

**MINUTES OF REGULAR MEETING  
OF  
THE HARRIS COUNTY HOUSING AUTHORITY PUBLIC FACILITY  
CORPORATION**

**Houston, Texas**

**March 26, 2013**

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

The Board of Commissioners of the Harris County Housing Authority met in regular session, open to the public, on the 26th day of March 2013, at Harris County Housing Authority, located at 8933 Interchange Drive, inside the boundaries of Harris County in the City of Houston, Texas. Chairman Cardenas called the meeting to order at 5:10 p.m., and the roll was taken of the duly constituted officers and members of the Board:

Beto Cardenas	Chairman	Present
Joe Ellis	Commissioner	Present
David Riddle	Commissioner	Present
Kerry Wright	Vice Chairman	Present
Gerald Womack	Commissioner	Present
Tom McCasland	Secretary	Present

Attending for all or portions of the meeting was Doug Ray from the County Attorney's Office as counsel. Present additional attendees included the following:

Angela Sklavos, Paula Burns, Horace Allison, Beverly Burroughs, Paul Curry and Julia Nations-Quiroz of Harris County Housing Authority; Wanda Leblanc, Ella Edmiston, Antoinette Jackson, and Lloyd Jernigan were also in attendance.

**PUBLIC COMMENT:**

None.

**OVERVIEW OF THE HISTORY, PURPOSE AND LEGISLATIVE AUTHORITY**

Ms. Toni Jackson gave background on what the Public Facility Corporation could do that the housing authority could not do alone. One of the things that a housing authority cannot do on its own is guarantee a loan, but the Public Facility Corporation can do that on the housing authority's behalf. It can also issue bonds and can serve as a co-developer or serve in a management capacity.

**BOARD ACTION ITEMS:**

The Board considered the request to approve or deny a change of registered agent for HCHA-PFC. Commissioner Womack moved, Vice Chairman Wright seconded, all were in favor, and the motion carried.

The Board next considered the request to approve or deny a resolution to elect the officers of Harris County Housing Authority Public Facility Corporation and authorize the officers to perform all acts necessary and appropriate to carry out the business of the Corporation. Commissioner Womack moved to approve the resolution to elect the officers of Harris County Housing Authority Public Facility Corporation as follows:

President: Beto Cardenas

Vice President: Kerry Wright

Secretary: Tom McCasland

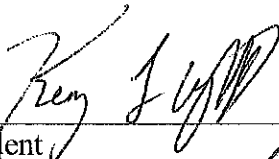
Commissioner Riddle seconded, all were in favor, and the motion carried.

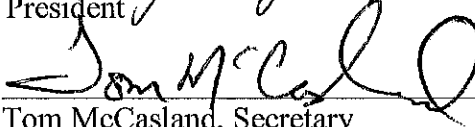
The Board then considered the request to approve or deny a resolution authorizing the establishment of a checking account for HCHA-PFC. Chairman Cardenas moved to approve the resolution authorizing the establishment of a checking account for HCHA-PFC, Commissioner Ellis seconded, all were in favor, and the motion carried.

**ADJOURNMENT**

Chairman Cardenas adjourned the meeting at 5:20 pm due to a fire alarm going off.

Adopted and approved this 17<sup>th</sup> day of July 2013.

  
\_\_\_\_\_  
President

  
\_\_\_\_\_  
Tom McCasland, Secretary

**MINUTES OF REGULAR MEETING  
OF  
THE HARRIS COUNTY HOUSING AUTHORITY FACILITY CORPORATION**

**Houston, Texas**

**July 17, 2013**

**THE STATE OF TEXAS** §

§

**COUNTY OF HARRIS** §

The Board of Commissioners of the Harris County Housing Authority met in regular session, open to the public, on the 17<sup>th</sup> day of July 2013, at Harris County Housing Authority, located at 8933 Interchange Drive, inside the boundaries of Harris County in the City of Houston, Texas. Chairman Wright called the meeting to order at 3:56 p.m., and the roll was taken of the duly constituted officers and members of the Board:

Kerry Wright	President	Present
Joe Ellis	Commissioner	Present
David Riddle	Vice President	Present
Roberto Gonzalez	Commissioner	Absent
Gerald Womack	Commissioner	Present
Tom McCasland	Secretary	Present

Attending for all or portions of the meeting was Doug Ray from the County Attorney's Office as counsel. Present additional attendees included the following:

Angela Sklavos, Paula Burns, Horace Allison, Beverly Burroughs, and Paul Curry of Harris County Housing Authority; Wanda Leblanc, and Ella Edmiston were also in attendance.

