



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

**Houston, Texas**

**January 15, 2020**

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

**I. CALL TO ORDER AND RECORD OF ATTENDANCE**

The Board of Commissioners of Harris County Housing Authority met in regular session, open to the public, on the 15th day of January 2020, at Harris County Housing Authority (HCHA), located at 1933 Hussion Street, inside the boundaries of Harris County in Houston, Texas. Chairman Womack called the meeting to order at 1:34 p.m. and called the roll of the duly constituted officers and members of the board:

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

Attending for all or portions of the meeting were Horace Allison, Chief Executive Officer of HCHA, and Scott Lemond from the County Attorney's Office as general counsel to HCHA. Additional attendees present included the following:

Samson Babalola, Beverly Burroughs, Paul Curry, and Vivian Clark of HCHA; Kim Brode, Mike Laster, Mercedes Sanchez, and Nicole Seymour were also in attendance.

**II. OPENING PRAYER AND PLEDGE OF ALLEGIANCE**

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

**III. APPROVAL OF MINUTES FROM DECEMBER 4, 2019**

**III. APPROVAL OF MINUTES FROM DECEMBER 4, 2019**

Commissioner Dr. Adriana Tamez moved to approve the minutes from the December 4, 2019 Board meeting, Commissioner Joe Ellis seconded, and the motion carried.

**IV. PUBLIC COMMENTS**

Chairman Gerald Womack and the County Commissioner Representatives had public comments.

**V. CHIEF EXECUTIVE OFFICER'S REPORT**

Mr. Allison presented his report on the meeting with SEARCH to finalize reporting requirements, meeting with Coats/Rose regarding Baybrook Refinance, Conference Call with Lantana regarding Telephone System Malfunctions, meeting with Smith & Company Architects regarding Emancipation East & West, Harris County Community Services Department – hosted Housing Policy Meeting, Conference Calls - U.S. Department of Housing and Urban Development (HUD) reimbursement, Kevin Riles Realtor – 1901 Hussion, and the HCHA Monthly Report.

Mr. Allison and staff met with SEARCH to develop a report to track the delivery of social supportive services and to measure the outcomes of the services provided to the clients who reside at The Villas at Eastwood. The report will aid in ensuring clients' social supportive service needs are being addressed. The report will also serve as a tool to evaluate the effectiveness of the services offered and SEARCH's performance. The report(s) will track contacts, goals, achievements, interventions, medical referrals/assistance, job and life skills training and employment, etc. HCHA staff anticipates the report(s) will be finalized by the end of January 2020.

Mr. Allison informed the Board that HCHA staff met with Coats/Rose regarding the refinancing of Baybrook. Mr. Allison is working with Coats/Rose to develop refinancing options for discussion with the Board and provide staff's recommendation at the February 2020 Board meeting.

Mr. Allison, HCHA staff, and Lantana participated in a conference call to discuss the Avaya telephone system malfunctions. The discussion concerned a list of the phone system malfunctions, which were impacting the operation of the Call Center, voice mail, staff desk phones, and the poor Lantana customer service. After the meeting, the functionality of the Avaya telephone system and Lantana customer service has greatly improved. In addition, HCHA staff has received training on the telephone system and reports generation. Mr. Allison will share the telephone system reports at future Board meetings.

HCHA staff met with Smith & Company Architects regarding the Architectural and Engineering Services for Emancipation East & West. The original market study for Emancipation East & West only addressed the need for multi-family residential development and did not address the need for or type of commercial development needed in the area. Upon the receipt of a current market study, we will be able to provide the architect with directions regarding the unit mix and commercial space requirements for Emancipation East & West.

HCHA staff is participating in the Housing Policy Committee meetings hosted by Harris County Community Services Department (HCCSD). Harris County is working on developing a more comprehensive county-wide housing policy to address homelessness, the development of affordable and supportive housing, homeownership, and incentivizing landlords to participate in the affordable/assisted housing programs. The HCCSD consultant will make recommendations to the committee, followed by the public hearing to receive additional input before finalizing a policy to present to Commissioners Court for adoption.

HUD contacted HCHA regarding the repayment of monies identified in the QAD report. HCHA had very positive discussions with the local and regional HUD offices and arrived at a proposed solution for the Board's consideration. Staff will present a resolution on today's agenda that will address the repayment of funds owed to HUD.

Mr. Allison informed the Board that Kevin Riles would be the realtor working on relocation issues surrounding the tenant at 1901 Hussion Street, pending the outcome of the condemnation proceeding.

Lastly, Mr. Allison reviewed the Monthly Reports for November:

Annual recertifications are being processed timely. Thirty-four vouchers were issued. 100% of invited families are attending the briefings. Inspections are being performed timely. November HAP funding utilization of HCV/VASH is 109%, Mod Rehab is 0%, and SRO is 100%. The voucher utilization for November 2019 for HCV is 93%, Mod Rehab is 0%, SRO is 96%, and VASH is 91%. Mr. Allison answered questions from the Board.

#### **VI. FINANCIAL PRESENTATION**

Mr. Curry presented the financial statements for HCHA from November 2019. The consolidated budget reflected revenue being over budget by 3% and expenses being under budget by 2%.

#### **VII. DEPARTMENT PRESENTATION**

Beverly Burroughs presented the lease-up rates for the month of November for the Housing Choice Voucher (HCV) program. The HCV program was 94.8%, and the year-to-date was 96.7%, VASH program was 91.2%, and the year-to-date was 88.3%, Jackson Hinds Single Room Occupancy program was 95.8%, and the year-to-date was 94.4%, and Thomas Moderate Rehabilitation program was 0.0%, and the year-to-date was 83.3%. Ms. Burroughs mentioned that the Home Ownership program has one additional participant starting the program and a total of thirty-five participants currently enrolled in the home program. SEMAP is still reporting at 100%.

Mr. Babalola reviewed the status of properties within the Affordable Housing Division for the month of November. Mr. Babalola informed the Board that all existing properties are currently 95% leased or above. Mr. Babalola noted that five properties net incomes were over budget.

Mr. Babalola moved to working developments. HCHA has received the remaining portion of the Retreat at Westlock's developer fee. In addition, the rehabilitation work associated with the repairs from the water pipe bursting at the Retreat at Westlock has been completed, and the project has been closed. January 2020, HCHA staff authorized the forensic consultant to begin the inspection/investigation of the flooring failure at the Retreat at Westlock.

Mr. Babalola stated that 179 units are leased out of the 200 units located in The Villas at Eastwood. Mr. Babalola will provide a breakdown to the Board of the specific number of units leased in the following categories, i.e., project-based vouchers, tax credit, and market-rate units. The Villas at Eastwood's construction activities are estimated to be about 98% complete. Mr. Babalola reviewed the status of construction and leasing activities for each building and the project construction cost summary. Mr. Babalola noted that the drainage improvements for Coyle Street, gutters/sidewalk on Hussion Street, and landscaping are ongoing. Mr. Allison explained the evaluation process and procedure regarding change orders.

Mr. Babalola reviewed the proposed developments. Mr. Babalola informed the Board that HCHA staff would meet with METRO staff to finalize the MOU at the end of the month. HCHA staff has provided a revised development budget to METRO.

Mr. Babalola reviewed the CBDG-DR funding projects. The Arbor at Wayforest has received preliminary approval from the General Land Office. In December 2019, Atlantic Pacific and HCHA submitted a tax credit application to TDHCA for 4% tax credits and the bond application. The financial closing for this project is scheduled to occur late Spring/early Summer of 2020.

In December 2019, HCHA staff participated in a "project kick-off meeting" with Atlantic Pacific's staff and HCCSD's staff to discuss project funding and administration requirements for The Hollows and Northwood Apartments.

In September 2019, Brinshore Development was recommended for approval by the Harris County Commissioners Court for submission to the General Land Office for an award of funding. Lastly, all draft versions of the agreements for the proposed project by AMTEX have been finalized. AMTEX and HCHA anticipate submitting a funding application request to HUD.

## VIII. DISCUSSION AND ACTION ITEMS

### ACTION ITEM 2:

**Resolution to amend employment contract with Horace Allison as Chief Executive Officer**

There was no action taken on this resolution.

**ACTION ITEM 3:**

**Resolution authorizing the Chief Executive Officer to repay \$1,612,815.00 in non-federal funds to the U.S. Department of Housing and Urban Development and to transfer funds from the Affordable Housing bank account to the HCV and VASH Section 8 bank account**

Chairman Gerald Womack moved to approve the resolution, Commissioner Joe Ellis seconded, and the motion carried. (20-01)

**ACTION ITEM 4:**

**Resolution authorizing the Chief Executive Officer to negotiate and execute an agreement to purchase office lunchroom furniture for Harris County Housing Authority central office**

There was no action taken on this resolution.

**ACTION ITEM 5:**

**Resolution approving the submission of the Harris County Housing Authority 5-Year and the Annual PHA Plans for the PHA fiscal year beginning April 1, 2020 to the U.S. Department of Housing and Urban Development (HUD)**

Commissioner Dr. Adriana Tamez moved to approve the resolution, Commissioner Joe Ellis seconded, and the motion carried. (20-02)

**ACTION ITEM 6:**

**Resolution ratifying an amendment to the Managed Services Agreement for the emergency purchase of Information Technology services for Harris County Housing Authority**

Commissioner Dr. Adriana Tamez moved to approve the resolution, Commissioner Joe Ellis seconded, and the motion carried. (20-03)

**ACTION ITEM 7:**

**Resolution authorizing the Chief Executive Officer to enter into an amended agreement to purchase internet technology equipment for Harris County Housing Authority**

Commissioner Dr. Adriana Tamez moved to approve the resolution, Commissioner Joe Villarreal seconded, and the motion carried. (20-04)

**ACTION ITEM 8:**

**Resolution authorizing the negotiation and execution of a contract for Information Technology – Managed Services with Salco Solutions Group for Harris County Housing Authority**

Commissioner Joe Ellis moved to approve the resolution, Commissioner Joe Villarreal seconded, and the motion carried. (20-05)

**ACTION ITEM 9:**

**Resolution authorizing the Chief Executive Officer to execute a contract amendment with Lantana Communications Corporation for telephone products and services for Harris County Housing Authority**

Chairman Gerald Womack moved to approve the resolution, Commissioner Dr. Adriana Tamez seconded, and the motion carried. (20-06)

**ACTION ITEM 10:**

**Resolution authorizing the execution of an Interlocal Agreement between Harris County and Harris County Housing Authority for the Victor Blanco Project**

Chairman Gerald Womack moved to approve the resolution, Commissioner Dr. Adriana Tamez seconded, and the motion carried. (20-07)

**XI. EXECUTIVE SESSION**

The Board went into executive session at 3:01 p.m.

**XII. RECONVENE**

The Board of Commissioners reconvened into public session at 3:44 p.m.

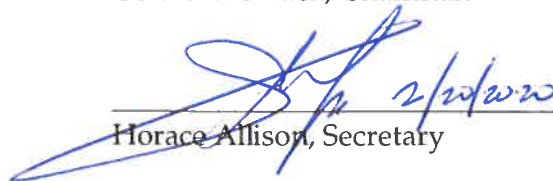
**XIII. ADJOURNMENT**

Commissioner Dr. Adriana Tamez moved to adjourn at 3:44 p.m., Commissioner Joe Ellis seconded, all were in favor, and the motion carried.

Adopted and approved this 19th day of February 2020.



Gerald Womack, Chairman



Horace Allison, Secretary



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

**Houston, Texas**

**February 19, 2020**

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

**I. CALL TO ORDER AND RECORD OF ATTENDANCE**

The Board of Commissioners of Harris County Housing Authority met in regular session, open to the public, on the 19th day of February 2020, at Harris County Housing Authority (HCHA), located at 1933 Hussion Street, inside the boundaries of Harris County in Houston, Texas. Chairman Womack called the meeting to order at 1:34 pm and called the roll of the duly constituted officers and members of the Board:

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

Attending for all or portions of the meeting were Horace Allison, Chief Executive Officer of HCHA, and Scott Lemond from the County Attorney's Office as general counsel to HCHA. Additional attendees present included the following:

Samson Babalola, Paul Curry, and Vivian Clark of HCHA; Mike Laster and Nicole Seymour were also in attendance.

**II. OPENING PRAYER AND PLEDGE OF ALLEGIANCE**

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

**III. APPROVAL OF MINUTES FROM JANUARY 19, 2020**

Commissioner Dr. Adriana Tamez moved to approve the minutes from the January 19, 2020 Board meeting, Vice Chairman Joe Villarreal seconded, and the motion carried.

**IV. PUBLIC COMMENTS**

Nicole Seymour from County Commissioner Rodney Ellis's office had public comments.

**V. CHIEF EXECUTIVE OFFICER'S REPORT**

Mr. Allison presented his report on the Proposed Affirmatively Furthering Fair Housing Rule, Low Income Housing Tax Credit Program – Impact of Loss of Affordability Restrictions, Homeless Coalition Study, Veterans Affairs Supportive Housing (VASH) Program Study, President's Cuts – U.S. Department of Housing and Urban Development (HUD) Funding, and the HCHA Monthly Report.

Mr. Allison began his report on the Proposed Affirmatively Furthering Fair Housing Rule. Mr. Allison noted that the new modifications weaken the prior rule requirements. Mr. Allison reviewed some of the changes that are being made. Mr. Allison noted that HUD does not have a matrix or evaluation process to determine compliance.

