park Retirement Center located in Webster, Texas; and

WHEREAS, the partners in the Partnership consist of (i) HCHA Baybrook Park, LLC, a Texas limited liability company (the "General Partner"), (ii) HCHA Redevelopment Authority, Inc., a Texas non-profit corporation (the "Limited Partner"), and (iii) Investors Affordable Housing Group V, LLC, a Texas limited liability company (the "Class A Limited Partner"); and

WHEREAS, the Class A Limited Partner desires to sell its interest to the Limited Partner, which is an instrumentality of the Harris County Housing Authority (the "Authority") for **Eighty-four Thousand Eighty and No/100 Dollars (\$84,080.00)** (the "Purchase Price"); and

WHEREAS, the Purchase Price is the total consideration payable to the Class A Limited Partner for its interest in and any other obligations owing to the Class A Limited Partner; and

WHEREAS, the .01% interest held by the Class A Limited Partner will be assigned to the Limited Partner and increase the Limited Partner's interest to 99.91%, and the Class A Limited Partner will withdraw from the Partnership.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners of the Authority, that the Limited Partner is hereby authorized, empowered, and directed to purchase the Class A Limited Partner's interest in Baybrook Park Retirement Center, Ltd. for **Eighty-four Thousand Eighty and No/100 Dollars (\$84,080.00)**; and

BE IT FURTHER RESOLVED, that the Authority, the General Partner, and the Partnership are authorized to take such other actions as they consider necessary or appropriate toward completion of the transaction contemplated by this Resolution.

PASSED by the Board of Commissioners this 16th day of March 2022.

Chairman: 



RESOLUTION NO. 22-12

RESOLUTION APPROVING RENEWAL OF AN INTERLOCAL AGREEMENT FOR THE PROVISION OF INSURANCE COVERAGE

WHEREAS, Chapter 791 of the Texas Government Code authorizes government entities like Harris County Housing Authority ("HCHA") to enter into Risk Pool Interlocal Agreements for the provision of insurance coverage; and

WHEREAS, on April 1, 2014, HCHA entered into an Interlocal Agreement with the members of the Texas Municipal League Insurance Risk Pool ("TMLIRP") for the provision of insurance coverage; and

WHEREAS, the current Interlocal Agreement with TMLIRP expires on April 1, 2022; and

WHEREAS, HCHA's Procurement Policy requires the Board of Commissioners' approval on all renewals of the Interlocal Agreement due to aggregation of the premiums paid to TMLIRP since April 1, 2014; and

WHEREAS, TMLIRP quoted an annual insurance premium of **Eleven Thousand, Four Hundred Twenty-Three Dollars and Eighty-Six Cents (\$11,423.86)**.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners of the Harris County Housing Authority that the Chief Executive Officer is hereby authorized and directed to execute a renewal of the Interlocal Agreement for an additional one-year term.

PASSED by the Board of Commissioners this 16th day of March 2022.

Chairman: _____



RESOLUTION NO. 22-13

**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**

WHEREAS, Article IV of the Bylaws of Harris County Housing Authority (HCHA) provides for the election of a Chairperson of the Board of Commissioners (Chairperson), a Vice Chairperson of the Board of Commissioners (Vice Chairperson), and a Secretary who also serves as HCHA's Executive Director (together, the Executive Director); and

WHEREAS, §392.038 of the Local Government Code authorizes HCHA's Board of Commissioners (Board) to employ officers in addition to those named in the Bylaws; and

WHEREAS, the Bylaws may be amended by a majority vote of the Board at any regular meeting or any special meeting, provided notice of the meeting includes notice of the intention to amend the Bylaws; and

WHEREAS, the Board has determined that it is appropriate to amend the Bylaws to update the address of its principal office and add the position of Deputy Executive Director and Assistant Secretary (together, the Deputy Director) as an officer of HCHA; and

WHEREAS, the Board has determined that the Deputy Director shall be subordinate to and report to the Executive Director and have those duties and responsibilities that the Executive Director assigns to her or him; and

WHEREAS, the Board has determined that there is a need for an orderly succession if, for any reason, the Executive Director is unable or unwilling to perform his or her duties and responsibilities because of illness, unexplained disappearance, catastrophic event, impairment, resignation, removal, or death; and

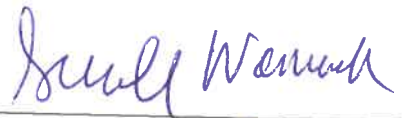
WHEREAS, the Board has further determined that to avoid uncertainty, it is appropriate to amend Section 7 of Article IV of the Bylaws relating to the election of officers and Article VIII of the Bylaws relating to their alteration, amendment, or repeal, or the adoption of new Bylaws.

NOW, THEREFORE, BE IT RESOLVED that:

1. The office of Deputy Director is established as a single office to be held by one person who will serve for the same term and will be elected in the same manner as all other HCHA officers;

2. The Deputy Director is subordinate to and will report to the Executive Director;
3. The Deputy Director will have those duties and responsibilities the Executive Director assigns to her or him;
4. If the Executive Director is unable or unwilling to perform his or her duties and responsibilities because of illness, unexplained disappearance, catastrophic event, impairment, resignation, removal, or death, the Deputy Director will automatically but temporarily have all the authority, power, and responsibility of the Executive Director and Secretary of HCHA until either: (a) the Executive Director is again able to and actually resumes exercising his or her authority, power, and responsibility; or (b) the Board replaces the Executive Director and Secretary as provided in HCHA's Bylaws; and
5. The Board hereby adopts the Second Amendment to the Bylaws of Harris County Housing Authority attached as Exhibit 1 to this resolution, which amendment corrects the address of HCHA's principal office, conforms the Bylaws to the action taken by the Board establishing the office of Deputy Director, and amends Section 7 of Article IV of the Bylaws (relating to the election of officers) and Article VIII of the Bylaws (relating to the alteration, amendment, or repeal of the Bylaws or adoption of new Bylaws).

PASSED by the Board of Commissioners on this 20th day of April 2022.

Chairman: 

Secretary: 



RESOLUTION NO. 22-14

**RESOLUTION CONFIRMING ELECTION OF THE OFFICERS OF
HARRIS COUNTY HOUSING AUTHORITY**

WHEREAS, Article IV of the Bylaws of Harris County Housing Authority (HCHA), as amended by the Second Amendment to HCHA's Bylaws, provide for the election of HCHA's officers in even-numbered years; and

WHEREAS, under the Bylaws, the officers to be elected consist of a Chairperson of the Board of Commissioners (Chairperson), a Vice-Chairperson of the Board of Commissioners (Vice-Chairperson), an Executive Director who also serves as HCHA's Secretary (together, the Executive Director), and a Deputy Executive Director who also serves as HCHA's Assistant Secretary (together, the Deputy Director); and

WHEREAS, HCHA's officers are to be elected at a meeting of HCHA's Board of Commissioners (Board); and

WHEREAS, at the meeting of the Board held this date the following persons were nominated to serve as HCHA's officers:

Chairperson:	Gerald Womack
Vice Chairperson:	Joe Villarreal
Executive Director:	Horace Allison
Deputy Director:	Melissa Quijano

WHEREAS, at the meeting of the Board held this date, by majority vote of the Board, the following persons were elected to the positions indicated:

Chairperson:	Gerald Womack
Vice Chairperson:	Joe Villarreal
Executive Director:	Horace Allison
Deputy Director:	Melissa Quijano

NOW, THEREFORE, BE IT RESOLVED AND CONFIRMED, that HCHA has duly elected the Chairperson, Vice-Chairperson, Executive Director, and Deputy Director set forth above.

PASSED by the Board of Commissioners on this 20th day of April 2022.

Chairman: 

Secretary: 



RESOLUTION NO. 22-15

**RESOLUTION OF HARRIS COUNTY HOUSING AUTHORITY PROVIDING ITS
RESPONSE TO THE RECENT OFFER OF HUMBLE ISD TO PURCHASE
THE LAKE HOUSTON PROPERTY**

WHEREAS, Harris County Housing Authority (HCHA) owns approximately 90.53 acres of vacant land on Lake Houston (the Lake Houston Property); and

WHEREAS, as authorized by this Board of Commissioners' Resolution of January 15, 2020, and the Harris County Commissioners Court's order of December 17, 2019, HCHA and Harris County entered into an Interlocal Agreement to develop the Lake Houston Property to benefit low to moderate-income persons, provide quality housing, and meet an urgent need for housing; and

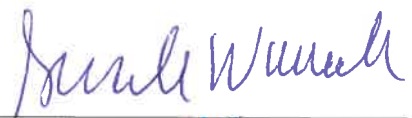

WHEREAS, HCHA and Harris County have expended a substantial amount of resources toward this goal, and Harris County has assured HCHA that it intends to move forward under the Interlocal Agreement; and

WHEREAS, a substantial amount of the funding for development of the infrastructure that will serve the Lake Houston Property is expected to come from the Department of Housing and Urban Development's Community Development Block Grant Disaster Recovery (CDBG-DR) funds; and

WHEREAS, by letter dated March 10, 2022 (incorrectly addressed and first reviewed by HCHA staff on March 21, 2022), Humble Independent School District (Humble ISD) again expressed its interest in acquiring the Lake Houston Property.

NOW, THEREFORE, BE IT RESOLVED, that after considering Humble ISD's second expression of interest, HCHA's Board of Commissioners has determined that the development described in the Interlocal Agreement furthers HCHA's mission, a sale of the Lake Houston Property to Humble ISD will not further HCHA's mission, and, therefore, HCHA will not consider a sale of the Lake Houston Property to Humble ISD.

PASSED by the Board of Commissioners on this 20th day of April 2022.

Chairman: 
Secretary: 



RESOLUTION NO. 22-16

**RESOLUTION APPROVING EXTENSION OF AGREEMENT BETWEEN HARRIS
COUNTY HOUSING AUTHORITY AND CLIFTONLARSONALLEN LLP
FOR FINANCIAL AUDIT SERVICES**

WHEREAS, pursuant to Resolution No. 20-10, adopted by Harris County Housing Authority's Board of Commissioners on February 19, 2020, Harris County Housing Authority (HCHA) entered into a Financial Audit Services Agreement (Agreement) with CliftonLarsonAllen LLP (CLA); and

WHEREAS, under the Agreement, CLA was to prepare audited financial statements, returns, and reports of HCHA for the fiscal years ending March 31, 2020, and March 31, 2021, and HCHA had the option to extend the Agreement to include the fiscal years ending March 31, 2022, and March 31, 2023; and

WHEREAS, by instrument dated January 10, 2022, HCHA and CLA executed a First Amendment to the Agreement to include additional financial audit services for HCHA Cypresswood Estates, LLC (HCHA Cypresswood), an affiliate of HCHA; and

WHEREAS, the sole member of HCHA Cypresswood is HCHA Redevelopment Authority, Inc., a Texas non-profit corporation, which entity is wholly owned by HCHA and was formed to operate exclusively for the benefit of and to carry out the purposes of HCHA; and

WHEREAS, the First Amendment was executed to address the requirement of the Department of Housing and Urban Development for a separate audited financial audit of HCHA Cypresswood, rather than including the financial information of HCHA Cypresswood on the consolidated financial statement of HCHA; and

WHEREAS, pursuant to Resolution No. 22-06, adopted by HCHA's Board of Commissioners on January 19, 2022, HCHA ratified the execution of the First Amendment; and

WHEREAS, HCHA is satisfied with the services provided by CLA, desires to extend the Agreement to cover the financial audit services for both HCHA and HCHA Cypresswood for the fiscal years ending March 31, 2022, and March 31, 2023, and for those services, CLA proposes to charge the following amounts:

For Fiscal Year 2022 (FYE 3-31-2022)

HCHA Financial Accounting and Audit Services: \$54,495.00

HCHA Cypresswood Financial Accounting and Audit Services:

Financial Statements: \$7,800.00

Single Audit: \$2,000.00

HUD Submission: \$1,500.00

For Fiscal Year 2023 (FYE 3-31-2023)

HCHA Financial Accounting and Audit Services: \$57,220.00

HCHA Cypresswood Financial Accounting and Audit Services:

Financial Statements: \$8,100.00

Single Audit: \$2,000.00

HUD Submission: \$1,500.00

WHEREAS, the terms under which the Agreement may be extended are expected to be set forth in the draft Second Amendment to the Financial Audit Services Agreement attached to this resolution.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Commissioners of HCHA authorizes its Chief Executive Officer to negotiate the terms of and execute a second amendment to the Agreement to include the fiscal years ending March 31, 2022 and March 31, 2023, for the amounts proposed by CLA, and to negotiate further and include such other terms and conditions as HCHA's Chief Executive Officer deems appropriate and in the best interests of HCHA.

PASSED by the Board of Commissioners on this 20th day of April 2022.

Chairman: _____



Secretary: _____





RESOLUTION NO. 22-17

**RESOLUTION RATIFYING EXECUTION OF TEMPORARY STAFFING
SERVICES AGREEMENT**

WHEREAS, Harris County Housing Authority (HCHA), using its Quotation for Small Purchases (QSP) procurement procedures, solicited quotations from temporary employment agencies for a six-month agreement, with one option to extend the term for an additional six months, for a contract staff person qualified to provide collection services to HCHA; and

WHEREAS, HCHA received responses to its request for quotations from three temporary employment agencies; LaneStaffing, A-1 Personnel of Houston, Inc., and Robert Half; and

WHEREAS, HCHA staff reviewed the response to the QSP and found the response of A-1 Personnel of Houston, Inc. (A-1 Personnel), at a rate of **\$22.95 per hour** for a college-educated temporary staff person with collections experience, to be the quote that, in the reasonable judgment of HCHA staff, represents the best overall value and the lowest cost to HCHA, considering pricing and other relevant factors; and

WHEREAS, if the temporary staff person works a 40-hour week for six months, the total compensation paid to A-1 Personnel will be approximately **\$23,868.00**. However, if HCHA exercises its option to extend the Agreement with A-1 Personnel, the total compensation will exceed the amount established by HCHA's Procurement Policy, above which HCHA's Chief Executive Officer (CEO) must obtain approval of HCHA's Board of Commissioners;

WHEREAS, HCHA had an immediate need to retain the temporary collections specialist and its CEO executed a Temporary Staffing Services Agreement (Agreement) with A-1 Personnel on March 21, 2022, a true and correct copy of which Agreement (without exhibits) is attached to this resolution; and

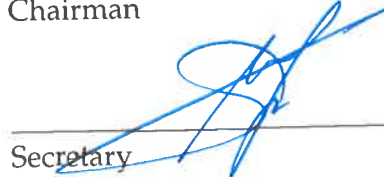
WHEREAS, HCHA may later exercise its option to extend the Agreement for an additional six (6) months.

NOW, THEREFORE, BE IT RESOLVED, that HCHA's Board of Commissioners ratifies the action of its CEO in executing the Agreement and authorizes its CEO, in his discretion, to extend the Agreement for another six months.

PASSED by the Board of Commissioners this 20th day of April 2022.



Chairman



Secretary



RESOLUTION NO. 22-18

RESOLUTION AUTHORIZING THE NEGOTIATION AND EXECUTION OF A
CONTRACT FOR FEE ACCOUNTING SERVICES

WHEREAS, Harris County Housing Authority (HCHA) issued Requests for Proposals (RFP) #21-07 on September 26, 2021, soliciting proposals for Fee Accounting Services. This RFP was readvertised on February 6, 2022, after not receiving enough responses to the RFP; and

WHEREAS, the RFP was advertised in the Houston Chronicle on September 26, 2021, October 3, 2021, and February 6, and 13, 2022. It was also advertised in the Forward Times on February 2, and 9, 2022, and posted on HCHA's website; and

WHEREAS, HCHA received one response:

1. The Cornwell Associates Accountants, Inc.; and

WHEREAS, the staff of HCHA found that proposal of The Cornwell Associates Accountants, Inc. complied with the requirements of the RFP; and

WHEREAS, the proposed contract duration is two years with a two-year option.

NOW, THEREFORE, BE IT RESOLVED, that the Harris County Housing Authority Board of Commissioners authorizes the Chief Executive Officer to negotiate and execute a contract for Fee Accounting Services with The Cornwell Associates, Accountants, Inc. not to exceed **Forty Thousand Dollars (\$40,000)** per fiscal year, and to take such actions necessary or convenient to carry out the resolution.

PASSED by the Board of Commissioners this 20th day of April 2022.

Chairman: _____

Secretary: _____

Attachment: Evaluation Scores



RESOLUTION NO. 22-19

RESOLUTION APPROVING THE FISCAL YEAR-END 2023 BUDGET

WHEREAS, the staff of Harris County Housing Authority (HCHA) drafted a budget for the Fiscal Year 2023; and

WHEREAS, all of HCHA's Lines of Business are projected to have positive cash flows for FY 2023; and

WHEREAS, the HCHA Board of Commissioners has reviewed the proposed budget and has found that the anticipated revenues reflected in the proposed budget are sufficient to meet all proposed expenses for HCHA.

NOW, THEREFORE, BE IT RESOLVED, that the HCHA Board of Commissioners hereby adopts the attached budget for the fiscal year beginning April 1, 2022, and ending March 31, 2023, and authorizes the execution and submission of the PHA Board Resolution – HUD Form 52574 approving the budget.

PASSED by the Board of Commissioners this 20th day of April 2022.