**PRESENTATION AND APPROVAL OF MINUTES FROM MARCH 26, 2013**

Commissioner Womack moved to approve the Minutes from the March 26, 2013 board meeting, Vice Chairman Riddle seconded, all were in favor, and the motion carried.

**PUBLIC COMMENT:**

None.

**BOARD ACTION ITEMS:**

**Discussion and request to approve or deny a Resolution to Elect the Officers of Harris County Housing Authority Public Facility Corporation and Authorize the Officers to Perform All Acts Necessary and Appropriate to Carry Out the Business of the Corporation**

Discussion was held to change officers since the Board had changed membership since its last meeting in March of 2013, leaving the office of president vacant. Commissioner Womack nominated Chairman Wright as president and Vice Chairman Riddle as vice president, Chairman Ellis seconded, all were in favor, and the motion carried.

**Discussion and request to approve or deny a Resolution Approving and Authorizing Harris County Housing Authority Public Facility Corporation (The "Corporation") to Execute Loan Documents in Order to Facilitate the Financing of Retreat At Westlock in Tomball, Texas, and Authorizing the Corporation to Take Such Other Steps as the Corporation Deems Necessary or Convenient to Carry Out These Resolutions.**

The Resolution was read, and there was no discussion. Commissioner Ellis moved to approve the resolution, Vice Chairman Riddle seconded, all were in favor, and the motion carried.

**ADJOURNMENT**

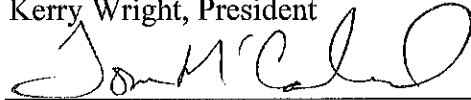
Chairman Wright adjourned the meeting at 4:05pm

Adopted and approved this 18<sup>th</sup> day of September 2013,



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Kerry Wright, President



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Tom McCasland, Secretary

**MINUTES OF REGULAR MEETING  
OF  
THE HARRIS COUNTY HOUSING AUTHORITY PUBLIC FACILITY  
CORPORATION**

**Houston, Texas**

**February 26, 2014**

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

The Board of Directors of the Harris County Housing Authority Public Facility Corporation met in regular session, open to the public, on the 26th day of February 2014, at the Harris County Housing Authority, located at 8933 Interchange Drive, inside the boundaries of Harris County in Houston, Texas. President Wright called the meeting to order at 3:42 p.m., and the roll was taken of the duly constituted officers and members of the Board:

Kerry Wright	President	Present
Joe Ellis	Director	Present
David Riddle	Vice President	Present
Roberto Gonzalez	Director	Absent
Gerald Womack	Director	Absent
Tom McCasland	Secretary	Present

Attending for all or portions of the meeting was Doug Ray from the County Attorney's Office as counsel. Additional attendees included:

Tom McCasland, Angela Sklavos, Horace Allison, Paula Burns, Beverly Burroughs, Paul Curry, and Kristen Domeracki of the Harris County Housing Authority; Ella Edmiston, Wanda LeBlanc, Jayme Fraser, Barry Kahn, Barry Palmer, Lloyd Jernigan, Abigail Butts, Keith Grady, and Dan Cratty were also in attendance.

**PRESENTATION AND APPROVAL OF MINUTES FROM SEPTEMBER 18, 2013**

Vice President Riddle moved to approve the minutes from the September 18, 2013 board meeting, Director Ellis seconded, all were in favor, and the motion carried.

**PUBLIC COMMENT**

None.

**BOARD ACTION ITEMS**

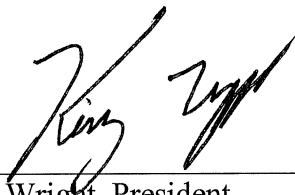
**Discussion and request to approve or deny a resolution authorizing the negotiation and execution of a LIHTC application and authorizing other necessary documents, agreements, and actions related thereto.**

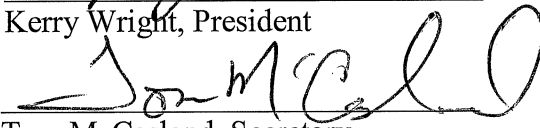
This resolution authorizes the submission of a LIHTC application for Tidwell Lakes Ranch and further authorizes all necessary actions, agreements, or documents related to moving forward with this application. Vice President Riddle moved to approve the resolution, Director Ellis seconded, all were in favor, and the motion carried.

**ADJOURNMENT**

Secretary McCasland moved to adjourn the meeting, and Vice President Riddle seconded the motion, all were in favor, and the meeting adjourned at 3:53 p.m.

Adopted and approved this 15th day of April 2014.