Mr. Allison informed the Board of the Low Income Housing Tax Credit Program (LIHTC) – Impact of Loss of Affordability Restrictions. Mr. Allison explained that this year there may be a loss of 500,000 tax credit units. This is primarily due to units aging out of their affordability restrictions. The loss of tax credit projects located in high opportunity areas threatens the supply of affordable housing in those areas. Mr. Allison also noted that 44% of LIHTC families are at 30% area median income and that 30% of those receive no rental assistance beyond that which is provided through the rent limit restrictions of the LIHTC Program. Fewer LIHTC units are being built due to an increase in construction costs. Proactive measures need to be taken by Housing Authorities to try to keep some of the developments in the affordability range.

The Homeless Coalition is conducting an evaluation study. Mr. Allison reviewed contributing factors that lead to homelessness. Mr. Allison provided examples such as stagnating income, skyrocketing housing costs, inadequate funding for rental assistance, shortage of affordable housing, and 3 out of 4 people that require assistance are unable to receive assistance. Mr. Allison also outlined some of the possible strategies being discussed to address the homeless population preserving existing housing, building more housing, sub-dividing existing units, providing additional rental assistance, homeless prevention – invention, banning housing discrimination based on the source of income and expanding the "Housing First" model. Once stably housed, individuals are better able to take advantage of wrap-around services to help support housing stability, employment, and recovery.

Mr. Allison reviewed the new study sent to Congress regarding the VASH Program. Mr. Allison stated that there are problems with the program. There are \$40 million of new VASH vouchers. Initially, the program was created to assist chronically homeless veterans. Now, more emphasis is being placed on utilization. Out of 100,000 vouchers,

22,000 plus were not utilized, which produced a 78% utilization rate. Some of the factors hampering utilization are allocation vouchers based on the number of homeless veterans in the area, lack of available and affordable housing, unfilled VA Case Management positions, and fewer eligible veterans to serve. The two significant issues of more vouchers and fewer veterans to fill those vouchers are the significant causes of the underutilization. The VA is looking to include eligible veterans with chronic mental illnesses, veterans with chronic substance disorders who agree to receive treatment, and/or those veterans who are just homeless.

The President of the United States is looking to reduce HUD funding. The president has proposed a 15% decrease for 2021. The president is proposing the elimination of Capital Fund, HOME, CDBG, and Choice Neighborhoods. The CDBG program provides funding used by HCHA to help with the tax credit development properties. Additionally, the president is proposing to cut the Tenant-Based Rental Assistance program by \$5 billion, Public Housing Operating Fund by \$3.57 billion, and HCV Administrative fees by \$172 million. The proposed cuts would be devastating to the program.

Lastly, Mr. Allison reviewed the Monthly Reports for December:

Annual recertifications are being processed timely. Thirty-seven vouchers were issued. 100% of invited families are attending the briefings. Inspections are being performed timely. December HAP funding utilization of HCV/VASH is 97%, Mod Rehab is 0%, and SRO is 97%. The voucher utilization for December 2019 for HCV is 93%, Mod Rehab is 0%, SRO is 99%, and VASH is 91%. Mr. Allison answered questions from the Board.

#### **VI. FINANCIAL PRESENTATION**

Mr. Curry presented the financial statements for HCHA from December 2019. The consolidated budget reflected revenue being over budget by 4% and expenses being under budget by 1%.

#### **VII. DEPARTMENT PRESENTATION**

Debra McCray presented the lease-up rates for the month of December for the Housing Choice Voucher (HCV) program. The HCV program was 95.2%, and the year-to-date was 96.6%, VASH program was 90.7%, and the year-to-date was 88.6%, Jackson Hinds Single Room Occupancy program was 98.6%, and the year-to-date was 95.8%, and Thomas Moderate Rehabilitation program was 0.0%, and the year-to-date was 83.3%. Ms. McCray mentioned that the Home Ownership program has one additional homeowner, and another approved loan, which is currently looking for a property. SEMAP is still reporting at 100% and is not due until May 30, 2020.

Lastly, Ms. McCray attended a meeting with Chairman Womack and Mr. Allison at the Harris Center IDD PAC. Mr. Allison provided an introduction and overview of HCHA programs and existing and ongoing development activities. Ms. McCray explained how the HCV Program works and answered questions from those in attendance. Ms. McCray also mentioned that she attended the Homeless Task Force meeting, and a topic of discussion was how to address the housing needs of persons with mental health issues.

Mr. Babalola reviewed the status of properties within the Affordable Housing Division for the month of December. Mr. Babalola informed the Board that all existing properties are currently 93% leased or above. Mr. Babalola noted that three properties net incomes were under budget.

Mr. Babalola moved to working developments. HCHA is finalizing the contract with the forensic consultant for the flooring investigation at the Retreat at Westlock.

Mr. Babalola stated that 185 units are occupied out of the 200 units located in The Villas at Eastwood. Mr. Babalola reviewed the final status of construction and the balance of the construction budget.

Mr. Babalola reviewed the proposed developments. Mr. Babalola informed the Board that HCHA staff met with METRO staff during January 2020. METRO staff proposed a new set of terms and conditions than originally proposed. METRO has decided not to be a development partner. METRO is offering, in exchange for the forgiveness of the remaining balance of the cost of the land, that HCHA covers the cost of the exterior and ground maintenance of the transit center. Mr. Babalola will provide the list to the Board.

Mr. Babalola updated the Board about the Emancipation East and West Development. HCHA staff is working to obtain an updated market study by February 2020 to determine the need for the redefined project and assist with determining the demand for the project. HCHA staff has also met with the Architect and plans to submit a funding application to the City of Houston.

Mr. Babalola reviewed the CBDG-DR Harvey Round I funding projects. Three of the four projects have received conditional awards from Harris County. HCHA is still waiting for the General Land Office's approval. The County initiated its Round II application process. HCHA has partnered with three developers and the HAY Center to submit applications to Harris County. HCHA should receive a response by the summer/early Fall 2020.

Lastly, AMTEX and HCHA staff and respective counsel held conference calls to negotiate and finalize draft versions of the Limited Partnership Agreement, Development Agreement, Asset Management Agreement, and Lease Agreement. AMTEX and HCHA anticipate finalizing and executing all associated agreements by the end of February 2020. Mr. Babalola answered questions by the Board.

## VIII. DISCUSSION AND ACTION ITEMS

### ACTION ITEM 2:

**Resolution approving the revision of Harris County Housing Authority 2021 Annual Public Housing Authority (PHA) Plan for the PHA Fiscal Year beginning April 1, 2020**

Commissioner Dr. Adriana Tamez moved to approve the resolution, Vice Chairman Joe Villarreal seconded, and the motion carried. (20-08)

**ACTION ITEM 3:**

**Resolution approving the revision of the Harris County Housing Authority Administrative Plan**

Commissioner Dr. Adriana Tamez moved to approve the resolution, Vice Chairman Joe Villarreal seconded, and the motion carried. (20-09)

**ACTION ITEM 4:**

**Resolution authorizing the negotiation and execution of a contract for financial audit services**

Commissioner Dr. Adriana Tamez moved to approve the resolution, Vice Chairman Joe Villarreal seconded, and the motion carried. (20-10)

**ACTION ITEM 5:**

**Resolution ratifying the execution of a contract for market demand analysis services for Emancipation East & West**

Commissioner Dr. Adriana Tamez moved to approve the resolution, Vice Chairman Joe Villarreal seconded, and the motion carried. (20-11)

**ACTION ITEM 6:**

**Resolution authorizing the Chief Executive Officer to negotiate and execute an agreement to purchase office lunchroom furniture for Harris County Housing Authority central office**

Commissioner Dr. Adriana Tamez moved to approve the resolution, Vice Chairman Joe Villarreal seconded, and the motion carried. (20-12)

**ACTION ITEM 7:**

**Resolution authorizing the Chief Executive Officer to forgive Six Hundred Fifty-Seven Thousand Two Hundred Eighty-Eight Dollars and Fifty-One Cents (\$657,288.51) owed to the Affordable Housing Program by the Housing Choice Voucher Program as a result of the Financial Management Review dated June 20, 2013**

Commissioner Dr. Adriana Tamez moved to approve the resolution, Vice Chairman Joe Villarreal seconded, and the motion carried. Dr. Adriana Tamez abstained. (20-13)

**ACTION ITEM 8:**

**Resolution approving revisions to the HCHA Employee Handbook**

Commissioner Dr. Adriana Tamez moved to approve the resolution, Vice Chairman Joe Villarreal seconded, and the motion carried. (20-14)

**IX. RECESS**

The Board went into a brief recess at 2:46 pm. The meeting was called back to order at 2:55 pm.

**X. EXECUTIVE SESSION**

The Board went into executive session at 3:01 pm.

**XI. RECONVENE**

The Board of Commissioners reconvened into public session at 3:57 pm.

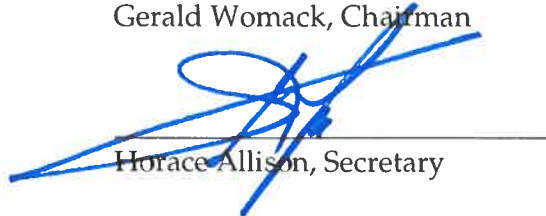
**XII. ADJOURNMENT**

Commissioner Dr. Adriana Tamez moved to adjourn at 3:57 pm, Vice Chairman Joe Villarreal seconded, all were in favor, and the motion carried.

Adopted and approved this 24th day of March 2020.



\_\_\_\_\_  
Gerald Womack, Chairman



\_\_\_\_\_  
Horace Allison, Secretary



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

**Houston, Texas**

**March 24, 2020**

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

**I. CALL TO ORDER AND RECORD OF ATTENDANCE**

The Board of Commissioners of Harris County Housing Authority met in regular session, open to the public, on the 24th day of March 2020 at Harris County Housing Authority (HCHA), via telephonic conference call, inside the boundaries of Harris County in Houston, Texas. Chairman Womack called the meeting to order at 1:37 pm and called the roll of the duly constituted officers and members of the Board:

|                   |               |                                 |
|-------------------|---------------|---------------------------------|
| Gerald Womack     | Chairman      | Present                         |
| Joe Villarreal    | Vice Chairman | Present                         |
| Joe Ellis         | Commissioner  | Present                         |
| Dr. Adriana Tamez | Commissioner  | Present for part of the meeting |
| Kerry Wright      | Commissioner  | Absent                          |

Attending for all or portions of the meeting were Horace Allison, Chief Executive Officer of HCHA, and Scott Lemond from the County Attorney's Office as general counsel to HCHA. Additional attendees present included the following:

Samson Babalola, Beverly Burroughs, Paul Curry, Debra McCray, and Vivian Clark of HCHA; Antoinette Jackson and Mike Laster were also in attendance.

**II. OPENING PRAYER AND PLEDGE OF ALLEGIANCE**

Samson Babalola opened the meeting with a prayer, followed by Chairman Gerald Womack, who led the Pledge of Allegiance, and Horace Allison, who led the Texas Pledge.

**III. APPROVAL OF MINUTES FROM FEBRUARY 19, 2020**

Chairman Gerald Womack moved to approve the minutes from the February 19, 2020 Board meeting, Commissioner Joe Ellis seconded, and the motion carried unanimously.

**IV. PUBLIC COMMENTS**

There were no public comments.

**V. DISCUSSION AND ACTION ITEMS**

**ACTION ITEM 2:**

**Resolution approving the Harris County Housing Authority Fiscal Year 2021 Budget and authorizing the execution and submission of PHA Board Resolution approving HUD FORM 52574 – Operating Budget**

Commissioner Joe Ellis moved to approve the resolution, Vice Chairman Joe Villarreal seconded, and the motion carried unanimously. (20-15)

**ACTION ITEM 3:**

**Resolution by Harris County Housing Authority (the “Authority”) authorizing the submission of and ratifying actions in connection with a Low-Income Housing Tax Credit Application for The Hollows Development and such other actions necessary or convenient to carry out this resolution**

Vice Chairman Joe Villarreal moved to approve the resolution, Commissioner Joe Ellis seconded, and the motion carried unanimously. (20-16)

**ACTION ITEM 4:**

**Resolution by Harris County Housing Authority (the “Authority”) authorizing the submission of and ratifying actions in connection with a Low-Income Housing Tax Credit Application for The Northwood Development and such other actions necessary or convenient to carry out this resolution**

Commissioner Joe Ellis moved to approve the resolution, Vice Chairman Joe Villarreal seconded, and the motion carried unanimously. (20-17)

**ACTION ITEM 5:**

**Resolution approving and ratifying: (i) the formation of HCHA Katy SLP-LLC (the “Company”); (ii) the admission of the company to AMCAL KATY, L.P. (the “Partnership”), (iii) for the Company to enter into an amended and restated limited partnership agreement for the Partnership; (iv) for the Partnership to enter into a development agreement for the Katy Apartments (the “Project”); (v) for the Partnership to enter into a regulatory agreement and declaration of restrictive covenants covering the Project; (vi) for the Partnership to enter into a lease agreement covering the land for the Project; and (vii) such other actions necessary or convenient to carry out this resolution**

Vice Chairman Joe Villarreal moved to approve the resolution, Commissioner Joe Ellis seconded, and the motion carried unanimously. (20-18)

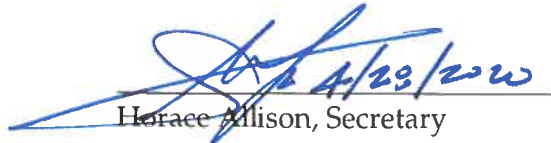
**VI. ADJOURNMENT**

Vice Chairman Joe Villarreal moved to adjourn at 2:08 pm, Commissioner Joe Ellis seconded, all were in favor, and the motion carried.