Chairman: _____

Secretary: _____



RESOLUTION NO. 22-21

**RESOLUTION AUTHORIZING THE CHIEF EXECUTIVE OFFICER TO ENTER
INTO A LEGAL SERVICES AGREEMENT WITH HARRIS COUNTY
FOR THE PROVISION OF LEGAL SERVICES**

WHEREAS, the Harris County Attorney's Office (HCAO) provides legal services to multiple departments and agencies within Harris County; and

WHEREAS, the Harris County Housing Authority (HCHA) is authorized to contract for legal services from HCAO pursuant to Section 392.040(b) of the Texas Local Government Code and Chapter 791 of the Texas Government Code; and

WHEREAS, since May 18, 2015, HCHA and Harris County have executed multiple Legal Services Agreements under which HCAO provides legal services to HCHA; and

WHEREAS, the current Legal Services Agreement expires on May 31, 2022; and

WHEREAS, HCHA desires to continue receiving legal services from HCAO; and

WHEREAS, HCAO desires to continue providing legal services to HCHA.

NOW, THEREFORE, BE IT RESOLVED, that HCHA's Chief Executive Officer is hereby authorized to negotiate and execute a new Legal Services Agreement with Harris County for legal services provided by HCAO with substantially the same terms as appear in the draft Legal Services Agreement attached as Exhibit A, and with the authority, if agreement cannot be reached on a reasonable hourly rate for litigation services, to limit the scope of the Legal Services Agreement so that HCAO only provides general counsel services and not litigation services; and

BE IT FURTHER RESOLVED, that when negotiating with HCAO, HCHA's Chief Executive Officer has the authority to agree to, but is not required to agree to, an hourly rate for litigation services in an amount not to exceed \$300.00 per hour for litigation services provided by an Assistant County Attorney having at least ten years of experience in a litigation practice.

PASSED by the Board of Commissioners this 1st day of June 2022.

Chair: _____

Secretary: _____



RESOLUTION NO. 22-22

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

WHEREAS, effective April 1, 2021, Harris County Housing Authority (HCHA), as landlord, and NLH Bluestem, LP, a Texas limited partnership (the Partnership), as tenant, entered into a 99-year ground lease of an 8.065-acre tract of land (the Land); and

WHEREAS, the Partnership is constructing the Bluestem Apartments on the Land, which apartments are intended to provide affordable housing to residents of Harris County; and

WHEREAS, the Land does not have access to water and sewer services, without which the development of Bluestem Apartments could not proceed; and

WHEREAS, the Land is adjacent to Harris County Municipal Utility District No. 148 (MUD 148), which has offered to annex the Land and, after annexation, provide water and sewer service under the terms of the Annexation and Service Agreement (Annexation Agreement) attached as Exhibit 1 to this resolution; and

WHEREAS, the Land is within the extraterritorial jurisdiction of the City of Houston and, consequently, annexation of the Land into the boundaries of MUD 148 requires approval by the City of Houston; and

WHEREAS, the Partnership and MUD 148 understand the Land and all improvements on it will be exempt from the assessment of property taxes, including those that owners of property within the boundaries of MUD 148 would ordinarily pay; and

WHEREAS, the Annexation Agreement addresses the requirement of the City of Houston's approval, MUD 148's inability to collect property taxes, and other matters in the following way:

1. **Annexation Costs** - the Partnership will reimburse MUD 148 all reasonable costs and expenses incurred in the annexation, and the Partnership will deposit \$7,500.00 with MUD 148 towards those costs and expenses;
2. **Property Taxes** – on an annual basis, effective January 1, 2022, the Partnership will make a payment in lieu of taxes (PILOT payment) to MUD 148, which PILOT payment will be the greater of \$50,000.00 or MUD 148's applicable tax rate applied to the market


value of the Land and improvements as the market value would be determined by Harris County Appraisal District;

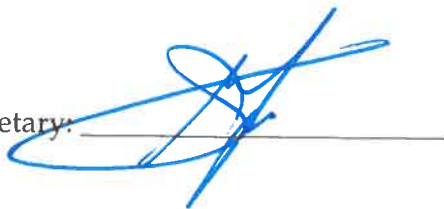
3. **Capital Recovery Fee** – on execution of the Annexation Agreement, the Partnership will pay MUD 148 a capital recovery fee of **\$750,413.47** for 86 equivalent single-family connections (ESFCs) for sewer service and 114 ESFCs for water service; and

WHEREAS, MUD 148 has requested that HCHA, the owner of the Land, join in the Annexation Agreement for the sole purpose of subordinating its interest in the Land and improvements to the Annexation Agreement.

NOW, THEREFORE, BE IT RESOLVED, by HCHA's Board of Commissioners, that HCHA's Chief Executive Officer, Horace Allison, is authorized and empowered to execute the Annexation Agreement on behalf of HCHA and, to the extent in his discretion he deems necessary or appropriate, to negotiate further the terms thereof and execute all other instruments reasonably necessary or appropriate for the purposes of accomplishing the annexation of the Land into the boundaries of MUD 148 and providing water and sewer service to the Bluestem Apartments.

PASSED by the Board of Commissioners this 1st day of June 2022.

Chair: 

Secretary: 



RESOLUTION NO. 22-23

**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**

WHEREAS, Harris County Housing Authority (HCHA) is the sole member of HCHA Baybrook Park, LLC, a Texas limited liability company (General Partner), which is the general partner of Baybrook Park Retirement Center, Ltd., a Texas limited partnership (Limited Partnership); and

WHEREAS, the General Partner is managed by managers, either one of which may act on behalf of the General Partner in its role as general partner of the Limited Partnership; and

WHEREAS, Horace Allison, who is also the CEO of HCHA, is one of the two managers of the General Partner; and

WHEREAS, the Limited Partnership is the owner of the senior apartment community commonly known as Baybrook Park Retirement Center (Project), located in Webster, Texas; and

WHEREAS, the Project is subject to a mortgage loan in the original principal amount of \$3,650,00.00 (Mortgage Loan) held by Zions Bancorporation, N.A. dba Amegy Bank (Amegy), which Mortgage Loan is secured by deeds of trust and other liens and security interests covering the Project; and

WHEREAS, the unpaid principal balance owing under the Mortgage Loan, at present, is approximately \$2,454,396.14, and the Mortgage Loan will mature on **June 21, 2022**, on which date all amounts owing under the Mortgage Loan must be paid in full; and

WHEREAS, the Limited Partnership is negotiating with another lender for the long-term refinancing of the indebtedness owing under the Mortgage Loan. However, refinancing of the indebtedness is not likely to be completed by June 21, 2022, and, therefore, the Limited Partnership asked Amegy to extend the maturity date of the Mortgage Loan; and

WHEREAS, in exchange for an extension fee of \$3,068.00, and other considerations, Amegy offered to extend the maturity date of the Mortgage Loan to **September 21, 2022**, subject to the terms of a Modification Agreement (Loan Modification); and

WHEREAS, under the Loan Modification, the annual interest rate will remain at **6.441%**, Amegy will release certain guarantors, an affiliate of HCHA (HCHA Redevelopment Authority, Inc.) will provide certain guarantees, and the Limited Partnership will reaffirm the representations and warranties given in the original documents evidencing the Mortgage Loan; and

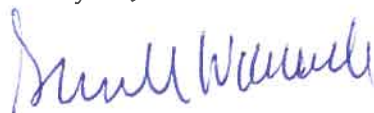
WHEREAS, the Limited Partnership desires to enter into the Loan Modification to allow adequate time to complete refinancing of the Mortgage Loan; and

WHEREAS, the Loan Modification will be evidenced by an instrument, the form and content of which are expected to be substantially similar to the document attached as Exhibit 1 to this Resolution.

NOW, THEREFORE, BE IT RESOLVED, by HCHA's Board of Commissioners that HCHA as the sole member of the General Partner, hereby authorizes, empowers, and directs Horace Allison to act as manager of the General Partner and negotiate and enter into a Loan Modification on behalf of the Limited Partnership under those terms and conditions corresponding with the terms offered by Amegy; and

BE IT FURTHER RESOLVED, that Horace Allison, as manager of the General Partner acting on behalf of the Limited Partnership, is authorized to take all other actions he deems reasonable, necessary, or appropriate to complete the transaction authorized by these Resolutions.

PASSED by the Board of Commissioners this 1st day of June 2022.

Chair: 

Secretary: 



RESOLUTION NO. 22-24

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

WHEREAS, as authorized by Resolution No. 21-38 of the Board of Commissioners of the Harris County Housing Authority (HCHA), the Chief Executive Officer (CEO) of HCHA negotiated for the acquisition from Harris County Municipal Utility District No. 499 (MUD 499) 244 equivalent single-family connections (ESFCs); and

WHEREAS, each ESFC represents the right to connect one single family residence to MUD 499's wastewater lines and treatment plant and is essential for development of HCHA's 90.53 acres of land located along Lake Houston (the Lake Houston Project); and

WHEREAS, as authorized by Resolution No. 21-54 of the Board of Commissioners HCHA's CEO and MUD 499 entered into the October 19, 2021, letter agreement under which HCHA agreed to pay its proportionate share (6.46%) of the cost of expanding the wastewater treatment plant that serves MUD 499 (the "Costs"); and

WHEREAS, under the October 19, 2021, letter agreement HCHA was required to deposit with MUD 499 its proportionate share of the estimated Costs, then estimated to be \$961,894.00, and HCHA deposited this amount with MUD 499 on November 29, 2021; and

WHEREAS, by letter of December 6, 2021, subject to the terms of the April 21, 2009, Financing and Reimbursement Agreement between MUD 499 and HCHA (the Financing Agreement) and the terms of the October 19, 2021, letter agreement, MUD 499 confirmed the reservation of 244 ESFCs for the benefit of HCHA and, upon notice, Harris County; and

WHEREAS, by letter of May 17, 2021 (a copy of which is attached as Exhibit 1 to this resolution), MUD 499 informed HCHA that the Costs had increased and for HCHA to pay its proportionate share of the estimated Costs, HCHA must pay an additional **\$179,633**; and

WHEREAS, MUD 499 requested payment of this amount within 30 days and, by separate but concurrent communication, threatened forfeiture of the 244 ESFCs if payment was not made as requested; and

WHEREAS, although HCHA does not agree it is obligated to pay its proportionate share of the increase in estimated Costs within 30 days and does not agree that MUD 499 has any right to threaten forfeiture of the 244 ESFCs or the funds HCHA previously deposited with MUD 499,

HCHA does not presently believe the increase in the estimated Costs is improper or unlawful and believes that, as a practical matter, in order to have access to the 244 ESFCs it is reasonable to deposit the additional **\$179,633** with MUD 499 within the time requested, although with a reservation of all HCHA's rights.


NOW, THEREFORE, BE IT RESOLVED, that the Board of Commissioners of HCHA authorizes its CEO to deposit with MUD 499 the **\$179,633** requested, subject to a reservation by HCHA of all its rights under the Financing Agreement, the October 19, 2021, letter agreement, the December 6, 2021, letter, and applicable law.

PASSED by the Board of Commissioners this the 1st day of June 2022.

Chair



Secretary





RESOLUTION NO. 22-25

**RESOLUTION OF HARRIS COUNTY HOUSING AUTHORITY AUTHORIZING
RESPONSE TO APRIL 29, 2022, OFFER OF HUMBLE ISD TO PURCHASE
THE LAKE HOUSTON PROPERTY**

WHEREAS, Harris County Housing Authority (HCHA) owns approximately 90.53 acres of vacant land on Lake Houston (the Lake Houston Property); and

WHEREAS, as authorized by this Board of Commissioners' Resolution of January 15, 2020, and the Harris County Commissioners Court's order of December 17, 2019, HCHA and Harris County entered into an Interlocal Agreement to develop the Lake Houston Property for the purpose of providing quality affordable housing to low to moderate-income residents of Harris County, Texas; and

WHEREAS, HCHA and Harris County have expended a substantial amount of resources toward this goal, and Harris County has assured HCHA that it intends to move forward under the Interlocal Agreement; and

WHEREAS, a substantial amount of the funding for development of the infrastructure that will serve the Lake Houston Property is expected to come from the Department of Housing and Urban Development's Community Development Block Grant Disaster Recovery (CDBG-DR) funds; and

WHEREAS, by letter dated March 10, 2022, Humble Independent School District (Humble ISD) made an offer to purchase the Lake Houston Property, which offer HCHA declined; and

WHEREAS, by letter dated April 29, 2022, Humble ISD made another offer to purchase the Lake Houston Property, which offer included an exchange of approximately 23 acres of land (the 23 Acres) owned by Humble ISD; and

WHEREAS, HCHA's staff has obtained and reviewed information from Humble ISD and other sources for the purpose of determining whether the 23 Acres is suitable for the construction of quality affordable housing for low to moderate-income persons; and

WHEREAS, HCHA's staff recommends against accepting or further evaluating Humble ISD's offer and has informed this Board that the 23 Acres would require additional costs (in time and money) to evaluate fully, that the Lake Houston Property appears to be a superior site with substantially greater development potential, and that further evaluation of the 23 Acres is not likely to change its recommendation; and

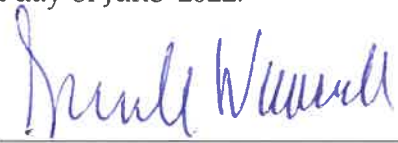
NOW, THEREFORE, BE IT RESOLVED, that after considering Humble ISD's April 29, 2022, offer for the Lake Houston Property and the conclusions and recommendations of HCHA's staff, HCHA's Board of Commissioners authorizes its CEO to decline Humble ISD's April 29, 2022, offer; and

BE IT FURTHER RESOLVED, that HCHA's Board of Commissioners advises its CEO and HCHA's staff to consider subsequent offers to buy the Lake Houston Property **if and only** if:

1. In the reasonable discretion of HCHA's CEO and staff the offer does not impair or otherwise adversely affect Harris County's current development plans for the land HCHA intends to convey to Harris County;
2. The offer does **not** include all the Lake Houston Property; and
3. The offer does **not** include the land HCHA intends to convey to Harris County.

PASSED by the Board of Commissioners on this 1st day of June 2022.

Chair: _____



Secretary: _____





RESOLUTION NO. 22-26

**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**

WHEREAS, Harris County Housing Authority (HCHA) issued a Request for Qualifications (RFQ) #20-02 on May 11, 2020, soliciting proposals for planning, engineering, and surveying services related to the development of HCHA's 90.53 acres of land located along Lake Houston (the Lake Houston Property); and

WHEREAS, HCHA's Resolution No. 20-38 authorized HCHA's Chief Executive Officer (CEO) to negotiate and execute an agreement with Jones & Carter, Inc. (Jones & Carter) to provide planning, engineering, and surveying services (Survey Services) for an amount not to exceed \$43,000.00; and

WHEREAS, on July 7, 2020, HCHA and Jones & Carter executed a Planning, Engineering, and Surveying Services Agreement (Agreement) to provide the Survey Services for an amount not to exceed \$43,000; and

WHEREAS, the Agreement was for a term of two years, beginning July 7, 2020, and included an option to extend for an additional two years; and

WHEREAS, HCHA and Harris County entered into an Interlocal Agreement to develop the Lake Houston Property jointly to benefit low to moderate-income persons, provide quality housing, and meet an urgent need for housing; and

WHEREAS, as authorized by Resolution No. 21-29 of the Board of Commissioners, HCHA executed a First Amendment to the Agreement (First Amendment), expanding the scope of the Survey Services to include additional planning, engineering, and surveying services related to the development of the Lake Houston Property for an additional \$16,500.00; and

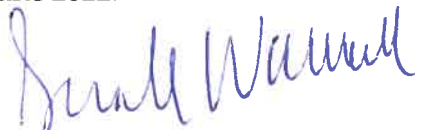
WHEREAS, the Survey Services under the First Amendment, including providing a survey describing the boundaries of a part of the Lake Houston Property to be conveyed to Harris County (the County Land); and

WHEREAS, HCHA and Harris County have determined the boundaries of the County Land described in the survey provided by Jones & Carter must be expanded, their joint development plans require additional surveying work to describe the boundaries of an access

road and the location of a site for the location and construction of utility facilities, and changes in their development plans or conditions on the ground may require additional surveying services (together, the Additional Survey Services).

NOW, THEREFORE, BE IT RESOLVED, that HCHA's Board of Commissioners authorizes HCHA's CEO to negotiate and execute a second amendment to the Agreement with Jones & Carter, exercising the option to extend its term and requiring delivery of the Additional Survey Services for an amount not to exceed \$25,000.00, said second amendment to contain such additional terms and conditions as determined by HCHA's CEO in his reasonable discretion.

PASSED by the Commissioner on this 1st day of June 2022.

Chair:  _____

Secretary:  _____



RESOLUTION NO. 22-27

RESOLUTION HONORING ADELINE BENOIT AS THE HARRIS COUNTY HOUSING
AUTHORITY EMPLOYEE OF THE QUARTER (JULY – SEPTEMBER 2022)

WHEREAS, Adeline Benoit, Special Programs Housing Specialist for the Harris County Housing Authority (HCHA), has excelled and demonstrated professional excellence in her job performance; and

WHEREAS, she consistently endeavors to assist her peers and management team. Adeline displays excellent customer service skills and provides accurate and the most updated information to HCHA clients and the public; and

WHEREAS, Adeline has demonstrated what it means to strive for excellence in the HCHA's Homeownership Program during the COVID-19 Pandemic. Adeline increased the Homeownership Program's activity with six (6) new closings for our clients during the height of the pandemic. Closing on these homes has provided quality housing and additional financial equity for our new Homeownership Program clients. Her diligence and knowledge have guided HCHA's clients to achieve the American dream of homeownership and improved quality of life; and

WHEREAS, Adeline also manages HCHA's SRO Program and a caseload for the VASH Program. She also assists with HCHA's Portability clients as needed. In addition to her regular responsibilities, Ms. Benoit consistently volunteers to assist other departments that require additional help thus broadening her overall understanding of HCHA programs, which increases her value as an employee. Adeline's willingness to assist where needed is an exemplary model for staff to emulate. She is an essential part of our agency, and her professionalism and compassion for HCHA clients are seen in the accomplishment of her everyday assignments; and

WHEREAS, Adeline is highly committed to the Homeownership, VASH, and SRO Programs, its clients, and landlords, and is an exemplar to HCHA staff.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Commissioners hereby extends to Adeline Benoit its sincere and grateful appreciation for the dedicated service to HCHA and to the citizens of Harris County, Texas, and congratulates Adeline on being named Employee of the Quarter (July – September 2022).