  
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Kerry Wright, President

  
\_\_\_\_\_  
Tom McCasland, Secretary

**MINUTES OF REGULAR MEETING  
OF  
THE HARRIS COUNTY HOUSING AUTHORITY PUBLIC FACILITY  
CORPORATION**

**Houston, Texas**

**April 15, 2014**

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

The Board of Directors of the Harris County Housing Authority Public Facility Corporation met in regular session, open to the public, on the 26th day of February 2014, at the Harris County Housing Authority, located at 8933 Interchange Drive, inside the boundaries of Harris County in Houston, Texas. President Wright called the meeting to order at 2:36 p.m., and the roll was taken of the duly constituted officers and members of the board:

Kerry Wright	President	Present
Joe Ellis	Vice President	Present
Roberto Gonzalez	Treasurer	Present
Gerald Womack	Director	Present
Tom McCasland	Secretary	Present

Attending for all or portions of the meeting was Scott Lemond from the County Attorney's Office as counsel. Additional attendees included:

Horace Allison, Paula Burns, Beverly Burroughs, Paul Curry and Kristen Domeracki of the Harris County Housing Authority; David Riddle, Jerome Pemberton, Ryan Hettig, Wanda LeBlanc and Court Koenning were also in attendance.

**PUBLIC COMMENT**

None.

**PRESENTATION AND APPROVAL OF MINUTES FROM FEBRUARY 26, 2014**

President Wright moved to approve the minutes from the February 26, 2014 board meeting, Director Ellis seconded, all were in favor, and the motion carried.

**BOARD ACTION ITEMS**

**Discussion and request to approve or deny a resolution to elect officers of the Harris County Housing Authority Public Facility Corporation and to authorize the officers to perform all acts necessary and appropriate to carry out the business of the corporation.**

Director Womack moved to pass the resolution with Director Wright as HCHA-PFC President, Director Ellis as Vice President, Director McCasland as Secretary, and Director Gonzalez as

Treasurer. Director Gonzalez seconded the motion, all were in favor, and the motion carried. (Resolution 14-02)

**Discussion and request to approve or deny a resolution approving an amendment of the agreement between Harris County and HCHA-PFC regarding the Retreat at Westlock**

Horace Allison explained that this resolution is similar to the resolution previously passed by the HCHA Board of Commissioners and allows for an amendment to the agreement between Harris County and HCHA-PFC regarding the Retreat at Westlock property. This amendment accounts for the additional \$800,000 in funds received for the project, which will offset costs associated with increasing the number of 30% AMI units at the development. Director McCasland explained that these additional funds represent a grant structured as a loan over 20 years. For each year of compliance with the terms of the agreement, 5% of the loan is forgiven. This agreement was made with HCHA-PFC rather than with HCHA because as a housing authority, HCHA cannot provide guarantees. Director Gonzalez moved to approve the resolution, Director Womack seconded the motion, all were in favor, and the motion carried unanimously. (Resolution 14-03)

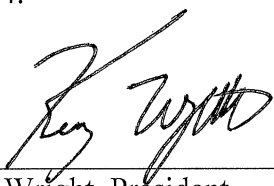
**Discussion and request to approve or deny a resolution approving the execution of a commitment letter between the Retreat at Westlock, LTD and Northwest Harris County Municipal Utility District No. 15**

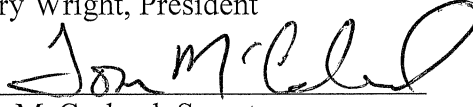
The proposed site for the Retreat of Westlock development is outside of Houston city limits; therefore, MUD 15 will provide storm water, sewer and fire services. Attorneys from Coats Rose have reviewed the commitment letter and recommended its approval. President Wright moved to approve the resolution, Vice President Ellis seconded the motion, all were in favor, and the motion passed unanimously. (Resolution 14-04)

**ADJOURNMENT**

Director McCasland moved to adjourn the meeting, and Director Gonzalez seconded the motion, all were in favor, and the meeting adjourned at 2:45 p.m.

Adopted and approved this 18th day of August 2014.

