

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

Houston, Texas

January 16, 2019

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

I. CALL TO ORDER AND RECORD OF ATTENDANCE

The Board of Commissioners of Harris County Housing Authority (HCHA) met in regular session, open to the public, on the 16th day of January 2019, at Harris County Housing Authority (HCHA), located at 8933 Interchange Drive, 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
Roberto Gonzalez	Vice Chairman	Present
Joe Ellis	Commissioner	Absent
Joe Villarreal	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:

Beverly Burroughs, Ana Candelario, Paul Curry, J.R. Harris, Debra McCray, and Vivian Clark of HCHA; Wanda LeBlanc and Kim Brode were also in attendance.

II. OPENING PRAYER AND PLEDGE OF ALLEGIANCE

Samson Babalola opened the meeting with a prayer, followed by Vice Chairman Roberto Gonzalez, who led the Pledge of Allegiance, and Commissioner Joe Villarreal, who led the Texas Pledge.

III. APPROVAL OF MINUTES FROM DECEMBER 12, 2018

Chairman Gerald Womack moved to approve the minutes from the December 12, 2018 Board meeting, Vice Chairman Roberto Gonzalez seconded, and the motion carried.

IV. PUBLIC COMMENTS

Wanda LeBlanc and Kim Broade provided public comments.

V. CHIEF EXECUTIVE OFFICER'S REPORT

Mr. Allison presented his report on Small Area Fair Market Rents (SAFMR), Harris County Community Services Department (HCCSD), Research-Based Overview of the HCV Program, and HCHA Monthly Report. Mr. Allison informed the Board about the SAFMR notice that was sent by the U.S. Department of Housing and Urban Development (HUD) to all Housing Authorities. HCHA is not mandated by HUD to implement the SAFMR; however, the staff is analyzing this policy to determine if it would be advantageous for our residents. Mr. Allison mentioned that staff attended the HCCSD Technical Assistance Workshop focusing on the Fair Housing Act and Domestic and Sexual Violence Against Women Act. A research paper published in the Regional Science and Urban Economics Journal was discussed, which highlighted and dispelled numerous myths about the families, operations and positive benefits of the HCV Program. Lastly, Mr. Allison reviewed the Monthly Reports.

VI. FINANCIAL PRESENTATION

Mr. Curry presented the financial statements for HCHA from November 2018. The consolidated budget reflected revenue being under budget by 3% and expenses being under budget by 2%.

VII. DEPARTMENT PRESENTATION

Debra McCray presented the lease-up rates for the month of November for the HCV program. The HCV program was 100.6%, and the year-to-date was 96.5%, Veterans Affairs Supportive Housing program was 85.7%, and the year-to-date was 85.6%, Jackson Hinds Single Room Occupancy program was 95.8%, and year-to-date was 91.7%, and Thomas Moderate Rehabilitation program was 85.7%, and year-to-date was 94.3%. Ms. McCray also informed the Board that the HCV Homeownership Program had seven home closings during the calendar year 2018. Lastly, Ms. McCray mentioned that SEMAP is at 100% and is due May 30, 2019.

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 97% leased or above. Mr. Babalola noted that Primrose at Heritage Park and Baybrook properties reported their net incomes as under budget. HCHA expects to close on the refinancing of Cypresswood Estates in January 2019. The construction phase for The Retreat at Westlock is now closed out.

Mr. Babalola moved to working developments. The Villas at Eastwood is estimated to be about 73% completed. Mr. Babalola reviewed the construction progress status of each of the three buildings and the project cost summary. The project estimated completion date is June 2019.

Mr. Babalola reviewed the proposed developments. Mr. Babalola informed the Board that the staff is finalizing the revised proposal and offer letter for METRO. HCHA staff has signed the Memorandum of Understanding with Brinshore Development, LLC, AMCAL Equities, LLC, and Atlantic Pacific Communities, LLC for their proposed developments. HCHA staff will submit funding applications to the County for the CDBG-DR funds.

VIII. DISCUSSION AND ACTION ITEMS

ACTION ITEM 2:

Resolution approving the submission to the U.S. Department of Housing and Urban Development (HUD) of the Harris County Housing Authority (HCHA) 5-Year and Annual PHA (Public Housing Authority) Plans for the PHA fiscal years beginning April 1, 2019

Vice Chairman Roberto Gonzalez moved to approve the resolution, Commissioner Joe Villarreal seconded, and the motion carried. (19-01)

IX. EXECUTIVE SESSION

The Board went into executive session at 2:05 p.m.

X. RECONVENE

The Board of Commissioners reconvened into public session at 2:39 p.m.

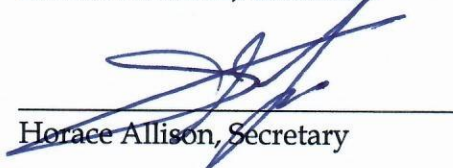
XI. ADJOURNMENT

Commissioner Joe Villarreal moved to adjourn at 2:40 p.m., Vice Chairman Roberto Gonzalez seconded, all were in favor, and the motion carried.

Adopted and approved this 20th day of February 2019.



Gerald Womack, Chairman



Horace Allison, Secretary

**MANAGER'S CERTIFICATE
(RESOLUTIONS AND INCUMBENCY)
OF
HCHA CYPRESSWOOD ESTATES, LLC**

The undersigned, Horace Allison, a Manager of HCHA Cypresswood Estates, LLC, a Texas limited liability company (the "Borrower"), hereby certifies that:

(1) I am now the Manager of the Borrower, appointed by the sole member, and shall act with such authority of the Borrower until I am replaced by the sole member.

(2) The sole member of the Borrower is HCHA Redevelopment Authority, Inc., a Texas non-profit public facility corporation (the "Corporation").

(3) The officers of the Corporation and their respective offices are as follows:

<u>Name:</u>	<u>Office:</u>
Gerald Womack	President
Roberto Gonzalez	Vice President
Horace Allison	Secretary/Executive Director

The terms for officers of the Corporation are each concurrent with their service as a board member or employee of the Harris County Housing Authority.

(4) The Directors of the Corporation are as follows:

Name:
Gerald Womack
Roberto Gonzalez
Joe Ellis
Joe Villarreal
Kerry Wright
Horace Allison
Paul Curry

The terms for Director are each concurrent with their service as a board member or employee of the Harris County Housing Authority.

(5) The Managers of the Borrower and their specimen signatures are as follows:

Name:

Horace Allison

Paul Curry

Signature:



The terms for Managers of the Borrower are each concurrent with their service as a board member or employee of the Harris County Housing Authority.

(6) The resolutions (the "Resolutions") attached hereto as Exhibit "G" are true and correct copies of the Resolutions duly adopted by the Borrower, in compliance with its Amended and Restated Regulations, as amended, and its Articles of Organization, as amended, and all applicable laws, by unanimous consent.

(7) That the Resolutions have not been amended, altered, or rescinded and are now in full force and effect on the date hereof.

(8) A true copy of the Bylaws for the Corporation, which is the sole Member of the Borrower, is attached hereto as Exhibit "A"; and true copies of the Certified Certificate of Formation for the Corporation and the Certificate of Correction for the Corporation each filed with the Secretary of State of Texas are attached hereto as Exhibit "B".

(9) That the Corporation is duly qualified to do business in the State of Texas and is in good standing in such state, as evidenced by the Certificate of Fact from the Texas Secretary of State as well as an indication of good standing from the Texas Comptroller, both attached hereto as Exhibit "C".

(10) That there is no provision of the Bylaws or Certificate of Formation of the Corporation limiting the powers of the sole Member of the borrower to pass or consent to the Resolutions and that the Resolutions are in conformity with the provisions of the Corporation's Bylaws and Certificate of Formation, as corrected.

(11) That no proceedings are pending for the forfeiture of the Corporation or for its dissolution, voluntary, or involuntary.

(12) The Corporation's Bylaws and Certificate of Formation, as corrected, are true and accurate, have not been amended, and remain in force.

(13) True copies of the Amended and Restated Regulations for the Borrower, the Assignment of Membership Interests and Other Rights of the Borrower, and the Amendment to

the Amended and Restated Regulations for the Borrower are each attached hereto as Exhibit "D"; and of the Certified Articles of Organization for the Borrower, and the two Certified Articles of Amendments for the Borrower, each filed with the State of Texas, attached hereto as Exhibit "E".

(14) That the Borrower is duly organized and validly existing under the laws of the State of Texas; that all franchise and other taxes required to maintain the corporate existence of the Borrower have been paid when due and that no such taxes are delinquent, as evidenced by the Certificate of Fact from the Texas Secretary of State as well as an indication of good standing from the Texas Comptroller, both attached hereto as Exhibit "F".

(15) That there is no provision of the Amended and Restated Regulations, as amended, or the Articles of Organization, as amended, of the Borrower limiting the powers of the sole Member to pass or consent to the Resolutions and that the Resolutions are in conformity with the provisions of the Corporation's Bylaws and Certificate of Formation.

(16) That no proceedings are pending for the forfeiture of the Borrower or for its dissolution, voluntary or involuntary.

(17) The Amended and Restated Regulations, the Assignment of Membership Interests and Other Rights, the Amendment to the Amended and Restated Regulations, the Articles of Organization, and the two Certified Articles of Amendments for the Borrower are true and accurate, have not been amended, and remain in force.

(18) That the Secretary of Housing and Urban Development ("HUD") is hereby authorized to rely on this certificate on and as of the date of the delivery of the Loan Documents (as such terms are hereafter defined in the Resolutions attached hereto as Exhibit "G") for the financing of the Project, FHA Project No.: 114-11474, and this certificate and the matters herein certified shall be deemed for all purposes to be true, accurate, and correct on and as of that date, and on and as of the date of delivery of the Loan Documents, unless an authorized officer of the Borrower notifies HUD in writing to the contrary prior to either of such dates.

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IN WITNESS WHEREOF I have hereunto affixed my name as of the 20th day of February,
2019.

HCHA CYPRESSWOOD ESTATES, LLC,
a Texas limited liability company

By: 

Horace Allison, Manager

EXHIBIT "A"

Copy of the Bylaws for the Corporation

EXHIBIT "B"

The Certified Certificate of Formation for the Corporation

and

Certified Certificate of Correction for the Corporation

EXHIBIT "C"

The Certificate of Fact and indication of good standing for the Corporation

EXHIBIT "D"

Copy of the Amended and Restated Regulations for the Borrower,
The Assignment of Membership Interests and Other Rights of the Borrower,
and
The Amendment to the Amended and Restated Regulations of the Borrower

EXHIBIT "E"

The Certified Articles of Organization for the Borrower,

and

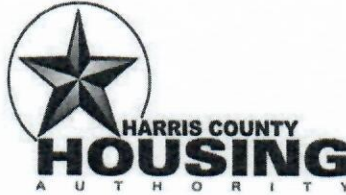
Two Certified Articles of Amendments for the Borrower

EXHIBIT "F"

The Certificate of Fact and indication of good standing for the Borrower

EXHIBIT "G"

The Resolutions



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

Houston, Texas

February 20, 2019

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

I. CALL TO ORDER AND RECORD OF ATTENDANCE

The Board of Commissioners of Harris County Housing Authority (HCHA) met in regular session, open to the public, on the 20th day of February 2019, at Harris County Housing Authority (HCHA), located at 8933 Interchange Drive, 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
Roberto Gonzalez	Vice Chairman	Present
Joe Ellis	Commissioner	Present
Joe Villarreal	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:

Beverly Burroughs, Ana Candelario, Paul Curry, J.R. Harris, Debra McCray, and Vivian Clark of HCHA; Kim Brode, Wanda LeBlanc, Mercedes Sanchez, Ruben Esqueda, Scott Puffer, Joel North, and Rich Sciortino were 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 Roberto Gonzalez, who led the Texas Pledge.