PASSED by the Board of Commissioners this 15th day of June 2022.

Chairman: _____

Gerald Womack

Secretary: _____

Horace Allison



RESOLUTION NO. 22-28

RESOLUTION AUTHORIZING THE CHIEF EXECUTIVE OFFICER TO NEGOTIATE AND ENTER INTO A COOPERATION AGREEMENT WITH TEXAS HOUSING FOUNDATION TO REDEVELOP CHISHOLM TRAIL APARTMENTS WITHIN UNINCORPORATED HARRIS COUNTY

WHEREAS, there exists in Harris County a shortage of safe and sanitary housing available to lower-income residents at rents they can afford; and

WHEREAS, the Chisholm Trail Apartments is an affordable housing complex located in Harris County, Texas, that will benefit from redevelopment; and

WHEREAS, Texas Housing Foundation (THF) is a Regional Housing Authority with jurisdiction outside of Harris County; and

WHEREAS, THF has significant experience in providing, developing, rehabilitating, financing, and managing housing projects that are affordable to lower-income residents and are assets to the community; and

WHEREAS, THF requests authority from Harris County Housing Authority (HCHA) to redevelop the Chisholm Trail Apartments; and

WHEREAS, under Texas Local Government Code § 392.017(c), HCHA must declare there is a need for THF to exercise its powers in Harris County before THF may proceed to redevelop the Chisholm Trail Apartments; and

WHEREAS, under Texas Local Government Code § 392.017(c), HCHA must also authorize the execution of a Cooperation Agreement under Texas Local Government Code § 392.059 before THF may proceed to redevelop the Chisholm Trail Apartments.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Commissioners of the Harris County Housing Authority declares there is a need for THF to exercise its powers in Harris County and authorizes the Chief Executive Officer to negotiate and enter into a Cooperation Agreement with THF to redevelop the Chisholm Trail Apartments, such Cooperation Agreement to contain such terms and conditions as the Chief Executive Officer deems reasonable and appropriate, provided that THF bears all costs and expenses of redeveloping Chisholm Trails Apartments.

PASSED by the Board of Commissioners this 15th day of June 2022.

Chairman: 

Secretary: 



RESOLUTION NO. 22-29

RESOLUTION HONORING HORACE ALLISON'S SERVICE TO THE HARRIS
COUNTY HOUSING AUTHORITY

WHEREAS, Horace Allison now serves as the Chief Executive Officer (CEO) of the Harris County Housing Authority; and

WHEREAS, Mr. Allison will retire after more than eleven years of outstanding and excellent service to the Harris County Housing Authority; and

WHEREAS, at this the last Board meeting at which Mr. Allison will serve as CEO of the Housing Authority, the Board finds that it is appropriate and, indeed, absolutely necessary to recognize the following:

Mr. Allison has well and admirably served the Harris County Housing Authority with dedication and integrity;

Since September 2015, he has held the most demanding job at the Harris County Housing Authority – Executive Director and CEO;

During his tenure with the Harris County Housing Authority, Mr. Allison has been instrumental in the development of the Nation's first veteran-themed tax credit development, Sierra Meadows, and the Nation's first Senior Housing Platinum Leadership in Energy and Environmental Design (LEED) Development, Cypresswood Estates. Mr. Allison has also been responsible for the development of eight additional affordable housing developments for a combined total of 1,851 new affordable units for the residents of Harris County, all while leading a "High Performer" rated Public Housing Authority with the U.S. Department of Housing and Urban Development (HUD);

During his exemplary professional career before that, Mr. Allison served at the Houston Housing Authority, Galveston Housing Authority and other institutions whose missions are also focused on providing affordable housing to the residents of Harris County;

Altogether, Mr. Allison has served the mission of providing affordable housing for well over thirty years;

On his arrival, Mr. Allison brought many skills to the Harris County Housing Authority, including the knowledge, skills, and training of a licensed, professional architect; He also brought to the Housing Authority many admirable characteristics and traits, including personal integrity, a strong work ethic, attention to detail, and a great depth of knowledge and experience in affordable housing programs;

His knowledge and experience run the gamut of affordable housing – from practically all aspects of the Housing Choice Voucher Program to all aspects of the planning, structuring, financing, and operation of affordable housing developments;

Regardless of their merit, the choices made by the Housing Authority are often subject to scrutiny by the public and those in power;

As the face of the Housing Authority, Mr. Allison has admirably, eloquently, and fearlessly faced those who have sought to challenge its mission;

It takes a smart, knowledgeable, and strong person to handle the job of CEO;

For almost seven years, Mr. Allison has handled that job and handled it admirably and extraordinarily well;

He has had the intelligence, knowledge, strength, and integrity required to lead the Housing Authority all while helping make a difference in the quality of life for the families Harris County Housing Authority serves;

He is truly a treasure the Housing Authority will miss greatly;

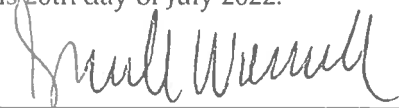
And, although it is difficult to see him leave, the Housing Authority remains thankful for his faithful and skillful service in fulfilling its mission.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Commissioners, on behalf of the Housing Authority and all those it serves, hereby extends to Horace Allison its sincere gratitude for his many years of selfless, dedicated, and skillful service to the Housing Authority and the residents of Harris County, Texas;

AND BE IT FURTHER RESOLVED that this Board offers Mr. Allison its hope for his continued success, health, and happiness in the many years to come and offers its congratulations on his well-earned retirement.

PASSED, by the Board of Commissioners this 20th day of July 2022.

Chair: _____



Gerald Womack



RESOLUTION NO. 22-30

**RESOLUTION AUTHORIZING HARRIS COUNTY HOUSING AUTHORITY'S
WRITE-OFF OF PAST DUE ACCOUNTS RECEIVABLE IN THE AMOUNT OF
\$132,006.44**

WHEREAS, Harris County Housing Authority (HCHA) has certain past due accounts receivable on its books totaling \$132,006.44, which became due between February 28, 2018, and December 28, 2021 (the Past Due Accounts); and

WHEREAS, good business and accounting practices prohibit treating past due accounts receivable as an asset of HCHA if, as a practical matter, they cannot be collected; and

WHEREAS, HCHA has undertaken all reasonable efforts to collect the Past Due Accounts and will continue its collection efforts; and

WHEREAS, good business and accounting practices require writing off past due accounts receivable when, as a practical matter, they cannot be collected; and

WHEREAS, HCHA's prior experience in retaining counsel to collect its past due accounts receivable caused HCHA to conclude that such efforts are not generally economical, as the cost of the collection efforts usually exceeds the amount realized from those efforts; and

WHEREAS, the Past Due Accounts consist of the following:

1. During 2018, \$27,865.00 of the Past Due Accounts was the result of payments made to landlords participating in the Housing Choice Voucher (HCV) Program, which the landlords were required to refund to HCHA (Landlord Overpayments);
2. During 2019, \$4,509.90 of the Past Due Accounts was the result of payments made to other Public Housing Authorities (PHAs), which the PHAs were required to refund to HCHA (PHA Overpayments);
3. During 2019, \$184.00 of the Past Due Accounts was the result of payments made on behalf of tenants participating in the HCV program, which the tenants were required to refund to HCHA (Participant Overpayments);
4. During 2019, \$17,005.25 was the result of Landlord Overpayments;
5. During 2020, \$1,237.81 was the result of PHA Overpayments;

6. During 2020, \$3,767.00 was the result of Participant Overpayments;
7. During 2020; \$44,257.00 was the result of Landlord Overpayments;
8. During 2021, \$6,040.48 was the result of PHA Overpayments;
9. During 2021, \$1,696.00 was the result of Participant Overpayments;
10. During 2021, \$25,444.00 was the result of Landlord Overpayments; and

WHEREAS, HCHA has considered the following factors in evaluating the economic value of the Past Due Accounts:

1. The age of the Past Due Accounts, including the probability that efforts to collect the 2018 Landlord Overpayments are or will soon be barred by the applicable statute of limitations;
2. The relatively small amounts that make up the Participant Overpayments;
3. The probability that participants in the HCV program will not have the financial ability to pay the Participant Overpayments;
4. The expense and difficulty of collecting the PHA Overpayments;
5. The expense and difficulty of collecting the Landlord Overpayments; and

WHEREAS, writing off the \$132,006.44 comprising the Past Due Accounts will avoid inadvertently overstating HCHA's assets in its financial statements and will avoid incurring collection expenses that would, in the judgment of HCHA's staff, probably not be recovered from the amount collected.

NOW, THEREFORE, BE IT RESOLVED, that HCHA's Board of Commissioners authorizes HCHA to write off the \$132,006.44 in Past Due Accounts for the years 2018, 2019, 2020, and 2021, as described in this resolution.

PASSED by the Board of Commissioners July 20, 2022.

Chair:



Secretary:





RESOLUTION NO. 22-31

**RESOLUTION RATIFYING AND AUTHORIZING THE EXTENSION AND AMENDMENT
OF THE EMERGENCY HOUSING VOUCHER ADMINISTRATION AGREEMENT
BETWEEN THE COALITION FOR THE HOMELESS AND
HARRIS COUNTY HOUSING AUTHORITY**

WHEREAS, under Resolution No. 21-40, adopted by this Board on July 21, 2021, Harris County Housing Authority (HCHA) and the Coalition for the Homeless (CFTH) entered into a Memorandum of Understanding (MOU) for the purpose of providing referral and support services for the Emergency Housing Voucher (EHV) Program; and

WHEREAS, the EHV Program is designed to serve eligible households who are: homeless; at the risk of homelessness; fleeing or attempting to flee domestic violence, dating violence, sexual assault, stalking, or human trafficking; or were recently homeless and for whom providing rental assistance will prevent the family's homelessness or housing instability; and

WHEREAS, the MOU provided a framework for the EHV Program, it also required additional agreement on the terms under which CFTH would administer the EHV Program, and the amount of financial assistance HCHA would provide for the different components of the EHV Program; and

WHEREAS, by the instrument dated August 31, 2021, and titled "Emergency Housing Voucher Administration Agreement" (Administration Agreement), HCHA and CFTH established the terms and conditions under which the EHV Program would be administered by CFTH, including the budget for the expenses of administering the program; and

WHEREAS, the budget for administering the program totaled \$563,750.00, most of which (\$375,000.00) was allocated to the employment of five "Navigators" who would manage the referral and support services; and

WHEREAS, the Administration Agreement (a copy of which is attached – including the budget but excluding other standard exhibits) has a term of one year and gives HCHA the right to extend its term for an additional year or until September 30, 2023, when the EHV Program is scheduled to terminate; and

WHEREAS, HCHA's staff only recently discovered that, although HCHA's Board of Commissioners approved execution of the MOU and was made aware of the EHV Program, through oversight, the Administration Agreement has not previously been brought before the Board; and

WHEREAS, HCHA's Chief Executive Officer (CEO) and staff have determined that:

- a) the EHV Program is serving HCHA's mission;
- b) it is appropriate to extend the term of the Administration Agreement to continue the EHV program;
- c) that the number of Navigators required to administer the EHV Program during the extension period is fewer than required during the initial period (first year);
- d) that it is appropriate to amend the Administration Agreement to reduce its budget primarily to reduce the number of Navigators; and
- e) that it is appropriate to include individuals and families porting to HCHA from other public housing authorities in the EHV Program.

NOW, THEREFORE, BE IT RESOLVED, that HCHA's Board of Commissioners hereby ratifies the execution and terms of the Administration Agreement and authorizes its CEO to extend its term and amend the Administration Agreement in accordance with this resolution and make other amendments and take such other actions as HCHA's CEO deems reasonable and appropriate for the purpose of furthering the effectiveness of the EHV Program and carrying out the intent of this resolution.

PASSED, by the Board of Commissioners this 20th day of July 2022.

Chair: 

Secretary: 



RESOLUTION NO. 22-32

RESOLUTION AUTHORIZING THE NEGOTIATION AND EXECUTION OF A
CONTRACT WITH NMA INSPECTIONS, LLC, FOR INSPECTION SERVICES

WHEREAS, Harris County Housing Authority (HCHA) issued Request for Proposals #22-04 (RFP) on May 22, 2022, soliciting proposals from qualified vendors to provide Housing Quality Standard (HQS) inspection services in accordance with United States Department of Housing and Urban Development guidelines (24 CFR 982.201); and

WHEREAS, the RFP was advertised in a local newspaper on May 22, 2022, and May 29, 2022, and was posted on HCHA's website; and

WHEREAS, responses to the RFP were due on Tuesday, June 24, 2022; and

WHEREAS, HCHA received one response to the RFP from NMA Inspections, LLC (NMAI); and

WHEREAS, NMAI's proposal provides per unit inspection charges in the following amounts:

Annual Inspections	\$24.00/unit	No-Show inspections	\$12.00/unit
New unit inspections	\$26.00/unit	Special / compliance inspections	\$20.00/unit
Re-inspections	\$20.00/unit	Emergency inspections	\$20.00/unit

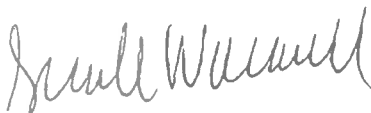
; and

WHEREAS, HCHA staff reviewed and evaluated NMAI's proposal and determined that it represents a reasonable value and the best value to HCHA, considering price and other factors outlined in the RFP; and

WHEREAS, the proposed term of the contract is two years, with HCHA having the option to extend the term for an additional two-year period.

NOW, THEREFORE, BE IT RESOLVED, that HCHA's Board of Commissioners authorizes its Chief Executive Officer (CEO) to negotiate and execute a contract for HQS inspection services with NMAI for the terms described in the proposal submitted by NMAI (including the per unit inspection charges set forth above, a two year initial term, and one renewal for an additional two years), with such additional terms and conditions as the CEO determines reasonable and appropriate, and to take such other actions the CEO deems reasonable, necessary, or convenient to carry out the intent of this resolution.

PASSED, by the Board of Commissioners this 20th day of July 2022.

Chair: 
Gerald Womack

Secretary: 
Horace Allison



RESOLUTION NO. 22-33

**RESOLUTION OF HARRIS COUNTY HOUSING AUTHORITY REMOVING ONE
MANAGER OF HCHA BAYBROOK PARK, LLC, AND APPOINTING
A NEW MANAGER**

WHEREAS, HCHA Baybrook Park, LLC (Company) is a manager-managed Texas limited liability company formed by Harris County Housing Authority (HCHA) for the purpose of serving as the general partner of Baybrook Park Retirement Center, LTD, a Texas limited partnership; and

WHEREAS, the sole member of the Company is HCHA, and under the Regulations of the Company, the sole member may remove or appoint the managers of the Company; and

WHEREAS, the managers of the Company under Resolution No. 13-14, adopted by HCHA's Board of Commissioners on March 26, 2013, are Horace Allison and Tom McCasland; and

WHEREAS, Horace Allison is the Executive Director (also known as its Chief Executive Officer) and Secretary of HCHA; however, Mr. McCasland is no longer employed by or otherwise affiliated with HCHA or the Company; and


WHEREAS, under the circumstances, HCHA has determined that it is appropriate to remove Mr. McCasland as a manager and appoint a new manager of the Company;

WHEREAS, Melissa Quijano is the Deputy Executive Director and Assistant Secretary of HCHA, and, if Horace Allison is unable or unwilling to perform his duties and responsibilities because of illness, unexplained disappearance, catastrophic event, impairment, resignation, removal, or death, Melissa Quijano will automatically have all the authority, power, and responsibility of the Executive Director and Secretary of HCHA; and

WHEREAS, HCHA deems it appropriate that the Company have two managers so that one may act if the other is unable or unwilling to act;

NOW, THEREFORE, BE IT RESOLVED, that Tom McCasland is hereby removed as a manager of the Company, and Melissa Quijano is appointed to serve as one of the two managers of the Company, either of whom, under the Regulations of the Company, may individually and without the joinder of the other manager perform all acts necessary and appropriate to carry out the business of the Company.

PASSED, by the Board of Commissioners on this 20th day of July 2022.

Chair: 

Secretary: 



RESOLUTION NO. 22-34

**RESOLUTION AUTHORIZING ASSIGNMENT, EXTENSION, AND AMENDMENT OF
MANAGEMENT AGREEMENT FOR BAYBROOK PARK RETIREMENT CENTER**

WHEREAS, Baybrook Park Retirement Center (Baybrook Park) is a 100-unit apartment complex in Webster, Texas, that provides affordable housing to Harris County citizens; and

WHEREAS, Baybrook Park Retirement Center owns Baybrook Park, LTD., a Texas limited partnership (the Partnership), the general partner of which is and has always been HCHA Baybrook Park, LLC, a Texas limited liability company (Baybrook LLC), which is wholly owned by Harris County Housing Authority (HCHA); and

WHEREAS, in the last two years, HCHA Redevelopment Authority, Inc., a Texas non-profit corporation (HCHA-RA), wholly owned by HCHA, acquired all limited partnership interests in the Partnership, so that the Partnership is now wholly owned by two legal entities which are, in turn, wholly owned subsidiaries of HCHA; and

WHEREAS, Baybrook Park is subject to a mortgage loan which the Partnership is in the process of refinancing the mortgage loan and the Partnership must comply with refinancing requirements imposed by the U.S. Department of Housing and Urban Development (HUD); and

WHEREAS, one of HUD's requirements is that Baybrook Park be managed by a professional management company under a written management agreement with a term remaining, at the time of closing, of no less than one year; and

WHEREAS, Baybrook Park was originally managed by Investors Management Group, LLC, a Texas limited liability (IMG), under the terms of a Management Agreement dated June 21, 2005 (Management Agreement); and

WHEREAS, Hettig Management Corp., a Texas corporation (Hettig), is a close affiliate of IMG, and at some indefinite point in the past, Hettig began providing the management services required under the Management Agreement; and

WHEREAS, with the assistance and counsel of third-party financial advisors, the Partnership has determined that to demonstrate compliance with HUD's requirements concerning management of Baybrook Park, it is reasonable and appropriate for the Partnership to approve the assignment of the Management Agreement from IMG to Hettig, extend its term by two years, but retain an option to terminate the Management Agreement on 30 days' notice; and

WHEREAS, by resolution adopted concurrently with this resolution, the managers of Baybrook Park LLC, the general partner of the Partnership, are now Horace Allison and Melissa Quijano; and

WHEREAS, as the sole member of Baybrook Park, LLC, HCHA may authorize and approve the actions of its managers.