Adopted and approved this 22nd day of April 2020.



Gerald Womack, Chairman



Horace Allison, Secretary



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

**Houston, Texas**

**April 22, 2020**

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

**I. CALL TO ORDER AND RECORD OF ATTENDANCE**

The Board of Commissioners of Harris County Housing Authority met in regular session, open to the public, on the 22nd day of April 2020 at Harris County Housing Authority (HCHA), via telephonic conference call, inside the boundaries of Harris County in Houston, Texas. Chairman Womack called the meeting to order at 1:32 pm and called the roll of the duly constituted officers and members of the Board:

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

Attending for all or portions of the meeting were Horace Allison, Chief Executive Officer of HCHA, and Mike Laster from the County Attorney's Office as general counsel to HCHA. Additional attendees present included the following:

Samson Babalola, Beverly Burroughs, Paul Curry, Debra McCray, and Vivian Clark of HCHA.

**II. OPENING PRAYER AND PLEDGE OF ALLEGIANCE**

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

**III. APPROVAL OF MINUTES FROM MARCH 24, 2020**

Vice Chairman Joe Villarreal moved to approve the minutes from the March 24, 2020 Board meeting, Commissioner Joe Ellis seconded, and the motion carried unanimously.

#### **IV. PUBLIC COMMENTS**

There were no public comments.

#### **V. CHIEF EXECUTIVE OFFICER'S REPORT**

Mr. Allison presented his report on the U.S. Department of Housing and Urban Development (HUD) Operational Waivers and HCHA Operations.

Mr. Allison informed the Board about the COVID-19 Operational Waivers that were issued by HUD on April 10, 2020. HUD indicated that there are 40 waivers that housing authorities could apply for depending on the type of HUD programs administered. Mr. Allison explained that the waivers allow the housing authorities to delay the enforcement of various HUD regulations for a few months. Delayed enforcement actions implemented under the waivers must be corrected before year-end and others before October 31, 2020. The waivers do not require Board or HUD approval; however, HUD requires that the waivers implemented by HCHA must be posted on HCHA's website and made available to the HCHA residents. The Administrative Plan has been revised to reflect the waivers selected by the HCHA, and the changes will be posted on the HCHA's website and sent to the HCHA residents. Mr. Allison discussed in detail the various waivers that HCHA will implement, including but not limited to Family Income and Composition, Annual Reexamination and Income Verification, HQS Inspections for Project-Based Vouchers, etc. The waivers provide the HCHA with great flexibility in administering the HCV Program to minimize the housing impact of the COVID-19 Pandemic on the HCHA's residents and owners.

Mr. Allison updated the Board regarding HCHA Office Operations. On Monday, April 20, 2020, all HCHA staff returned to work their regular work scheduled hours. The staff has been spread out to maintain social distancing, and we are committed to conducting interoffice meetings via conference calls. The HCHA office will remain closed to outside visitors, clients, and landlords. Clients and landlords have been instructed to communicate with the HCHA by phone, fax, email, or regular mail. The HCV client briefings will be conducted through web conferencing. The first web conference briefing is scheduled for April 28, 2020. HCHA has ordered additional disinfectants, hand sanitizers, and cleaning supplies to aid in the fight against the spread of COVID-19 in the office. HCHA staff is currently working on a way to allow clients to drop off paperwork safely. Lastly, Mr. Allison answered questions from the Board.

#### **VI. FINANCIAL PRESENTATION**

Mr. Curry presented the financial statements for HCHA from January 2020. The consolidated budget reflected revenue being over budget by 5% and expenses being under budget by 1%. Mr. Curry reviewed the Affordable Housing Developments financial statements.

Mr. Curry presented the financial statements for HCHA from February 2020. The consolidated budget reflected revenue being over budget by 5% and expenses being

under budget by 1%. Mr. Curry reviewed the Affordable Housing Developments financial statements.

## VII. DEPARTMENT PRESENTATION

Debra McCray presented the lease-up rates for the month of January for the HCV program. The HCV program for January was 94.5%, and the year-to-date was 94.5%, Veterans Affairs Supportive Housing program was 91.8%, and the year-to-date was 91.8%, Jackson Hinds Single Room Occupancy program was 100.0%, and the year-to-date was 100.0%. Thomas Moderate Rehabilitation (MOD) program was 0.0%, and the year-to-date was 0.0%. For the MOD program, six vouchers were issued, two people have leased-up, and four are still searching. There is one packet that will need to be scheduled for an inspection. The Thomas MOD program will be removed from the report next board meeting due to termination of the contract. The Home Ownership program had one new closing and one new contract. SEMAP is currently reporting at 100% and will be submitted in April 2020.

Ms. McCray also presented the lease-up rates for the month of February for the HCV program. The HCV program was 95.3%, and the year-to-date was 95.0%, Veterans Affairs Supportive Housing program 93.9%, and the year-to-date was 93.0%, Jackson Hinds Single Room Occupancy program was 98.6%, and the year-to-date was 98.6%. The Thomas Moderate Rehabilitation program has been deleted. There are no changes in the Home Ownership program from the prior month of January 2020. Ms. McCray also mentioned that there are 110 applicants scheduled for an HCV briefing webinar on April 28, 2020. The HCHA received ten housing applicants from the Critically Homeless Program administered by the Harris County Community Services Department. Ms. McCray answered questions from the Board.

Mr. Babalola reviewed the status of properties within the Affordable Housing Division for the month of January. Mr. Babalola informed the Board that all existing properties are currently 96% leased or above for the month. Mr. Babalola noted that Heritage Estates and Retreat at Westlock are experiencing vacancies. The management companies are stepping up marketing efforts to fill those vacancies. Mr. Babalola informed the Board that Allied Orion is now the management company for Heritage Estates. Heritage Estates, Cypresswood Estates, and Retreat at Westlock properties net incomes were under budget for the month.

Mr. Babalola moved to working developments. HCHA staff requested quotes from Construction Forensic Consulting Services in September of 2019 to investigate the flooring failures at Retreat of Westlock. The contract negotiations failed with the selected consultant, and HCHA reissued a Request For Quotes for Construction Forensic Consulting Services. Mr. Babalola also mentioned that The Villas at Eastwood construction is 100% complete. Mr. Babalola reviewed the project cost summary for The Villas at Eastwood.

Mr. Babalola informed the Board that METRO sent a list of maintenance items for the HCHA's consideration. HCHA staff has reviewed that list and has revised the budget and

proforma. HCHA updated its proposal to acquire and develop the Southeast Transit Center site, and it will be presented to METRO in May 2020.

Mr. Babalola updated the Board regarding Emancipation East & West. A market study firm was retained, and the market study is scheduled to begin in February. HCHA staff is working to submit a funding application for Round 2 of the Community Development Block Grant-Disaster Recovery (CDBG-DR) funds to the City of Houston's Housing and Community Development Department.

Mr. Babalola reviewed the status of the all CDBG-DR Developments involving Atlantic Pacific communities, LDG Development, and Brinshore Development. Mr. Babalola also reviewed the status of the Round 2 CDBG-DR Harvey Funding Applications, and the AMTEX Katy development.

Mr. Babalola also reviewed the status of properties for the month of February. All existing properties are currently 96% leased or above. Mr. Babalola noted that Baybrook Park and The Villas at Eastwood have vacancies. Baybrook Park and Waterside Court properties net incomes were under budget for the month.

Mr. Babalola moved to working developments. HCHA staff will be finalizing the contract with the new Construction Forensic Consultant for Retreat at Westlock.

The City of Houston inspected The Villas at Eastwood on March 23, 2020, and noted a couple of construction deficiencies requiring correction by the contractor. The correction of the construction deficiencies resulted in a change order. The contractor completed the work associated with the deficiencies. Mr. Babalola reviewed the project cost summary.

Mr. Babalola reviewed the proposed developments and provided updates for METRO, CDBG-DR Developments, and AMTEX Katy project.

Lastly, Mr. Babalola answered questions from the Board.

## VIII. DISCUSSION AND ACTION ITEMS

### ACTION ITEM 2:

**Resolution honoring Ana Diaz as the Harris County Housing Authority Employee of the Quarter (July – September of 2020)**

Chairman Gerald Womack moved to approve the resolution, Vice Chairman Joe Villarreal seconded, and the motion carried unanimously. (20-19)

### ACTION ITEM 3:

**Resolution approving the submission of the 2020 Section Eight Management Assessment Program certification to the U.S. Department of Housing and Urban Development**

Commissioner Joe Ellis moved to approve the resolution, Vice Chairman Joe Villarreal seconded, and the motion carried unanimously. (20-20)

**ACTION ITEM 4:**

**Resolution approving the renewal of and ratifying the execution of an interlocal agreement with the Texas Municipal League Insurance Risk Pool to provide insurance coverage for Harris County Housing Authority**

Vice Chairman Joe Villarreal moved to approve the resolution, Commissioner Joe Ellis seconded, and the motion carried unanimously. (20-21)

**ACTION ITEM 5:**

**Resolution approving and ratifying AMCAL Katy, L.P. (the "Partnership") to enter into a U.S. Department of Housing and Urban Development (HUD) loan for the financing of the Katy Apartments (the "Project") and such other actions necessary or convenient to carry out this resolution**

Commissioner Joe Ellis moved to approve the resolution, Vice Chairman Joe Villarreal seconded, and the motion carried unanimously. (20-22)

**ACTION ITEM 6:**

**Second resolution ratifying the transfer of non-program funds to Fenix Estates I, LP Operating Account for costs associated with the Lease-Up Operations and Administration of The Villas at Eastwood and to take any other actions deemed necessary or convenient to carry out the resolution**

Vice Chairman Joe Villarreal moved to approve the resolution, Commissioner Joe Ellis seconded, and the motion carried unanimously. (20-23)

**ACTION ITEM 7:**

**Resolution authorizing the Chief Executive Officer to file a petition for De-Annexation of the Victor Blanco parcel with the City of Houston**

Commissioner Joe Ellis moved to approve the resolution, Chairman Gerald Womack seconded, and the motion carried. Vice Chairman Joe Villarreal abstained. (20-24)

**ACTION ITEM 8:**

**Resolution ratifying the Chief Executive Officer's execution of a Fourth Amendment to the agreement between Harris County and Harris County Houston Authority for Fenix Estates; and authorizing Harris County Housing Authority to take such other actions as deem necessary or convenient to carry out this resolution**

Vice Chairman Joe Villarreal moved to approve the resolution, Commissioner Joe Ellis seconded, and the motion carried unanimously. (20-25)

**ACTION ITEM 9:**

**Resolution authorizing the Chief Executive Officer to enter into an interlocal agreement with Harris County for the provision of legal services**

Commissioner Joe Ellis moved to approve the resolution, Vice Chairman Joe Villarreal seconded, and the motion carried unanimously. (20-26)

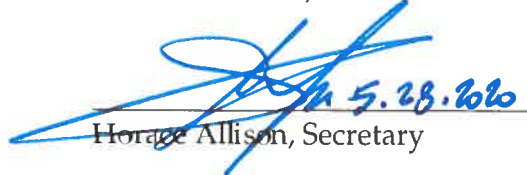
**VI. ADJOURNMENT**

Vice Chairman Joe Villarreal moved to adjourn at 3:19 pm, Commissioner Joe Ellis seconded, all were in favor, and the motion carried.

Adopted and approved this 20th day of May 2020.



\_\_\_\_\_  
Gerald Womack, Chairman



\_\_\_\_\_  
Horace Allison, Secretary



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

**Houston, Texas**

**May 20, 2020**

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

**I. CALL TO ORDER AND RECORD OF ATTENDANCE**

The Board of Commissioners of Harris County Housing Authority met in regular session, open to the public, on the 20th day of May 2020 at Harris County Housing Authority (HCHA), via telephonic conference call, inside the boundaries of Harris County in Houston, Texas. Chairman Womack called the meeting to order at 1:31 pm and called the roll of the duly constituted officers and members of the Board:

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

Attending for all or portions of the meeting were Horace Allison, Chief Executive Officer of HCHA, and Scott Lemond and Mike Laster from the County Attorney's Office as general counsel to HCHA. Additional attendees present included the following:

Samson Babalola, Beverly Burroughs, Paul Curry, Debra McCray, and Vivian Clark of HCHA. Antoinette Jackson was also in attendance.

**II. OPENING PRAYER AND PLEDGE OF ALLEGIANCE**

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

**III. APPROVAL OF MINUTES FROM APRIL 22, 2020**

Commissioner Dr. Adriana Tamez moved to approve the minutes from the April 22, 2020 Board meeting, Commissioner Joe Ellis seconded, and the motion carried unanimously.

**IV. PUBLIC COMMENTS**

There were no public comments.

**V. CHIEF EXECUTIVE OFFICER'S REPORT**

Mr. Allison presented his report on the Public Facility Corporation, U.S. Department of Housing and Urban Development (HUD) Recognition, COVID-19, HUD COVID-19 Waivers, and Monthly Report.