III. APPROVAL OF MINUTES FROM JANUARY 16, 2019

Vice Chairman Roberto Gonzalez moved to approve the minutes from the January 16, 2019 Board meeting, Commissioner Joe Ellis seconded, and the motion carried.

IV. PUBLIC COMMENTS

Kim Brode, Wanda LeBlanc, Mercedes Sanchez, and Rich Sciortino provided public comments.

V. CHIEF EXECUTIVE OFFICER'S REPORT

Mr. Allison presented his report on Small Area Fair Market Rents (SAFMR), Homeless Count and Survey, The Need For Affordable Housing, Houston Apartment Association Article, Meetings with County Commissioners - Affordable Housing (AFH) Development Projects, Texas State Representative Charles Dutton - Wallisville Ranch, and Houston County Community College - Public Relation Intern Program, and HCHA Monthly Report. Mr. Allison advised the Board that staff determined that SAFMR would have a negative impact on the majority of our clients, i.e., HCHA clients would be required to contribute more to the tenant's portion of their rent. Staff is currently reviewing the use of fair market rents, which will require approval by the U. S. Department of Housing and Urban Development (HUD). Five HCHA staff members participated in the Homeless Count and Survey. The count/survey was conducted on January 23, 2019, and HCHA staff will continue to work with the Coalition for the Homeless of Houston each year. Mr. Allison mentioned that staff met with all County Commissioner Representatives and Texas State Representative Charles Dutton regarding proposed AFH developments. Mr. Allison informed the Board that staff met with Houston Community College (HCC) to discuss the benefits for both entities in establishing an HCHA/HCC Public Relation Intern Program. HCHA will develop a detailed scope of services and tasks for submission, review, and approval by HCC. Mr. Allison reviewed The Need For Affordable Housing report prepared by the National Low Income Housing Coalition in January 2019. This report noted the challenges that low-income families face between paying rent or paying for other necessities, i.e., medical, education, transportation, food, clothing, etc.. Mr. Allison mentioned the article written by Debra McCray, "Stress-Free Affordable Housing" published in the February 2019 issue of Houston Apartment Association's ABODE magazine. Lastly, Mr. Allison reviewed the tour of The Villas at Eastwood by the Board of Commissioners and the Monthly Reports.

VI. FINANCIAL PRESENTATION

Mr. Curry presented the financial statements for HCHA from December 2018. The consolidated budget reflected revenue being under budget by 3% and expenses being under budget by 2%.

VII. DEPARTMENT PRESENTATION

Debra McCray presented the lease-up rates for the month of December for the HCV program. The HCV program was 101%, and the year-to-date was 97%, Veterans Affairs Supportive Housing program was 85.7%, and the year-to-date was 85.6%, Jackson Hinds Single Room Occupancy program was 97.2%, and the year-to-date was 93.1%, and Thomas Moderate Rehabilitation program was 85.7%, and the year-to-date was 92.9%.

Ms. McCray also informed the Board to date 35 families became homeowners under the HCV Homeownership Program. Ms. McCray reviewed the Home Ownership Program process. Lastly, Ms. McCray mentioned that SEMAP is at 100% and is due May 30, 2019.

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 96% leased or above. Mr. Babalola noted that Baybrook and Waterside Court properties reported their net incomes as under budget. The Retreat at Westlock is 100% leased, and documentation for finalizing the tax credit allocation has been submitted.

Mr. Babalola moved to working developments. The Villas at Eastwood is estimated to be about 77% completed. Mr. Babalola reviewed the construction progress status of each of the three buildings and the project cost summary. The project's estimated completion date is June 2019. Mr. Babalola answered questions from the Board.

Mr. Babalola reviewed the proposed developments. Mr. Babalola informed the Board that the CDBG-DR Harvey fund applications are due March 1, 2019. HCHA staff is working with Brinshore Development, LLC, AMCAL Equities, LLC, and Atlantic Pacific Communities, LLC on submitting their respective applications.

VIII. DISCUSSION AND ACTION ITEMS

ACTION ITEM 2:

Resolution authorizing the negotiation and execution of a contract for apartment furniture for The Villas at Eastwood

Vice Chairman Roberto Gonzalez moved to approve the resolution, Commissioner Joe Ellis seconded, and the motion carried. (19-03)

ACTION ITEM 3:

Resolution authorizing the negotiation and execution of a Memorandum of Understanding with developers of affordable multi-family housing

Commissioner Joe Ellis moved to approve the resolution as amended adding the following "*Whereas, Hettig-Kahn, Holdings, Inc. has subsequently withdrawn its proposal*", Vice Chairman Roberto Gonzalez seconded, and the motion carried. (19-04)

ACTION ITEM 4:

Resolution authorizing the renewal of an Interlocal Agreement for the provision of Insurance coverage

Vice Chairman Roberto Gonzalez moved to approve the resolution, Commissioner Joe Villarreal seconded, and the motion carried. (19-05)

ACTION ITEM 5:

Resolution authorizing the operating system software upgrade and renewal of the software support contract with MRI Software, LLC

Commissioner Joe Ellis moved to approve the resolution as amended to change the "contract price to \$42,684.00", Vice Chairman Roberto Gonzalez seconded, and the motion carried. (19-06)

ACTION ITEM 6:

Resolution authorizing the transfer of funds from the Central Office Cost Center to the Housing Choice Voucher Program

Vice Chairman Roberto Gonzalez moved to approve the resolution as amended to add in Now, therefore, be it resolved "*for the calendar year 2019*", Commissioner Joe Villarreal seconded, and the motion carried. (19-07)

ACTION ITEM 7:

Resolution by Harris County Housing Authority (the "Authority") approving and ratifying HCHA Cypresswood Estates, LLC (the "Company") to enter into a 223(f) HUD Loan and its loan documentation for Cypresswood Estates (the "Project"); approving and ratifying the appointment of the managers of the Company; and authorizing HCHA Redevelopment Authority, Inc. and the Company to take such other steps as the Company deems necessary or convenient to carry out these resolutions

Vice Chairman Roberto Gonzalez moved to approve the resolution as amended to include "*Now, therefore, be it resolved, by the Board of Commissioners, that, subject to consultation by and between outside counsel for the Authority, the Chairman of the Authority and Vice Chairman of the Authority, the Authority, Company, and Horace Allison (the "Executing Officer"),* Commissioner Joe Villarreal seconded, and the motion carried. (19-02)

IX. EXECUTIVE SESSION

The Board went into executive session at 3:07 p.m.

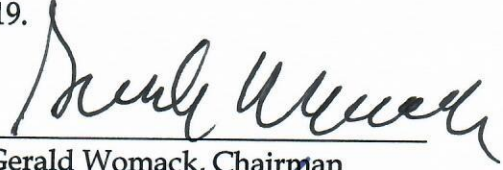
X. RECONVENE

The Board of Commissioners reconvened into public session at 3:36 p.m.

XI. ADJOURNMENT

Vice Chairman Roberto Gonzalez moved to adjourn at 3:39 p.m., Commissioner Joe Villarreal seconded, all were in favor, and the motion carried.

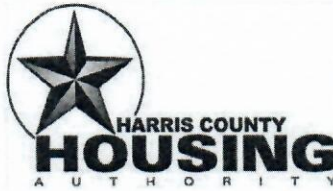
Adopted and approved this 20th day of February 2019.

A handwritten signature in black ink, appearing to read "Gerald Womack", written over a horizontal line.

Gerald Womack, Chairman

A handwritten signature in blue ink, appearing to read "Horace Allison", written over a horizontal line.

Horace Allison, Secretary



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

Houston, Texas

March 20, 2019

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

I. CALL TO ORDER AND RECORD OF ATTENDANCE

The Board of Commissioners of Harris County Housing Authority (HCHA) met in regular session, open to the public, on the 20th day of March 2019, at Harris County Housing Authority (HCHA), located at 8933 Interchange Drive, 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
Roberto Gonzalez	Vice Chairman	Present
Joe Ellis	Commissioner	Absent
Joe Villarreal	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, Ana Candelario, Paul Curry, Debra McCray, and Vivian Clark of HCHA; Kim Brode, Lance Gilliam, and Mercedes Sanchez were also in attendance.

II. OPENING PRAYER AND PLEDGE OF ALLEGIANCE

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

III. APPROVAL OF MINUTES FROM FEBRUARY 20, 2019

Commissioner Joe Villarreal moved to approve the minutes from the February 20, 2019 Board meeting, Vice Chairman Roberto Gonzalez seconded, and the motion carried.

IV. PUBLIC COMMENTS

Lance Gilliam provided public comments.

V. CHIEF EXECUTIVE OFFICER'S REPORT

Mr. Allison presented his report on Civic Saturday - Economic Opportunity and Housing, Affordable Housing Innovation Summit, Cypresswood Closing, Harris Health System Meeting, Mueller Development - Austin, Texas, Home Ownership Lender Meeting, Patriots by the Lake - Developer Meeting, Harris County Community Services Department (HCCSD) - Labor Compliance, Kirby SL Interchange, LP - 8933 Interchange, Texas NAHRO - Legislative Meeting, and HCHA Monthly Report.

Mr. Allison informed the Board that staff attended Civic Saturday sponsored by the office of Harris County Judge Lina Hidalgo. The meeting focused on jobs and education, entrepreneurship and small business development, homeownership, and rental housing located in the North Houston area.

Mr. Allison attended the Affordable Housing Innovation Summit hosted by the Dallas Housing Authority. The summit was an opportunity to bring together Texas housing authorities to share and discuss best practices. Topics discussed included but were not limited to the under-utilization of Veterans Affairs Supportive Housing (VASH) vouchers, Vision Centers, revenue generation, third-party property management, repositioning assets, technology, automation, and development of affordable housing.

Mr. Allison announced that the financial closing for the refinancing of Cypresswood Estates occurred on March 6, 2019. He thanked staff members Samson Babalola, Paul Curry, and Marcella Petty. Mr. Allison mentioned that Chairman Womack arranged a meeting with Dr. Ericka Brown at Harris Health System (HHS). Discussions during the meeting centered around developing a partnership with HHS to provide housing assistance to HHS's homeless clientele.

Mr. Allison informed the Board that staff attended the Mueller Development in Austin with HCCSD. Mueller is a mixed-income, mixed-use development that includes health and education facilities, restaurants, retail stores, single family and multi-family housing, commercial office buildings, and more on the site of the old Austin Airport. The Mueller development concept would be a great idea to implement at Patriots by the Lake.

Mr. Allison informed the Board that thirteen (13) lenders were invited to attend the Homeownership Lender meeting to discuss the Dual Payment Program. Mr. Allison updated the Board regarding labor compliance issues and that HCHA staff will continue to work with the HCCSD to provide remedial training to the contractors and sub-contractors working on The Villas of Eastwood. Further, weekly meetings have been instituted to resolve any outstanding labor compliance issues. The lease for 8933

Interchange expires in August 2019. Mr. Allison has provided notice to the Department of Veterans Affairs (VA) and requested confirmation of their intent to lease office space at The Villas of Eastwood. As of today, the staff has not received a response from the VA.

Texas NAHRO representatives met with Texas State Legislators in February to discuss Texas housing authority concerns. Major topics discussed were the elimination of the two-mile rule in regards to proposed Harvey-DR developments, letters of support from State Representatives, resident commissioner eligibility and housing authority's right of first refusal.