NOW, THEREFORE, BE IT RESOLVED that HCHA's Board of Commissioners authorizes its Chief Executive Officer (CEO), on behalf of HCHA, as the sole member of Baybrook Park, LLC, to take all actions and do all things the CEO deems reasonable or appropriate to authorize the managers of Baybrook Park, LLC, acting jointly or separately, to negotiate and execute documents demonstrating compliance with HUD's management requirements; and

BE IT FURTHER RESOLVED that the actions authorized by this resolution include but are not limited to negotiating and executing documents approving the assignment of the Management Agreement from IMG to Hettig, extending its term, providing for early termination at the discretion of the Partnership, and containing such additional terms and conditions as determined by the managers, acting jointly or separately, in the manager's or managers' reasonable discretion; and

BE IT FURTHER RESOLVED that this resolution, to the extent necessary or appropriate, shall operate as the resolution of Baybrook Park, LLC, and grants its managers full power and authority to take all actions and do all things, acting jointly or separately, deemed reasonable or appropriate to accomplish the purposes described in this resolution and bind Baybrook Park, LLC, acting in its role as the general partner of the Partnership.

PASSED by the Board of Commissioners on July 20, 2012.

Chair: _____

Secretary: _____



RESOLUTION NO. 22-35

**RESOLUTION APPROVING EXTENSION OF TELEPHONE PRODUCTS AND SERVICES
AGREEMENT BETWEEN HARRIS COUNTY HOUSING AUTHORITY AND
LANTANA COMMUNICATIONS CORPORATION**

WHEREAS, Lantana Communication Corporation (Lantana) entered into a contract with Harris County Department of Education (HCDE) to provide technology products and services, which contract was procured through HCDE's Choice Partners program under RFP #17/026KH-22; and

WHEREAS, Harris County Housing Authority (HCHA) and HCDE previously entered into an Interlocal Agreement under which HCHA became a member of HCDE's Choice Partners program and may utilize HCDE's Choice Partners procurement processes and vendors; and

WHEREAS, pursuant to Resolution No. 19-27, adopted by Harris County Housing Authority's Board of Commissioners on May 15, 2019, HCHA entered into a Telephone Products and Services Agreement dated May 22, 2019 (Telephone Services Agreement), under which Lantana agreed to provide telephone equipment and services to HCHA under the terms of the contract between Lantana and HCDE arising from RFP #17/026KH-22 and under the supplemental terms contained in the Telephone Services Agreement; and

WHEREAS, the Telephone Services Agreement granted HCHA the option to extend its term for an additional three years; and

WHEREAS, the Telephone Services Agreement was amended twice, the first such amendment dated January 16, 2020, and the second amendment dated February 1, 2021; both amendments added additional services and resulted in an increase in the amount paid for telephone services from the original \$1,745.25 per month to \$2,032.25 per month; and

WHEREAS, HCHA requested an additional service (upgrade of one phone from standard to premium service) resulting in an increase in the monthly fee to \$2,041.25, and HCHA's staff anticipates that HCHA's communications needs may change over the next few years, making future minor modifications to the Telephone Services Agreement appropriate; and

WHEREAS, Lantana recently informed HCHA that Lantana was required to collect a 9-1-1 Equalization Fee, a Harris County 9-1-1 fee, a federal cost recovery charge, a federal cost recovery fee, and a federal universal service fee (together, the Taxes and Surcharges), which

amounts fluctuate but, on a monthly basis are ordinarily between \$149 and \$154; and notwithstanding HCHA's status as a tax-exempt entity under state law; and

WHEREAS, HCHA has not determined whether Lantana is required or even permitted to collect the Taxes and Surcharges from HCHA; however, HCHA is otherwise satisfied with the services provided by Lantana and desires to extend the Telephone Services Agreement for an additional three-year term, reserving to HCHA the right to contest the collection of the Taxes and Surcharges if later investigation determines those fees are not authorized by applicable law.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Commissioners of HCHA authorizes its Chief Executive Officer to exercise HCHA's option to extend the Telephone Services Agreement for an additional three-year period, terminating May 21, 2025, at the rate of \$2,041.25 per month and payment of the Taxes and Surcharges (reserving, however, the right to contest collection of the Taxes and Surcharges), or on such terms as HCHA's Chief Executive Officer may deem prudent and reasonable, and may later amend the Telephone Services Agreement to account for changes in HCHA's needs, provided that the monthly rate does not exceed \$2,500.00 per month.

PASSED by the Board of Commissioners on this 20th day of July 2022.

Chair: 

Secretary: 



RESOLUTION NO. 22-36

**RESOLUTION RATIFYING CONTRACT OF EMPLOYMENT OF MELISSA QUIJANO AS
ACTING EXECUTIVE DIRECTOR (CHIEF EXECUTIVE OFFICER) AND
SECRETARY OF HARRIS COUNTY HOUSING AUTHORITY**

WHEREAS, Horace Allison retired as the Executive Director (also known as Chief Executive Officer) and Secretary of Harris County Housing Authority (HCHA) as of the end of the day July 21, 2022, leaving the positions of Executive Director and Secretary vacant; and

WHEREAS, the Board previously adopted a Succession Plan and amended HCHA's Bylaws to address the possibility that the position of Executive Director and Secretary would become vacant, however, the first opportunity the Board had to consider, more fully, the effect of Mr. Allison's retirement was at the Board meeting held July 20, 2022; and

WHEREAS, at that Board meeting the Board considered the terms under which an Acting Executive Director and Secretary would serve, determined that Melissa Quijano, HCHA's Deputy Executive Director, was qualified to serve as Acting Executive Director and Secretary, and requested the drafting of a contract with additional duties and responsibilities under which Ms. Quijano would serve as Acting Executive Director and Secretary; and

WHEREAS, Chair Gerald Womack, in consultation with Vice-Chair Joe Villarreal, reviewed and revised the draft contract and submitted the employment contract (Employment Contract) to Deputy Executive Director Quijano, who accepted the terms and executed the Employment Contract; and

WHEREAS, soon thereafter, Chair Womack executed the Employment Contract on behalf of HCHA, for the purpose of ensuring the continuity of HCHA's operations during this period of transition; and

WHEREAS, a true and correct copy of the Employment Contract executed by Ms. Quijano and Chair Womack is attached to this resolution.

NOW, THEREFORE, BE IT RESOLVED, that HCHA's Board of Commissioners hereby ratifies the execution and terms of the Employment Contract, acknowledges its binding effect, and welcomes Ms. Quijano to the position of Acting Executive Director and Secretary of Harris County Housing Authority.

PASSED, by the Board of Commissioners this 17th day of August 2022.

Chair: 

Acting Secretary: 



RESOLUTION NO. 22-37

**RESOLUTION AUTHORIZING NEGOTIATION AND EXECUTION OF
CONTRACT WITH HORACE ALLISON TO PROVIDE CONSULTING
SERVICES TO HARRIS COUNTY HOUSING AUTHORITY
IN ITS AFFORDABLE HOUSING DIVISION**

WHEREAS, Horace Allison retired as the Executive Director and Secretary of Harris County Housing Authority (HCHA) as of the end of the day July 21, 2022; and

WHEREAS, HCHA has several affordable housing developments now under construction or in an early stage of development; and

WHEREAS, HCHA's Director of Real Estate Development, in consultation with its Executive Director, would ordinarily provide the oversight and guidance required to keep HCHA's affordable housing developments moving towards completion; and

WHEREAS, the position of Director of Real Estate Development has been vacant for months and, while it has been vacant, Mr. Allison has provided the services ordinarily provided by both the Director of Real Estate Development and the Executive Director of HCHA; and

WHEREAS, HCHA has made reasonable inquiry and, considering the time constraints of construction projects, has been unable to locate a person, other than Mr. Allison, with the knowledge and experience required to provide the services needed to keep HCHA's affordable housing developments moving towards completion; and

WHEREAS, if not for Mr. Allison's offer to provide consulting services to HCHA on its affordable housing developments after retirement, HCHA would have no employee or other person available and qualified to provide the services HCHA needs to keep HCHA's affordable housing developments moving towards completion; and

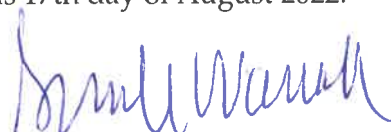
WHEREAS, Mr. Allison has offered to provide his services on a part time, as needed basis, at a rate of \$101.35 per hour, which amount is equivalent to the annual cost to HCHA of his previous employment by HCHA as Executive Director, assuming he worked 52 weeks a year and 40 hours per week; and

WHEREAS, the Affordable Housing Consulting Services Agreement (Consulting Agreement) to be offered Mr. Allison includes this measure of compensation and further provides for total compensation not to exceed \$100,000 per year, for an initial term of one year with two six month renewal options, for total compensation not to exceed \$50,000 during each six month renewal, and for the right of either party to terminate the Consulting Agreement on 30 days' notice; and

WHEREAS, a draft of the Consulting Agreement to be offered Mr. Allison is attached to this resolution.

NOW, THEREFORE, BE IT RESOLVED, that HCHA's Board of Commissioners authorizes Melissa Quijano, HCHA's Acting Executive Director to negotiate and execute a contract for the affordable housing consulting services HCHA is in need of, such contract to be substantially the same as the draft Consulting Agreement attached hereto but with such additional terms and conditions as the Acting Executive Director determines are reasonable and appropriate, and to take such other actions as the Acting Executive Director deems reasonable, necessary, or appropriate to carry out the intent of this resolution.

PASSED, by the Board of Commissioners this 17th day of August 2022.

Chair:  _____

Acting Secretary:  _____



RESOLUTION NO. 22-38

**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**

WHEREAS, Harris County Housing Authority (HCHA) is the sole member of HCHA Baybrook Park, LLC, a Texas limited liability company (General Partner), which is the general partner of Baybrook Park Retirement Center, Ltd., a Texas limited partnership (Limited Partnership); and

WHEREAS, the General Partner is managed by managers, either one of which may act on behalf of the General Partner in its role as general partner of the Limited Partnership; and

WHEREAS, Melissa Quijano, who is also the Acting Executive Director of HCHA, is one of the two managers of the General Partner; and

WHEREAS, the Limited Partnership is the owner of the senior apartment community commonly known as Baybrook Park Retirement Center (Project), located in Webster, Texas; and

WHEREAS, the Project is subject to a mortgage loan in the original principal amount of \$3,650,00.00 (Mortgage Loan) held by Zions Bancorporation, N.A. dba Amegy Bank (Amegy Bank), which Mortgage Loan was originally scheduled to mature on June 21, 2022; and

WHEREAS, pursuant to the authority granted in this Board's Resolution 22-23, HCHA and Amegy Bank executed a Modification Agreement (First Modification) which extended the maturity of the Mortgage Loan to September 19, 2022, to allow the Limited Partnership time to refinance the Mortgage Loan; and

WHEREAS, pursuant to the authority granted in this Board's Resolution 21-57, HCHA has been working with AGM Financial Service, Inc. (AGM) to obtain from AGM a mortgage loan to refinance the Mortgage Loan held by Amegy Bank and provide additional funds, which additional funds are to be used for future affordable housing developments; and

WHEREAS, for the purpose of refinancing the Mortgage Loan, AGM has obtained a commitment from the U.S. Department of Housing and Urban Development (HUD) to insure the loan to be made by AGM. However, AGM has informed HCHA that the refinancing of the Mortgage Loan will not close by September 19, 2022, the date the Mortgage Loan matures; and

WHEREAS, Amegy Bank has informally indicated that, subject to standard commercial terms and conditions, it is willing to extend the maturity date of the Mortgage Loan by another 30 to 60 days to allow the Limited Partnership time to refinance the Mortgage Loan; and

WHEREAS, to move forward with the refinance, AGM has asked that the Limited Partnership execute a binding loan commitment dated August 4, 2022 (Loan Commitment) on or before September 16, 2022; and

WHEREAS, the Loan Commitment conditionally provides for a loan with terms, the most significant of which are as follows:

1. A loan amount of \$4,030,000;
2. A term (period) of 35 years;
3. A fixed interest rate to be determined later and only after the Limited Partnership gives AGM notice to lock in the interest rate (presently estimated at 4.1% per year);
4. Monthly payments of principal, interest, and mortgage and property insurance premiums;
5. Payment of a \$20,150 "good faith deposit" on or before September 16, 2022;
6. Compliance with the terms of the HUD commitment;
7. Late charge of 2% if monthly mortgage payments are made more than ten days after due;
8. The granting of a valid mortgage on the real property and improvements comprising the Project and other liens and security interests in the personal property and rights held by the Limited Partnership;
9. Payment at closing of a \$40,300 processing fee, AGM's legal fees (estimated to be \$25,000), and all other closing costs and expenses (title insurance premiums, survey, appraisal, etc.); and

WHEREAS, the terms of the Loan Commitment (not including loan amount, interest rate, processing fee, and good faith deposit) are almost identical to those accepted by HCHA when the mortgage loan secured by Cypresswood Estates was refinanced by AGM in March 2019; and

WHEREAS, for the Limited Partnership to retain ownership of the Project and continue to provide affordable housing, it is essential that it refinance the Mortgage Loan held by Amegy Bank; and

WHEREAS, although the interest rate cannot be determined at present, HCHA's staff reasonably believes that, when it is locked and fixed, it will be substantially less than the 6.441% annual rate now charged under the Mortgage Loan held by Amegy Bank.

NOW, THEREFORE, BE IT RESOLVED, by HCHA's Board of Commissioners that HCHA as the sole member of the General Partner, hereby authorizes, empowers, and directs

Melissa Quijano, as a manager of the General Partner, acting on behalf of the Limited Partnership to:

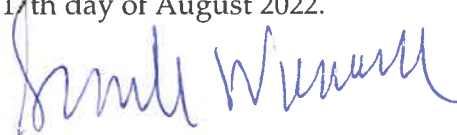
1. Negotiate and enter into a second loan modification with Amegy Bank extending the maturity date for another 30 to 60 days and with other terms and conditions substantially the same as those contained in and required to obtain the First Modification;
2. Negotiate, enter into, and comply with the Loan Commitment with AGM; and

BE IT FURTHER RESOLVED, that before closing the refinance of the Mortgage Loan, Melissa Quijano will consult with HCHA's outside counsel, HCHA's general counsel, and this Board concerning the terms and conditions of the refinance; and

BE IT FURTHER RESOLVED, that excepting only to the requirement for consultation described above, Melissa Quijano, as manager of the General Partner acting on behalf of the Limited Partnership, is authorized to take any and all other actions she deems reasonable, necessary, or appropriate to complete the second loan modification and obtain and perform under the Loan Commitment.

PASSED by the Board of Commissioners this 17th day of August 2022.

Chair: _____



Acting Secretary: _____





RESOLUTION NO. 22-39

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 THIS RESOLUTION

WHEREAS, HCHA Redevelopment Authority, Inc., a Texas non-profit corporation (the “Corporation”) an instrumentality of the Harris County Housing Authority (the “Authority”), is the sole member of HCHA First Met Seniors GP, LLC, a Texas limited liability company (the “General Partner”); and the General Partner is the sole general partner of First Met Apts, LP, a Texas limited partnership (the “Partnership”), which controls the residential property located in the City of Houston ETJ, Harris County, Texas (the “Property”) whereupon the Partnership shall construct a 157-unit multifamily complex known as the First Met Apartments (the “Project”); and

WHEREAS, the Authority desires for the Partnership and the Corporation to enter into a loan (the “Loan”) in the amount of up to \$25,000,000 comprised of Community Development Block Grant Disaster Recovery (“CDBG-DR”) funds, Neighborhood Stabilization Program (“NSP1”) and any other funds as designated by Harris County (the “Funds”) that shall be granted or loaned from Harris County to the Corporation, said Funds being in turn loaned from the Corporation to the Partnership for the development and related costs of the Project.