Mr. Allison notified the Board that there was an article in the Houston Business Journal discussing housing authorities' use of their Public Facility Corporation (PFC) to develop affordable housing under the 51% affordable at 80% Average Median Income (AMI) model. The PFC is another tool being used by housing authorities to develop properties in high opportunity/difficult to develop areas. The Housing Authority of the City of Houston and Harris County Housing Authority are coming under attack for their use of the PFC's property tax-exemption without reasonable notice being given to the public. HCHA has only used the Harris County Housing Authority Public Facility Corporation for one 51% at 80% AMI development, i.e., Katy project. HCHA staff will continue to monitor discussions surrounding the use of the PFC to develop affordable housing.

Mr. Allison informed the Board that HUD recognized HCHA for its hard work on the Foster Youth Initiative. HCHA is administering this program in partnership with the HAY Center.

Mr. Allison updated the Board regarding COVID-19 Pandemic's impact on office operations. Mr. Allison outlined the procedural steps and dates HCHA staff closed the office and reopened the office. On Monday, April 20, 2020, all HCHA staff returned to their regularly scheduled work hours. The staff has been spread out to maintain social distancing. HCHA's office will remain closed to outside visitors, clients, and landlords; however, clients and landlords have been instructed to communicate with HCHA by phone, fax, email, or regular mail. HCHA staff has been very diligent in acquiring supplies as they become available. HCHA staff has sent notices to its clientele via e-blast and posted on HCHA website. HCHA staff is currently reviewing additional modifications to allow clientele to visit the office on an appointment basis. This is likely to occur in the first or second week of June 2020. Those modifications would include installing plexiglass shields in each booth in the Intake Area and a thru-wall drop-off mail slot to allow clients to drop off documents. Additionally, the management companies have supplied residents in the affordable housing developments with COVID-19 information and a list of available resources.

Mr. Allison noted that HUD sent out a notice and deposited \$621,000.00 in additional administrative fees to assist with the COVID-19 Pandemic. HCHA staff is working on a plan of proposed expenditures that will be needed for the rest of 2020 in response to the COVID-19 Pandemic. The goal will be to send the plan to the local HUD office prior to end of May.

Mr. Allison highlighted the HUD Operational Waivers and advised the Board that HCHA staff had already implemented the waivers. HCHA staff has implemented video conference briefings, made inspection protocol modifications, modified HQS space, and security requirements, extended voucher expiration time, postponed voucher termination where possible, expedited rental increases, and interims - loss of income, allowed electronic submissions, and delayed annual re-examinations, etc. Eventually, HUD will expect housing authorities utilizing these waivers to catch up by or before the end of the year.

Lastly, Mr. Allison reviewed the Monthly Reports for March:

Annual recertifications are being processed timely. No new vouchers were issued due to COVID-19. Families are successfully attending the intake briefings via video conferencing. Inspections are being performed timely. March HAP funding utilization of HCV/VASH is 95%, Mod Rehab is 0%, and SRO is 91%. The voucher utilization for March for HCV is 95%, Mod Rehab is 0%, SRO is 97%, and VASH is 93%. Mr. Allison answered questions from the Board.

#### **VI. FINANCIAL PRESENTATION**

Mr. Curry presented the financial statements for HCHA from March 2020. The consolidated budget reflected revenue being over budget by 6% and expenses being over budget by 1%. Mr. Curry reviewed the Affordable Housing Developments' financial statements.

#### **VII. DEPARTMENT PRESENTATION**

Debra McCray presented the lease-up rates for the month of March for the HCV program. The HCV program for March was 95.1%, and the year-to-date was 94.9%, Veterans Affairs Supportive Housing program was 93.8%, and the year-to-date was 93.2%, Jackson Hinds Single Room Occupancy program was 97.2%, and the year-to-date was 98.6%. The Thomas Moderate Rehabilitation (MOD) program ended as of March 31, 2020. The MOD clients have been issued vouchers, and four of the clients are now residing in new locations/units. The Thomas MOD program will be removed from the report next board meeting. The Home Ownership program has one client approved for a loan and another client that is in the process of being approved. SEMAP is currently reporting at 100% and will be submitted on or before May 30, 2020.

Mr. Babalola reviewed the status of properties within the Affordable Housing Division for the month of March. Mr. Babalola informed the Board that all existing properties are currently 95% leased or above for the reporting month, and all properties are reporting positive net incomes. Mr. Babalola mentioned that the management companies are developing a COVID-19 resource sheet of valuable information to distribute to the residents. Property management companies are also providing daily updates on the well-being of the residents. To date, HCHA staff has not been made aware of any positive cases at any of the properties.

Mr. Babalola moved to working developments. Mr. Babalola noted that HCHA staff

reissued a QSP for a forensic consulting service for Retreat at Westlock. A contractual agreement could not be reached with the initial vendor. Mr. Allison will present a resolution for approval to work with the reissued QSP's most responsive and lowest vendor. Mr. Babalola mentioned that The Villas at Eastwood construction is 100% complete. All street paving and installation of the storm sewer are completed on Hussion Street. The City of Houston has provided the Certificate of Occupancy for all three buildings and letters accepting the Hussion Street improvements and utility work. HCHA staff is conducting The Villas at Eastwood project closeout with the General Land Office (GLO), the City of Houston, and Harris County.

Mr. Babalola informed the Board that HCHA presented its proposal to METRO, and METRO requested different terms than what was initially proposed. Mr. Allison will present a resolution outlining the HCHA staff's recommended terms for approval.

Mr. Babalola updated the Board regarding Emancipation East & West project. HCHA staff has submitted a funding application for Round 2 Community Development Block Grant-Disaster Recovery (CDBG-DR) funds to the City of Houston's Housing and Community Development Department. HCHA anticipates receiving feedback from the City of Houston by June or July. Additionally, HCHA staff is reviewing proposals received in response to the Request for Proposal (RFP) for third-party Management Services for Emancipation East & West.

Mr. Babalola reviewed the status of the all CDBG-DR Developments involving Atlantic Pacific communities, LDG Development, and Brinshore Development. The financial closing for the Atlantic Pacific project is scheduled for the middle of June. HCHA staff submitted tax credit applications to TDHCA for the LDG Development proposed projects. There are no new updates regarding the Brinshore Development. HCHA staff is still waiting on approval from the GLO for the Brinshore Development. There are also no new updates regarding the Round 2 funding applications submitted to the Harris County Community Services Department.

Lastly, Mr. Babalola answered questions from the Board.

## VIII. DISCUSSION AND ACTION ITEMS

### ACTION ITEM 2:

**Resolution by the Harris County Housing Authority approving and ratifying actions in connection with extending the financing of Fenix Estates: (i) Fenix Estates I, LP to enter into an amendment to the loan agreements with Citibank, N.A., and (ii) to take such other actions necessary or convenient to carry out this resolution**

Commissioner Joe Ellis moved to approve the resolution, Vice Chairman Joe Villarreal seconded, and the motion carried unanimously. (20-27)

### ACTION ITEM 3:

**Resolution authorizing the negotiation and execution of a contract for Land Surveying services for Fenix Estates**

Chairman Joe Villarreal moved to approve the resolution, Commissioner Joe Ellis seconded, and the motion carried unanimously. (20-28)

**ACTION ITEM 4:**

**Resolution to approve the negotiation and execution of an agreement for Land Use-Master Planning Services for a 91-acre tract near Lake Houston**

Vice Chairman Joe Villarreal moved to approve the resolution, Commissioner Dr. Adriana Tamez seconded, and the motion carried unanimously. (20-29)

**ACTION ITEM 5:**

**Resolution authorizing travel expenses for Ana Diaz for training**

Commissioner Joe Ellis moved to approve the resolution, Vice Chairman Joe Villarreal seconded, and the motion carried unanimously. (20-30)

**ACTION ITEM 6:**

**Resolution authorizing the submission of proposed business terms to METRO for the acquisition of the Southeast Transit Center site for the development of Bernicia Place**

Commissioner Joe Ellis moved to approve the resolution, Vice Chairman Joe Villarreal seconded, and the motion carried unanimously. (20-31)

**ACTION ITEM 7:**

**Resolution by the Harris County Housing Authority authorizing Harris County Housing Authority Public Facility Corporation's issuance, sale, and delivery of a Harris County Housing Governmental Note (Arbor at Wayforest), Series 2020A, approving the form and substance of and authorizing the execution and delivery of documents and instruments necessary to carry out the financing of such multifamily rental residential project, and containing other provisions relating the issuance of Bonds**

Vice Chairman Joe Villarreal moved to approve the resolution, Commissioner Joe Ellis seconded, and the motion carried unanimously. (20-32)

**ACTION ITEM 8:**

**Resolution by the Harris County Housing Authority (the "Authority") approving and ratifying: (i) the admission of an investor limited partner and a special limited partner to the Arbor at Wayforest, L.P. (the "Partnership"), (ii) for HCHA Wayforest GP, LLC (the "General Partner") to enter into an amended and restated agreement of limited partnership for the Partnership, (iii) for the Partnership to enter into a ground lease with the Authority, and (iv) such other actions necessary or convenient to carry out this resolution**

Commissioner Joe Ellis moved to approve the resolution, Vice Chairman Joe Villarreal seconded, and the motion carried unanimously. (20-33)

**ACTION ITEM 9:**

**Resolution by the Harris County Housing Authority (the "Authority") approving actions in connection with financing for the Arbor at Wayforest project: (i) HCHA Redevelopment**

Authority, Inc. (the "Lender") loaning the Harris County Funds comprised of CDBG-DR Funds to the Arbor at Wayforest, L.P., and (ii) such other actions necessary or convenient to carry out this resolution

Commissioner Dr. Adriana Tamez moved to approve the resolution, Vice Chairman Joe Villarreal seconded, and the motion carried unanimously. (20-34)

**ACTION ITEM 10:**

Resolution by the Harris County Housing Authority (the "Authority") approving and ratifying actions in connection with financing for the Arbor at Wayforest project: (i) the Arbor at Wayforest, L.P. (the "Partnership") entering into a loan from HCHA Redevelopment Authority, Inc. (the "Corporation") of CDBG-DR funds granted by Harris County, and (ii) such other actions necessary or convenient to carry out this resolution

Vice Chairman Joe Villarreal moved to approve the resolution, Commissioner Joe Ellis seconded, and the motion carried unanimously. (20-35)

**ACTION ITEM 11:**

Resolution by the Harris County Housing Authority (the "Authority") approving and ratifying actions in connection with the financing for Arbor at Wayforest project: (i) the Arbor at Wayforest, LP (the "Partnership") to enter into a construction loan from Bank of America, N.A., (ii) for the Partnership to enter into a permanent loan from Citibank, N.A., and (iii) such other actions necessary or convenient to carry out this resolution

Commissioner Joe Ellis moved to approve the resolution, Vice Chairman Joe Villarreal seconded, and the motion carried unanimously. (20-36)

**ACTION ITEM 12:**

Resolution authorizing the execution of a contract for Forensic Engineering and Construction Analysis Services to investigate flooring failures at Retreat at Westlock

Vice Chairman Joe Villarreal moved to approve the resolution, Commissioner Joe Ellis seconded, and the motion carried unanimously. (20-37)

**ACTION ITEM 13:**

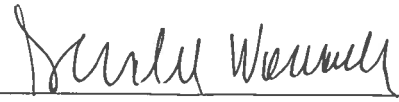
Discussion and possible action COVID-19 outreach, distribution of critical information, and COVID-19 testing at the Harris County Housing Authority Affordable Housing Developments

A discussion ensued regarding ways to reach clients and provide information.

**IX. ADJOURNMENT**

Vice Chairman Joe Villarreal moved to adjourn at 3:07 pm, Commissioner Joe Ellis seconded, all were in favor, and the motion carried.

Adopted and approved this 17th day of June 2020.



\_\_\_\_\_  
Gerald Womack, Chairman



\_\_\_\_\_  
Horace Allison, Secretary



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

**Houston, Texas**

**June 17, 2020**

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

**I.    CALL TO ORDER AND RECORD OF ATTENDANCE**

The Board of Commissioners of Harris County Housing Authority met in regular session, open to the public, on the 17th day of June 2020 at Harris County Housing Authority (HCHA), via telephonic conference call, inside the boundaries of Harris County in Houston, Texas. Chairman Womack called the meeting to order at 1:34 p.m. and called the roll of the duly constituted officers and members of the Board:

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

Attending for all or portions of the meeting were Horace Allison, Chief Executive Officer of HCHA, and Scott Lemond and Mike Laster from the County Attorney's Office as general counsel to HCHA. Additional attendees present included the following:

Samson Babalola, Beverly Burroughs, Paul Curry, Debra McCray, and Vivian Clark of HCHA.

**II.   OPENING PRAYER AND PLEDGE OF ALLEGIANCE**

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

**III. APPROVAL OF MINUTES FROM MAY 20, 2020**

Commissioner Dr. Adriana Tamez moved to approve the minutes from the May 20, 2020 Board meeting, Commissioner Joe Ellis seconded, and the motion carried unanimously.

**IV. PUBLIC COMMENTS**

There were no public comments.

**V. CHIEF EXECUTIVE OFFICER'S REPORT**

Mr. Allison presented his report on the COVID-19 Additional Administrative Fee, Report on Assisted Rental Units, Suggested Solutions to Increase Affordable Housing, and Monthly Report.

Mr. Allison provided a detailed list of items that will be purchased with the additional \$621,000 in administrative fees allotted by the U.S. Department of Housing and Urban Development (HUD). The list includes personal protective equipment for staff and inspectors, spray atomizer machines to disinfect the office, and protective sneeze guards for the boardroom and the intake office area. HUD requests that Housing Authorities use the money as soon as possible to assist with the COVID-19 Pandemic. HCHA staff will begin acquiring the items as soon as approval has been received from HUD.