Lastly, Mr. Allison reviewed the Monthly Reports. Vice-Chairman Roberto Gonzalez mentioned the need for more affordable housing to be developed in Harris County. Commissioner Gonzalez referenced the ALICE (Asset, Limited Income, Constrained, Employed) report by the United Way. This report outlines the crisis in Harris County and the greater Houston area, in which more than 550,000 homes are asset limited and spend more than 50% of their income on rent. HCHA Board of Commissioners will work to garner political support for more affordable housing in Harris County.

VI. FINANCIAL PRESENTATION

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

VII. DEPARTMENT PRESENTATION

Debra McCray presented the lease-up rates for the month of January for the Housing Choice Voucher (HCV) program. The HCV program was 100.9%, and the year-to-date was 100.9%, Veterans Affairs Supportive Housing program was 86.5%, and the year-to-date was 86.5%, Jackson Hinds Single Room Occupancy program was 91.7%, and the year-to-date was 91.7%, and Thomas Moderate Rehabilitation program was 85.7%, and the year-to-date was 85.7%. Ms. McCray also informed the Board, to date, 35 families became homeowners under the HCV Homeownership Program. Ms. McCray mentioned that SEMAP reporting is at 100% and is due May 30, 2019. Ms. McCray also informed the Board about a homeowner that will be aging out of the Homeownership Program in 2021, i.e., no longer needing HCV Program mortgage assistance.

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 97% leased or above. Mr. Babalola noted that Primrose at Heritage Park and Cypresswood Estates properties net incomes were under budget. HCHA Staff is still working with the Texas Department of Housing and Community Affairs (TDHCA) and ITEX on the documentation for finalizing the Westlock cost certification.

Mr. Babalola moved to working developments. The Villas at Eastwood is estimated to be about 82% completed. Mr. Babalola reviewed the construction progress status of each of the three buildings and the project cost summary. Mr. Babalola answered questions from the Board.

Mr. Babalola reviewed the proposed developments. Mr. Babalola informed the Board that staff is working on finalizing a development budget and timeline for METRO's review and that HCHA staff in partnership with Atlantic Pacific Communities, LDG and Brinshore have submitted applications to HCCSD.

VIII. DISCUSSION AND ACTION ITEMS

ACTION ITEM 2:

Resolution authorizing the negotiation and execution of an Agreement for architectural and engineering services

This resolution was tabled.

ACTION ITEM 3:

Resolution approving the Budget for Fiscal Year (FY 2020) ending March 31, 2020

Vice Chairman Roberto Gonzalez moved to approve the resolution, Commissioner Joe Villarreal seconded, and the motion carried. (19-08)

ACTION ITEM 4:

Resolution authorizing the negotiation and execution of an Interlocal Agreement for Workers' Compensation Insurance

Vice Chairman Roberto Gonzalez moved to approve the resolution, Commissioner Joe Villarreal seconded, and the motion carried. (19-09)

ACTION ITEM 5:

Resolution authorizing the Chief Executive Officer to negotiate and execute a Relocation Services Agreement

Commissioner Joe Villarreal moved to approve the resolution, Vice Chairman Roberto Gonzalez seconded, and the motion carried. (19-10)

IX. EXECUTIVE SESSION

The Board went into executive session at 2:26 p.m.

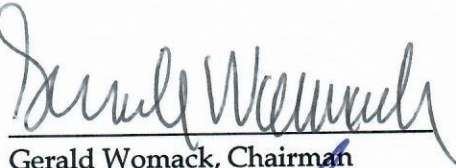
X. RECONVENE

The Board of Commissioners reconvened into public session at 3:09 p.m.

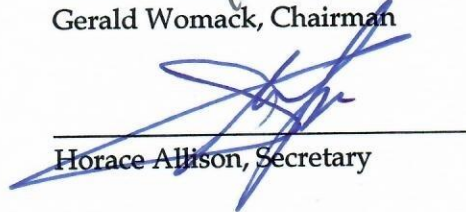
XI. ADJOURNMENT

Commissioner Joe Villarreal moved to adjourn at 3:09 p.m., Vice Chairman Roberto Gonzalez seconded, all were in favor, and the motion carried.

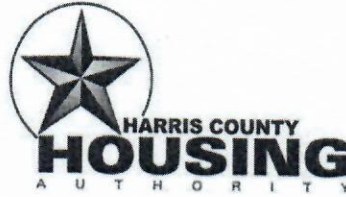
Adopted and approved this 17th day of April 2019.

A handwritten signature in black ink, appearing to read "Gerald Womack", written over a horizontal line.

Gerald Womack, Chairman

A handwritten signature in blue ink, appearing to read "Horace Allison", written over a horizontal line.

Horace Allison, Secretary



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

Houston, Texas

April 17, 2019

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

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Roberto Gonzalez	Vice Chairman	Present
Joe Ellis	Commissioner	Present
Joe Villarreal	Commissioner	Present
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Samson Babalola, Beverly Burroughs, Ana Candelario, Paul Curry, Debra McCray, Terrance James, and Vivian Clark of HCHA; Kim Brode 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 Commissioner Joe Villarreal, who led the Texas Pledge.

III. APPROVAL OF MINUTES FROM MARCH 20, 2019

Commissioner Joe Ellis moved to approve the minutes from the March 20, 2019 Board meeting, Vice Chairman Roberto Gonzalez seconded, and the motion carried.

IV. PUBLIC COMMENTS

Kim Brode provided public comments.

V. CHIEF EXECUTIVE OFFICER'S REPORT

Mr. Allison presented his report on Hay Center Meeting, Harris County Auditor's Examination of HCHA Financial Statements and Single Audit Reports, and Data Collection Form for FYE March 31, 2018, NAHRO News - President's 2020 Budget In-Depth, Prisoner Re-Entry Housing Program, Project Based Voucher (The Villas at Eastwood) Waitlist Opening, and HCHA Monthly Report.

Mr. Allison informed the Board that HCHA, Harris County Community Services Development, and Hay Center representatives met to discuss developing an Interlocal Agreement to source funding to develop housing for youth aging out of foster care. The proposed development would provide social supportive services and housing for forty to fifty youths.

Mr. Allison informed the Board that the grant funding audit conducted by the Harris County Auditor's office cited non-significant deficiencies. The audit also cited no further action is required by HCHA.

Mr. Allison provided an overview of the President of the United States' proposed budget reductions for the U.S. Department of Housing and Urban Development's programs. These proposed budget cuts would affect Public Housing, Section 8, Community Development, Home Investment Partnership Program, Self-Help and Assisted Homeownership Opportunity Program (SHOP), and Homeless Assistance Grants. Mr. Allison noted that the current reductions are already significant and Public Housing advocates will continue to send comments and monitor the housing budget outcomes.

Mr. Allison reported that staff conducted research for the Prisoner Re-Entry Housing Program. The program provides housing opportunities for individuals returning to the community after incarceration. HCHA identified two housing authorities operating Prisoner Re-Entry Programs - King County Housing Authority in Washington state and Burlington Housing Authority in Vermont. The program in Burlington assists incarcerated and community-based offenders, with the Department of Corrections providing a high level of program supervision/oversite. HCHA will try to create a local initiative similar to the Burlington Housing Authority model.

Mr. Allison announced that the Project-Based Voucher (PBV) Waitlist for The Villas at Eastwood would open on April 29-30, 2019. The waitlist will be available via an online application process. HCHA offices will also have computers set up to assist applicants that may walk in.

Lastly, Mr. Allison reviewed the Monthly Reports.

VI. FINANCIAL PRESENTATION

Mr. Curry presented the financial statements for HCHA from February 2019. The consolidated budget reflected revenue being over budget by 3% and expenses being under budget by 1%.

VII. DEPARTMENT PRESENTATION

Debra McCray presented the rolling six-month average lease-up rates for the Housing Choice Voucher (HCV) program. The HCV program was 100.9%, Veterans Affairs Supportive Housing program was 85.9%, Jackson Hinds Single Room Occupancy program was 93.8%, and Thomas Moderate Rehabilitation program was 85.7%. Ms. McCray also informed the Board, that there were no home closings this month; however, staff attended a D.R. Horton sponsored Homeownership Fair on April 13, 2019. Staff identified several potential Homeownership program prospects during the fair. Ms. McCray also reviewed the property location map for the Homeownership program. The next HCV program's Landlord Briefing is scheduled for April 26, 2019.

Mr. Babalola reviewed the status of properties within the Affordable Housing Division for the month of February. Mr. Babalola informed the Board that all existing properties are currently 95% leased or above. Mr. Babalola noted that Primrose at Heritage Park, Baybrook Park, and Waterside Court properties net incomes were under budget. HCHA staff continues to work with the Texas Department of Housing and Community Affairs (TDHCA) and ITEX on the documentation for finalizing the Westlock cost certification.

Mr. Babalola moved to working developments. The Villas at Eastwood is estimated to be about 86% completed. Mr. Babalola reviewed the construction progress status of each of the three buildings and the project cost summary. Mr. Babalola answered questions from the Board.

Mr. Babalola reviewed the proposed developments. Mr. Babalola informed the Board that a revised Memorandum of Understanding was sent to CCPPI for Emancipation East and West and staff is working on a development budget, timeline, and architect for the METRO - Bernicia Place development.

VIII. DISCUSSION AND ACTION ITEMS

ACTION ITEM 2:

Resolution honoring Terrance James as Harris County Housing Authority May 2019 Employee of the Month

Vice Chairman Roberto Gonzalez moved to approve the resolution, Commissioner Joe Ellis seconded, and the motion carried. (19-11)

ACTION ITEM 3:

Resolution approving 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, Commissioner Joe Villarreal seconded, and the motion carried. (19-12)

ACTION ITEM 4:

Resolution authorizing the Chief Executive Officer to use affordable housing funds as necessary to fund the acquisition of real property for the expansion of The Villas at Eastwood project

Vice Chairman Roberto Gonzalez moved to approve the resolution, Commissioner Joe Ellis seconded, and the motion carried. (19-13)

ACTION ITEM 5:

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

Commissioner Joe Villarreal moved to approve the resolution, Vice Chairman Roberto Gonzalez seconded, and the motion carried. (19-14)

ACTION ITEM 6:

Resolution approving a revision to the Harris County Housing Authority Administrative Plan

Commissioner Joe Ellis moved to approve the resolution, Vice Chairman Roberto Gonzalez seconded, and the motion carried. (19-15)

ACTION ITEM 7:

Resolution approving a revision to the Harris County Housing Authority 2019 Annual Public Housing Authority Plan

Commissioner Joe Ellis moved to approve the resolution, Vice Chairman Roberto Gonzalez seconded, and the motion carried. (19-16)

ACTION ITEM 8:

Resolution authorizing the negotiation and execution of Memorandum of Understanding with Brinshore Development, LLC for the development of Bluestem Apartments, an affordable multi-family housing development

Vice Chairman Roberto Gonzalez moved to approve the resolution, Commissioner Joe Ellis seconded, and the motion carried. (19-17)

ACTION ITEM 9:

Resolution authorizing the negotiation and execution of Memorandum of Understanding with Brinshore Development, LLC for the development of Spero Apartments, an affordable multi-family housing development

Commissioner Joe Villarreal moved to approve the resolution, Vice Chairman Roberto Gonzalez seconded, and the motion carried. (19-18)

ACTION ITEM 10:

Resolution authorizing the negotiation and execution of Memorandum of Understanding with LDG Multifamily, LLC for the development of The Hollows, an affordable multi-family housing development

Vice Chairman Roberto Gonzalez moved to approve the resolution, Commissioner Joe Ellis seconded, and the motion carried. (19-19)

ACTION ITEM 11:

Resolution authorizing the negotiation and execution of Memorandum of Understanding with LDG Multifamily, LLC for the development of Dancy Estates, an affordable multi-family housing development

Vice Chairman Roberto Gonzalez moved to approve the resolution, Commissioner Joe Ellis seconded, and the motion carried. (19-20)

ACTION ITEM 12:

Resolution authorizing the negotiation and execution of Memorandum of Understanding with AMTEX Multi-Housing, LLC for the development of Richcrest Apartments, an affordable multi-family housing development

Vice Chairman Roberto Gonzalez moved to approve the resolution, Commissioner Joe Ellis seconded, and the motion carried. (19-21)

ACTION ITEM 13:

Resolution approving the reimbursement of travel expenses for Horace Allison

Commissioner Joe Ellis moved to approve the resolution, Vice Chairman Roberto Gonzalez seconded, and the motion carried. (19-22)

IX. EXECUTIVE SESSION

The Board went into executive session at 2:45 p.m.