NOW THEREFORE, BE IT RESOLVED, by the Board of Commissioners, that the Corporation, in its corporate and individual capacity and also in its capacity as the sole member of the General Partner and in turn in its capacity as the sole general partner of the Partnership, is authorized to enter into the Loan with the Partnership as its borrower and the Corporation as its lender, such Loan being comprised of the Funds; and

BE IT FURTHER RESOLVED, that the Corporation, the General Partner, and the Partnership shall enter into and execute a Promissory Note payable to the order of the Corporation, one or more Deed of Trusts against the Project, Intercreditor and Subordination Agreement among Harris County, Zions Bancorporation, N.A. dba Amegy Bank, the Corporation, and the Partnership, a Declaration of Restrictive Covenants, a Collateral Assignment of Note and Liens (County Funds), financing statements, subordinations, certifications, such other instruments or written obligations of the Corporation or of the Partnership as may be desired or required by Harris County or the Corporation in connection with the Loan and all other documents and instruments executed as security for, or otherwise in connection with, the Loan (collectively, the “Loan Documents”); and

BE IT FURTHER RESOLVED, that Melissa Quijano (the “Executing Officer”), the Secretary and Vice President of the Corporation and the Executive Director/CEO of the Authority, is hereby authorized, for and on behalf of the Corporation, the General Partner, and the Partnership, to negotiate such terms and conditions for the Loan as such Executing Officer may deem best, and to execute and deliver the Loan Documents for and on behalf of the Corporation, the General Partner, and the Partnership, said Loan Documents containing such terms and conditions as may be acceptable or agreeable to such Executing Officer, such acceptance and agreement to be conclusively evidenced by execution and delivery thereof by such Executing Officer; and


BE IT FURTHER RESOLVED, that the Executing Officer is hereby authorized, in the name of and on behalf of the Corporation, the General Partner, and the Partnership, to take such further action and to do all things that may appear in the discretion of such Executing Officer to be necessary in connection with or arising out of the Loan; and

BE IT FURTHER RESOLVED, that all acts, transactions, or agreements in connection with the transactions contemplated by these Resolutions that were undertaken prior to the adoption of these Resolutions by any Officer or Commissioner of the Authority are hereby ratified, confirmed, and adopted by the Authority; and

BE IT FURTHER RESOLVED, that the Authority, the Corporation, the General Partner, and the Partnership are authorized to take such other actions as the Corporation or Authority shall consider necessary or appropriate toward completion of the transactions contemplated by these Resolutions.

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PASSED, by the Board of Commissioners this 17th day of August 2022.

Chairman: 

Acting Secretary: 



RESOLUTION NO. 22-40

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 THIS RESOLUTION

WHEREAS, HCHA Redevelopment Authority, Inc., a Texas non-profit corporation (the “Corporation”) and instrumentality of the Harris County Housing Authority (the “Authority”), is the sole member of HCHA First Met Seniors GP, LLC, a Texas limited liability company (the “General Partner”); and the General Partner is the sole general partner of First Met Apts, LP, a Texas limited partnership (the “Partnership”); and

WHEREAS, the Authority desires for the Partnership to enter into a construction loan in the total amount of up to \$17,000,000 (collectively the “Loan”) from Zions Bancorporation, N.A., dba Amegy Bank (the “Lender”) for the development and related costs of a certain property located in the City of Houston ETJ, Harris County, Texas (the “Property”) whereon the construction of a 157-unit multifamily complex known as the First Met Apartments (the “Project”) is planned; and

WHEREAS, in connection with the contemplated Loan transaction, the Partnership, the General Partner, the Corporation, and the Authority are required to enter into various documents that will evidence the Loan, including, but not limited to, Promissory Note, Fee Deed of Trust and Financing Statement, Multifamily Construction and Permanent Leasehold Deed of Trust, Assignment of Rents, and Security Agreement and Fixture Filing, Loan Agreement, Assignment of Management Agreement, Operating Reserve and Security Agreement, Replacement Reserve and Security Agreement, Dispute Resolution Agreement, Affidavit of No Liens, Financing Statement(s), Intercreditor and Subordination Agreement, Sole Member’s Certificate, Certificate of the Secretary, Notice of Final Agreement, any further agreements, and any commitment letters, affidavits, financing statements, certifications, consents, indemnifications, authorizing resolutions, and various other loan documentation as may be required by the Lender in connection with the Loan (collectively, all of such loan and security documents are hereinafter referred to as the “Loan Documents”).

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners of the Authority, that the Corporation, in its corporate capacity and also in its capacity as the sole member of the General Partner, said General Partner being the sole general partner of the Partnership, said General Partner acting on behalf of the Partnership, in connection with the

transactions contemplated by these Resolutions, is hereby authorized and directed (i) to enter into the Loan, (ii) to negotiate the terms of the Loan, (iii) to execute, and/or to enter into, as necessary, each of Loan Documents, and (iv) to take such other and further actions and to execute and to enter into such Loan Documents and such contracts, agreements, instruments, and amendments thereof in such form and such provisions as the General Partner may deem appropriate in order to deal with the development of the Project; and

BE IT FURTHER RESOLVED, that the Authority, in connection with the transactions contemplated by these Resolutions, is hereby authorized and directed to execute, and/or to enter into, as necessary, each of Loan Documents, and to take such other and further actions and to execute and to enter into such Loan Documents and such contracts, agreements, instruments, and amendments thereof in such form and such provisions as the Authority may deem appropriate in order to deal with the development of the Project; and

BE IT FURTHER RESOLVED, that the form, terms, and provisions of the Loan Documents and such other documents as contemplated thereby are hereby in each and every respect authorized, approved, ratified, and confirmed; and

BE IT FURTHER RESOLVED, that the authorization of the Corporation to enter into the Loan Documents and that execution and delivery of the Loan Documents, in the name and on behalf of the Corporation, the General Partner, and the Partnership, by Melissa Quijano, the Secretary and Vice President (the "Executing Officer") of the Corporation, individually and without the joinder of any other person, in the form as so executed and delivered, is hereby authorized, approved, ratified, and confirmed; and

BE IT FURTHER RESOLVED, that the execution and delivery by the Executing Officer of any of the aforesaid agreements, documents, and instruments authorized in the foregoing Resolutions and the taking by the Executing Officer of any acts in any way related to the transactions contemplated by the foregoing Resolutions and such agreements, documents, and instruments, shall be conclusive evidence of her approval thereof and of her authority to execute and deliver such agreements, documents, and instruments and to take and perform such acts in the name and on behalf of the Authority, the Corporation, the General Partner, and/or the Partnership, as the case may be; and

BE IT FURTHER RESOLVED, that the Executing Officer is hereby authorized and directed for and on behalf of, and as the act and deed of the Authority, the Corporation, the General Partner, and the Partnership, to execute all of the Loan Documents and any other documents and agreements executed in connection with the transactions contemplated hereby; and

BE IT FURTHER RESOLVED, that the Executing Officer is authorized (i) to negotiate definitive terms (not inconsistent with the terms described above) of the Loan Documents, and

(ii) to take such other actions for the Authority, the Corporation, the General Partner, and/or the Partnership, as applicable, as the Executing Officer considers appropriate toward completion of the transactions contemplated by these Resolutions or performance of the obligations of the Authority, the Corporation, the General Partner, and/or the Partnership, as applicable, under the Loan Documents and any other documents and agreements executed in connection with the transactions contemplated hereby; and

BE IT FURTHER RESOLVED, that to the extent any of the actions authorized by these Resolutions have already been taken, such actions are hereby ratified and confirmed as the valid actions of the Authority, the Corporation, the General Partner, and/or the Partnership, as the case may be, effective as of the date such actions were taken; and

BE IT FURTHER RESOLVED, that Authority is authorized to take such other actions as the Corporation or Authority shall consider necessary, convenient, or appropriate toward completion of the transactions contemplated by these Resolutions.

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PASSED, by the Board of Commissioners this 17th day of August 2022.

Chairman: 

Acting Secretary: 



RESOLUTION NO. 22-41

**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 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**

WHEREAS, HCHA Redevelopment Authority, Inc., a Texas non-profit corporation (the “Corporation”) and an instrumentality of the Harris County Housing Authority (the “Authority”), is the sole member of HCHA First Met Seniors GP, LLC, a Texas limited liability company (the “General Partner”); and the General Partner is the sole general partner of First Met Apts, LP, a Texas limited partnership (the “Partnership”) formed to construct, control, own, maintain, and lease a certain 157-unit multifamily complex in the City of Houston ETJ, Harris County, Texas known as The First Met Apartments (the “Project”); and

WHEREAS, Brinshore Development, L.L.C., an Illinois limited liability company (the “Partner”), is being admitted into the Partnership as its partner; and

WHEREAS, the General Partner desires to enter into a Limited Partnership Agreement (the “Partnership Agreement”) of the Partnership with the Partner; and

WHEREAS, the Partnership desires to secure site control from the Authority by entering into a long-term ground lease and its corresponding Memorandum of Ground Lease (collectively the “Ground Lease Documents”) with the Authority, under the terms of which the Partnership is required to develop and construct the Project; and

WHEREAS, the Authority and the Partnership desire to enter into other certificates, affidavits, agreements, documents, including any contract, assignment, amendment, and such other documents for the Authority to take fee ownership of the land on which the Project is situated, and other writings (collectively the “Ancillary Agreements”) necessary or desirable in the consummation of the aforementioned fee conveyance and ground lease herein contemplated or as may be required by the title company to issue title insurance for the transaction.

NOW, THEREFORE, BE IT RESOLVED, by the Harris County Housing Authority Board of Commissioners, that the General Partner shall enter into the Partnership Agreement; and

BE IT FURTHER RESOLVED, that the form, terms, and provisions of the Partnership Agreement are hereby in each and every respect approved, ratified, and confirmed, and each and every transaction effected or to be effected pursuant to, and in substantial accordance with, the terms of the Partnership Agreement is hereby in each and every respect approved, ratified, and confirmed; and

BE IT FURTHER RESOLVED, that the Authority shall acquire the fee ownership of the Land, that the Partnership and the Authority shall enter into the Ground Lease Documents and the Ancillary Agreements (collectively the "Land Documents"); and

BE IT FURTHER RESOLVED, that the Authority hereby approves and ratifies the actions of the Corporation, the sole member of the General Partner, and on behalf of the Partnership, as such actions are described in these Resolutions; and

BE IT FURTHER RESOLVED, that Melissa Quijano (the "Executing Officer"), the Secretary and Vice President of the Corporation and a Manager of the General Partner, individually and without joinder of any other person, is hereby authorized and directed, as the act and deed of the Corporation, the sole member of the General Partner, the sole general partner of the Partnership, to execute and deliver the Partnership Agreement and the Land Documents, and all other documents as may be necessary or desirable to consummate the actions described in the preceding Resolution, in the Partnership Agreement and the Land Documents, on behalf of the Authority, the Corporation, the General Partner, and the Partnership, as well as such other written instruments or obligations that the Partnership and/or General Partner in connection with the aforesaid events and transactions, containing such terms and conditions as are acceptable to the General Partner (collectively the "Closing Documents"); and

BE IT FURTHER RESOLVED, that any such other actions necessary, convenient, or appropriate in order to carry out these Resolutions are hereby authorized, approved, ratified, and confirmed; and

BE IT FURTHER RESOLVED, that the Executing Officer is authorized (i) to negotiate definitive terms (not inconsistent with the terms described above) of the Closing Documents, and (ii) to take such other actions for the Authority or for the General Partner, acting for itself or in a representative capacity as identified in these Resolutions on behalf of the Partnership, as the Executing Officer shall consider appropriate toward completion of the transactions contemplated by these Resolutions or performance of the obligations of the Authority, the Partnership, or the General Partner under the Closing Documents; and

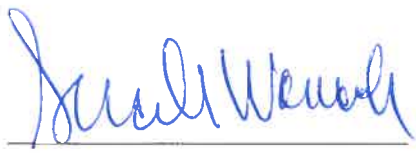
BE IT FURTHER RESOLVED, that any action by the Executing Officer of the General Partner, to do and perform, or cause to be done and performed, in the name and on behalf of the General Partner in its own capacity or as the general partner of the Partnership, or the execution and delivery, or causing to be executed and delivered, of the Closing Documents, in the name and on behalf of the Authority, the Corporation, the General Partner, and/or the Partnership, as they or any of them may deem to be necessary or advisable in order to carry into effect the intent of the foregoing Resolutions or in order to comply with the requirements of the Closing Documents, are hereby approved, ratified, and confirmed; and

BE IT FURTHER RESOLVED, that to the extent any of the actions authorized by these Resolutions have already been taken by, or on behalf of, the Authority, the Corporation, the General Partner, and/or the Partnership, such actions are hereby ratified and confirmed as the valid actions of the Authority, the Corporation, the General Partner, and/or the Partnership, effective as of the date such actions were taken; and

BE IT FURTHER RESOLVED, that the Authority, the Corporation, the General Partner, and/or the Partnership are authorized to take such other actions as the Corporation or the Authority shall consider necessary, convenient, or appropriate toward completion of the transactions contemplated by these Resolutions.

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PASSED, by the Board of Commissioners this 17th day of August 2022.

Chairman: 

Acting Secretary: 



RESOLUTION NO. 22-42

**RESOLUTION BY THE HARRIS COUNTY HOUSING AUTHORITY
APPROVING ACTIONS IN CONNECTION WITH LENDING
FINANCING FOR THE FIRST MET APARTMENTS PROJECT AND
SUCH OTHER ACTIONS NECESSARY OR CONVENIENT TO
CARRY OUT THIS RESOLUTION**

WHEREAS, the HCHA Redevelopment Authority, Inc., a Texas nonprofit corporation (the “Lender”) is an instrumentality of the Harris County Housing Authority (the “Authority”); and

WHEREAS, the Lender is the recipient of the Funds (defined below) for the purpose of developing the residential property located in the City of Houston ETJ, Harris County, Texas (the “Property”) whereupon First Met Apts, LP, a Texas limited partnership (the “Partnership”), shall develop and construct a 157-unit multifamily complex known as the First Met Apartments (the “Project”); and

WHEREAS, the Lender shall loan the Funds (defined below) to the Partnership for the purpose of developing and constructing the Project; and

WHEREAS, the Lender is the sole member of HCHA First Met Seniors GP, LLC, a Texas limited liability company and the sole general partner of the Partnership; and

WHEREAS, the Authority desires for the Lender to enter into a loan (the “Loan”) in the amount of up to \$25,000,000 comprised of Community Development Block Grant Disaster Recovery (“CDBG-DR”) funds, Neighborhood Stabilization Program (“NSPI”) and any other funds as designated by Harris County (the “Funds”) that shall be granted from or loaned by Harris County to the Lender and said Funds being so loaned from the Lender to the Partnership for the development and related costs of the Project.

NOW THEREFORE, BE IT RESOLVED, by the Board of Commissioners, that the Authority and the Lender are authorized to accept the Funds and to enter into related agreements, financing statements, certifications, such other instruments or written obligations as may be desired or required by Harris County in connection with the Funds and the Loan and all other documents and instruments executed as security for, or otherwise in connection with, the Loan (collectively, the “Grant Documents”); and

BE IT FURTHER RESOLVED, that Harris County shall grant or loan the Funds to the Lender in order for the Lender to make the Loans; and

BE IT FURTHER RESOLVED, that Melissa Quijano (the “Executing Officer”), the Acting Executive Director/CEO of the Authority, is hereby authorized, for and on behalf of the Authority, to negotiate such terms and conditions for the Grant Documents as such Executing Officer may deem best, and to execute and deliver the Grant Documents for and on behalf of the Authority, said Grant Documents containing such terms and conditions as may be acceptable or agreeable to such Executing Officer, such acceptance and agreement to be conclusively evidenced by execution and delivery thereof by such Executing Officer; and

BE IT FURTHER RESOLVED, that the Executing Officer is hereby authorized, in the name of and on behalf of the Authority, to take such further action and to do all things that may appear in the discretion of same Executing Officer to be necessary in connection with or arising out of the Grant Documents or the Funds; and

BE IT FURTHER RESOLVED, that the Lender in its corporate capacity is authorized to enter into the Loan with the Partnership as its borrower and the Lender as its lender, such Loan being comprised of the Funds; and

BE IT FURTHER RESOLVED, that the Lender shall accept a Promissory Note payable to the order of the Lender, financing statements, borrower certifications, and one or more Deeds of Trust recorded against the a Project’s Property; and

BE IT FURTHER RESOLVED, that the Lender shall enter into and execute an Intercreditor and Subordination Agreement among Harris County, Zions Bancorporation, N.A. dba Amegy Bank, the Lender, and the Partnership, a Declaration of Restrictive Covenants, a Collateral Assignment of Note and Liens (County Funds), subordinations, financing statements, certifications, such other instruments or written obligations of the Lender or of the Partnership as may be desired or required by the Harris County or the Lender, in connection with the Loans and all other documents and instruments executed as security for, or otherwise in connection with, the Loans (collectively, along with the Promissory Note, financing statements, borrower certifications, and one or more Deed of Trusts, the “Loan Documents”); and

BE IT FURTHER RESOLVED, that Executing Officer, as Secretary and Vice President of the Lender, is hereby authorized, for and on behalf of the Lender, to negotiate such terms and conditions for the Loan as such Executing Officer may deem best, and to execute and deliver the Grant Documents and the Loan Documents for and on behalf of the Lender, said Grant Documents and Loan Documents containing such terms and conditions as may be acceptable or agreeable to such Executing Officer, such acceptance and agreement to be conclusively evidenced by execution and delivery thereof by such Executing Officer; and

BE IT FURTHER RESOLVED, that the Executing Officer is hereby authorized, in the name of and on behalf of the Lender, to take such further action and to do all things that may

appear in the discretion of such Executing Officer to be necessary in connection with or arising out of the Loan; and


BE IT FURTHER RESOLVED, that all acts, transactions, or agreements in connection with the transactions contemplated by these Resolutions that were undertaken prior to the adoption of these Resolutions by any Officer or Commissioner of the Authority are hereby ratified, confirmed, and adopted by the Authority; and

BE IT FURTHER RESOLVED, that the Authority and the Lender are authorized to take such other actions as the Authority or the Lender shall consider necessary or appropriate toward completion of the transactions contemplated by these Resolutions.

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PASSED by the Board of Commissioners this 17th day of August 2022.