Mr. Allison reported statistical data on the Assisted Housing Rental Program, which includes HCHA. This program currently serves an estimated \$4.5 million clients at a cost of \$38 billion annually. HUD manages the Assisted Housing Rental Program. The Assisted Housing Rental Program's aim is to reduce the burden of housing costs, provide decent housing in safe neighborhoods, and improves overall tenant welfare. The program has shifted over the years from a Project-Based Program to Tenant-Based Assistance Program. The program includes Public Housing, Multifamily, and Housing Choice Voucher (HCV) programs and serves the most significant number of families requiring rental assistance. The program participants rate the program a 9 out of 10. Mr. Allison explained the differences between the various rental assistance program recipients and benefits, noting that HCV Program families are the most mobile and that most of the public housing units are in the Northeast portion of the country.

Mr. Allison informed the Board that HCHA staff is participating in a committee that is working to increase the supply of affordable housing. Discussion topics include loosening building/permitting regulations to make it more cost-effective to build affordable housing, converting vacant commercial buildings and land, permitting accessory dwelling units, and developing non-traditional partnerships. Mr. Allison also noted that housing units are getting smaller to reduce the cost and time of getting affordable housing built.

Lastly, Mr. Allison reviewed the Monthly Reports for April:

Annual recertifications are being processed timely. Ninety vouchers were issued. Families continue to attend the intake briefings via video conferencing successfully. Inspections are being performed timely. April HAP funding utilization of HCV/VASH is 66%, and SRO is 0% (funds were not received until

May). The voucher utilization for April for HCV is 95%, SRO is 99%, and VASH is 95%. Mr. Allison answered questions from the Board.

**VI. FINANCIAL PRESENTATION**

Mr. Curry presented the financial statements for HCHA from April 2020. The consolidated budget reflected revenue being over budget by 48% and expenses being under budget by 7%.

**VII. DEPARTMENT PRESENTATION**

Debra McCray presented the lease-up rates for the month of April for the HCV program. The HCV program for April was 94.8%, and the year-to-date was 94.9%, Veterans Affairs Supportive Housing program was 95%, and the year-to-date was 93.6%, Jackson Hinds Single Room Occupancy program was 98.6%, and the year-to-date was 98.6%. The Home Ownership program has two loans pending, one inquiry, and a loan scheduled to close in the month of June. SEMAP is currently reporting at 100% and will be submitted on or before May 30, 2021.

Mr. Babalola reviewed the status of properties within the Affordable Housing Division for the month of April. Mr. Babalola informed the Board that all existing properties are currently 95% leased or above for the reporting month. Mr. Babalola noted that Cornerstone Village, Heritage Estates, Waterside Court, Magnolia Estates, and Cypresswood Estates are all reporting negative income collections due to vacancies, and delinquent rents before or associated with COVID-19. Property management companies are establishing payment plans for past due rents. Magnolia Estates' and Cypresswood Estates' net incomes are reporting above \$140,000. This is due to capital improvements that were postponed this year due to COVID-19.

Mr. Babalola moved to working developments. Mr. Babalola noted that the forensic investigation has commenced. All of the necessary samples have been submitted to the testing lab, and HCHA should have results within two to three weeks. A report should be provided by the first week of July. Mr. Babalola provided an update on the occupancy of The Villas at Eastwood. HCHA staff is conducting The Villas at Eastwood project closeout with the General Land Office (GLO), the City of Houston, and Harris County.

Mr. Babalola informed the Board that HCHA's legal counsel is working on a Purchase Sale Agreement, and HCHA will provide METRO with a proposed development timeline.

Mr. Babalola updated the Board regarding Emancipation East & West project. The application for the City of Houston - Harvey Round 1 Funding is still under review, and Mr. Allison will present a resolution to the Board for third-party property Management Services.

Mr. Babalola reviewed the status of the all CDBG-DR Developments involving Atlantic Pacific communities, LDG Development, and Brinshore Development. The projected financial closing for the Atlantic Pacific project (Arbor at Wayforest) is scheduled for June 29, 2020. HCHA staff submitted tax credit applications to TDHCA for the proposed LDG Developments, which are expected to be on the Board agenda in the month of July. The

Hollows is scheduled to close in August and Northwood in September. HCHA staff received a conditional award letter of funding for the Northwood project from Harris County Community Services Department. The developer can now start moving forward with getting financing in place, along with the architecture and engineering drawings. There are no new updates regarding the Round 2 funding applications submitted to the Harris County Community Services Department. The AMTEX Katy Apartments closing was on June 11, 2020, and construction has started.

Lastly, Mr. Babalola answered questions from the Board.

## VIII. DISCUSSION AND ACTION ITEMS

### ACTION ITEM 2:

**Resolution authorizing the negotiation and execution of a contract for Planning, Engineering, and Surveying Services related to Rule 76 determination for a 91-acre tract near Lake Houston**

Commissioner Joe Ellis moved to approve the resolution, Vice Chairman Joe Villarreal seconded, and the motion carried unanimously. (20-38)

### ACTION ITEM 3:

**Resolution authorizing the negotiation and execution of a contract for Property Management Services for Emancipation East & West**

Commissioner Dr. Adriana Tamez moved to approve the resolution, Vice Chairman Joe Villarreal seconded, and the motion carried unanimously. (20-39)

### ACTION ITEM 4:

**Resolution authorizing the execution of a contract for Land Use-Master Planning Services for a 91-acre tract near Lake Houston**

Vice Chairman Joe Villarreal moved to approve the resolution, Commissioner Dr. Adriana Tamez seconded, and the motion carried unanimously. (20-40)

## IX. EXECUTIVE SESSION

The Board went into executive session at 2:34 p.m.

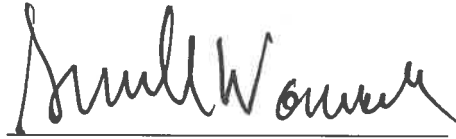
## X. RECONVENE

The Board of Commissioners reconvened into public session at 2:57 p.m.

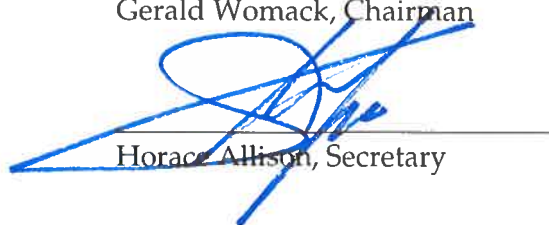
## XI. ADJOURNMENT

Vice Chairman Joe Villarreal moved to adjourn at 3:02 p.m., Commissioner Joe Ellis seconded, all were in favor, and the motion carried.

Adopted and approved this 15th day of July 2020.



Gerald Womack, Chairman



Horace Allison, Secretary



**MINUTES OF A SPECIAL CALLED MEETING  
OF  
HARRIS COUNTY HOUSING AUTHORITY**

**Houston, Texas**

**July 1, 2020**

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

**I. CALL TO ORDER AND RECORD OF ATTENDANCE**

The Board of Commissioners of Harris County Housing Authority met in a special session, open to the public, on the 1st day of July 2020 at Harris County Housing Authority (HCHA), via telephonic conference call, inside the boundaries of Harris County in Houston, Texas. Chairman Womack called the meeting to order at 1:30 pm and called the roll of the duly constituted officers and members of the Board:

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

Attending for all or portions of the meeting were Horace Allison, Chief Executive Officer of HCHA, and Scott Lemond and Mike Laster from the County Attorney's Office as general counsel to HCHA. Additional attendees present included the following:

Samson Babalola, Beverly Burroughs, Paul Curry, Debra McCray, and Vivian Clark of HCHA.

**II. OPENING PRAYER AND PLEDGE OF ALLEGIANCE**

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

**III. PUBLIC COMMENTS**

There were no public comments.

**IV. DISCUSSION AND ACTION ITEMS**

**ACTION ITEM 2:**

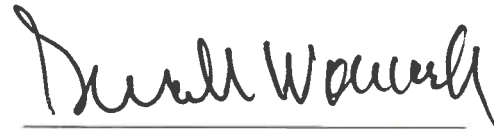
**Resolution by the Harris County Housing Authority ("Authority") authorizing Harris County Housing Authority Public Facility Corporation (the "Issuer") to induce bonds to be issued for the Northwood Apartments Project**

Commissioner Joe Ellis moved to approve the resolution, Vice Chairman Joe Villarreal seconded, and the motion carried unanimously. (20-41)

**V. ADJOURNMENT**

Commissioner Dr. Adriana Tamez moved to adjourn at 1:41 pm, Vice Chairman Joe Villarreal Commissioner Joe Ellis seconded, all were in favor, and the motion carried.

Adopted and approved this 15th day of July 2020.



\_\_\_\_\_  
Gerald Womack, Chairman



\_\_\_\_\_  
Horace Allison, Secretary



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

**Houston, Texas**

**July 15, 2020**

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

**I. CALL TO ORDER AND RECORD OF ATTENDANCE**

The Board of Commissioners of Harris County Housing Authority met in a regular session, open to the public, on the 15th day of July 2020 at Harris County Housing Authority (HCHA), via telephonic conference call, inside the boundaries of Harris County in Houston, Texas. Chairman Womack called the meeting to order at 1:31 pm and called the roll of the duly constituted officers and members of the Board:

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

Attending for all or portions of the meeting were Horace Allison, Chief Executive Officer of HCHA, and Scott Lemond and Mike Laster from the County Attorney's Office as general counsel to HCHA. Additional attendees present included the following:

Samson Babalola, Beverly Burroughs, Paul Curry, Gayla Mickens, Debra McCray, Fred Mitchell, and Vivian Clark of HCHA. Antoinette Jackson from The Banks Law Firm was also in attendance.

**II. OPENING PRAYER AND PLEDGE OF ALLEGIANCE**

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

**III. ACTION ITEM 1:  
APPROVAL OF MINUTES FROM JUNE 17, 2020**

Vice Chairman Joe Villarreal moved to approve the minutes from the June 17, 2020 Board meeting, Commissioner Joe Ellis seconded, and the motion carried unanimously.

**ACTION ITEM 2:  
APPROVAL OF MINUTES FROM JULY 1, 2020**

Vice Chairman Joe Villarreal moved to approve the minutes from the July 1, 2020 Board meeting, Commissioner Joe Ellis seconded, and the motion carried unanimously.

**IV. PUBLIC COMMENTS**  
There were no public comments.

**V. DISCUSSION AND ACTION ITEMS**

**ACTION ITEM 3:**  
**Resolution by the Harris County Housing Authority (the "Authority") authorizing Harris County Housing Authority Public Facility Corporation's issuance, sale, and delivery of a Multifamily Housing Governmental Note (The Hollows Apartments) Series 2020A and a Multifamily Housing Governmental Note (The Hollows Apartments) Series 2020 B and containing other provisions relating to the subject**

Commissioner Joe Ellis moved to approve the resolution, Chairman Gerald Womack seconded, and the motion carried unanimously. (20-42)

**ACTION ITEM 4:**  
**Resolution by the Harris County Housing Authority (the "Authority") approving and ratifying: (i) the admission of an investor limited partner and a special limited partner to LDG Channelview, LP (the "Partnership"), (ii) for HCHA Channelview GP, LLC (the "General Partner") to enter into an amended and restated agreement of limited partnership for the Partnership, (iii) for the Partnership to enter into a ground lease with the Authority, and (iv) such other actions necessary or convenient to carry out this resolution**

Commissioner Joe Ellis moved to approve the resolution, Vice Chairman Joe Villarreal seconded, and the motion carried unanimously. (20-43)

**ACTION ITEM 5:**  
**Resolution by the Harris County Housing Authority (the "Authority") approving actions in connection with Community Development Block Grant-Disaster Recovery (CDBG-DR) financing for The Hollows Apartments and such other actions necessary or convenient to carry out this resolution**

Commissioner Joe Ellis moved to approve the resolution, Vice Chairman Joe Villarreal seconded, and the motion carried unanimously. (20-44)

**ACTION ITEM 6:**

**Resolution by the Harris County Housing Authority (the "Authority") approving and ratifying actions in connection with Community Development Block Grant-Disaster Recovery (CDBG-DR) financing for The Hollows Apartments for partnership and such other actions necessary or convenient to carry out this resolution**

Commissioner Joe Ellis moved to approve the resolution, Vice Chairman Joe Villarreal seconded, and the motion carried unanimously. (20-45)

**ACTION ITEM 7:**

**Resolution by the Harris County Housing Authority (the "Authority") approving and ratifying actions in connection with the financing for The Hollows Apartments and such other actions necessary or convenient to carry out this resolution**

Commissioner Joe Ellis moved to approve the resolution, Vice Chairman Joe Villarreal seconded, and the motion carried unanimously. (20-46)

**ACTION ITEM 8:**

**Resolution authorizing the negotiation and execution of a contract to purchase information technology equipment for Harris County Housing Authority**

Vice Chairman Joe Villarreal moved to approve the resolution, Commissioner Joe Ellis seconded, and the motion carried unanimously. (20-47)

**ACTION ITEM 9:**

**Resolution approving a revision to the HCHA Employee Handbook**

Vice Chairman Joe Villarreal moved to approve the resolution, Commissioner Joe Ellis seconded, and the motion carried unanimously. (20-48)

**VI. ADJOURNMENT**

Vice Chairman Joe Villarreal moved to adjourn at 2:02 pm, Commissioner Joe Ellis seconded, all were in favor, and the motion carried.