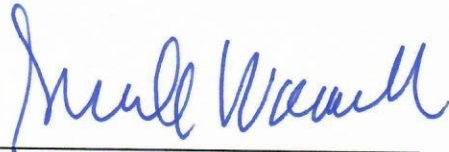
X. RECONVENE

The Board of Commissioners reconvened into public session at 3:50 p.m.

XI. ADJOURNMENT

Commissioner Joe Villarreal moved to adjourn at 3:50 p.m., Commissioner Joe Ellis seconded, all were in favor, and the motion carried.

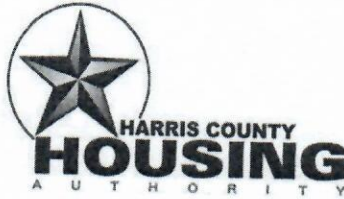
Adopted and approved this 15th day of May 2019.



Gerald Womack, Chairman



Horace Allison, Secretary



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

Houston, Texas

May 15, 2019

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

I. CALL TO ORDER AND RECORD OF ATTENDANCE

The Board of Commissioners of Harris County Housing Authority (HCHA) met in regular session, open to the public, on the 15th day of May 2019, at Harris County Housing Authority (HCHA), located at 8933 Interchange Drive, 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
Roberto Gonzalez	Vice Chairman	Present
Joe Ellis	Commissioner	Present
Joe Villarreal	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, Ana Candelario, Paul Curry, Debra McCray, Terrance James, Cindy Vance, and Vivian Clark of HCHA; Kim Brode and Antoinette Jackson were also in attendance.

II. OPENING PRAYER AND PLEDGE OF ALLEGIANCE

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

III. APPROVAL OF MINUTES FROM APRIL 17, 2019

Commissioner Joe Ellis moved to approve the minutes from the April 17, 2019 Board meeting, Vice Chairman Roberto Gonzalez seconded, and the motion carried.

IV. PUBLIC COMMENTS

Kim Brode provided public comments.

V. CHIEF EXECUTIVE OFFICER'S REPORT

Mr. Allison presented his report on the Hay Center, Resident Commissioner Nominee(s), Harvey CDBG-DR Developer Applications, The Villas at Eastwood, and the HCHA Monthly Report.

Mr. Allison updated the Board that HCHA, Harris County Community Services Department, Harris County Protective Services for Child and Adults, Houston Alumni and Youth Center, and Houston Alumni and Youth Center Foundation representatives continue to discuss the Interlocal Agreement. This agreement sets forth the aspirations of the parties to create a joint partnership to develop housing for youth aging out of foster care. HCHA staff is excited about this opportunity.

Mr. Allison informed the Board that HCHA staff contacted households participating in the Housing Choice Voucher and Affordable Housing Programs to identify prospective Resident Commissioner Nominee(s). The outreach yielded two (2) prospective applicants that have been submitted to the Harris County Attorney's Office through General Counsel, Scott Lemond, for possible consideration.

Mr. Allison provided a summary of the Harvey CDBG-DR Developer applications. Eight (8) applications were submitted. The applications, if approved, would generate one thousand seventy-four (1,074) units. The total Harvey CDBG-DR funding requests exceed one hundred million dollars (\$100,000,000.00), while the total development cost is more than three hundred million dollars (\$300,000,000.00). HCHA staff has been made aware of the City of Houston's position not to support developments located in extra territorial jurisdiction (ETJ) census tracts, where the poverty rate exceeds twenty-five (25) percent. HCHA will discuss with the City of Houston and Harris County the impact the City's position will have on HCHA not being able to proceed with several of its proposed developments located in the ETJ.

Mr. Allison reported that HCHA staff is working on obtaining a Temporary Certificate of Occupancy from the City of Houston for The Villas at Eastwood. Harris County Community Services has reallocated some of its funding to cover the cost associated with, the provision of social services through December 2020 for The Villas at Eastwood. In addition, the Waitlist was opened, and HCHA received one hundred fifteen (115) applications. HCHA staff has met with the Coalition for the Homeless to discuss the prospective tenant referral process. HCHA is in discussion with SEARCH to finalize the social services agreement and budget. Mr. Allison also reviewed the proposed rule changes in the Section 3 Program, broadening the program eligibility criteria to allow more persons and businesses to qualify as Section 3 program participants.

Mr. Allison mentioned that HCHA sent several letters to the Department of Veterans Affairs (VA) regarding the continued underutilization of VASH Program vouchers and the absence of adequate participant referrals. The local VA office has not responded to HCHA's letters. Mr. Allison has been instructed to send a letter to HUD asking approval to transfer the underutilized vouchers to another housing authority that would be able to use them.

Lastly, Mr. Allison reviewed the Monthly Reports.

VI. FINANCIAL PRESENTATION

Mr. Curry presented the financial statements for HCHA from March 2019. The consolidated budget reflected revenue being over budget by 3% and expenses being under budget by 1%.

VII. DEPARTMENT PRESENTATION

Beverly Burroughs presented the lease-up rates for the month of March for the Housing Choice Voucher (HCV) program. The HCV program was 100.2%, and the year-to-date was 100.8%, Veterans Affairs Supportive Housing program was 86.3%, and the year-to-date was 86.8%, Jackson Hinds Single Room Occupancy program was 90.3%, and the year-to-date was 90.3%, and Thomas Moderate Rehabilitation program was 85.7%, and the year-to-date was 85.7%. Ms. Burroughs also informed the Board, to date, 35 families became homeowners under the HCV Homeownership Program. Ms. Burroughs mentioned that SEMAP reporting is at 100% and has been submitted. Ms. Burroughs noted that the local field HUD office is currently reviewing the SEMAP.

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 97% leased or above. Mr. Babalola noted that Primrose at Heritage Park and Cypresswood Estates properties net incomes were under budget. HCHA staff has submitted the closeout documents to the Texas Department of Housing and Community Affairs (TDHCA) for the Retreat at Westlock. TDHCA sent back additional questions and asked for clarifications regarding the submitted documents. HCHA staff is working with ITEX to respond to TDHCA.

Mr. Babalola moved to working developments. The Villas at Eastwood is estimated to be about 90% completed. Mr. Babalola reviewed the construction progress status of each of the three buildings and the project cost summary. Mr. Babalola updated the Board regarding the work on Hussion Street.

Mr. Babalola reviewed the proposed developments. Mr. Babalola reiterated that eight (8) applications were submitted for CDBG-DR Harvey funds and that a draft Memorandum of Understanding was sent to CCPPI for Emancipation East and West. HCHA staff is finalizing the development budget and the timeline for Emancipation East and West. Mr. Babalola answered questions from the Board.

VIII. DISCUSSION AND ACTION ITEMS

ACTION ITEM 2:

Resolution honoring Cindy Vance as Harris County Housing Authority June 2019 Employee of the Month

Chairman Gerald Womack moved to approve the resolution, Vice Chairman Roberto Gonzalez seconded, and the motion carried. (19-23)

ACTION ITEM 3:

Resolution ratifying the emergency purchase of Information Technology Services

Vice Chairman Roberto Gonzalez moved to approve the resolution, Commissioner Joe Ellis seconded, and the motion carried. (19-24)

ACTION ITEM 4:

Resolution authorizing the negotiation and execution of a contract to purchase Information Technology Equipment

Vice Chairman Roberto Gonzalez moved to approve the resolution, Commissioner Joe Ellis seconded, and the motion carried. (19-25)

ACTION ITEM 5:

Resolution by the Chief Executive Officer to negotiate and execute a Master Services Agreement

Commissioner Joe Ellis moved to approve the resolution, Vice Chairman Roberto Gonzalez seconded, and the motion carried. (19-26)

ACTION ITEM 6:

Resolution authorizing the Chief Executive Officer to negotiate and execute a Telephone Products and Services Agreement

Commissioner Joe Ellis moved to approve the resolution, Vice Chairman Roberto Gonzalez seconded, and the motion carried. (19-27)

ACTION ITEM 7:

Resolution authorizing the negotiation and execution of Memorandum of Understanding between Harris County Community Services Department, Harris County Protective Services for Children and Adults, Houston Alumni and Youth Center, Houston Alumni and Youth Center Foundation, and the Harris County Housing Authority

Vice Chairman Roberto Gonzalez moved to approve the resolution, Commissioner Joe Ellis seconded, and the motion carried. (19-28)

ACTION ITEM 8:

Resolution by the Harris County Housing Authority authorizing the Chief Executive Officer to enter into a Contract for Legal Services and such other actions necessary or convenient to carry out this resolution

Chairman Gerald Womack moved to approve the resolution, Vice Chairman Roberto Gonzalez seconded, and the motion carried. (19-29)

ACTION ITEM 9:

Resolution revising the Harris County Housing Authority Procurement Policy

Vice Chairman Roberto Gonzalez moved to approve the resolution, Commissioner Joe Ellis seconded, and the motion carried. (19-30)

IX. EXECUTIVE SESSION

The Board went into executive session at 2:31 p.m.

X. RECONVENE

The Board of Commissioners reconvened into public session at 3:17 p.m.

XI. ADJOURNMENT

Commissioner Joe Villarreal moved to adjourn at 3:17 p.m., Commissioner Joe Ellis seconded, all were in favor, and the motion carried.

Adopted and approved this 19th day of June 2019.



Gerald Womack, Chairman



Horace Allison, Secretary



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

Houston, Texas

June 19, 2019

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 June 2019, at Harris County Housing Authority (HCHA), located at 8933 Interchange Drive, 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
Roberto Gonzalez	Vice Chairman	Present
Joe Ellis	Commissioner	Absent
Joe Villarreal	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, Ana Candelario, Paul Curry, Debra McCray, Zayyana Shehu, Sherika Thompson, and Vivian Clark of HCHA; Lance Gilliam and Nicole Seymour were also in attendance.

II. OPENING PRAYER AND PLEDGE OF ALLEGIANCE

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

III. APPROVAL OF MINUTES FROM MAY 15, 2019

Vice Chairman Roberto Gonzalez moved to approve the minutes from the May 15, 2019 Board meeting, Commissioner Joe Villarreal seconded, and the motion carried.

IV. PUBLIC COMMENTS

Lance Gilliam provided public comments.

V. CHIEF EXECUTIVE OFFICER'S REPORT

Mr. Allison presented his report on the General Land Office – Community Development Revitalization (GLO-CDR) Management Decision, SEMAP, Harris County Housing Policy Advisory Committee, 2019 Point-In-Time Homeless Count, U.S. Department of Housing and Urban Development (HUD) Proposed Rule - Section 214 - Verification of Eligible Status, and the HCHA Monthly Report.

Mr. Allison informed the Board that the GLO-CDR has reviewed HCHA's Fiscal Year 2018 Financials and Single Audit reports regarding the fourteen million, six hundred fifty-four thousand, three hundred forty dollar (\$14,654,340.00) grant for the Retreat at Westlock and The Villas at Eastwood. The GLO noted no findings or corrective actions concerning the GLO – Disaster Recovery Grant.