Chairman: 

Acting Secretary: 



RESOLUTION NO. 22-42.2

**RESOLUTION HONORING PHYLCIA TORRES AS THE HARRIS COUNTY HOUSING
AUTHORITY EMPLOYEE OF THE QUARTER (OCTOBER – DECEMBER 2022)**

WHEREAS, Phylcia Torres, Inspection Lead for the Harris County Housing Authority (HCHA), has demonstrated excellence above and beyond her job performance; and

WHEREAS, Phylcia provides excellent customer service, going above and beyond, and ensuring that program participants and landlords receive the ultimate in respect and customer service while providing thorough and accurate information; and

WHEREAS, she consistently responds with ingenuity, imagination, and foresight to the duties and responsibilities given her; and

WHEREAS, Phylcia consistently provides a novel perspective and presents innovative ideas to improve the inspection program's operations and responsiveness; and

WHEREAS, Phylcia always takes the time to listen and provide an appropriate response to the caller's inquiry and understands when to seek supervisory involvement; and

WHEREAS, Phylcia portrays an example of dedication to HCHA customer service principles, and is an inspiration to her fellow employees; and

WHEREAS, she voluntarily covers non-inspection duties related incoming calls to the Call Center and she works in the intake area when needed to assist HCHA's program participants and her co-workers; and

WHEREAS, she, in all her endeavors, has reflected great credit upon HCHA and the Board of Commissioners.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Commissioners does hereby extend to Phylcia Torres its sincere and grateful appreciation for her dedicated service to HCHA and to the citizens of Harris County, Texas, and congratulates her on being named Employee of the Quarter (October – December 2022).

PASSED by the Board of Commissioners this 21st day of September 2022.

Chairman: _____

Gerald Womack

Acting Secretary: _____

Melissa Quijano



RESOLUTION NO. 22-43

**RESOLUTION ADOPTING REVISIONS TO HARRIS COUNTY HOUSING
AUTHORITY'S CHECK WRITING AND WIRE TRANSFER POLICY TO
EXPEDITE REIMBURSEMENT OF DEVELOPMENT COSTS BY HARRIS
COUNTY COMMUNITY SERVICES DEPARTMENT AND
CLARIFY THE POLICY'S MEANING**

WHEREAS, Harris County Housing Authority (HCHA) adopted a Check Writing Policy on March 26, 2013, the name of which was later changed to "Check Writing and Wire Transfer Policy" (Policy), which Policy has been subsequently revised by HCHA's Board of Commissioners; and

WHEREAS, HCHA Redevelopment Authority, Inc. (HCHA-RA), is a wholly owned subsidiary and instrumentality of HCHA and has opened one or more bank accounts in connection with the acquisition, construction, and development of affordable housing; and

WHEREAS, it is appropriate to clarify that the Policy applies to bank accounts in the name of HCHA and HCHA-RA; and

WHEREAS, for checks and wire transfers of \$10,000.00 or more, the Policy generally requires the signatures of two of three HCHA Commissioners – the Chair, the Vice-Chair, and a third Commissioner designated by the Chair and Vice-Chair; and

WHEREAS, when applied to certain checks and wire transfers, the Policy may inadvertently slow the process of developing new affordable housing, without providing HCHA or HCHA-RA much additional protection against negligent, fraudulent, or other financial wrongdoing; and

WHEREAS, Harris County Community Services Department (HCCSD) regularly provides funding for the acquisition and construction of HCHA's affordable housing developments; and

WHEREAS, these affordable housing developments are structured so that HCHA or HCHA-RA directly or indirectly share with private developers the ownership of a business entity (Entity), over which (through the Entity's organizational structure) HCHA or HCHA-RA directly or indirectly have substantial control; and

WHEREAS, during the acquisition and construction of a new development, the Entity causes money to be paid for acquisition, construction, and other development costs (Development Costs), after which, on behalf of the Entity, HCHA or HCHA-RA then submit to HCCSD its request for reimbursement of the Development Costs; and

WHEREAS, HCCSD deposits the amount of the reimbursement to an account in HCHA-RA's name and, soon thereafter, HCHA-RA transfers the amount of the reimbursement to the Entity's bank account, as a result of which HCHA-RA serves merely to pass the reimbursements through to the Entity; and

WHEREAS, as the Commissioners are sometimes unavailable to sign checks or authorize wire transfers, the requirement that two commissioners sign the check or wire transfer authorization for reimbursements occasionally slows down reimbursement and, consequently, the affordable housing development; and

WHEREAS, the Policy may be revised to authorize the pass-through of reimbursement payments from HCCSD to the Entity so that the authorization for such reimbursements only requires the manual signatures of HCHA's CEO (including the Acting CEO) and HCHA's Finance Director, which revision will not put HCHA's, HCHA-RA's, or the Entity's finances at risk; and

WHEREAS, the present wording of the Policy will benefit from other revisions intended to clarify its meaning; and

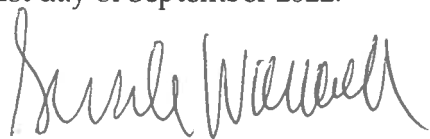
WHEREAS, a draft of the revised Policy is attached to this resolution;

NOW, THEREFORE, BE IT RESOLVED, that the HCHA Board of Commissioners hereby adopts the revised HCHA Check Writing and Wire Transfer Policy attached to this resolution to:

1. Clarify that the Policy applies to bank accounts held by HCHA Redevelopment Authority, Inc.
2. Clarify the wording of the Policy.
3. Authorize the pass-through of reimbursement payments paid by HCCSD to HCHA or HCHA-RA to the Entities involved in the acquisition, construction, and development of affordable housing with the manual signatures of HCHA's CEO and Finance Director.

PASSED, by the Board of Commissioners this 21st day of September 2022.

Chairman:



Acting Secretary:





RESOLUTION NO. 22-44

**RESOLUTION AUTHORIZING USE OF SMALL PURCHASE PROCUREMENT
PROCEDURES FOR EMPLOYMENT AGENCY SERVICES FOR TEMPORARY
AFFORDABLE HOUSING STAFF AND INCREASING THE SMALL
PURCHASE THRESHOLD TO \$250,000**

WHEREAS, the Affordable Housing (Real Estate Development) Division of Harris County Housing Authority (HCHA) has experienced an unexpected decrease in its staff, an increase in its workload, and expects to see substantial additional strain on its workload as a result of additional development projects HCHA expects will soon become active; and

WHEREAS, after consulting with its development partner (Harris County's Community Services Department) and HCHA's Affordable Housing Consultant (Mr. Horace Allison), HCHA's Acting Executive Director has determined that in addition to hiring permanent staff, to address the staffing requirements of HCHA's Affordable Housing Division, it is appropriate and necessary to seek temporary staff through one or more qualified employment agencies; and

WHEREAS, HCHA's Affordable Housing Division requires at least three additional staff members for one or more years; however, upon completion of one or more of the development projects HCHA is now or may later become involved in, the service of these additional staff may no longer be required; and

WHEREAS, HCHA's Affordable Housing Consultant estimates that the cost of qualified temporary affordable housing staff will range between \$50,000 and \$80,000 per year; and

WHEREAS, HCHA's Procurement Policy authorizes the use of small purchase procedures that substantially reduce the time required to obtain services, provided the cost of the services is below a \$150,000 threshold; and

WHEREAS, the federal procurement regulations in 2 C.F.R. Section 200.320(a)(2) authorize HCHA to adopt a higher threshold for small purchase procedures after considering its internal controls, its evaluation of risk, and its documented procedures, provided that the cost of the services does not exceed the simplified acquisition threshold established in the Federal Acquisition Regulations; and

WHEREAS, HCHA's Acting Executive Director has determined it is reasonable and appropriate to adopt a higher threshold for this particular category of acquisition of

services, after considering HCHA's internal controls (including but not limited to its screening of candidates), its low evaluation of the risk of loss or harm, and its documented procedures, as outlined in HCHA's Procurement Policy (adopted August 15, 2012, and most recently revised May 15, 2019); and

WHEREAS, the simplified acquisition threshold established under Section 2.101 of the Federal Acquisition Regulations is \$250,000; and

WHEREAS, HCHA's Affordable Housing Division requires additional staffing soon;

NOW, THEREFORE, BE IT RESOLVED, that for the particular category of hiring temporary staff to fill positions in HCHA's Affordable Housing Division only, HCHA's Board of Commissioners adopts the following resolutions giving HCHA's Acting Executive Director (and any person later holding the Executive Director office) the following power and authority:

1. To use the small purchase procedures of Section 6.3 of HCHA's Procurement Policy to contract with one or more employment agencies to provide temporary staff for HCHA's Affordable Housing Division.
2. To increase the threshold for the use of small purchase procedures to \$250,000. For the purpose of determining whether the threshold has been or may be reached, the cost of all contracts entered into under the authority given by this resolution will be added together.
3. To obtain one or more temporary staff persons through an employment agency selected using HCHA's small purchase procedures, provided the annual cost of the services does not exceed \$80,000 per staff person.
4. The \$25,000 limit established by Section 6.0 of the Procurement Policy (above which this Board must approve the acquisition) will not apply to a contract or purchase order entered into by HCHA with an employment agency under the authority given by this resolution.
5. As for each temporary staff person obtained, the contract may remain in effect for one year after the date the staff person first begins to provide services to HCHA, provided that HCHA may extend the term of the contract for that staff person for an additional six months.
6. The authority given under this resolution will expire two years after its adoption; however, any contract entered into in conformity with this resolution prior to its expiration, will remain in full force and effect throughout its specified term (not to exceed one year plus one six-month extension) despite the expiration of the authority given under this resolution.

7. If a temporary staff person quits or otherwise ceases to provide services, HCHA may, using an employment agency procured under the authority of this resolution, replace the temporary staff person with another temporary staff person for the remainder of the term of the contract, including any six-month optional extension.
8. Except as provided by this resolution, all other terms of HCHA's Procurement Policy remain in effect and must be observed by HCHA's staff.

PASSED, by the Board of Commissioners this 21st day September 2022.



Chairman



Acting Secretary



RESOLUTION NO. 22-45

**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**

WHEREAS, there exists in Harris County a shortage of safe and sanitary housing available to lower-income residents at rents they can afford; and

WHEREAS, Texas Housing Foundation (THF) is a Regional Housing Authority with jurisdiction outside of Harris County; and

WHEREAS, THF intends to participate in the development of the proposed inter-generational mixed-income affordable housing community to be known as Legacies Landing at Barrett Station Apartments (the Apartments), located within the Barrett Station area south of Crosby, Texas, in an unincorporated area of Harris County, Texas; and

WHEREAS, THF has significant experience in providing, developing, rehabilitating, financing, and managing housing projects that are affordable to lower-income residents and are assets to the community; and

WHEREAS, THF requests authority from Harris County Housing Authority (HCHA) to develop the Apartments in Harris County; and

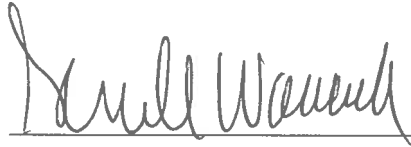
WHEREAS, under Texas Local Government Code § 392.017(c), HCHA must declare there is a need for THF to exercise its powers in Harris County before THF may proceed to develop the Apartments; and

WHEREAS, under Texas Local Government Code § 392.017(c), HCHA and the Harris County Commissioners Court must authorize the execution of a Cooperation Agreement under Texas Local Government Code § 392.059 before THF may proceed to develop the Apartments.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Commissioners of the Harris County Housing Authority declares there is a need for THF to exercise its powers in Harris County and authorizes the Acting Chief Executive Officer to negotiate and enter into a Cooperation Agreement with THF to develop the Apartments, such Cooperation Agreement to contain such terms and conditions as the Chief Executive Officer deems reasonable and

appropriate, provided that THF or its affiliates, and not HCHA, bears all costs and expenses of developing the Apartments.

PASSED, by the Board of Commissioners this 21st day of September 2022.

Chairman: 

Acting Secretary: 



RESOLUTION NO. 22-46

**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) AND SUCH OTHER
ACTIONS NECESSARY OR CONVENIENT TO CARRY OUT THIS
RESOLUTION**

WHEREAS, HCHA Redevelopment Authority, Inc., a Texas non-profit corporation (the "Corporation") and instrumentality of the Harris County Housing Authority (the "Authority"), is the sole member of HCHA Baybrook Park, LLC, a Texas limited liability company (the "General Partner"); and the General Partner is the sole general partner of Baybrook Park Retirement Center, Ltd., a Texas limited partnership (the "Partnership"); and

WHEREAS, the Authority desires for the Partnership to enter into a loan from AGM Financial Services, Inc., a Maryland corporation (the "Lender"), to be insured by the U.S. Secretary of Housing and Urban Development ("HUD") pursuant to Section 223(f) of the National Housing Act, of up to the sum of Five Million Dollars (\$5,000,000.00) (the "Loan") from the Lender to refinance the existing mortgage loan secured by Baybrook Park Development (the "Project"); and

WHEREAS, in connection with the contemplated Loan transaction, the Partnership is required to enter into various documents which will evidence the Loan, including, but not limited to, a Note (Multistate), a Multifamily Deed of Trust, Assignment of Leases and Rents and Security Agreement, Regulatory Agreement For Multifamily Projects, UCC financing statements, Agreement and Certification, and any and all other proposed documents evidencing, creating, or governing the Loan or to be executed in connection therewith as may be required by the Lender and/or by HUD in connection with the Loan (all of such loan and security documents are hereinafter collectively referred to as the "Loan Documents"); and

WHEREAS, the Partnership desires to enter into a Fifth Amendment to the Amended and Restated Agreement of Limited Partnership for the Partnership (the "Amendment") for the Partnership in order to incorporate provisions required by HUD into same Amended and Restated Agreement of Limited Partnership;

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners of the Authority that the Corporation, in its corporate capacity and also in its capacity as the sole member of the General Partner and in its capacity as the sole general partner of the Partnership, in connection with the transactions contemplated by these Resolutions, is hereby authorized and directed (a) to enter into the Loan, (b) to negotiate the terms of the Loan, (c) to execute, and/or to enter into, as necessary, each of the Loan Documents, and (d) to take such other and further actions and to execute and to enter into such Loan Documents and such contracts, agreements, instruments, and amendments thereof in such form and with such provisions as the General Partner may deem appropriate in order to refinance the existing mortgage loan secured by the Project and obtain funds for the Authority's use for affordable housing purposes; and

BE IT FURTHER RESOLVED, that the Authority, in connection with the transactions contemplated by these Resolutions, is hereby authorized and directed to execute, and/or to enter into, as necessary, each of Loan Documents, and to take such other and further actions and to execute and to enter into such Loan Documents and such contracts, agreements, instruments, and amendments thereof in such form and such provisions as the Authority may deem appropriate in order to deal with the development of the Project; and

BE IT FURTHER RESOLVED, that the form, terms, and provisions of the Loan Documents and such other documents as contemplated thereby are hereby in each and every respect authorized, approved, ratified, and confirmed; and

BE IT FURTHER RESOLVED, that the General Partner on behalf of the Partnership is authorized to enter into the Loan from the Lender, and that the Partnership is hereby authorized to execute and deliver Loan Documents and the Amendment; and

BE IT FURTHER RESOLVED, that the General Partner, as the sole general partner of the Partnership, acting alone, for and on behalf of, and in the name of, the Partnership, is hereby authorized to cause the Partnership to execute and deliver the Loan Documents, the Amendment, and such other documents and instruments in connection therewith as may be necessary or desirable, including, but not limited to, any documents and agreements required in connection with the insurance of the Loan by HUD and as may be required by any title insurance company or agent closing the Loan (collectively the "Closing Documents"), with such changes and modifications thereto as shall be approved by executing the same, such execution and delivery to be conclusive evidence of such approvals; and

BE IT FURTHER RESOLVED, that the authorization of the Corporation to enter into the Loan Documents and that execution and delivery of the Loan Documents, in the name and on behalf of the Corporation, the General Partner, and the Partnership, by Melissa Quijano, the Secretary and Vice President (the "Executing Officer") of the Corporation, individually and without the joinder of any other person, in the form as so executed and delivered, is hereby authorized, approved, ratified, and confirmed; and

BE IT FURTHER RESOLVED, that the execution and delivery by the Executing Officer of any of the aforesaid agreements, documents, and instruments authorized in the foregoing Resolutions and the taking by the Executing Officer of any acts in any way related to the transactions contemplated by these Resolutions and such agreements, documents, and instruments, shall be conclusive evidence of the approval thereof and of the authority to execute and deliver such agreements, documents, and instruments and to take and perform such acts in the name and on behalf of the Authority, the Corporation, the General Partner, and/or the Partnership, as the case may be; and

BE IT FURTHER RESOLVED, that the Executing Officer is hereby authorized and directed for and on behalf of, and as the act and deed of the Authority, the Corporation, the General Partner, and the Partnership, to execute all of the Loan Documents and any other documents and agreements prepared in connection with the transactions contemplated hereby; and


BE IT FURTHER RESOLVED, that the Executing Officer is authorized (i) to negotiate definitive terms (not inconsistent with the terms described above) of the Loan Documents, and (ii) to take such other actions for the Authority, the Corporation, General Partner, and/or Partnership, as applicable, as the Executing Officer considers appropriate toward completion of the transactions contemplated by these Resolutions or performance of the obligations of the Authority, the Corporation, General Partner, and/or Partnership, as applicable, under the Loan Documents and any other documents and agreements executed in connection with the transactions contemplated hereby; and


BE IT FURTHER RESOLVED, that to the extent any of the actions authorized by these Resolutions have already been taken, such actions are hereby ratified and confirmed as the valid actions of the Corporation, the General Partner, and/or the Partnership, as the case may be, effective as of the date such actions were taken; and

BE IT FURTHER RESOLVED, that the Authority is authorized to take such other actions as the Corporation or the Authority shall consider necessary, convenient, or appropriate toward completion of the transactions contemplated by these Resolutions;

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PASSED, by the Board of Commissioners this 21st day of September 2022.

