



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

**April 19, 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 19th day of April 2023, at Harris County Housing Authority (HCHA), located at 1933 Hussion Street, inside the boundaries of Harris County in Houston, Texas. Chairman Womack called the meeting to order at 1:05 p.m. and called the roll of the duly constituted officers and members of the Board:

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

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

Beverly Burroughs, Debra McCray, Paul Curry, Dominique King, Gayla Mickens, Adeline Benoit, Vivian Clark, and Tabitha Lockhart of Harris County Housing Authority. Francisco Castillo from Harris County Precinct 2 Commissioner's office and General Counsel Antoinette Jackson from The Banks Law Firm office were also in attendance.

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

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

**III. PUBLIC COMMENTS**

There were no public comments.

**IV. APPROVAL OF MINUTES**

**ACTION ITEM 1:**

**APPROVAL OF MINUTES FROM MARCH 15, 2023**

Commissioner Joe Ellis moved to approve the minutes from the March 15, 2023 Board meeting, Vice Chairman Joe Villarreal seconded, and the motion carried.

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

Ms. Melissa Quijano presented The Hollows Ribbon Cutting, 12620 (Northwood) Ribbon Cutting, Arbors at Wayforest Ribbon Cutting, Section Eight Management Assessment Report (SEMAP) and the Monthly Reports.

Ms. Quijano informed the Board that The Hollows ribbon cutting was conducted on March 22, 2023, the 12620 (Northwood) ribbon cutting was conducted on March 23, 2023, and the Arbors at Wayforest Ribbon Cutting was conducted on April 5, 2023. Ms. Quijano thanked the staff and her predecessor, Mr. Horace Allison, for the vision of developing more Affordable Housing in Harris County.

Ms. Quijano informed the Board that HCHA staff completed the SEMAP report that is due by May 30, 2023. Ms. Quijano identified the 13 plus indicators that PHAs are measured on by the U. S. Department of Housing and Urban Development (HUD). Ms. Quijano noted that HCHA's total overall rating is as a High Performer.

Lastly, Ms. Quijano presented the Monthly Reports included in the April 2023 Board Book.

**VI. FINANCIAL PRESENTATION**

Mr. Curry presented the HCHA February 2023 financial statements. The consolidated budget reflected revenue over budget by 10% and expenses over budget by 7%.

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

Ms. McCray presented the HCV lease-up rates as reflected in the Monthly Reports for February 2023 included in the April 19, 2023 Board Book.

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

Ms. King moved to proposed developments.

Ms. King informed the board that the due diligence reports were received for METRO and that pre-development activities are underway. HCHA staff has procured for an architect and a development consultant.

Ms. King noted that The HAY Center project closed in February 2023. HCHA staff are working on the policies and procedures of the property management services agreement.

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

- The Arbor at Wayforest is 100% complete. The ribbon cutting was held on April 5, 2023.
- The Hollows project is 99% complete. The ribbon cutting was held on March 22, 2023.
- The Northwood Apartments project is 91% complete. The ribbon cutting was held on March 23, 2023.
- The Bluestem Apartments project is 75% complete.
- The Residences at Arbor Oaks is 94% complete.

Ms. King noted that the First Met Senior project is 6% complete.

Ms. King also noted that the AMTEX Katy development (The Greenwood at Katy) is 99% complete. HCHA staff is still working with the developer on the ADA non-compliant issues and awaiting the ADA certification. HCHA staff is waiting for a response from HUD.

Ms. King stated that she received the final document on the cost certification for The Villas at Eastwood. HCHA staff should have finalized paperwork by the end of April 2023.

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

The Board went into an executive session at 2:16 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 3:21 p.m.

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

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

**Resolution honoring Adeline Benoit's service to the Harris County Housing Authority**

Commissioner Joe Ellis moved to approve the resolution, Commissioner Asheley Gilbert seconded, and the motion carried. (23-13)

**ACTION ITEM 3:**

**Resolution approving the submission of the 2023 Section Eight Management Assessment Program certification to the U.S. Department of Housing and Urban Development**

Vice Chairman Joe Villarreal moved to approve the resolution, Commissioner Asheley Gilbert seconded, and the motion carried. (23-14)

**ACTION ITEM 4:**

**Resolution authorizing travel and other expenses for Paul Curry, Director of Finance and Dominique King, Director of Real Estate Development**

Commissioner Joe Ellis moved to approve the resolution, Commissioner Asheley Gilbert seconded, and the motion carried. (23-15)

**ACTION ITEM 5:**

**Resolution authorizing termination of Interlocal agreement between Harris County Housing Authority and Harris County for the Victor Blanco Project (Lake Houston Property)**

Commissioner Asheley Gilbert moved to approve the resolution, Vice Chairman Joe Villarreal seconded, and the motion carried. (23-16)

**ACTION ITEM 6:**

**Resolution celebrating National Fair Housing Month**

Vice Chairman Joe Villarreal moved to approve the resolution, Commissioner Asheley Gilbert seconded, and the motion carried. (23-17)

**ACTION ITEM 7 :**

**Resolution authorizing the negotiation and execution of a contract with GSMA, Inc., to provide architectural services for the Bernicia Place Affordable Housing Development**

Vice Chairman Joe Villarreal moved to approve the resolution as amended *"the authority given to the Acting CEO, Melissa Quijano, will be limited to negotiating the contract based upon the terms of the HCHA Procurement Policy and other applicable laws. The Acting CEO will bring the final contract for Board approval"* Commissioner Asheley Gilbert seconded, and the motion carried (23-18)

**ACTION ITEM 8:**

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

Commissioner Joe Ellis moved to approve the resolution as amended *"the authority given to the Acting CEO, Melissa Quijano, will be limited to negotiating the contract based upon the terms of the HCHA Procurement Policy and other applicable laws. The Acting CEO will bring the final contract for Board approval"* Commissioner Asheley Gilbert seconded, and the motion carried. (23-19)

**ACTION ITEM 9:**

**Resolution approving the Fiscal Year 2023 utility allowance schedules used by Harris County Housing Authority in administering the Housing Choice Voucher Program**

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

**ACTION ITEM 10:**

**Resolution by the Harris County Housing Authority (the "Authority") approving and ratifying actions in connection with the permanent loan financing for the Arbor at Wayforest Project in conjunction with Harris County Housing Authority Public Facility Corporation multifamily governmental note (Arbor at Wayforest) series 2020A, and such other actions necessary or convenient to carry out this resolution**

Vice Chairman Joe Villarreal moved to approve the resolution, Commissioner Asheley Gilbert seconded, and the motion carried. (23-21)

**XI. ADJOURNMENT**

Vice Chairman Joe Villarreal moved to adjourn at 3:48 p.m., Commissioner Asheley Gilbert seconded, all were in favor, and the motion carried.

Adopted and approved this 17th day of May 2023.



Gerald Womack, Chairman



Melissa Quijano, Acting Secretary