Adopted and approved this 19th day of August 2020.



\_\_\_\_\_  
Gerald Womack, Chairman



\_\_\_\_\_  
Horace Allison, Secretary



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

**Houston, Texas**

**July 27, 2020**

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

**I. CALL TO ORDER AND RECORD OF ATTENDANCE**

The Board of Commissioners of Harris County Housing Authority met in a special session, open to the public, on the 27th day of July 2020 at Harris County Housing Authority (HCHA), via telephonic conference call, inside the boundaries of Harris County in Houston, Texas. Chairman Womack called the meeting to order at 10:00 am and called the roll of the duly constituted officers and members of the Board:

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

Attending for all or portions of the meeting were Horace Allison, Chief Executive Officer of HCHA, and Mike Laster and Scott Lemond from the County Attorney's Office were present as general counsel to HCHA. Additional attendees present included the following:

Samson Babalola and Paul Curry of HCHA.

**II. OPENING PRAYER AND PLEDGE OF ALLEGIANCE**

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

**III. PUBLIC COMMENTS**

There were no public comments.

**IV. DISCUSSION AND ACTION ITEMS**

**ACTION ITEM 1:**

**Resolution by the Harris County Housing Authority approving and ratifying actions in connection with the permanent loan financing for Fenix Estates: (i) for Fenix Estates Commercial, LLC to enter into a permanent loan from Citibank, N.A. and (ii) such other actions necessary or convenient to carry out this resolution**

Vice Chairman Joe Villarreal moved to approve the resolution, Commissioner Dr. Adriana Tamez seconded, and the motion carried unanimously. (20-49)

**V. EXECUTIVE SESSION**

The Board went into executive session at 10:20 am for the purpose of consulting with its attorneys to seek or receive legal advice and consult regarding pending or contemplated litigation; and to discuss the value or transfer of real property.

**VI. RECONVENE**

The Board of Commissioners reconvened into public session at 10:53 am. Commissioner Tamez made a motion "Ordering the General Counsel not to accept the award of the Special Commissioners, dismiss the Condemnation Petition, and move forward with Hussion Street Buildings, LLC litigation (The Villas at Eastwood)," Commissioner Joe Ellis seconded, and the motion carried unanimously.

**VII. ADJOURNMENT**

Commissioner Joe Ellis moved to adjourn at 10:55 am, Commissioner Dr. Adriana Tamez seconded, all were in favor, and the motion carried.

Adopted and approved this 19th day of August 2020.



\_\_\_\_\_  
Gerald Womack, Chairman



\_\_\_\_\_  
Horace Allison, Secretary



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

**Houston, Texas**

**August 19, 2020**

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

**I. CALL TO ORDER AND RECORD OF ATTENDANCE**

The Board of Commissioners of Harris County Housing Authority met in a regular session, open to the public, on the 19th day of August 2020 at Harris County Housing Authority (HCHA), via telephonic conference call, inside the boundaries of Harris County in Houston, Texas. Chairman Womack called the meeting to order at 1:32 p.m. and called the roll of the duly constituted officers and members of the Board:

|                   |               |                                    |
|-------------------|---------------|------------------------------------|
| Gerald Womack     | Chairman      | Present                            |
| Joe Villarreal    | Vice Chairman | Present                            |
| Joe Ellis         | Commissioner  | Present                            |
| Dr. Adriana Tamez | Commissioner  | Present from 1:37 p.m. - 3:42 p.m. |
| Kerry Wright      | Commissioner  | Absent                             |

Attending for all or portions of the meeting were Horace Allison, Chief Executive Officer of HCHA, and Mike Laster and Scott Lemond from the County Attorney's Office were present as general counsel to HCHA. Additional attendees present included the following:

Samson Babalola, Beverly Burroughs, Paul Curry, Debra McCray, Gayla Mickens, Fred Mitchell, and Vivian Clark of Harris County Housing Authority. Antoinette Jackson was also in attendance.

**II. OPENING PRAYER AND PLEDGE OF ALLEGIANCE**

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

**III. APPROVAL OF MINUTES FROM JULY 15, 2020**

Commissioner Joe Ellis moved to approve the minutes from the July 15, 2020 Board meeting, Vice Chairman Joe Villarreal seconded, and the motion carried.

**APPROVAL OF MINUTES FROM JULY 27, 2020**

Commissioner Joe Ellis moved to approve the minutes from the July 27, 2020 Board meeting, Vice Chairman Joe Villarreal seconded, and the motion carried.

**IV. PUBLIC COMMENTS**

There were no public comments.

**V. CHIEF EXECUTIVE OFFICER'S REPORT**

Mr. Allison presented his report on the Housing Choice Voucher (HCV) Mobility Demonstration Program, Cares Act – Additional Administrative Fees, Memorandum of Understanding - Coalition for the Homeless, Housing Quality Standard (HQS) Services Agreement – Houston Housing Authority (HHA), COVID-19, and Patriots by the Lake.

Mr. Allison informed the Board of a Notice of Funding Availability issued by the U.S. Department of Housing and Urban Development (HUD) for the HCV Mobility Demonstration Program. The Demonstration Program is designed to provide mobility services and financial assistance to HCV families moving into high opportunity areas. HUD will monitor the grant and evaluate the program's effectiveness in achieving the goal of housing more HCV families in high opportunity areas. The grant funds will allow the HCHA to provide additional financial assistance, cover cost associate with locator and mobility services, offers landlord incentives, pay pre-move expenses, etc. HCHA is scheduled to submit a grant application on or before the grant submission due date of October 13, 2020.

Mr. Allison also informed the Board that HCHA had received additional administrative fees through the Cares Act to address additional operating costs associated with HCHA's response to COVID-19 Pandemic. The additional fees can be utilized to cover the cost of employee overtime, daycare expenses for staff with children who are required to work overtime, COVID-19 testing, sanitizing equipment, cleaning supplies, personal protective equipment, and office modifications/improvements to minimize the spread of COVID-19.

Mr. Allison mentioned that the Coalition for the Homeless sought rental assistance vouchers to cover the cost of housing for homeless families referred to HCHA via the Way Home Program. HCHA, in partnership with the Coalition for the Homeless, has entered into a Memorandum of Understanding to provide up to fifty vouchers and established a new local preference for homeless families referred via the Way Home Program.

Mr. Allison discussed an update made to the HQS Services Agreement between HCHA and HHA. HUD requested an amendment to the agreement to address the requirements of the Rental Assistance Demonstration and Project-Based Voucher Programs. The agreement has been modified and sent to HHA for execution.

Mr. Allison updated the Board regarding the acquisition of COVID-19 protective equipment, operational office equipment, and the visitor queuing system. The HCHA is undertaking steps to modify office protocol, employee and client interaction, and building modifications to protect staff and clients while continuing to provide quality service to our clientele during the COVID-19 pandemic.

Lastly, Mr. Allison stated that the name for Patriots by the Lake (the Lake Houston parcel) would need to change. HCHA, with Board approval, hired LAI Design Group (LAI) to develop a land-use master plan for the Lake Houston parcel. LAI is scheduled to be complete the land-use master plan by November 2020. Jones & Carter is proceeding with the finalization of the drill site for the Lake Houston parcel. The 4-acre drill site will be located on the southwest corner of the Lake Houston parcel.

## **VI. FINANCIAL PRESENTATION**

Mr. Curry presented the financial statements for HCHA from May 2020. The consolidated budget reflected revenue being over budget by 21% and expenses being over budget by 8%. Mr. Curry reviewed the Affordable Housing Development's financial statements.

Mr. Curry also presented the financial statements for HCHA from June 2020. The consolidated budget reflected revenue being over budget by 16% and expenses being over budget by 9%. Mr. Curry reviewed the Affordable Housing Development's financial statements.

## **VII. DEPARTMENT PRESENTATION**

Debra McCray presented the lease-up rates for the months of May and June for the Housing Choice Voucher (HCV) program. The HCV program for May was 96.0%, and the year-to-date for May was 95.1%. The HCV program for June was 96.4%, and the year-to-date for June was 95.5%. Veterans Affairs Supportive Housing program for May was 96.4%, and the year-to-date for May was 94.1%. Veterans Affairs Supportive Housing program for June was 97.0%, and the year-to-date for June was 95.1%. Jackson Hinds Single Room Occupancy program for May was 97.2%, and the year-to-date for May was 98.6%. Jackson Hinds Single Room Occupancy program for June was 95.8%, and the year-to-date for June was 97.2%. No closings were scheduled during the month of May for the Home Ownership program; however, there was one home closing in June. SEMAP is currently reporting at 100% and is not due until May 30, 2021. Ms. McCray answered questions from the Board.

Mr. Babalola reviewed the status of properties within the Affordable Housing Division for the months of May and June. Mr. Babalola informed the Board that all existing properties are currently 95% leased or above for the month of May. Mr. Babalola noted that Heritage Estates was the only property with a net income that was under budget due to rent delinquencies and higher than budgeted vacancies for the month of May.

Mr. Babalola also informed the Board that all existing properties are currently 95% leased or above for the month of June. Mr. Babalola noted that Cornerstone Village, Louetta Village, Heritage Estates, Baybrook Park, Waterside Court, Magnolia Estates, Cypresswood Estates, and the Retreat at Westlock properties net incomes were under

budget for the month of June.

Mr. Babalola moved to working developments. The forensic analysis for the Retreat at Westlock commenced on June 8, 2020, and was expected to be completed early July 2020. The final report for the forensic analysis was received, and HCHA staff, in connection with the ITEX Group, will discuss the next steps.

The request for the grant fund release of retainages from the General Land Office and City of Houston were submitted during the month of June for The Villas at Eastwood. The request from the City of Houston was also approved in June. The request from Harris County was submitted in July 2020. The request for tax credit equity installments will be submitted to the investor. Subsequently, for the reporting month of July 2020, the General Land approved the request for release of retainage. Harris County's request for release of retainage has been submitted, and staff anticipates receiving approval in August 2020. Additionally, staff anticipates the final project closeout to occur the last week of August 2020.

Mr. Babalola reviewed the proposed developments. Mr. Babalola informed the Board that HCHA staff is working to finalize a purchase and sale agreement for METRO. HCHA staff received two proposals for Emancipation East & West third-party property management services and was previously scheduled to present the staff's recommendation to the Board. However, for the reporting month of July 2020, Emancipation East & West was not selected for an award of funding, and the project was canceled.

Mr. Babalola updated the board regarding the four CDBG-DR Harvey multifamily projects that were approved for the reporting months of June and July. Atlantic Pacific Communities - The Katy Project financial closing was held on June 30, 2020; LDG Development financial closing for The Hollows and Northwood Apartments are scheduled for August and September 2020. Brinshore is awaiting approval from Commissioner's Court and the Round 2 CDBG-DR Harvey Funding Applications.

Lastly, for the reporting month of July, construction started on The Arbor at Wayforest. The Hollows financial closing was held on August 6, 2020. HCHA staff is finalizing the construction schedule for The Hollows. Northwood is scheduled to close in early September. Atlantic Pacific Communities, Brinshore Development, and The HAY Center received approval from Harris County, and the applications were forwarded to the GLO for its approval. The Katy Project has begun site clearing excavation activities. Mr. Babalola answered questions from the Board.

## VIII. DISCUSSION AND ACTION ITEMS

### ACTION ITEM 3:

**Resolution by the Harris County Housing Authority (the "Authority") authorizing Harris County Housing Authority Public Facility Corporation's issuance, sale, and**

**delivery of a Multifamily Housing Governmental Note (Northwood Apartments) Series 2020A and a Multifamily Housing Governmental Note (Northwood Apartments) Series 2020 B and containing other provisions relating to the subject**

Vice Chairman Joe Villarreal moved to approve the resolution, Commissioner Joe Ellis seconded, and the motion carried unanimously. (20-50)

**ACTION ITEM 4:**

**Resolution by the Harris County Housing Authority (the "Authority") approving and ratifying: (i) the admission of an investor limited partner and a special limited partner to LDG Northwood, LP (the "Partnership"), (ii) for HCHA Northwood GP, LLC (the "General Partner") to enter into an amended and restated limited partnership for the Partnership, (iii) for the Partnership to enter into a ground lease with the Authority, and (iv) such other actions necessary or convenient to carry out this resolution**

Vice Chairman Joe Villarreal moved to approve the resolution, Commissioner Joe Ellis seconded, and the motion carried unanimously. (20-51)

**ACTION ITEM 5:**

**Resolution by the Harris County Housing Authority (the "Authority") approving actions in connection with Community Development Block Grant-Disaster Recovery (CDBG-DR) financing for Northwood Apartments Project and such other actions necessary or convenient to carry out this resolution**

Vice Chairman Joe Villarreal moved to approve the resolution, Commissioner Joe Ellis seconded, and the motion carried unanimously. (20-52)

**ACTION ITEM 6:**

**Resolution by the Harris County Housing Authority (the "Authority") approving and ratifying actions in connection with Community Development Block Grant-Disaster Recovery (CDBG-DR) financing for Northwood Apartments for partnership and such other actions necessary or convenient to carry out this resolution**

Vice Chairman Joe Villarreal moved to approve the resolution, Commissioner Joe Ellis seconded, and the motion carried unanimously. (20-53)

**ACTION ITEM 7:**

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

Commissioner Joe Ellis moved to approve the resolution, Commissioner Dr. Adriana Tamez seconded, and the motion carried unanimously. (20-54)

**ACTION ITEM 8:**

**Resolution authorizing the execution of a contract for Queuing Services and equipment**

Commissioner Joe Ellis moved to approve the resolution, Vice Chairman Joe Villarreal seconded, and the motion carried unanimously. (20-55)

**ACTION ITEM 9:**

**Resolution authorizing the negotiation and execution of a Memorandum of Understanding between the Coalition for the Homeless and Harris County Housing Authority**

Commissioner Joe Ellis Vice moved to approve the resolution, Vice Chairman Joe Villarreal seconded, and the motion carried unanimously. (20-56)

**ACTION ITEM 10:**

**Resolution authorizing a First Amendment to the Internet Technology Managed Services agreement between Salco Solutions Group and Harris County Housing Authority**

Commissioner Dr. Adriana Tamez moved to approve the resolution, Commissioner Joe Ellis seconded, and the motion carried unanimously. (20-57)

**V. EXECUTIVE SESSION**

The Board went into executive session at 3:15 p.m. to consult with its attorneys to seek or receive legal advice and consult regarding pending or contemplated litigation, and to discuss the value or transfer of real property.