Mr. Allison notified the Board that the SEMAP certification was submitted to HUD on May 7, 2019. On May 22, 2019, HUD confirmed receipt and review of the SEMAP certification and issued a final SEMAP certification score of 130 points, i.e., a High Performer.

Mr. Allison reported that on December 18, 2018, Harris County Commissioners Court authorized a comprehensive Affordable Housing study. The study was authorized to evaluate the state and lack of affordable housing, to develop recommendations and suggest solution-based strategies to increase the supply of affordable housing, etc. Subsequently, on June 4, 2019, Harris County Commissioners Court established the Housing Advisory Committee comprised of twenty-one (21) committee members representing Commissioners Court, County Departments, and key institutions and organizations within Harris County. The remaining seven (7) of the positions are at-large positions appointed by the County Commissioners. The purpose of the committee will be to study the results and recommend specific actions and/or initiatives to encourage or facilitate Affordable Housing. Harris County Housing Authority will be represented on this committee.

Mr. Allison commented on HCHA staff participation in the 2019 Point-In-Time Homeless Count of sheltered and unsheltered persons in Houston, Pasadena, Harris County, Fort Bend County, and Montgomery County. The key findings indicated that four thousand (4,000) sheltered/unsheltered families were identified, the average length of homelessness is three (3) years, and 1 out of 1,500 residents is homeless in the Harris County metro area. Also, the survey determined that from 2011 to 2019, the homeless count trended down, i.e., a fifty-seven percent (57%) decrease and experienced an increase in the number of persons placed in permanent supportive housing and rapid re-housing.

Next year, the plan is for HCHA staff to focus primarily on one area of the region. Mr. Allison, along with HCHA Staff members Katherine Escamilla, Terrance James, Phylcia Torres, and Sherika Thompson, assisted with the Homeless Count.

Mr. Allison reviewed the HUD Proposed Rule – Section 214 – Verifications of Eligible Status. Currently, non-U. S. citizens in households must certify they are eligible to receive housing assistance (rental assistance/subsidy) and provide the supporting documentation. Ineligible individuals are allowed to reside in an assisted household with rental assistance being prorated based on the number of members eligible for rental assistance with ineligible member income factored in. Currently, the housing assistance proration period is indefinite. HUD is proposing to prohibit families with ineligible members residing in assisted housing. Prorations of subsidy will be allowed temporarily, while ineligible member awaits documentation to support an eligible immigration status. Additionally, an ineligible member without an eligible status cannot be the head of the household. Currently, HCHA has ten (10) families on the HCV program that would be impacted if this change is implemented by HUD.

Lastly, Mr. Allison reviewed the Monthly Reports:

Annual recertifications are being processed timely. Seventy-five (75) vouchers were issued in April 2018. 100% of invited families are attending the briefing. Inspections are being performed timely. April 2018, HAP fund utilization for HCV/VASH is 99%, Mod Rehab is 0%, and SRO is 90%. April 2018, voucher utilization for HCV is 100%, Mod Rehab is 100%, SRO is 97%, and VASH is 86%.

VI. FINANCIAL PRESENTATION

Mr. Curry presented the financial statements for HCHA from April 2019. The consolidated budget reflected revenue being under budget by 3% and expenses being under budget by 6%. All Lines of business have a positive cash flow balance for April 2019.

VII. DEPARTMENT PRESENTATION

Debra McCray presented the lease-up rates for the month of April for the Housing Choice Voucher (HCV) program. The HCV program was 100.1%, and the year-to-date was 100.6%, Veterans Affairs Supportive Housing program was 86.2%, and the year-to-date was 86.6%, Jackson Hinds Single Room Occupancy program was 94.4%, and the year-to-date was 91.7%, and Thomas Moderate Rehabilitation program was 85.7%, and the year-to-date was 85.7%. Ms. McCray gave an overview of the (Project) Based Vouchers (PBV) briefings for The Villas at Eastwood as well as the briefings for HCHA's tenant protection vouchers for Arbor Court. Ms. McCray noted that one client has applied for home ownership, and we are expecting a response from the lender soon.

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 98% leased or above. Mr. Babalola noted that Baybrook Park property net income was under budget. HCHA staff is waiting for the Texas Department of Housing

and Community Affairs (TDHCA) to finalize the review of the Retreat at Westlock cost certification documentation. HCHA provided additional cost certification documentation and clarifications last month as was requested by TDHCA.

Mr. Babalola moved to working developments. The Villas at Eastwood is estimated to be about 93% completed. Mr. Babalola reviewed the construction progress status of each of the three buildings and the project cost summary. HCHA staff has commenced the inspection of the units and common areas. Harris County Community Services Department has commenced Building 1 inspections. HCHA staff will begin Building 2 inspections the week of June 24, 2019. Mr. Babalola answered questions from the Board.

Mr. Babalola reviewed the proposed developments. HCHA staff has developed a budget, offer, and timeline for the METRO Project. HCHA staff met with CCPPI representatives and is working to address their comments. HCHA is awaiting the issuance of the Harris County Community Services Department's list of approved projects for the Harvey CDBG-DR funds.

VIII. DISCUSSION AND ACTION ITEMS

ACTION ITEM 2:

Resolution honoring Sherika Thompson as Harris County Housing Authority July 2019 Employee of the Month

Chairman Gerald Womack moved to approve the resolution, Commissioner Joe Villarreal seconded, and the motion carried. (19-31)

ACTION ITEM 3:

Resolution authorizing the negotiation and execution of a Contract to purchase Information Technology equipment

Vice Chairman Roberto Gonzalez moved to approve the resolution, Commissioner Joe Villarreal seconded, and the motion carried. (19-32)

ACTION ITEM 4:

Resolution authorizing the negotiation and execution of a Contract for Phase I Environmental Assessment Services

Vice Chairman Roberto Gonzalez moved to approve the resolution, Commissioner Joe Villarreal seconded, and the motion carried. (19-33)

IX. EXECUTIVE SESSION

The Board went into executive session at 2:14 p.m.

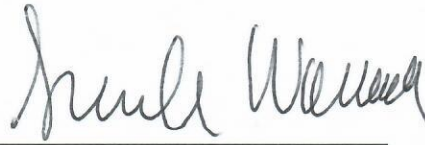
X. RECONVENE

The Board of Commissioners reconvened into public session at 2:31 p.m.

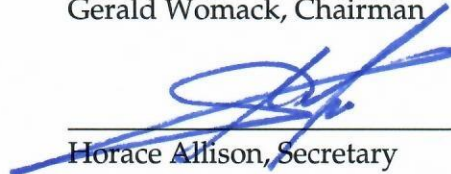
XI. ADJOURNMENT

Commissioner Joe Villarreal moved to adjourn at 2:32 p.m., Vice Chairman Roberto Gonzalez seconded, all were in favor, and the motion carried.

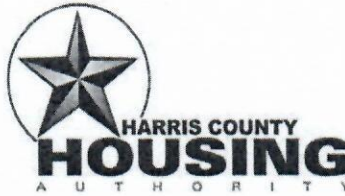
Adopted and approved this 17th day of July 2019.



Gerald Womack, Chairman



Horace Allison, Secretary



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

Houston, Texas

July 17, 2019

**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 July 2019, at Harris County Housing Authority (HCHA), located at 8933 Interchange Drive, inside the boundaries of Harris County in Houston, Texas. Chairman Womack called the meeting to order at 1:30 p.m. and called the roll of the duly constituted officers and members of the board:

Gerald Womack	Chairman	Present
Dr. Adriana Tamez	Commissioner	Present
Joe Ellis	Commissioner	Present
Joe Villarreal	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, Ana Candelario, Paul Curry, Debra McCray, Zayyana Shehu, and Vivian Clark of HCHA; Kim Brode, Lance Gilliam, Irma Gonzalez, Jessica Gonzalez, Sofia Gonzalez, Roberto Gonzalez, Antoinette Jackson, Mark Morgan, Nicole Seymour, and Mercedes Sanchez were 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 Commissioner Joe Villarreal, who led the Texas Pledge.

III. ADMINISTRATION OF THE OATH OF OFFICE TO NEW COMMISSIONER

Chairman Gerald Womack administered the oath of office to Dr. Adriana Tamez.

IV. ELECTION OF OFFICERS

The nomination and election of officers was conducted. Commissioner Joe Ellis nominated Chairman Womack to serve as Chairman of the Harris County Housing Authority Board of Commissioners, and Commissioner Joe Ellis nominated Commissioner Villarreal to serve as Vice-Chairman of the Harris County Housing Authority Board of Commissioners. A vote was conducted, and the nominees were unanimously elected to fill the positions of Chairman and Vice Chairman respectively. See Action Item 3.

V. APPROVAL OF MINUTES FROM JUNE 19, 2019

Commissioner Dr. Adriana Tamez moved to approve the minutes from the June 19, 2019 Board meeting, Commissioner Ellis seconded, and the motion carried with one abstention by Dr. Adriana Tamez

VI. PUBLIC COMMENTS

Lance Gilliam provided public comments acknowledging former Commissioner Roberto Gonzalez's service on the Harris County Housing Authority Board of Commissioners and Dr. Adriana Tamez's appointment to Harris County Housing Authority Board of Commissioners. Mercedes Sanchez also provided comments and congratulated Dr. Tamez on her appointment to the Harris County Housing Authority Board of Commissioners.

VII. CHIEF EXECUTIVE OFFICER'S REPORT

Mr. Allison presented his report on the HAY Center, General Land Office - Grant Desk Audit, HCHA Annual Audit, Texas Housing Association, U.S. Department of Housing and Urban Development (HUD), Arbor Court - Tenant Protection Voucher, Northline Apartments - Project-Based Vouchers, and the HCHA Monthly Report.

Mr. Allison reminded the Board that HCHA is developing a partnership with the HAY Center to develop affordable housing for children aging out of foster care. HCHA staff participated in visioning sessions and the preliminary design activities related to the proposed affordable housing development serving youth aging out of foster care. The HAY Center provided the HCHA with two summer interns. The interns have been working with staff in the Intake and File Room areas. The interns were introduced to the Board.

Mr. Allison reported that the General Land Office - Grant Desk staff conducted a compliance and financial audit of the General Land Office Grant used to develop the Retreat at Westlock and The Villas at Eastwood. The auditors reviewed our contract compliance, procurement activities and files, financial records, and Davis Bacon wage compliance documentation. The review went well, and there were no issues cited. HCHA is awaiting the final report.

Mr. Allison noted that the audit firm of Berman Hopkin Wright & LaHam were onsite the week of June 24-28, 2019, to conduct the annual audit. The auditor's areas of focus were the HCV Program and the Finance Department. The draft audit is scheduled to be delivered during September 2019, and the final audit is scheduled to be submitted to the Board during the October 2019 Board meeting. Mr. Allison acknowledged the HCV Program staff's hard work correcting the finding from last year.

Mr. Allison announced that Texas Housing Association (THA) is hosting its Annual Conference at Moody Gardens in Galveston on August 13-15, 2019. There will be session topics that are pertinent for Board Commissioners. Board members were asked to contact the HCHA Executive Office if they wish to attend the conference.

Mr. Allison noted that HCHA was selected by HUD office for a Shadowing Program visit. HUD representatives from the HUD offices in Washington, D.C., Milwaukee, and Houston were here to observe and participate in HCHA day-to-day activities. The HUD representatives gave HCHA great reviews for HCHA's implementation of HUD policies and procedures (operations).