Chairman: 

Acting Secretary: 



RESOLUTION NO. 22-47

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

WHEREAS, the Board of Commissioners of the Harris County Housing Authority (the “Authority”) has, pursuant to the Public Facility Corporation Act, Chapter 303, Texas Government Code, as amended (the “Act”), approved and created Harris County Housing Authority Public Facility Corporation, a nonprofit public facility corporation (the “Issuer”); and

WHEREAS, the Issuer, on behalf of the Authority is empowered to issue bonds to finance, refinance, or provide one or more public facilities, as such term is defined in the Act, which projects will be within or partially within the Authority’s boundaries, including Harris County, Texas; and

WHEREAS, Bernicia Place, LP, a to-be-formed Texas limited partnership (the “User”), has requested that the Issuer finance a low income multi-family housing project named Bernicia Place consisting of approximately 120 units to be located at the Southeast corner of Old Spanish Trail and Scottcrest Dr., Houston, Texas 77021 (the “Project”) within the boundaries of the Authority in Harris County, Texas, and further that the Issuer adopt this Resolution with respect to the acquisition, construction, and installation of the Project; and

WHEREAS, the User has advised the Issuer that a contributing factor which would further induce the User to proceed with providing for the acquisition and construction of the Project would be a commitment and agreement by the Issuer to issue revenue bonds pursuant to the Act (the “Bonds”) to finance and pay for the Project; and

WHEREAS, in view of a shortage of decent, safe, and sanitary housing for persons and families of low income at prices or rentals that they can afford, it is considered essential that construction of the Project be completed at the earliest practicable date, but at the same time, the User wishes to begin construction of the Project after satisfactory assurances from the Issuer, subject to the conditions set forth herein, that the proceeds of the sale of the Bonds, or other obligations, of the Issuer in an amount necessary to pay the costs of the Project will be made available to finance the Project; and

WHEREAS, the Issuer finds, intends, and declares that this Resolution shall constitute its official binding commitment, subject to the conditions set forth herein, to issue Bonds, or other obligations, pursuant to the Act in an amount prescribed by the User not to exceed the maximum aggregate principal amount of up to \$50,000,000 and to expend the proceeds thereof to acquire, construct, and install the Project and to pay all expenses and costs of the Issuer in connection with the issuance of the Bonds; and

WHEREAS, in order to finance and pay for the Project through the issuance of revenue bonds, the interest on which is excludable from the gross income of the holders thereof under the Internal Revenue Code of 1986, as amended (the "Code"), the Issuer must apply to the Texas Bond Review Board (the "TBRB") for a reservation of state ceiling available to "private activity bonds" (as defined in the Code) for a calendar year;

NOW, THEREFORE, BE IT RESOLVED, BY THE BOARD OF COMMISSIONERS OF THE HARRIS COUNTY HOUSING AUTHORITY THAT THE FOLLOWING ACTIONS OF THE ISSUER ARE HEREBY RATIFIED AND APPROVED:

Section 1. Subject to the terms hereof, the Issuer will:

(a) Issue the Bonds, and if the User and the Issuer agree, other evidences of indebtedness providing temporary financing of the Project which will be issued after the date hereof and be refunded by the Bonds pursuant to the Act, or any other Texas legislation heretofore or hereafter enacted which may provide a suitable method of financing in addition to or in substitution for the Act.

(b) Cooperate with the User with respect to the issuance of the Bonds, and, if arrangements therefor satisfactory to the User and the Issuer can be made, the Issuer will take such action and authorize the execution of such documents and will take such further action as may be necessary or advisable for the authorization, execution, and delivery of any contracts or agreements deemed necessary or desirable by the User or the Issuer in connection with the issuance of the Bonds (collectively, the "Contracts"), providing among other things for payment of the principal of, interest on, redemption premiums, paying agents' charges, and Trustee's fees, if any, on the Bonds; payment of fees and charges of the Issuer or the Authority; acquisition, construction, and improvement of the Project; and use, operation, and maintenance of the Project (and the execution of any appropriate and necessary guaranty agreements), all as shall be authorized, required, or permitted by law and as shall be mutually satisfactory to the Issuer, the Authority, and the User.

(c) If the proceeds from the sale of the Bonds are insufficient, take such actions and execute such documents as may be necessary to permit the issuance from time to time in the future of additional bonds on terms which shall be set forth therein, whether on a parity with other series of bonds or otherwise, for the purpose of paying the costs of completing the acquisition, construction, and installation of the Project, as requested by the User and within then applicable limitations.

(d) Take or cause to be taken such other actions as may be required to implement the aforesaid undertakings or as it may deem appropriate in pursuance thereof.

The Bonds shall specifically provide that neither the State of Texas, the Authority, nor any political issuer, subdivision, or agency of the State of Texas shall be obligated to pay the

same or the interest thereon and that neither the faith and credit nor the taxing power of the State of Texas, the Authority, or any political issuer, subdivision, or agency thereof is pledged to the payment of the principal of, premium, if any, or interest on the Bonds.

The obligation of the Issuer to issue the Bonds is specifically subject to satisfaction of each of the following conditions:

- (i) evidence that the Project will not be operated for profit or as a source of revenue to the Issuer or User;
- (ii) the receipt of a ruling from the Internal Revenue Service or an opinion from nationally recognized bond counsel, substantially to the effect that the interest on the Bonds is excludable from gross income tax purposes under existing law;
- (iii) Approval of the Bonds by all other governmental agencies required to approve the Bonds including, but not limited to, approval of the Bonds by the Attorney General of the State of Texas and any other applicable governmental authority; and
- (iv) any other conditions reasonably imposed by the Issuer.

Section 2. The Issuer shall submit an application to the TBRB for a reservation of the state ceiling for "private activity bonds" for program year 2023 and each subsequent calendar year at the User's request to finance the Project. Any officer of the Board of Directors of the Issuer is hereby authorized to execute and submit an application to the TBRB in such form as may be approved by the TBRB for such purpose.

Section 3. It is understood by the Issuer and the Authority, and the User has represented to the Issuer, that in consideration of this Resolution and by filing the Application, and subject to the terms and conditions hereof, the User has agreed that:

(a) Prior to or contemporaneously with the sale of the Bonds in one or more series or issues from time to time as the Issuer and the User shall hereafter agree to in writing, the User will enter into the Contracts with the Issuer under the terms of which the User will obligate itself to pay to the Issuer (or to a Trustee, as the case may be) sums sufficient in the aggregate to pay the principal of, interest on, redemption premiums, paying agents' fees, and Trustee's fees, if any, on the Bonds, as and when the same become due and payable, with such contract to contain the provisions described in Section 1 hereof and such other provisions as may be required or permitted by law and to be mutually acceptable to the Issuer and the User.

(b) The User will (1) pay all Project costs which are not or cannot be paid or reimbursed from the proceeds of the Bonds and (2) at all times, indemnify and hold harmless the Issuer against all losses, costs, damages, expenses, and liabilities of whatsoever nature (including but not limited to attorneys' fees,

litigation and court costs, amounts paid in settlement, and amounts paid to discharge judgments) directly or indirectly resulting from, arising out of or related to the issuance, offering, sale, or delivery of the Bonds, or the design, construction, installation, operation, use, occupancy, maintenance, or ownership of the Project.

(c) The User will provide to the Issuer all information required to be submitted to the TBRB and any other governmental agencies for approval of the Project or the Bonds and will execute all necessary documents in connection therewith.

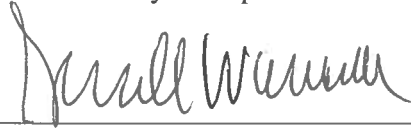
Section 4. The Issuer finds, determines, recites, and declares that the issuance of the Bonds to provide financing for the Project will promote the public purposes set forth in Section 303 of the Act, including, without limitation, assisting persons of low and moderate income to obtain decent, safe, and sanitary housing at rentals they can afford.

Section 5. It is understood by the Issuer that all commitments of the Issuer and the User with respect to the Project and the Bonds are subject to the condition that the Bonds shall have been issued no later than three years from the date of this Resolution, or such other date as shall be mutually satisfactory to the Issuer and the User.

Section 6. It is recognized and agreed by the Issuer that the User may exercise its rights and perform its obligations with respect to the financing of the Project either through (i) itself in its own name; (ii) any of its wholly-owned subsidiaries; (iii) any "related person" as defined in Section 144(a)(3) of the Code; or (iv) any legal successor thereto, respectively, subject to approval of the Issuer's bond counsel and, provided that suitable guaranties necessary or convenient for the marketability of the Bonds shall be furnished, if required by the Issuer, and all references to the User shall be deemed to include the User acting directly through itself or any such approved entities.

Section 7. The adoption of this Resolution, as requested by the User, shall be deemed to constitute the acceptance of the User's proposal that it be further induced to proceed with providing financing for the Project, and this Resolution shall constitute an agreement between the Issuer and the User effective on the date that this Resolution is adopted, and this Resolution is affirmative of official action taken by the Issuer towards the issuance of the Bonds.

PASSED, by the Board of Commissioners this 21st day of September 2022.



CHAIR of the Harris County Housing Authority

ATTEST:



Acting Secretary



RESOLUTION NO. 22-49

**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**

WHEREAS, Harris County Housing Authority (HCHA) issued its Request for Proposals No. 22-02 (RFP) on May 29, 2022, soliciting proposals for tax credit accounting and financial audit services (Services) for the eight affordable housing developments identified in the RFP; and

WHEREAS, the RFP was advertised in the Houston Chronicle on May 29, 2022, and June 5, 2022, and was also posted on HCHA's website; and

WHEREAS, HCHA received only one response to the RFP, that response being from CohnReznick, LLP; and

WHEREAS, the staff of HCHA found that CohnReznick, LLP is a responsible provider of the type of services required by the RFP and that the proposal of CohnReznick, LLP, complies with and is responsive to the RFP; and

WHEREAS, as required by the RFP, the proposal from CohnReznick, LLP is for the timely delivery of the Services for fiscal years 2022 and 2023, and includes two options to renew the contract to require delivery of the Services for fiscal years 2024 and 2025; and

WHEREAS, the proposal of CohnReznick, LLP provides for fixed fees for the Services, subject only to increase if additional services are later required and agreed upon, as follows:

For the 2022 fiscal year:	\$84,600.00
For the 2023 fiscal year:	\$87,000.00
For the 2024 fiscal year:	\$88,440.00 (first renewal option)
For the 2025 fiscal year:	\$90,040.00 (second renewal option)
For fiscal years 2022 and 2023:	\$500/year for IRS Forms 8609s
For fiscal years 2024 and 2025:	\$550/year for IRS Forms 8609s (if renewed)

WHEREAS, the terms under which CohnReznick, LLP is to provide the Services are expected to be substantially the same as those set forth in the draft Tax Credit Accounting and Financial Audit Services Agreement (Draft Contract) attached to this resolution.

NOW, THEREFORE, BE IT RESOLVED, that HCHA's Board of Commissioners authorizes its Executive Director or Acting Executive Director to negotiate and execute a contract with CohnReznick, LLP for the Services, which authority includes:

1. The authority to execute a contract containing terms and conditions substantially the same as those set forth in the Draft Contract and for the fixed fees described in this resolution;
2. If in the reasonable judgment of the Executive Director or Acting Executive Director it is appropriate and prudent, the authority to negotiate and execute amendments to the contract for additional Services, provided that no amendment may cause the total annual cost of the Services for the fiscal year at issue to increase by more than \$7,500.00; and
3. The authority to take such other actions necessary or convenient to carry out this resolution.

PASSED by the Board of Commissioners this 19th day of October 2022.

Chair:  _____

Acting Secretary:  _____

Attachment: Draft Contract



RESOLUTION NO. 22-50

**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**

WHEREAS, Harris County Housing Authority (HCHA) issued its Request for Proposals No. 22-03 (RFP) on August 28, 2022, soliciting proposals for tax credit accounting and financial audit services (Services) for the affordable housing development known as The Villas at Eastwood; and

WHEREAS, the RFP was advertised in the Houston Chronicle on August 28, 2022, and September 4, 2022, and was also posted on HCHA's website; and

WHEREAS, HCHA received two responses to the RFP, one from CohnReznick, LLP, and one from Novogradac & Company LLP; and

WHEREAS, the staff of HCHA reviewed, evaluated, and ranked both responses and found that CohnReznick, LLP, is a responsible provider of the type of services required by the RFP, that its response complies with and is responsive to the RFP, and that its response represents the best value to HCHA, considering qualifications, price, and other factors set forth in the RFP ; and

WHEREAS, as required by the RFP, the proposal from CohnReznick, LLP is for the timely delivery of the Services for fiscal years 2022 and 2023, and includes two options to renew the contract to require delivery of the Services for fiscal years 2024 and 2025; and

WHEREAS, the proposal of CohnReznick, LLP provides for fixed fees for the Services, subject only to increase if additional services are later required and agreed upon, as follows:

For the 2022 fiscal year:	\$10,575.00
For the 2023 fiscal year:	\$10,875.00
For the 2024 fiscal year:	\$11,050.00 (first renewal option)
For the 2025 fiscal year:	\$11,255.00 (second renewal option)
For fiscal years 2022 and 2023:	\$500/year for IRS Forms 8609s
For fiscal years 2024 and 2025:	\$550/year for IRS Forms 8609s (if renewed)


WHEREAS, the terms under which CohnReznick, LLP is to provide the Services are expected to be substantially the same as those set forth in the draft Tax Credit Accounting and Financial Audit Services Agreement (Draft Contract) attached to this resolution.

NOW, THEREFORE, BE IT RESOLVED, that HCHA's Board of Commissioners authorizes its Executive Director or Acting Executive Director to negotiate and execute a contract with CohnReznick, LLP for the Services, which includes:

1. The authority to execute a contract containing terms and conditions substantially the same as those set forth in the Draft Contract and for the fixed fees described in this resolution;
2. If in the reasonable judgment of the Executive Director or Acting Executive Director it is appropriate and prudent, the authority to negotiate and execute amendments to the contract for additional Services, provided that no amendment may cause the total annual cost of the Services for the fiscal year at issue to increase by more than \$2,500.00; and
3. The authority to take such other actions necessary or convenient to carry out this resolution.

PASSED by the Board of Commissioners this 16th day of November 2022.

Chair:  _____

Acting Secretary:  _____

Attachment: Draft Contract



RESOLUTION NO. 22-51

**RESOLUTION OF HARRIS COUNTY HOUSING AUTHORITY, AS SOLE
MEMBER OF HCHA CORNERSTONE, LLC, REMOVING HORACE
ALLISON AND TOM MCCASLAND AS MANAGERS
AND ELECTING MELISSA QUIJANO AND PAUL
CURRY TO SERVE AS MANAGERS**

WHEREAS, HCHA Cornerstone, LLC (Company) is a manager managed Texas limited liability company formed by Harris County Housing Authority (HCHA) for the purpose of serving as the general partner of Cornerstone Village Apartments, L.P., a Texas limited partnership (Partnership); and

WHEREAS, the Company was recently asked by Thomas H. Scott, Manager of the Partnership's Class B Limited Partner, to approve and ratify his execution of instruments relating to the financing of the Partnership's indebtedness; and

WHEREAS, the Managers of the Company are presently Horace Allison and Tom McCasland, however, Mr. Allison recently retired from HCHA and Mr. McCasland is no longer employed by or otherwise affiliated with HCHA or the Company;

WHEREAS, the sole member of the Company is HCHA and under the Amended and Restated Regulations (Regulations) of the Company the sole member may remove the Managers of the Company and elect new Managers; and

WHEREAS, HCHA has determined it is appropriate to remove Mr. Allison and Mr. McCasland from their positions as Managers and elect new Managers; and

WHEREAS, Melissa Quijano is the Acting Executive Director, Secretary, and CEO of HCHA and Paul Curry is the Finance Director of HCHA;

NOW, THEREFORE, BE IT RESOLVED, that Horace Allison and Tom McCasland are hereby removed as Managers of the Company and Melissa Quijano and Paul Curry are hereby elected to serve as the two Managers of the Company, either of whom may individually and without the joinder of the other perform all acts necessary and appropriate to carry out the business of the Company, subject to the terms of the Regulations; and

BE IT FURTHER RESOLVED, that either Melissa Quijano or Paul Curry, as a Manager of the Company, are authorized to approve and ratify Thomas H. Scott's previous execution of instruments relating to the financing of the Partnership's indebtedness, subject first to the Manager confirming with outside counsel and/or HCHA's general counsel that the execution of the instruments and ratifying the actions of Thomas H. Scott are in the best interests of the Partnership.

PASSED, by the Board of Commissioners on this 16th day of November 2022.

Chair: 

Acting Secretary: 



RESOLUTION NO. 22-52

RESOLUTION HONORING JESUS MENCHACA AS THE HARRIS COUNTY HOUSING
AUTHORITY EMPLOYEE OF THE QUARTER (JANUARY – MARCH 2023)

WHEREAS, Jesus Menchaca, Construction Coordinator for the Harris County Housing Authority (HCHA), has excelled and demonstrated professional excellence in his job performance; and

WHEREAS, Jesus exemplifies hard work and tenacity as he maintains the momentum of multiple Affordable Housing communities currently under construction, ensuring timely payment of general contractors, verifying progression of work, and monitoring the adherence to regulatory requirements; and

WHEREAS, Jesus has managed and exceeded expectations with regard to his duties and responsibilities, while modeling what it means to be a "Team Player." Jesus provides guidance and technical assistance training to colleagues, development partners, and funding partners expanding their knowledge on critical construction matters; and

WHEREAS, Jesus' efforts profoundly impact HCHA's ability to accomplish core objectives as HCHA strives to offer premier housing options to the residents of Harris County. By upholding the highest standards of quality, Jesus motivates contractors to perform at peak levels, resulting in pristine communities; and

WHEREAS, Jesus is highly committed to the Affordable Housing Development's future and current tenants and is an exemplar to HCHA staff.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Commissioners hereby extends to Jesus Menchaca, its sincere and grateful appreciation for the dedicated service to HCHA and to the citizens of Harris County, Texas, and congratulates Jesus on being named Employee of the Quarter (January – March 2023).

