



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

**November 15, 2023**

**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 November 2023, at Harris County Housing Authority (HCHA), located at 1933 Hussion Street, inside the boundaries of Harris County in Houston, Texas. Chairman Gerald 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
Dr. Adriana Tamez	Commissioner	Present
Asheley Gilbert	Commissioner	Absent
Paul Shanklin	Commissioner	Present

Attending all or portions of the meeting were Melissa Quijano, CEO, Silvia Tiller, General Counsel from Harris County Attorney's Office. Additional attendees included the following:

Beverly Burroughs, Debra McCray, Paul Curry, Dominique King, Terumi Shorter, Vivian Clark, and Tabitha Lockhart, of Harris County Housing Authority. Francisco Castillo from Harris County Precinct 2 Commissioner's office, Antoinette Jackson, outside development counsel, from The Banks Law Firm, Natalie Carter, and Nandy Welch

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

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

**III. PUBLIC COMMENTS**

Ms. Natalie Carter provided public comments. Ms. Carter addressed the Board on behalf of her mother who resides at Sierra Meadows.

**IV. APPROVAL OF MINUTES**

**ACTION ITEM 1:**

**APPROVAL OF MINUTES FROM OCTOBER 18, 2023**

Vice Chairman Joe Villarreal moved to approve the minutes from the October 18, 2023 Board meeting, Commissioner Paul Shanklin seconded, and the motion carried. Commissioner Dr. Adriana Tamez abstained.

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

Ms. Melissa Quijano presented the September Monthly Report for the Housing Choice Voucher (HCV) Program.

Ms. Quijano informed the Board that in September 512 family Annual Recertifications were completed with 100% timely processing. There were 71 new vouchers issued to families from the HCHA's HCV waiting list. 4,123 families remain on the HCHA's HCV waiting list.

**VI. FINANCIAL PRESENTATION**

Mr. Paul Curry presented the HCHA September 2023 financial statements. The consolidated budget reflected revenue over budget by 1% and expenses over budget by 3%.

Lastly, Mr. Curry answered questions from the Board.

**VII. HCV AND AFFORDABLE HOUSING DEPARTMENTS PRESENTATION**

Ms. Debra McCray presented the HCV lease-up rates as reflected in the Monthly Reports for September 2023 included in the November 15, 2023 Board Book.

Lastly, Ms. McCray answered questions from the Board.

Ms. Dominique King reviewed the status of properties within the Affordable Housing Division for the month of September 2023. Ms. King identified the high performing properties. Lastly, Ms. King reviewed the status of each property's net income for September 2023.

Ms. King moved to proposed developments and noted the updated status of METRO and The HAY Center.

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

- The Arbor at Wayforest is 100% complete. The project is preparing for retainage release and project close-out.

- The Hollows project is 100% complete. The project is preparing for retainage release and project close-out.
- The Northwood Apartments project is 99% complete. All buildings are complete including the punch walk. The close-out is in progress.
- The Bluestem Apartments project is 94.5% complete. The final punch walk has been conducted on Buildings 1 and 2. The final punch walk for the clubhouse was scheduled for November 15, 2023.
- The Residences at Arbor Oaks is 99% complete. Building 4 final punch walk was conducted November 6, 2023. The final HQS Inspection was to follow.
- The First Met Senior Apartments are 43% complete. The underground utilities are complete, along with the full house wrap and windows. MEP is ongoing.

Ms. King advised that The Villas at Eastwood (Fenix Estates) received a response from the Texas Department of Housing and Community Affairs regarding Cost Certification and noted that a Land Use Restrictive Agreement (LURA) is required.

#### **VIII. EXECUTIVE SESSION**

The Board went into an executive session at 2:03 p.m. to consult with its attorneys, seek or receive legal advice, consult regarding pending or contemplated litigation, and discuss the value or transfer of real property.

#### **IX. RECONVENE**

The Board of Commissioners reconvened for the public session at 3:03 p.m.

#### **X. DISCUSSION AND ACTION ITEMS**

##### **ACTION ITEM 2:**

**Resolution authorizing the settlement and mutual release of claims in cause No. 2017-71486, styled Hussion Street Buildings LLC Plaintiff, V. Harris County Housing Authority Public Facility Corporation, Harris County Redevelopment Authority, Inc., putative defendants Fenix Estates Commercial LLC, Fenix Estates I GP LLC, Harris County Housing Authority, and Qualified Construction, Inc., Et Al., Defendants**

Commissioner Dr. Adriana Tamez moved to approve the resolution, Commissioner Paul Shanklin seconded, and the motion carried. (23-46)

##### **ACTION ITEM 3:**

**Resolution authorizing the Executive Director to negotiate and enter into a contract for Janitorial Services**

Commissioner Dr. Adriana Tamez moved to table the resolution, Commissioner Paul Shanklin seconded, all were in favor, and the motion carried.

**XI. ADJOURNMENT**

Commissioner Dr. Adriana Tamez moved to adjourn at 3:05 p.m., Commissioner Paul Shanklin seconded, all were in favor, and the motion carried.

Adopted and approved this 20th day of December 2023.



Gerald Womack, Chairman



Melissa Quijano, Secretary