Mr. Allison updated the Board about the additional HUD vouchers (Tenants Protection Vouchers) that were awarded to HCHA to rehouse resident from Arbor Court. Arbor Court was flooded during Hurricane Harvey, and the property was not fully repaired. HUD is relocating the families and issued HCHA vouchers to provide rental assistance to the relocated families. One hundred sixteen (116) families were impacted. HCHA staff conducted briefings on May 29, June 11, June 20, and July 16, 2019. To date, twenty-three (23) families have turned in a request for tenancy approval, and we are working to assist the families in being housed. Legal Aid is seeking additional concessions for the impacted families; however, HCHA is only focusing on providing housing assistance for the families.

Similar to Arbor Court, Northline Apartments had fifty-seven (57) families impacted by Hurricane Harvey. Thirty-seven (37) families were referred to The Villas at Eastwood. Nine (9) families were denied program participation for failing the background check, ten (10) families elected not to relocate to The Villas at Eastwood, and one (1) family remains to be processed. The Northline families approved for relocation to The Villas at Eastwood are scheduled to begin the move-in process prior to the end of July 2019.

Lastly, Mr. Allison reviewed the Monthly Reports:

Annual recertifications are being processed timely. Eighty-nine (89) vouchers were issued in May 2019. 100% of invited families are attending the briefing. Inspections are being performed timely. May 2019, HAP fund utilization for HCV/VASH is 98%, Mod Rehab is 45%, and SRO is 93%. May 2019, voucher utilization for HCV is 100%, Mod Rehab is 100%, SRO is 96%, and VASH is 87%.

VIII. FINANCIAL PRESENTATION

Mr. Curry presented the financial statements for HCHA from May 2019. The consolidated

budget reflected revenue being under budget by 2% and expenses being under budget by 3%. All lines of business had a positive cash flow for May 2019.

IX. DEPARTMENT PRESENTATION

Debra McCray presented the lease-up rates for the month of May for the Housing Choice Voucher (HCV) program. The HCV program was 99.7%, and the year-to-date was 100.4%, Veterans Affairs Supportive Housing program was 86.8%, and the year-to-date was 86.6%, Jackson Hinds Single Room Occupancy program was 95.8%, and the year-to-date was 93.1%, and Thomas Moderate Rehabilitation program was 100.0%, and the year-to-date was 85.7%. Additionally, the Home Ownership program received another loan approval and one pending loan approval. SEMAP is currently reporting at 100% and is not due until May 2020. Ms. McCray noted that the VASH Program referrals have increased. During July 2019, HCHA received fifty-seven (57) referrals. Ms. McCray gave an updated overview of the (Project) Based Vouchers (PBV) briefings for The Villas at Eastwood as well as the briefings for HCHA's tenant protection vouchers for Arbor Court.

Mr. Babalola reviewed the status of properties within the Affordable Housing Division for the month of May. Mr. Babalola informed the Board that all existing properties are currently 97% leased or above. Mr. Babalola noted that Cornerstone Village, Primrose at Heritage Park, and The Retreat at Westlock properties net incomes were over budget. The Texas Department of Housing and Community Affairs (TDHCA) is reviewing the Westlock - Cost Certification submitted in January of 2019. TDHCA requested additional information and clarifications in March of 2019. The requested information and clarifications were provided to the TDHCA on May 15, 2019. Once the supplemental documentation is reviewed, a final determination of tax credits made, and approval issued, the remaining developer fee will be paid to HCHA. Mr. Babalola answered questions from the Board.

Mr. Babalola moved to working developments. The Villas at Eastwood is estimated to be about 93% completed. Mr. Babalola reviewed the construction progress status of each of the three buildings and the project cost summary. HCHA staff anticipates occupying units in Building 1 prior to the end of July 2019. Mr. Babalola answered questions from the Board.

Mr. Babalola reviewed the proposed developments. Mr. Babalola informed the Board that The Arbor at Wayforest development proposed by Atlantic Pacific Communities was recommended for approval by the Harris County Commissioners Court for submission to the General Land Office for an award of funding. Mr. Babalola answered questions from the Board.

X. DISCUSSION AND ACTION ITEMS

ACTION ITEM 2:

Resolution honoring the extraordinary leadership and distinguished public service of Commissioner Roberto Gonzalez

Commissioner Joe Ellis moved to approve the resolution, Commissioner Joe Villarreal seconded, and the motion carried. (19-34)

ACTION ITEM 3:

Resolution naming officers to the Board of Commissioners

Commissioner Joe Ellis moved to approve the resolution, Commissioner Joe Villarreal seconded, and the motion carried. (19-35)

ACTION ITEM 4:

Resolution approving revisions to the Harris County Housing Authority 2019 Annual Public Housing Authority Plan

Commissioner Joe Ellis moved to approve the resolution, Vice Chairman Joe Villarreal seconded, and the motion carried. (19-36)

ACTION ITEM 5:

Resolution approving travel expenses for Paul Curry

Commissioner Dr. Adriana Tamez moved to approve the resolution, Vice Chairman Joe Villarreal seconded, and the motion carried. (19-37)

ACTION ITEM 6:

Resolution by the Harris County Housing Authority (the "Authority") authorizing Harris County Housing Authority Public Facility Corporation (the "Issuer") to induce bonds to be issued for The Arbor at Wayforest project

Commissioner Joe Ellis moved to approve the resolution, Vice Chairman Joe Villarreal seconded, and the motion carried. (19-38)

ACTION ITEM 7:

Resolution by the Harris County Housing Authority (the "Authority") authorizing Harris County Housing Authority Public Facility Corporation (the "Issuer") to induce bonds to be issued for The Richcrest Apartments project

Commissioner Dr. Adriana Tamez moved to approve the resolution, Vice Chairman Joe Villarreal seconded, and the motion carried. (19-39)

ACTION ITEM 8:

Resolution authorizing the negotiation and execution of an amendment to the contract with Engie Resources, LLC for Electrical Service

Commissioner Dr. Adriana Tamez moved to approve the resolution, Commissioner Joe Ellis seconded, and the motion carried. (19-40)

ACTION ITEM 9:

Resolution authorizing the transfer of non-program funds to Fenix Estates I, LP operating account for costs associated with the lease-up and administration of The

Villas at Eastwood and to take any other actions deemed necessary or convenient to carry out this resolution

Commissioner Dr. Adriana Tamez moved to approve the resolution, Commissioner Joe Ellis seconded, and the motion carried. (19-41)

ACTION ITEM 10:

Resolution by the Harris County Housing Authority (the "Authority") (i) authorizing the Authority to lease office space within The Villas at Eastwood development (the "Project") from Fenix Estates Commerical, LLC; (ii) approving Fenix Estates Commercial, LLC to lease office space to the Authority within the Project; (iii) and to take 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. Commissioner Dr. Adriana Tamez abstained. (19-42)

ACTION ITEM 11:

Resolution authorizing Chief Executive Officer to consent to a property name change for Primrose at Heritage Park

Vice Chairman Joe Villarreal moved to approve the resolution, Commissioner Dr. Adriana Tamez seconded, and the motion carried. (19-44)

ACTION ITEM 12:

Resolution approving Dr. Adriana Tamez to affiliate Boards of Directors

Chairman Gerald Womack moved to approve the resolution, Commissioner Joe Ellis seconded, and the motion carried. Commissioner Dr. Adriana Tamez abstained (19-43)

XI. EXECUTIVE SESSION

The Board went into executive session at 2:53 p.m.

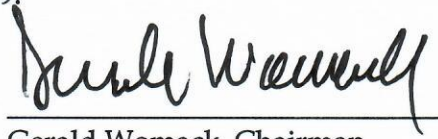
XII. RECONVENE

The Board of Commissioners reconvened into public session at 4:00 p.m.

XIII. ADJOURNMENT

Vice Chairman Joe Villarreal moved to adjourn at 4:03 p.m., Commissioner Dr. Adriana Tamez seconded, all were in favor, and the motion carried.

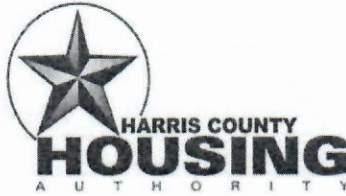
Adopted and approved this 21st day of August 2019.



Gerald Womack, Chairman



Horace Allison, Secretary



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

Houston, Texas

August 21, 2019

**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 21st day of August 2019, at Harris County Housing Authority (HCHA), located at 8933 Interchange Drive, inside the boundaries of Harris County in Houston, Texas. Chairman Womack called the meeting to order at 2:36 p.m. and called the roll of the duly constituted officers and members of the board:

Gerald Womack	Chairman	Present
Dr. Adriana Tamez	Commissioner	Present
Joe Ellis	Commissioner	Absent
Joe Villarreal	Vice Chairman	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, Ana Candelario, Paul Curry, Debra McCray, Zayyana Shehu, and Vivian Clark of HCHA; Kim Brode, Dru Childre, Shannon Hunter, Antoinette Jackson, and Nicole Seymour were also in attendance.

II. APPROVAL OF MINUTES FROM JULY 17, 2019

Action Item I was taken out of order. Commissioner Dr. Adriana Tamez moved to approve the minutes from the July 17, 2019 Board meeting, Vice Chairman Joe Villarreal seconded, and the motion carried.

III. DISCUSSION AND ACTION ITEMS

ACTION ITEM 2:

Resolution authorizing the Chief Executive Officer to negotiate and enter into agreements for legal consulting services for real estate transactions and construction related services

Chairman Gerald Womack moved to approve the resolution, Vice Chairman Joe Villarreal seconded, and the motion carried. Commissioner Dr. Adriana Tamez abstained (19-45)

ACTION ITEM 3:

Resolution authorizing the negotiation and execution of Commercial Buyer/Tenant Representation Agreement for Commerical Real Estate Services

Chairman Gerald Womack moved to approve the resolution, Vice Chairman Joe Villarreal seconded, and the motion carried. Commissioner Dr. Adriana Tamez abstained (19-46)

ACTION ITEM 4:

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

Commissioner Dr. Adriana Tamez moved to approve the resolution, Vice Chairman Joe Villarreal seconded, and the motion carried. (19-47)

ACTION ITEM 5:

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

Chairman Gerald Womack moved to approve the resolution, Vice Chairman Joe Villarreal seconded, and the motion carried. (19-48)

XI. EXECUTIVE SESSION

The Board went into executive session at 2:56 p.m.

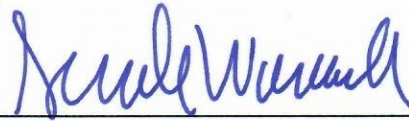
XII. RECONVENE

The Board of Commissioners reconvened into public session at 3:25 p.m.

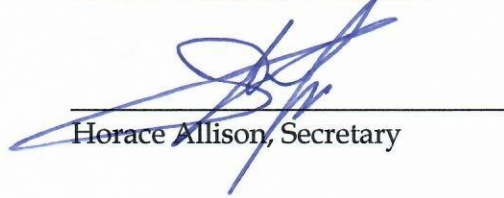
XIII. ADJOURNMENT

Commissioner Dr. Adriana Tamez moved to adjourn at 3:25 p.m., Vice Chairman Joe Villarreal seconded, all were in favor, and the motion carried.

Adopted and approved this 16th day of October 2019.



Gerald Womack, Chairman



Horace Allison, Secretary



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

Houston, Texas

October 16, 2019

**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 16th day of October 2019, 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 1:32 p.m. and called the roll of the duly constituted officers and members of the board:

Gerald Womack	Chairman	Present
Dr. Adriana Tamez	Commissioner	Present
Joe Ellis	Commissioner	Present
Joe Villarreal	Vice Chairman	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, Ana Candelario, Paul Curry, Debra McCray, Zayyana Shehu, and Vivian Clark of HCHA; Kim Brode, Mercedes Sanchez, and Nicole Seymour were also in attendance.