  
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Kerry Wright, President

  
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Tom McCasland, Secretary



**MINUTES OF REGULAR MEETING  
OF  
THE HARRIS COUNTY HOUSING AUTHORITY PUBLIC FACILITY  
CORPORATION**

**Houston, Texas**

**August 18, 2014**

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

The Board of Directors of the Harris County Housing Authority Public Facility Corporation met in regular session, open to the public, on the 18th day of August 2014, at the Harris County Housing Authority, located at 8933 Interchange Drive, inside the boundaries of Harris County in Houston, Texas. President Wright called the meeting to order at 2:36 p.m., and the roll was taken of the duly constituted officers and members of the board:

Kerry Wright	President	Present
Joe Ellis	Vice Present	Present
Roberto Gonzalez	Treasurer	Present
Gerald Womack	Director	Present
Joe Villarreal	Director	Present
Tom McCasland	Secretary	Present

Attending for all or portions of the meeting was Douglas Ray from the County Attorney's Office as counsel. Additional attendees included:

Tom McCasland, Horace Allison, Beverly Burroughs, Paul Curry, Katie Thomson and Kristen Domeracki of Harris County Housing Authority; Shannon Hunter, Barry Khan, Ryan Hettig, Scott Lemond, Garret Berg and Wanda Leblanc were also in attendance.

**PUBLIC COMMENT**

None.

**PRESENTATION AND APPROVAL OF MINUTES FROM APRIL 15, 2014**

Director Womack moved to approve the minutes from the April 15, 2014 board meeting, Vice President Ellis seconded, Director Villarreal abstained, and the motion carried unanimously.

**BOARD ACTION ITEMS**

**Discussion and request to approve or deny a resolution authorizing the Public Facility Corporation to amend loan documents for additional financing for Retreat at Westlock**  
This resolution authorizes the Harris County Housing Authority Public Facility Corporation's Secretary, Mr. McCasland, to execute and deliver loan documents, partnership agreement and

equity documents on behalf of the Corporation. The resolution also permits the Corporation to purchase property and execute and deliver the ground lease. President Wright moved to approve the resolution, Director Villarreal seconded, and the motion carried unanimously. (Resolution 14-05)

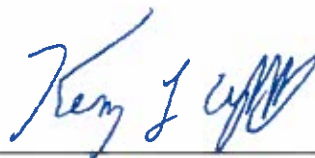
**Discussion and request to approve or deny a resolution authorizing the Public Facility Corporation to A) acquire property for the Retreat at Westlock development, B) lease the property to the partnership, C) loan \$1,885,000 to acquire the property, and D) execute all requisite documents to carry out the resolution.**

This resolution authorizes the Harris County Housing Authority Public Facility Corporation to acquire property for the Retreat at Westlock. The resolution also allows the corporation to provide a loan to acquire the property and to execute documents for the project. President Wright moved to approve the resolution, Treasurer Gonzalez seconded, and the motion carried unanimously. (Resolution 14-06)

**ADJOURNMENT**

Director Womack moved to adjourn the meeting, and Director Villarreal seconded the motion, all were in favor, and the meeting adjourned at 2:15 p.m.

Adopted and approved this 19th day of November 2014.



Kerry Wright, President



Tom McCasland, Secretary

**MINUTES OF REGULAR MEETING  
OF  
THE HARRIS COUNTY HOUSING AUTHORITY PUBLIC FACILITY  
CORPORATION**

**Houston, Texas**

**November 19, 2014**

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

The Board of Directors of the Harris County Housing Authority Public Facility Corporation met in regular session, open to the public, on the 19th day of November 2014, at the Harris County Housing Authority, located at 8933 Interchange Drive, inside the boundaries of Harris County in Houston, Texas. President Wright called the meeting to order at 5:26 p.m., and the roll was taken of the duly constituted officers and members of the board:

Kerry Wright	President	Present
Joe Ellis	Vice Present	Absent
Roberto Gonzalez	Treasurer	Present
Gerald Womack	Director	Absent
Joe Villarreal	Director	Present
Tom McCasland	Secretary	Present

Attending for all or portions of the meeting was Scott Lemond from the County Attorney's Office as counsel. Additional attendees included:

Horace Allison, Paul Curry and Katie Thomson of Harris County Housing Authority; Shannon Hunter, Barry Khan, Ryan Hettig, Garret Berg and Wanda Leblanc were also in attendance.

**PUBLIC COMMENT**

None.

**PRESENTATION AND APPROVAL OF MINUTES FROM AUGUST 18, 2014**

Director Villarreal moved to approve the minutes from the August 18, 2014 board meeting, Treasurer Gonzalez seconded, and the motion carried unanimously.