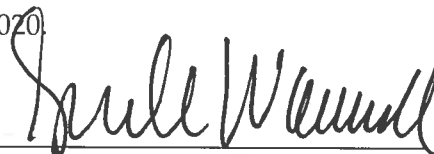
**VI. RECONVENE**

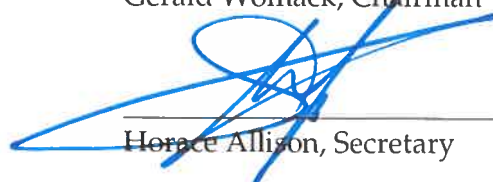
The Board of Commissioners reconvened into public session at 3:42 p.m.

**VII. ADJOURNMENT**

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

Adopted and approved this 16th day of September 2020.

  
\_\_\_\_\_  
Gerald Womack, Chairman

  
\_\_\_\_\_  
Horace Allison, Secretary



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

**Houston, Texas**

**September 16, 2020**

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

**I. CALL TO ORDER AND RECORD OF ATTENDANCE**

The Board of Commissioners of Harris County Housing Authority met in a regular session, open to the public, on the 16th day of September 2020 at Harris County Housing Authority (HCHA), via telephonic conference call, inside the boundaries of Harris County in Houston, Texas. Chairman Womack called the meeting to order at 1:32 p.m. and called the roll of the duly constituted officers and members of the Board:

|                   |               |                    |
|-------------------|---------------|--------------------|
| Gerald Womack     | Chairman      | Present            |
| Joe Villarreal    | Vice Chairman | Present at 1:41 pm |
| Joe Ellis         | Commissioner  | Present            |
| Dr. Adriana Tamez | Commissioner  | Present            |
| Kerry Wright      | Commissioner  | Absent             |

Attending for all or portions of the meeting were Horace Allison, Chief Executive Officer of HCHA, and Mike Laster from the County Attorney's Office was present as general counsel to HCHA. Additional attendees included the following:

Samson Babalola, Beverly Burroughs, Paul Curry, Debra McCray, Gayla Mickens, Fred Mitchell, and Vivian Clark of Harris County Housing Authority. Antoinette Jackson was also in attendance.

**II. OPENING PRAYER AND PLEDGE OF ALLEGIANCE**

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

**III. APPROVAL OF MINUTES FROM AUGUST 19, 2020**

Commissioner Joe Ellis moved to approve the minutes from the August 19, 2020 Board meeting, Commissioner Dr. Adriana Tamez seconded, and the motion carried.

**IV. PUBLIC COMMENTS**

There were no public comments.

**V. CHIEF EXECUTIVE OFFICER'S REPORT**

Mr. Allison presented the Monthly Reports for July:

Annual Recertifications are being processed timely. No new vouchers were issued due to the COVID-19 pandemic's impact on the Harris County Housing Authority's business operations. HCHA staff continues to conduct Intake Briefings online via video conferencing. Currently, client briefing attendance is at 100%. Housing Quality Standards (HQS) Inspections, i.e., new move-ins and emergency, are being conducted; however, the rate of HQS Inspections has slowed to minimize potential exposure of the inspectors to COVID-19. The pass rate for first time inspections is above 50%. Lease terminations for clients' violation of the family's obligations are being upheld. The Housing Choice Voucher (HCV) program's voucher utilization rate for July is 97%, the Single Room Occupancy (SRO) program is 94%, and the Veterans Affairs Supportive Housing (VASH) program is 99%. Mr. Allison discussed and provided the Board of Commissioners with the lease-up plan demonstrating the staff's actions to achieve an annual average HCV program lease rate of 98%+. July's Housing Assistance Payments (funding utilization) for the HCV/VASH programs is 158%, and the SRO program is 0%. Mr. Allison answered questions from the Board.

**VI. FINANCIAL PRESENTATION**

Mr. Curry presented the financial statements for HCHA from July 2020. The consolidated budget reflected revenue over budget by 15% and expenses over budget by 9%. Mr. Curry reviewed the Affordable Housing Development's financial statements.

**VII. DEPARTMENT PRESENTATION**

Debra McCray presented the lease-up rates for the month of July for the HCV program. The HCV program for July was 97.3%, and the year-to-date was 95.6%, the VASH program was 98.7%, and the year-to-date was 95.1%, Jackson Hinds SRO program was 94.4%, and the year-to-date was 97.2%. The Home Ownership program had two home closings in July. Calendar year to date, HCV program clients have closed on three homes. In addition, two clients entered into contracts for new constructions; one is scheduled to close in December 2020 and the other in January 2021. The Section Eight Management Assessment Program (SEMAP) reporting rate is 100%. The SEMAP certification will be submitted on or before May 30, 2021. Ms. McCray answered questions from the board.

Mr. Babalola reviewed the status of properties within the Affordable Housing Division for the month of July. Mr. Babalola informed the Board that all existing properties are

currently 95% leased or above for the month of July. Mr. Babalola noted that Cornerstone Village's and Magnolia Estates' net incomes were under budget for the month of July.

Mr. Babalola moved to working developments. Mr. Babalola informed the Board that HCHA staff would be meeting with the ITEX Group to finalize the next steps regarding the flooring issues at the Retreat at Westlock.

Mr. Babalola noted that the General Land Office (GLO), the City of Houston, and Harris County approved the request for the release of retainage for The Villas at Eastwood. HCHA staff continues to work with the Investors, City of Houston, and CenterPoint Energy to resolve the easements issues at The Villas of Eastwood that hinder the conversion from a construction loan to a permanent loan.

Mr. Babalola reviewed the proposed developments. Mr. Babalola notified the Board that construction started on The Arbor at Wayforest. The Hollows closed on August 6, 2020, and the notice to proceed to start construction was issued. The Northwood Apartments is scheduled to close on September 30, 2020. The Bluestem Apartments financial closing is scheduled for November 2020. Round 2 CDBG-DR Harvey Funding applications submitted in conjunction with Atlantic Pacific Communities, Brinshore Development, and The HAY Center have been approved by Harris County for submission to the GLO for further review.

Lastly, Mr. Babalola answered questions from the Board.

## VIII. DISCUSSION AND ACTION ITEMS

### ACTION ITEM 2:

**Resolution by the Harris County Housing Authority authorizing Harris County Housing Authority Public Facility Corporation to induce bonds to be issued for The Residences at Arbor Oaks project**

Commissioner Joe Ellis moved to approve the resolution, Commissioner Dr. Adriana Tamez seconded, and the motion carried unanimously. (20-58)

### ACTION ITEM 3:

**Resolution authorizing the negotiation and execution of a contract to purchase Audio/Visual Equipment for the Harris County Housing Authority Board Room**

Commissioner Dr. Adriana Tamez moved to approve the resolution, Commissioner Joe Ellis seconded, and the motion carried unanimously. (20-59)

## V. EXECUTIVE SESSION

The Board went into executive session at 2:27 p.m. to consult with its attorneys to seek or receive legal advice and consult regarding pending or contemplated litigation and discuss the value or transfer of real property.


**VI. RECONVENE**

The Board of Commissioners reconvened into public session at 3:00 p.m.

**VII. ADJOURNMENT**

Commissioner Dr. Adriana Tamez moved to adjourn at 3:03 p.m., Commissioner Joe Ellis seconded, all were in favor, and the motion carried.

Adopted and approved this 21st day of October 2020.



\_\_\_\_\_  
Gerald Womack, Chairman



\_\_\_\_\_  
Horace Allison, Secretary



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

**Houston, Texas**

**November 18, 2020**

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

**I. CALL TO ORDER AND RECORD OF ATTENDANCE**

The Board of Commissioners of Harris County Housing Authority met in a regular session, open to the public, on the 18th day of November 2020 at Harris County Housing Authority (HCHA), via online audio/video conference, inside the boundaries of Harris County in Houston, Texas. Chairman Womack called the meeting to order at 1:31 p.m. and called the roll of the duly constituted officers and members of the Board:

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

Attending for all or portions of the meeting were Horace Allison, Chief Executive Officer of HCHA, and Mike Laster from the County Attorney's Office was present as general counsel to HCHA. Additional attendees included the following:

Samson Babalola, Beverly Burroughs, Paul Curry, Debra McCray, Gayla Mickens, and Vivian Clark of Harris County Housing Authority.

**II. OPENING PRAYER AND PLEDGE OF ALLEGIANCE**

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

**III. APPROVAL OF MINUTES FROM OCTOBER 21, 2020**

Vice Chairman Joe Villarreal moved to approve the minutes from the October 21, 2020 Board meeting, Commissioner Dr. Adriana Tamez seconded, and the motion carried.

**IV. PUBLIC COMMENTS**

There were no public comments.

**V. CHIEF EXECUTIVE OFFICER'S REPORT**

Mr. Allison presented his report on the Mainstream Voucher Program Application, North Lake Houston, Baybrook, Harris County Housing Authority (HCHA) Lease-Up, Harris Development Center, Request for Qualifications, and the Monthly Report.

Mr. Allison updated the Board that HCHA staff applied to the U.S. Department of Housing and Urban Development (HUD) under PIH Notice 2020-22 for the Mainstream Voucher Program. The application was submitted on November 1, 2020. HCHA staff requested 75 mainstream vouchers.

In addition, HCHA staff will also apply by December 14, 2020 for additional vouchers under the Mobility Demonstration Program. HCHA intends to apply for 650 Mobility Demonstration Program vouchers.

Mr. Allison provided an update of the recent activities regarding the North Lake Houston drill site. Mr. Allison noted that the drill site location had been resolved, and all parties agreed to locate the drill site in the Northwest corner of the North Lake Houston parcel. Day Ray George & Associates, Inc. plans to apply during December 2020 to the TNRCC to designate the drill site formally. HCHA staff will issue an RFP for an Environmental Consultant to assist with the renewal of the Corps Permit. Also, Harris County Engineering is drafting a Letter of Intent for submission to MUD 499 for its consideration. Mr. Allison reviewed the Land Use-Master Plan's first draft for the North Lake Houston development from LAI Design Group. HCHA staff will meet with LAI to discuss the plan to finalize the Land Use-Master plan in greater detail.

Mr. Allison provided an update on the proposed Baybrook Partnership restructuring. Hudson Housing Capital submitted the Investor Partner Assignment documents for HCHA's consideration. These documents are under review by the law firm of Coats|Rose. HCHA staff will have a meeting with Coats|Rose to provide comments on the documents and consummate the assignment transaction by December 2020. Completing this transaction will give HCHA full control of Baybrook Apartments.

Mr. Allison provided an update regarding HCHA Lease-Up. The lease-up is up from 94.5% in April to 101% in September 2020. The year-end projected lease-up rate is 97.8%. Mr. Allison acknowledged HCHA staff members' stellar work by Terrance James, Idrena Williams, Ana Diaz-Lluberes, and Vanessa Munoz. This increase will allow HCHA to receive all the SEMAP points for the lease-up indicator.

Mr. Allison informed the board that HCHA staff has met with the Harris Center. The Harris Center is in the process of developing a new housing development. The Harris Center has in place all of the required funding to construct the proposed development.

HCHA staff was contacted by Harris County Community Services Department (HCCSD) to assist the Harris Center with project-based vouchers to facilitate the operations of the development. HCHA staff will continue to update the Board regarding this project.

Additionally, Mr. Allison also noted that various private developers have contacted HCHA staff regarding possible partnerships in developing additional affordable housing. To determine which developers to seek to partner with, HCHA staff will advertise a Request for Qualifications for Development Partners.

Mr. Allison introduced and welcomed Melanie Fahey as the Public Relations Officer for HCHA.

Mr. Allison presented the Monthly Reports for September 2020:

Annual Recertifications are being processed timely. HCHA issued two hundred one new vouchers. HCHA staff continues to conduct Intake Briefings online via video conferencing. Currently, client briefing attendance is at 100%. Housing Quality Standards (HQS) Inspections, i.e., new move-in and emergency inspections, are being conducted; however, the rate of HQS Inspections has slowed to minimize potential exposure of the inspectors to COVID-19. The pass rate for first-time inspections is above 52%. Lease terminations for clients' violation of the family's obligations are being upheld. The Housing Choice Voucher (HCV) program's voucher utilization rate for September 2020 is 101%, the Single Room Occupancy (SRO) program is 93%, and the Veterans Affairs Supportive Housing (VASH) program is 98%.

Lastly, Mr. Allison answered questions from the Board.