II. OPENING PRAYER AND PLEDGE OF ALLEGIANCE

Commissioner 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 AUGUST 21, 2019

Commissioner Dr. Adriana Tamez moved to approve the minutes from the August 21, 2019 Board meeting, Vice Chairman Joe Ellis seconded, and the motion carried.

IV. PUBLIC COMMENTS

All the County Commissioners representatives gave congratulatory comments regarding The Villas at Eastwood and the new office location.

V. CHIEF EXECUTIVE OFFICER'S REPORT

Mr. Allison presented his report on The Villas at Eastwood Office Relocation, Exploration of Water Conservation Projects, Program Eligibility Requirements - Coalition for Homeless, New Market Tax Credits - Formation of Community Development Entity (CDE), Baybrook Refinance Opportunity, Primrose Purchase, Legal Services - Distribution, Office Space Financing, Housing Options - Harris Health, Veteran Housing - Commissioner Ellis' Office, Conference call with Judge Hidalgo's Office, Doing Business with Harris County - Commissioner Garcia's Office, Real Estate Development - minority Participation, National Association of Housing and Redevelopment Officials (NAHRO) Conference, and the HCHA Monthly Report.

Mr. Allison thanked the staff for their hard work with relocating to the new office. HCHA officially moved on September 16, 2019. Mr. Allison discussed some of the relocation activities that occurred in moving from the old office location and to the new office location. Mr. Allison updated the Board on the leasing activity for The Villas at Eastwood and Homeless Navigation meeting scheduled to be conducted at the Beacon Center in November 2019. Currently, 36 of the 110 Project-Based Vouchers (PBV) units are leased; 24 of the 70 Affordable Housing units are leased, and 2 of the 20 Market Rate units are leased. The goal is to have all units occupied by December 2019.

Mr. Allison noted that HCHA is exploring the feasibility of Energy Performance Contracting - Water Conservation project(s) for the Affordable Housing Development inventory. The U.S. Department of Urban and Housing Development (HUD) has a program where consultants evaluate the water usage and determine if there is a need to upgrade plumbing fixtures/fittings and to determine the financial feasibility of each project. HCHA is open to participate in this evaluation.

Mr. Allison also noted that the Coalition for the Homeless asked HCHA to reduce the lookback time on criminal history from 60 to 36 months. HCHA has honored this request, and the Administration Plan has been updated to reflect this change. This will assist HCHA in obtaining more referrals for the Villas at Eastwood and aid in our leasing activities.

Mr. Allison informed the Board of the formation of the Harris County - Community Development Entity (CDE) Board. The New Market Tax Credit program provides funding for commercial, single-family residential, and multi-family development projects and job creation in the community. HCHA is represented by the HCHA CEO on this Board. An investment strategy has been created, which targets commercial and housing-related activities.

Mr. Allison discussed that Baybrook Park needs to be refinanced by 2020 year-end. Mr. Allison highlighted the current loan's financial terms. Coats Rose will assist with the refinance and tax credits, if necessary. In addition, the investors for Primrose at Heritage Park have asked if HCHA would like to exercise the first right of refusal option. This property will need substantial upgrades. Coats Rose would also assist on this property. Mr. Allison also discussed the shared work arrangements between Coats Rose and The Banks Law Firm related to the Affordable Housing Program.

HCHA staff has been working diligently to secure bank financing for the HCHA central offices located at The Villas at Eastwood. Mr. Allison identified the various banks contacted and discussed the term sheets that each bank has submitted. HCHA is looking for a loan between 2.8 to 3.8 million dollars. Chairman Womack offered additional banking institutions to consider.

Mr. Allison mentioned that he met with Harris Health. This meeting was to determine if HCHA would be able to partner to create housing for individuals released from Ben Taub Hospital. HCHA staff will set up a meeting with the Coalition for the Homeless and Ana Rausch. In addition, HCHA has also met with the Harris Center. Similarly, the Harris Center is looking to assist Veterans with housing and to explore options of partnering with HCHA to develop housing.

Mr. Allison informed the Board that a request to discuss HCHA's budget, the vacancy on the Board, and housing was requested from Judge Hidalgo's Office. Mr. Allison met with Judge Hidalgo's office and provided the requested information along with HCHA's goal and objectives. Mr. Allison was invited by Commissioner Garcia's Office to give a presentation at a sponsored symposium on "Doing Business with Harris County." Mr. Allison provided an overview of the symposium.

Mr. Allison attended the National Association of Housing and Redevelopment Officials (NAHRO) conference in San Antonio. Mr. Allison learned that less than 1% of housing developer companies are minority-owned or controlled. Therefore, when Request for Proposals (RFP) are advertised, there is a limited resource pool of minority developers that can reply. Hudson Real Estate Advisory Group was at the NAHRO conference and is seeking to develop a program to grow young developers in the minority community. This organization is working on a pilot program that seeks out youth interested in becoming developers. A part of the plan would be to give the young developers partial control in the development. HCHA was approached to participate in this pilot program. In addition, Mr. Allison reviewed the different topics discussed at the conference.

Lastly, Mr. Allison reviewed the Monthly Reports for July and August:

Annual recertifications are being processed timely. Two hundred eighty-eight (288) vouchers were issued. 100% of invited families are attending the briefing. Inspections are being performed timely. July HAP fund utilization for HCV/VASH is 93%. August HAP funding utilization of HCV/VASH is 94%. Mod Rehab is 100% for both months. July SRO is 131% and August SRO is 96%. The voucher utilization for July 2019 utilization for HCV is 93%. The voucher utilization for August 2019 voucher utilization for HCV is 94%. Mod

Rehab is 100% for both months. July SRO is 99%. August SRO is 100%. July VASH is 88%. August is 89%.

VI. FINANCIAL PRESENTATION

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

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

VII. DEPARTMENT PRESENTATION

Debra McCray presented the lease-up rates for the months of July and August for the Housing Choice Voucher (HCV) program. The HCV program for July was 93.1%, and for August was 93.6%, and the year-to-date was 97.4%, Veterans Affairs Supportive Housing program for July was 88.3%, and for August was 88.7%, and the year-to-date was 87.2%, Jackson Hinds Single Room Occupancy program for July was 98.6% and for August was 100%, and the year-to-date was 94.4%. Thomas Moderate Rehabilitation program for July and August was 100.0%, and the year-to-date was 100%. The Home Ownership program has two contracts, which are scheduled to close at the end of October 2019. SEMAP is currently reporting at 100% and is not due until May 30, 2020.

Mr. Babalola reviewed the status of properties within the Affordable Housing Division for the months of July and August. Mr. Babalola informed the Board that all existing properties are currently 97% leased or above for the month of July. Mr. Babalola noted that Cornerstone Village, Baybrook Park, Waterside Court, and the Retreat at Westlock properties net incomes were under budget for the month of July.

Mr. Babalola also reviewed the status of properties for the Board that all existing properties are currently 96% leased or above for the month of August. Mr. Babalola noted that Louetta Village, Primrose at Heritage Park, Baybrook Park, Waterside Court, Magnolia Estates, Cypresswood Estates, and the Retreat at Westlock properties net incomes were under budget for the month of August.

Mr. Babalola moved to working developments. HCHA has filed and submitted tax returns for the Retreat at Westlock to the investment partner. It is anticipated that HCHA will receive the developer fee by the end of October. During the month of July 2019, the leasing office was damaged due to a water leak from a plumbing pipe. The plumbing pipe was repaired, and the water damage mitigation work was completed immediately. The rehabilitation has started and is being paid for by the insurance company. Mr. Babalola answered questions from the Board.

The Villas at Eastwood, Building 1, has been released to the leasing company. Currently, 35 units are leased, 15 applications are under review, and 1 unit will be occupied this week. Building 2 has 48 units, and 12 units are pre-leased. Building 3 has 90 units. The contractor is working through HCHA and the Architect's punch list to address all

identified deficiencies. Mr. Babalola stated that the paving for Hussion Street should be completed by the end of November. Mr. Babalola reviewed the project budget. Mr. Babalola answered questions from the Board.

Mr. Babalola reviewed the proposed developments. Mr. Babalola informed the Board that HCHA staff has met with METRO staff regarding the terms for a Memorandum of Understanding (MOU). A draft of the MOU was provided for METRO's review.

Lastly, Mr. Babalola updated the board regarding the four CDBG-DR Harvey Development projects that were approved by the Harris County Commissioner's Court. Those projects have been submitted to the General Land Office for an award of funding.

VIII. DISCUSSION AND ACTION ITEMS

ACTION ITEM 2:

Resolution approving the Fiscal Year ending March 31, 2020, Budget Revision #1

Commissioner Dr. Adriana Tamez moved to approve the resolution, Vice Chairman Joe Villarreal seconded, and the motion carried. (19-49)

ACTION ITEM 3:

Resolution ratifying the negotiation and execution of a contract to purchase office furniture

Commissioner Dr. Adriana Tamez moved to approve the resolution, Commissioner Joe Ellis seconded, and the motion carried. (19-50)

ACTION ITEM 4:

Resolution authorizing the negotiation and execution of a contract for janitorial services

Commissioner Joe Ellis moved to approve the resolution, Vice Chairman Joe Villarreal seconded, and the motion carried. (19-51)

ACTION ITEM 5:

Resolution ratifying 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. (19-52)

ACTION ITEM 6:

Resolution ratifying the revision of the Harris County Housing Authority Fiscal Year 2020 Annual Public Housing Authority (PHA) Plan

Commissioner Dr. Adriana Tamez moved to approve the resolution, Vice Chairman Joe Villarreal seconded, and the motion carried. (19-53)

ACTION ITEM 7:

Resolution authorizing the disposition of property

Commissioner Dr. Adriana Tamez moved to approve the resolution, Vice Chairman Joe Villarreal seconded, and the motion carried. (19-54)

ACTION ITEM 8:

Resolution approving the following actions: (i) renaming the development currently known as Primrose at Heritage Park 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. (19-55)

XI. EXECUTIVE SESSION

The Board went into executive session at 3:14 p.m.

XII. RECONVENE

The Board of Commissioners reconvened into public session at 4:10 p.m.

XIII. ADJOURNMENT

Commissioner Dr. Adriana Tamez moved to adjourn at 4:10 p.m., Commissioner Joe Ellis seconded, all were in favor, and the motion carried.

Adopted and approved this 13th day of November 2019.



Gerald Womack, Chairman



Horace Allison, Secretary



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

Houston, Texas

November 13, 2019

**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 13th day of November 2019, 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
Dr. Adriana Tamez	Commissioner	Present
Joe Ellis	Commissioner	Present
Joe Villarreal	Vice Chairman	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:

Beverly Burroughs, Paul Curry, Debra McCray, Zayyana Shehu, and Vivian Clark of HCHA; Nicole Seymour, and Brian Nemeroff from Berman Hopkins Wright & LaHam CPAs & Associates, LLP were also in attendance.

II. OPENING PRAYER AND PLEDGE OF ALLEGIANCE

Commissioner 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 OCTOBER 16, 2019

Commissioner Dr. Adriana Tamez moved to approve the minutes from the October 16, 2019 Board meeting, Commissioner Joe Ellis seconded, and the motion carried.

IV. PUBLIC COMMENTS

Chairman Gerald Womack congratulated Mr. Horace Allison and the HCHA staff on the accomplishment of The Villas at Eastwood.

V. CHIEF EXECUTIVE OFFICER'S REPORT

Mr. Allison presented his report on MRI Housing Pro 9.0, The Villas at Eastwood Senior Tour, The Harris Center Facilities Tour, Veterans Affairs Supportive Housing (VASH) Partnership Meeting, Housing Choice Voucher (HCV) Program Realtor Class, Homeless Navigation Event at the Beacon Center, HCHA/Harris County Community Development (HCCSD) Coordination Meeting and Hurricane Harvey Disaster Relief Round 2, and the HCHA Monthly Report.