PASSED, by the Board of Commissioners this 21st day of December 2022.

Chairman: _____

Gerald Womack

Acting Secretary: _____

Melissa Quijano



RESOLUTION NO. 22-53

**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**

WHEREAS, the Department of Housing and Urban Development (HUD) requires that Harris County Housing Authority (HCHA) submit annual financial statements and audit information through HUD's Real Estate Assessment Center (REAC) system; and

WHEREAS, financial statements relevant to HCHA's REAC submission have been prepared by independent auditors from the firm of CliftonLarsonAllen, LLP (CLA); and

WHEREAS, auditors from CLA presented the final draft of the financial statements to the Board of Commissioners on December 21, 2022, for its review and approval;

NOW, THEREFORE, BE IT RESOLVED, that HCHA's Board of Commissioners authorizes HCHA's staff to provide to HUD the annual REAC submission as prepared by HCHA's independent auditors no later than December 31, 2022.

PASSED, by the Board of Commissioners this 21st day of December 2022.

Chairman: 

Acting Secretary: 



RESOLUTION NO. 22-54

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 MULTIFAMILY HOUSING GOVERNMENTAL NOTE (ARBOR AT WAYFOREST), SERIES 2020A, AND SUCH OTHER ACTIONS NECESSARY OR CONVENIENT TO CARRY OUT THIS RESOLUTION

WHEREAS, Harris County Housing Authority Public Facility Corporation (the “Issuer”) has been duly created and organized pursuant to and in accordance with the provisions of the Public Facility Corporation Act, Chapter 303, Texas Local Government Code, as amended, for the purpose of assisting the Harris County Housing Authority (the “Authority”) in financing, refinancing or providing public facilities; and

WHEREAS, the Issuer has delivered of its \$20,000,000 Harris County Housing Authority Multifamily Housing Governmental Note (Arbor at Wayforest), Series 2020A pursuant to and in accordance with the terms of a Funding Loan Agreement among the Issuer, Wilmington Trust, National Association, as fiscal agent (the “Fiscal Agent”) and Bank of America, N.A., a national banking association (the “Lender”), dated as of June 1, 2020, for the purpose of lending the proceeds thereof to The Arbor at Wayforest, L.P., a Texas limited partnership (the “Partnership”), to provide financing for the acquisition, construction, and equipping of a multifamily rental residential development known as The Arbor at Wayforest located at Wayforest Drive, Houston, Harris County, Texas 77060 (the “Project”), all in accordance with the Constitution and laws of the State of Texas, in the tax-exempt amount of \$20,000,000.00 (collectively the “Construction Loan”) from the Lender; and

WHEREAS, the Authority desires for the Issuer to amend the Construction Loan with the Lender and with the Partnership (the “Amended Loan”), and to amend the Funding Loan Agreement; and

WHEREAS, in connection with the contemplated Amended Loan transaction, the Issuer is required to enter into various documents which will evidence the Amended Loan, including, but not limited to, a First Amendment Funding Loan Agreement, affidavits, financing statements, certifications, consents, indemnifications, authorizing resolutions, and various other loan documentation as may be required by the Lender in connection with the Amended Loan

(collectively, all of such loan and security documents are hereinafter referred to as the “Amended Loan Documents”); and

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners, that, in connection with the transactions contemplated by these Resolutions, the Issuer is authorized and directed (a) to negotiate the terms of the Amended Loan, (b) to execute, and/or to enter into, as necessary, each of the Amended Loan Documents, and (c) to take such other and further actions and to execute and to enter into such Amended Loan Documents and such contracts, agreements, instruments, and amendments thereof in such form and such provisions as the Issuer may deem appropriate in order to deal with the development and financing of the Project.

BE IT FURTHER RESOLVED, that the form, terms, and provisions of the Amended Loan Documents and such other documents as contemplated thereby are hereby in each and every respect authorized, approved, ratified, and confirmed; and

BE IT FURTHER RESOLVED, that the authorization of the Issuer to enter into the Amended Loan Documents and that execution and delivery thereof, in the name and on behalf of the Issuer, by Melissa Quijano, the Acting Executive Director and Acting Chief Executive Officer (the “Executing Officer”) of the Issuer, individually and without the joinder of any other person, in the form as so executed and delivered, is hereby authorized, approved, ratified, and confirmed; and

BE IT FURTHER RESOLVED, that the execution and delivery by the Executing Officer of any of the aforesaid agreements, documents, and instruments authorized in the foregoing Resolutions and the taking by the Executing Officer of any acts in any way related to the transactions contemplated by the foregoing Resolutions and such agreements, documents, and instruments, shall be conclusive evidence of her approval thereof and of her authority to execute and deliver such agreements, documents, and instruments and to take and perform such acts in the name and on behalf of the Issuer; and

BE IT FURTHER RESOLVED, that the Executing Officer is hereby authorized and directed for and on behalf of, and as the act and deed of the Issuer, to execute all of the Amended Loan Documents and any other documents and agreements executed in connection with the transactions contemplated hereby; and

BE IT FURTHER RESOLVED, that the Executing Officer is authorized (i) to negotiate definitive terms (not inconsistent with the terms described above) of the Amended Loan Documents, and (ii) to take such other actions for the Issuer, as the Executing Officer considers appropriate toward completion of the transactions contemplated by these Resolutions or performance of the obligations of the Issuer, under the Amended Loan Documents and any other documents and agreements executed in connection with the transactions contemplated hereby; and


BE IT FURTHER RESOLVED, that to the extent any of the actions authorized by these Resolutions have already been taken, such actions are hereby ratified and confirmed as the valid actions of the Authority or of the Issuer, effective as of the date such actions were taken; and

BE IT FURTHER RESOLVED, that the Authority is authorized to take such other actions as the Authority or the Issuer shall consider necessary, convenient, or appropriate toward completion of the transactions contemplated by these Resolutions.

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PASSED, by the Board of Commissioners this 21st day of day of December 2022.

Chairman: 

Acting Secretary: 



RESOLUTION NO. 22-55

RESOLUTION BY THE 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

WHEREAS, HCHA Redevelopment Authority, Inc., a Texas non-profit corporation (the “Corporation”) and instrumentality of the Harris County Housing Authority (the “Authority”), is the sole member of HCHA Wayforest GP, LLC, a Texas limited liability company (the “General Partner”), a Texas limited liability company; and the General Partner is the sole general partner of Arbor at Wayforest, L.P., a Texas limited partnership (the “Partnership”); and

WHEREAS, the Partnership has previously entered into a loan in the taxable amount of \$3,800,000.00 and in the tax-exempt amount of \$20,000,000.00 (collectively the “Construction Loan”) each from Bank of America, N.A., a national banking association (the “Lender”), the latter in conjunction with the \$20,000,000 Harris County Housing Authority Public Facility Corporation Multifamily Housing Governmental Note (Arbor at Wayforest) Series 2020A (the “Bonds”) for The Arbor at Wayforest (the “Project”) located in the City of Houston, Harris County, Texas; and

WHEREAS, the Partnership has previously entered into a Construction Loan Agreement with the Lender dated as of June 30, 2020 in conjunction with a Funding Loan Agreement among the Lender, Harris County Housing Authority Public Facility Corporation (the “Issuer”), and Wilmington Trust, National Association, as fiscal agent, dated as of June 1, 2020, along with other certain notes, affidavits, assignments, financing statements, certifications, consents, authorizing resolutions, and loan documentation (collectively the “Construction Loan Documents”) for the financing of the construction of the Project; and

WHEREAS, the Authority and the Partnership desire to amend the Construction Loan with the Lender and with the Issuer (the “Amended Loan”), and to amend the Construction Loan Documents; and

WHEREAS, in connection with the contemplated Amended Loan transaction, the Partnership, the General Partner, and the Corporation are required to enter into various documents which will evidence the Amended Loan, including, but not limited to, a First

Amendment to Construction Loan Agreement, a First Amendment Funding Loan Agreement, a LIBOR Transition Amendment, affidavits, financing statements, security instruments, certifications, consents, indemnifications, authorizing resolutions, and various other loan documentation as may be required by the Lender in connection with the Amended Loan (collectively, all of such loan and security documents are hereinafter referred to as the "Amended Loan Documents").

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners, that, in connection with the transactions contemplated by these Resolutions, the Corporation, acting in its corporate and individual capacity and in its capacity as the sole member of the General Partner and in turn in its capacity as the sole general partner of the Partnership, is authorized and directed (a) to enter into the Amended Loan, (b) to negotiate the terms of the Amended Loan, (c) to execute, and/or to enter into, as necessary, each of the Amended Loan Documents, and (d) to take such other and further actions and to execute and to enter into such Amended Loan Documents and such contracts, agreements, instruments, and amendments thereof in such form and such provisions as the General Partner may deem appropriate in order to deal with the development of the Project; and

BE IT FURTHER RESOLVED, that the form, terms, and provisions of the Amended Loan Documents and such other documents as contemplated thereby are hereby in each and every respect authorized, approved, ratified, and confirmed; and

BE IT FURTHER RESOLVED, that the authorization of the Corporation to enter into the Amended Loan Documents and that execution and delivery thereof, in the name and on behalf of the Corporation, the General Partner, and the Partnership, by Melissa Quijano, the Secretary and Vice President (the "Executing Officer") of the Corporation, individually and without the joinder of any other person, in the form as so executed and delivered, is hereby authorized, approved, ratified, and confirmed; and

BE IT FURTHER RESOLVED, that the execution and delivery by the Executing Officer of any of the aforesaid agreements, documents, and instruments authorized in the foregoing Resolutions and the taking by the Executing Officer of any acts in any way related to the transactions contemplated by the foregoing Resolutions and such agreements, documents, and instruments, shall be conclusive evidence of her approval thereof and of her authority to execute and deliver such agreements, documents, and instruments and to take and perform such acts in the name and on behalf of the Corporation, the General Partner, and/or the Partnership, as the case may be; and

BE IT FURTHER RESOLVED, that the Executing Officer is hereby authorized and directed for and on behalf of, and as the act and deed of the Corporation, the General Partner,

and the Partnership, to execute all of the Amended Loan Documents and any other documents and agreements executed in connection with the transactions contemplated hereby; and

BE IT FURTHER RESOLVED, that the Executing Officer is authorized (i) to negotiate definitive terms (not inconsistent with the terms described above) of the Amended Loan Documents, and (ii) to take such other actions for the Corporation, General Partner, and/or Partnership, as applicable, as the Executing Officer considers appropriate toward completion of the transactions contemplated by these Resolutions or performance of the obligations of the Corporation, General Partner, and/or Partnership, as applicable, under the Amended Loan Documents and any other documents and agreements executed in connection with the transactions contemplated hereby; and


BE IT FURTHER RESOLVED, that to the extent any of the actions authorized by these Resolutions have already been taken, such actions are hereby ratified and confirmed as the valid actions of the Authority, the Corporation, the General Partner, and/or the Partnership, as the case may be, effective as of the date such actions were taken; and

BE IT FURTHER RESOLVED, that the Authority is authorized to take such other actions as the Corporation or the Authority shall consider necessary, convenient, or appropriate toward completion of the transactions contemplated by these Resolutions;

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PASSED, by the Board of Commissioners this 21st day of December, 2022.

Chairman: 

Acting Secretary: 



RESOLUTION NO. 22-56

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

WHEREAS, HCHA Redevelopment Authority, Inc., a Texas non-profit corporation (the “Corporation”) an instrumentality of the Harris County Housing Authority (the “Authority”), is the sole member of HCHA Channelview GP, LLC, a Texas limited liability company (the “General Partner”); and the General Partner is the sole general partner of LDG Channelview, LP, a Texas limited partnership (the “Partnership”), which controls the residential property located in the City of Houston ETJ, Harris County, Texas (the “Property”) whereupon the Partnership shall construct a multifamily complex known as The Hollows Apartments (the “Project”); and

WHEREAS, the Partnership has received an award of low income housing tax credits (“Tax Credits”) from the Texas Department of Housing and Community Affairs (“TDHCA”) in order to raise additional funding for the construction of the Project; and

WHEREAS, TDHCA requires the execution of the land use restrictions agreement (“LURA”) for recording the land use restrictions for the Project.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners, that the Corporation, in its corporate and individual capacity and also in its capacity as the sole member of the General Partner and in turn in its capacity as the sole general partner of the Partnership, is authorized to execute the LURA and any other documents necessary to finalize the tax credit financing; and

BE IT FURTHER RESOLVED, that the Corporation, the General Partner, and the Partnership shall enter into and execute the LURA or such other instruments or written obligations of the Corporation or of the Partnership as may be desired or required by TDHCA or the Corporation in connection with the Tax Credits (collectively, the “Tax Credit Documents”); and

BE IT FURTHER RESOLVED, that Melissa Quijano (the “Executing Officer”), the Secretary and Vice President of the Corporation and the Acting Executive Director/CEO of the Authority, is hereby authorized, for and on behalf of the Corporation, the General Partner, and the Partnership, to execute and deliver the Tax Credit Documents for and on behalf of the Corporation, the General Partner, and the Partnership, said Tax Credit Documents containing such terms and

conditions as may be acceptable or agreeable to such Executing Officer, such acceptance and agreement to be conclusively evidenced by execution and delivery thereof by such Executing Officer; and

BE IT FURTHER RESOLVED, that the Executing Officer is hereby authorized, in the name of and on behalf of the Corporation, the General Partner, and the Partnership, to take such further action and to do all things that may appear in the discretion of such Executing Officer to be necessary in connection with the Tax Credits; and


BE IT FURTHER RESOLVED, that all acts, transactions, or agreements in connection with the transactions contemplated by these Resolutions that were undertaken prior to the adoption of these Resolutions by any Officer or Commissioner of the Authority are hereby ratified, confirmed, and adopted by the Authority; and

BE IT FURTHER RESOLVED, that the Authority, the Corporation, the General Partner, and the Partnership are authorized to take such other actions as the Corporation or Authority shall consider necessary or appropriate toward completion of the transactions contemplated by these Resolutions.

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PASSED, by the Board of Commissioners this 21st day of December 2022.

Chairman: 

Acting Secretary: 



RESOLUTION NO. 22-57

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

WHEREAS, HCHA Redevelopment Authority, Inc., a Texas non-profit corporation (the “Corporation”) an instrumentality of the Harris County Housing Authority (the “Authority”), is the sole member of HCHA Northwood GP, LLC, a Texas limited liability company (the “General Partner”); and the General Partner is the sole general partner of LDG Northwood, LP, a Texas limited partnership (the “Partnership”), which controls the residential property located in the City of Houston ETJ, Harris County, Texas (the “Property”) whereupon the Partnership shall construct a multifamily complex known as the Northwood Apartments (the “Project”); and

WHEREAS, the Partnership has received an award of low income housing tax credits (“Tax Credits”) from the Texas Department of Housing and Community Affairs (“TDHCA”) in order to raise additional funding for the construction of the Project; and

WHEREAS, TDHCA requires the execution of the land use restrictions agreement (“LURA”) for recording the land use restrictions for the Project.

NOW THEREFORE, BE IT RESOLVED, by the Board of Commissioners, that the Corporation, in its corporate and individual capacity and also in its capacity as the sole member of the General Partner and in turn in its capacity as the sole general partner of the Partnership, is authorized to execute the LURA and any other documents necessary to finalize the tax credit financing; and

BE IT FURTHER RESOLVED, that the Corporation, the General Partner, and the Partnership shall enter into and execute the LURA or such other instruments or written obligations of the Corporation or of the Partnership as may be desired or required by TDHCA or the Corporation in connection with the Tax Credits (collectively, the “Tax Credit Documents”); and

BE IT FURTHER RESOLVED, that Melissa Quijano (the “Executing Officer”), the Secretary and Vice President of the Corporation and the Acting Executive Director/CEO of the Authority, is hereby authorized, for and on behalf of the Corporation, the General Partner, and the Partnership, to execute and deliver the Tax Credit Documents for and on behalf of the Corporation, the General Partner, and the Partnership, said Tax Credit Documents containing such terms and

conditions as may be acceptable or agreeable to such Executing Officer, such acceptance and agreement to be conclusively evidenced by execution and delivery thereof by such Executing Officer; and


BE IT FURTHER RESOLVED, that the Executing Officer is hereby authorized, in the name of and on behalf of the Corporation, the General Partner, and the Partnership, to take such further action and to do all things that may appear in the discretion of such Executing Officer to be necessary in connection with the Tax Credits; and

BE IT FURTHER RESOLVED, that all acts, transactions, or agreements in connection with the transactions contemplated by these Resolutions that were undertaken prior to the adoption of these Resolutions by any Officer or Commissioner of the Authority are hereby ratified, confirmed, and adopted by the Authority; and

BE IT FURTHER RESOLVED, that the Authority, the Corporation, the General Partner, and the Partnership are authorized to take such other actions as the Corporation or Authority shall consider necessary or appropriate toward completion of the transactions contemplated by these Resolutions.

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PASSED, by the Board of Commissioners this 21st day of December 2022.

Chairman: 

Acting Secretary: 