**BOARD ACTION ITEMS**

**Discussion and request to approve or deny a resolution of the Board of Directors declaring intent to issue bonds and containing other provisions relating to up to \$8,000,000 Multifamily Housing Revenue Bonds (Cherry Park Senior Apartments)**

This resolution authorizes the Harris County Housing Authority Public Facility Corporation to

submit an application to the Texas Bond Review Board for tax-exempt bonds for the development of up to 81 units of multifamily senior housing as part of the development plan for Cherry Park Senior Apartments. President Wright moved to approve the resolution, Treasurer Gonzalez seconded, and the motion carried unanimously. (Resolution 14-07)

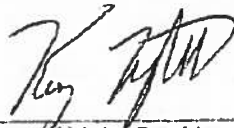
**Discussion and request to approve or deny a resolution of the Board of Directors declaring intent to issue bonds and containing other provisions relating to up to \$12,000,000 Multifamily Housing Revenue Bonds (Cherry Park Family Apartments)**

This resolution authorizes the Harris County Housing Authority Public Facility Corporation to submit an application to the Texas Bond Review Board for tax-exempt bonds for the development of up to 120 units of multifamily senior housing as part of the development plan for Cherry Park Senior Apartments. Treasurer Gonzalez moved to approve the resolution, Director Villarreal seconded, and the motion carried unanimously. (Resolution 14-08)

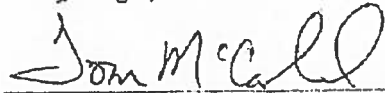
**ADJOURNMENT**

Secretary McCasland moved to adjourn the meeting, and Treasurer Gonzalez seconded the motion, all were in favor, and the meeting adjourned at 5:30 p.m.

Adopted and approved this 11th day of May 2015.



Kerry Wright, President



Tom McCasland, Secretary

**MINUTES OF REGULAR MEETING  
OF  
THE HARRIS COUNTY HOUSING AUTHORITY PUBLIC FACILITY  
CORPORATION**

**Houston, Texas**

**May 11, 2015**

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

The Board of Directors of the Harris County Housing Authority Public Facility Corporation met in regular session, open to the public, on the 11th day of May 2015, at the Harris County Housing Authority, located at 8933 Interchange Drive, inside the boundaries of Harris County in Houston, Texas. President Wright called the meeting to order at 4:20 p.m., and the roll was taken of the duly constituted officers and members of the board:

Kerry Wright	President	Present
Joe Ellis	Vice President	Present
Roberto Gonzalez	Treasurer	Present
Gerald Womack	Director	Present
Joe Villarreal	Director	Present
Tom McCasland	Secretary	Present

Attending for all or portions of the meeting was Scott Lemond from the County Attorney's Office as counsel. Additional attendees included:

Horace Allison and Katie Thomson of Harris County Housing Authority; David Riddle was also in attendance.

**PUBLIC COMMENT**

None.

**PRESENTATION AND APPROVAL OF MINUTES FROM NOVEMBER 19, 2014**

President Wright moved to approve the minutes from the November 19, 2014 board meeting, Director Villarreal seconded, and the motion carried unanimously.

**BOARD ACTION ITEMS**

**Discussion and request to approve or deny a resolution declaring intent to issue bonds and containing other provisions relating to up to \$15,000,000 Multifamily Housing Revenue Bonds (Retreat at Westlock)**

This resolution authorizes the Harris County Housing Authority Public Facility Corporation to issue bonds up to \$15,000,000.00 for the development of The Retreat at Westlock. Treasurer Gonzalez moved to approve the resolution, Vice President Ellis seconded, Director Womack abstained, and the motion carried. (Resolution 15-01)

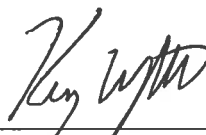
**Resolution approving and authorizing Harris County Housing Authority Public Facility Corporation (the "Corporation") to accept a grant not to exceed \$8,000,000.00 of funds sourced from the Texas General Land Office (the "GLO Funds") from Harris County Housing Authority (the "Authority"), loan such GLO Funds to Retreat at Westlock Ltd. (the "Partnership"), and execute the requisite documents in order to facilitate the development of Retreat at Westlock in Tomball, Texas (the "Project"); and further authorizing the Corporation to take such other steps as the Corporation deems necessary or convenient to carry out these resolutions**

This resolution authorizes the Harris County Housing Authority Public Facility Corporation to accept a grant up to \$8,000,000.00 of GLO funds from Harris County Housing Authority for the development of Retreat at Westlock. Director Villarreal moved to approve the resolution, Director Womack seconded, and the motion carried unanimously. (Resolution 15-02)

**ADJOURNMENT**

Director Womack moved to adjourn the meeting, and Treasurer Gonzalez seconded the motion, all were in favor, and the meeting adjourned at 4:25 p.m.

Adopted and approved this 15th day of July 2015.



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Kerry Wright, President



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Tom McCasland, Secretary