#### **VI. FINANCIAL PRESENTATION**

Mr. Curry presented the financial statements for HCHA from September 2020. The consolidated budget reflected revenue over budget by 18% and expenses over budget by 10%. Mr. Curry reviewed the Affordable Housing Development financial statements.

#### **VII. DEPARTMENT PRESENTATION**

Debra McCray presented the lease-up rates for the month of September 2020 for the HCV program. The HCV program for September 2020 was 100.8%, and the year-to-date was 97.1%, the VASH program was 97.6%, and the year-to-date was 95.7%, Jackson Hinds SRO program was 93.1%, and the year-to-date was 97.2%. The Home Ownership Program has two clients actively searching for new homes with their anticipated home closing dates scheduled for December 2020 and January 2021. The Section Eight Management Assessment Program (SEMAP) reporting rate is 100%. The SEMAP certification will be submitted on or before May 30, 2021.

Mr. Babalola reviewed the status of properties within the Affordable Housing Division for the month of September 2020. Mr. Babalola informed the Board that all existing properties are currently 95% leased or above for the month of September 2020. Mr. Babalola noted that Cornerstone Village, Louetta Village, Heritage Estates, Waterside

Court, Magnolia Estates, and The Villas at Eastwood net incomes were under budget for the month of September 2020.

Mr. Babalola moved to working developments. Mr. Babalola informed the Board that HCHA staff is working with ITEX to begin work on the flooring failure(s) at Retreat of Westlock. The architect of record will not be able to assist due to health concerns. ITEX is working to identify an alternate architect by December 2020 to prepare plans to correct the flooring deficiencies at Retreat at Westlock.

Mr. Babalola noted that HCHA staff is working to resolve the easement encroachment issues inhibiting HCHA's ability to convert from the construction loan to a permanent loan for The Villas at Eastwood. HCHA staff will hire a contractor to resolve the fence easement and anticipates final project closeout and loan conversion completed by the end of December 2020.

Mr. Babalola noted that HCHA staff had submitted the draft site purchase and sale agreement to METRO. METRO's legal department is reviewing, and HCHA staff is awaiting feedback.

Mr. Babalola reviewed the proposed developments. Mr. Babalola notified the Board that The Arbor at Wayforest is 11% completed. The construction contractor began installing the underground domestic water system and completed the building pads, stormwater, and wastewater systems.

The Hollows construction commenced in October 2020. The contractor began the site clearing and site surveying/staking in October 2020.

HCHA staff has received supplemental bids for The Northwood Apartments. HCHA staff is currently reviewing the bids and will work with LDG Multifamily, LLC to submit the bids to HCCSD for review and approval.

The Bluestem Apartments closing has been pushed back to March 2021.

There are no new updates for the Round 2 CDBG-DR Harvey Funding applications submitted to HCCSD.

Mr. Babalola reviewed the construction activities for the AMTEX Katy project. The development is 17% complete.

Lastly, Mr. Babalola answered questions from the Board. Chairman Womack asked that each development be tracked for M/WBE participation. Vice Chairman Villarreal asked what modifications are being made to the new projects' design to address COVID-19 building mitigation measures to avoid change orders later to address the minimization of client and staff exposure to COVID-19. Vice Chairman Villarreal also requested that staff review the existing developments to implement possible building improvements to minimize the spread of COVID-19 mitigation physical improvements. Chairman Womack requested that staff provide a schedule of the anticipated groundbreakings and openings

of the new developments

**VIII. EXECUTIVE SESSION**

The Board went into executive session at 2:23 p.m. to consult with its attorneys to seek or receive legal advice and consult regarding pending or contemplated litigation and discuss the value or transfer of real property.

**IX. RECONVENE**

The Board of Commissioners reconvened into public session at 2:55 p.m.

**X. DISCUSSION AND ACTION ITEMS**

**ACTION ITEM 2:**

**Resolution adopting and approving a revision of HCHA's Check Writing and Wire Transfer Policy**

Commissioner Dr. Adriana Tamez moved to approve the resolution, Vice Chairman Joe Villarreal seconded, and the motion carried unanimously. (20-61)

**ACTION ITEM 3:**

**Resolution authorizing the negotiation and execution of a Mobility Related Services Agreement with GMC, LLC for mobility related services for the Housing Choice Voucher Mobility Demonstration Program**

Commissioner Joe Ellis moved to approve the resolution, Vice Chairman Joe Villarreal seconded, and the motion carried unanimously. (20-62)

**ACTION ITEM 4:**

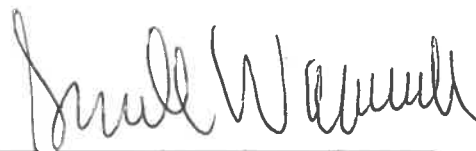
**Resolution authorizing the execution of a Reimbursement Agreement with Fenix Estates I, LP for elevator modifications at The Villas at Eastwood**

Commissioner Dr. Adriana Tamez moved to approve the resolution, Vice Chairman Joe Villarreal seconded, and the motion carried unanimously. (20-63)

**VII. ADJOURNMENT**

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

Adopted and approved this 16th day of the 2020.



Gerald Womack, Chairman



Horace Allison, Secretary



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

**Houston, Texas**

**December 16, 2020**

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

**I. CALL TO ORDER AND RECORD OF ATTENDANCE**

The Board of Commissioners of Harris County Housing Authority met in a regular session, open to the public, on the 16th day of December 2020 at Harris County Housing Authority (HCHA), via online audio/video conference, inside the boundaries of Harris County in Houston, Texas. Chairman Womack called the meeting to order at 1:35 p.m. and called the roll of the duly constituted officers and members of the Board:

|                   |               |                    |
|-------------------|---------------|--------------------|
| Gerald Womack     | Chairman      | Present            |
| Joe Villarreal    | Vice Chairman | Present            |
| Joe Ellis         | Commissioner  | Present at 1:44 pm |
| Dr. Adriana Tamez | Commissioner  | Present            |
| Kerry Wright      | Commissioner  | Absent             |

Attending for all or portions of the meeting were Horace Allison, Chief Executive Officer of HCHA, and Mike Laster from the County Attorney's Office was present as general counsel to HCHA. Additional attendees included the following:

Samson Babalola, Beverly Burroughs, Paul Curry, Melanie Fahey, Janae Ladet, Debra McCray, Gayla Mickens, and Vivian Clark of Harris County Housing Authority.

**II. OPENING PRAYER AND PLEDGE OF ALLEGIANCE**

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

**III. APPROVAL OF MINUTES FROM NOVEMBER 18, 2020**

Commissioner Joe Ellis moved to approve the minutes from the November 18, 2020 Board meeting, Commissioner Dr. Adriana Tamez seconded, and the motion carried.

**IV. PUBLIC COMMENTS**

There were no public comments.

**V. CHIEF EXECUTIVE OFFICER'S REPORT**

Mr. Allison presented his report on the Cares Act – Internet Services for Families with Children, Fenix Estates I, LP – TDHCA Compliance Review – No Findings, GLO-CDR Management Decision for HCHA FY19, and the Monthly Report.

Mr. Allison informed the Board that HCHA staff met with Comcast representatives to discuss a program called the Internet Essentials Partnership. This program provides low-cost internet services to schools or government agencies that would like to provide internet services to families with children and/or households with a disability. HCHA client base has approximately 2,400 families with children. HCHA staff would also like to offer this service to approximately 1,800 disabled, elderly families. The cost is approximately \$10 per month per family and HCHA would need to enter into a 6-month agreement with Comcast. This program is funded through the Cares Act.

Mr. Allison notified the Board that the Texas Department of Housing and Community Affairs (TDHCA) conducted its compliance review of all first-year admission files for Fenix Estates I, LP. TDHCA reviews the files for compliance with the IRS admission rules regarding income eligibility, rents, family size, unit size, etc. TDHCA issued a letter of “No Findings.” This is a significant milestone for the successful opening of The Villas at Eastwood (Fenix Estates).

Also, HCHA received a letter regarding the General Land Office-Community Development Revitalization (GLO-CDR) Management decision for HCHA FY19 Audit. Each audit year, HCHA must provide the GLO a copy of the HCHA Independent Audit. The FY19 Audit included Retreat at Westlock and Fenix Estates. HCHA received a letter of clearance and “No Findings” from the GLO-CDR.

Mr. Allison presented the Monthly Reports for October 2020:

Annual Recertifications are being processed timely. HCHA issued 202 new vouchers. HCHA staff continues to conduct Intake Briefings online via video conferencing. Currently, client briefing attendance is at 100%. Housing Quality Standards (HQS) Inspections, i.e., new move-in and emergency inspections, are being conducted; however, the rate of HQS Inspections has slowed to minimize potential exposure of the inspectors due to COVID-19. The pass rate for first-time inspections is above 53%. Lease terminations for clients’ violation of the family’s obligations are being upheld. The Housing Choice Voucher (HCV) program’s voucher utilization rate for October 2020 is 102%, the Single-Room Occupancy (SRO) program is 94%, and the Veterans Affairs Supportive Housing (VASH) program is 97%.

Chairman Gerald Womack commented on Comcast, TDHCA, and the GLO-CDR audits.

**VI. FINANCIAL PRESENTATION**

Mr. Curry presented the HCHA October 2020 financial statements. The consolidated budget reflected revenue over budget by 17% and expenses over budget by 10%. Mr. Curry reviewed the Affordable Housing Development financial statements.

**VII. DEPARTMENT PRESENTATION**

Debra McCray presented the HCV Program lease-up rates for October 2020. The HCV Program lease-up rates for October 2020 was 102.1%, and the year-to-date was 97.1%, the VASH Program was 97.0%, and the year-to-date was 95.7%, Jackson Hinds SRO Program was 94.4%, and the year-to-date was 97.2%. The Home Ownership Program has three clients actively searching for new homes, with their anticipated home closing dates scheduled for December 2020 and January 2021. The Section Eight Management Assessment Program (SEMAP) reporting rate is 100%. The SEMAP certification will be submitted on or before May 30, 2021.

Lastly, Ms. McCray answered questions from the Board and will provide the Board with a map showing the number of VASH clients in each Harris County Commissioner Precinct.

Mr. Babalola reviewed the status of properties within the Affordable Housing Division for the month of October 2020. Mr. Babalola informed the Board that all existing properties are currently 95% leased or above for October 2020. Mr. Babalola noted that Heritage Estates, Baybrook Park, Waterside Court, Magnolia Estates, and Retreat at Westlock net incomes were under budget for October 2020.

Mr. Babalola moved to working developments. Mr. Babalola informed the Board that there are no new updates on the flooring failure(s) at Retreat at Westlock. ITEX continues to work to identify an alternate architect.

Mr. Babalola noted that HCHA staff is working to resolve the easement encroachment issues inhibiting HCHA's ability to convert from the construction loan to a permanent loan for The Villas at Eastwood. The contractor will begin the fence easement modifications shortly and anticipates completion by January 2021.

Mr. Babalola noted that HCHA staff is still awaiting feedback from METRO. METRO's legal department is still reviewing the HCHA Purchase Sales Agreement for Bernicia Place at the Southeast Transit Center location.

Mr. Babalola reviewed the proposed developments. Mr. Babalola notified the Board that The Arbor at Wayforest is 16% completed. The groundbreaking will be December 17, 2020.

The Hollows construction commenced in October 2020. The contractor began the site clearing and started forming the building pads. This project is 4% complete.

The Northwood Apartments closed in October 2020. Construction mobilization is set to

commence in December 2020.

The Bluestem Apartments financial closing is scheduled for March 2021.

There are no new updates for the Round 2 CDBG-DR Harvey Funding applications submitted to HCCSD.

Mr. Babalola reviewed the construction activities for the AMTEX Katy project. During November 2020, the concrete pour for the foundation for Building 8 and site driveways was completed. The development is 20% complete.

Lastly, Mr. Babalola answered questions from the Board. Mr. Babalola will investigate the feasibility of adjusting the due date for rent payment.

## VIII. DISCUSSION AND ACTION ITEMS

### ACTION ITEM 2:

**Resolution honoring Brenda Sanchez as the Harris County Housing Authority Employee of the Quarter (January – March 2021)**

Chairman Gerald Womack moved to approve the resolution, Vice Chairman Joe Villarreal seconded, and the motion carried unanimously. (20-64)

### ACTION ITEM 3:

**Resolution authorizing the execution of an agreement for Automated Temperature Kiosk Services and Equipment**

Commissioner Dr. Adriana Tamez moved to approve the resolution, Vice Chairman Joe Villarreal seconded, and the motion carried unanimously. (20-65)

### ACTION ITEM 4:

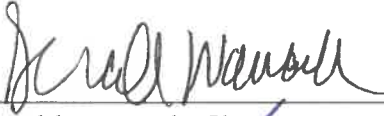
**Resolution by the Harris County Housing Authority (the "Authority") authorizing the submission of and ratifying actions in connection with a Low-Income Housing Tax Credit Application for The Residences at Arbor Oaks Development, and such other actions necessary or convenient to carry out this resolution**

Vice Chairman Joe Villarreal moved to approve the resolution, Commissioner Dr. Adriana Tamez seconded, and the motion carried unanimously. (20-66)

## VII. ADJOURNMENT

Commissioner Dr. Adriana Tamez moved to adjourn at 2:44 p.m., Vice Chairman Joe Villarreal seconded, all were in favor, and the motion carried.

Adopted and approved this 20th day of January 2021.

  
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Gerald Womack, Chairman

  
\_\_\_\_\_  
Horace Allison, Secretary