Mr. Allison provided an overview of the transition from MRI Housing Pro 8 to MRI Housing Pro 9. HCHA staff training was held from October 28 – October 31, 2019. MRI trainers were impressed with how well HCHA staff adapted to the new software. Mr. Allison reviewed notable improvements, specifically calling attention to the Two-Year Tool and the addition of Management Dashboards. HCHA will continue to work with MRI and looks forward to any Housing Pro software improvements and upgrades.

Mr. Allison acknowledged his appreciation for Commissioner Dr. Adriana Tamez's assistance along with Council Member Robert Gallegos' office in arranging a tour of seniors of The Villas at Eastwood. HCHA staff and Allied Orion conducted the tour on October 29, 2019, for approximately twenty senior citizens. Chairman Gerald Womack and Vice Chairman Joe Villarreal were also in attendance.

HCHA staff also attended a tour conducted by the Harris Center. The purpose of the tour was to allow HCHA staff to see various property operations and facilities. HCHA staff visited Branard, Bristow, Jail Diversion Center, and the Southmore Crisis Center. HCHA staff will continue discussions with the Harris Center to develop a partnership to assist individuals with housing. Mr. Allison reviewed photos of each of the facilities that HCHA staff visited.

Mr. Allison informed the Board that HCHA staff met with the Veteran Affairs senior management staff on November 4, 2019. The discussions were centered around scheduling recurring meetings quarterly to review the lease-up status, increasing VASH program referrals, and the establishment of their new Graduate Team. This team will follow up on veterans that have graduated from the VASH case management program who remain active in HCHA's voucher program. HCHA is happy to report that the referrals from the VA have significantly increased.

Mr. Allison shared that a request was made by JLA Realty to conduct an informational class for the second group of realtors. The realtors were interested in gaining additional knowledge of HCHA, and the HCV and Homeownership Programs. The class was so

successful that John Altic, President/CEO of JLA Realty, offered to be a participant/speaker at future events sponsored by HCHA to extol the virtues of the programs.

HCHA staff also participated in an event sponsored by the Coalition for the Homeless. This event was arranged to target homeless families, provide initial screening, and referral to permanent supportive housing developments. The event was well attended by local law enforcement agencies, social service providers, and housers. Two hundred-fifty homeless families were invited, and one hundred families attended. HCHA has received twenty-seven referrals as a result of this event. HCHA will determined eligibility and issued project-based vouchers and forward eligible clients to The Villas at Eastwood.

Mr. Allison informed the Board that HCHA staff met with HCCSD to obtain an update on CDBG-DR Round 1 and the Request for Applications notice for CDBG-DR Round 2. HCCSD recommended approval of four of HCHA's CDBG-DR Round I proposed developments to the General Land Office (GLO), and the GLO has concurred with the HCCSD's recommendation. The Request for Applications for CDBG-DR Round 2 funding was issued on November 6, 2019, and applications are due January 22, 2020, or until available program funds are allocated. Mr. Allison asked to table the Developer Resolution that was included in this Board Book until the December 2019 Board of Commissioners meeting.

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

Annual recertifications are being processed timely. Thirteen vouchers were issued. 100% of invited families are attending the briefings. Inspections are being performed timely. September HAP funding utilization of HCV/VASH is 92%, Mod Rehab is 463%, and SRO is 93%. The voucher utilization for September 2019 for HCV is 95%, Mod Rehab is 83%, SRO is 97%, and VASH is 90%.

VI. FINANCIAL PRESENTATION

Mr. Curry presented the financial statements for HCHA from September 2019. The consolidated budget reflected revenue being over budget by 4% and expenses being under budget by 3%. Brian Nemeroff reviewed the Annual Real Estate Assessment Center Submission (financial statement and independent audit).

VII. DEPARTMENT PRESENTATION

Debra McCray presented the lease-up rates for the month of September for the Housing Choice Voucher (HCV) program. The HCV program was 93.6%, and the year-to-date was 97.3%, VASH program was 89.9%, and the year-to-date was 87.5%, Jackson Hinds Single Room Occupancy program was 97.2%, and the year-to-date was 100.0%, and Thomas Moderate Rehabilitation program was 83.0%, and the year-to-date was 100.0%. Ms. McCray noted the significant increase in lease-up for the VASH program percentage. HCHA staff is very pleased to see the increase. Ms. McCray mentioned that the Home Ownership program now has one home loan pending approval.

Ms. McCray provided a brief overview of the Coalition for the Homeless event held at the

Beacon Center. Ms. McCray acknowledged the hard work of the HCV staff.

Ms. McCray notified the Board that the waitlist for the Project Based Vouchers Program opened the week of November 11, 2019. The announcement was sent to various organizations in Harris County and published in the Houston Chronicle and on the HCHA's website.

Lastly, Ms. McCray answered questions from the Board.

Mr. Allison reviewed the status of proposed/under construction properties within the Affordable Housing Division for the month of September. Mr. Allison informed the Board of the Retreat at Westlock's flooring construction deficiencies in the corridors. To address the root cause of the deficiencies, HCHA staff requested quotes from construction forensic consultants/investigators. Additionally, the developer has provided a proposal from a flooring company to correct the deficiencies. HCHA staff is evaluating the developer's proposal. The Board will be notified once an investigation has been completed, the root cause determined, and a corrective action plan established.

Mr. Allison provided an overview of The Villas at Eastwood leasing activities for Building 1 and Building 2. HQS inspections for Building 3 are scheduled, and the associated punch list work will be completed this month. Mr. Allison noted that there would be additional change orders; however, the additional change orders will be to make additional improvements to the property. The construction/development budget for The Villas at Eastwood is fiscally sound.

Mr. Allison reviewed the proposed developments. Mr. Allison informed the Board that HCHA staff is awaiting to receive a response from METRO regarding the updated MOU. Mr. Allison moved to Emancipation East and West Development. Mr. Allison notified the Board that CCPPI is working to finalize an agreement with an architect for the project. HCHA is waiting on the architectural agreement to be executed by CCPPI and assigned to HCHA.

Mr. Allison notified the Board that HCHA received formal approval notices from the General Land Office for the four CDBG-DR Harvey developments. HCHA staff continues to meet with the developers to move the projects forward.

Lastly, Mr. Allison reviewed the status of existing managed properties within the Affordable Housing Division for the month of September. Mr. Allison informed the Board that all existing properties are currently 98% leased or above. Mr. Allison noted that five properties where expenses exceeded budget and four properties where incomes exceeded expenses. Mr. Allison also noted that all properties are staying within their approved annual budget.

VIII. DISCUSSION AND ACTION ITEMS

ACTION ITEM 2:

Resolution authorizing Harris County Housing Authority to provide to the U.S. Department of Housing and Urban Development the Annual Real Estate Assessment Center submission as prepared by Harris County Housing Authority's independent auditors

Commissioner Dr. Adriana Tamez moved to approve the resolution, Vice Chairman Joe Villarreal seconded, and the motion carried. (19-56)

ACTION ITEM 3:

Resolution authorizing the negotiation and execution of a memorandum of understanding between Harris County Community Services Department and Harris County Housing Authority

Commissioner Joe Ellis moved to approve the resolution, Commissioner Dr. Adriana Tamez seconded, and the motion carried. (19-57)

ACTION ITEM 4:

Resolution approving the revision to the Harris County Housing Authority Administrative Plan

Commissioner Dr. Andriana Tamez moved to approve the resolution, Commissioner Joe Ellis seconded, and the motion carried. (19-58)

ACTION ITEM 5:

Resolution approving the revision to the Harris County Housing Authority 2020 Annual Public Housing Authority (PHA) Plan

Commissioner Dr. Adriana Tamez moved to approve the resolution, Vice Chairman Joe Villarreal seconded, and the motion carried. (19-59)

ACTION ITEM 6:

Resolution authorizing the negotiation of a contract for electrical services

Commissioner Dr. Adriana Tamez moved to approve the resolution, Commissioner Joe Ellis seconded, and the motion carried. (19-60)

ACTION ITEM 7:

Resolution ratifying the extension of the Managed Services Agreement for the emergency purchase of Information Technology services

Commissioner Dr. Adriana Tamez moved to approve the resolution, Vice Chairman Joe Villarreal seconded, and the motion carried. (19-61)

ACTION ITEM 8:

Resolution authorizing the negotiation and execution of memoranda of understanding with developers of affordable multifamily housing

This resolution was tabled.

ACTION ITEM 9:

Resolution authorizing the execution of a universal membership agreement with TALX Corporation for wage and employment verification services

Commissioner Joe Ellis moved to approve the resolution, Vice Chairman Joe Villarreal seconded, and the motion carried. (19-62)

XI. EXECUTIVE SESSION

The Board went into executive session at 2:44 p.m.

XII. RECONVENE

The Board of Commissioners reconvened into public session at 3:42 p.m. (Commissioner Dr. Adriana Tamez was not present).

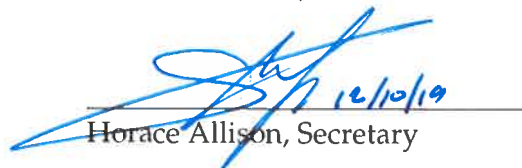
XIII. ADJOURNMENT

Commissioner Joe Ellis moved to adjourn at 3:42 p.m., Vice Chairman Joe Villarreal seconded, all were in favor, and the motion carried.

Adopted and approved this 4th day of December 2019.



Gerald Womack, Chairman



Horace Allison, Secretary



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

Houston, Texas

December 4, 2019

**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 4th day of December 2019, 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	Absent
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, Zayyana Shehu, and Vivian Clark of HCHA; Kim Brode, Mike Laster, and Nicole Seymour were also in attendance.

II. OPENING PRAYER AND PLEDGE OF ALLEGIANCE

Mr. 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 NOVEMBER 13, 2019

Commissioner Joe Ellis moved to approve the minutes from the November 13, 2019 Board meeting, Vice Chairman Joe Villarreal seconded, and the motion carried.

IV. PUBLIC COMMENTS

Chairman Gerald Womack and General Counsel Scott Lemond introduced Council Member Mike Laster.

V. CHIEF EXECUTIVE OFFICER'S REPORT

Mr. Allison presented his report on U.S. Vets – United States Veterans Initiative, Texas Apartment Association sponsored Housing Tax Credit Compliance, U.S. Department of Housing and Urban Development and Adaptive Construction Solutions establishing an ENVISION Center, Financing of HCHA Office space - City of Houston 108 Loan Program, Wind, Water, and Energy Conservation, The Villas at Eastwood - Post Occupancy Walk, First Metropolitan Church – Senior Housing, Single-Family New Development Program – Exploring Development of Patriots, Harris County Community Services Department Grant Fund Reconciliation Meeting – Budget Amendment and the HCHA Monthly Report.

Mr. Allison met with Mr. Oudrey Hervey. Mr. Hervey is the Executive Director of the U.S. Vets – United States Veterans Initiative. This meeting was to explore available options to develop veteran housing in partnership with HCHA and obtaining CDBG-DR Harvey Funding. Mr. Hervey shared notable statistics with Mr. Allison regarding the veteran population in Harris County. Harris County has the second-largest veteran population and has experienced a 12% increase in veteran homelessness, and 29% of the veteran population is disabled. U.S. Vets has a well-established reputation for providing veteran housing and counseling services. This would be a great partnership for HCHA.

Mr. Allison and Mr. Babalola attended a Tax Credit Compliance training seminar sponsored by the Texas Apartment Association on November 14, 2019. HCHA is required to maintain a certificate on file. The training was a one-day seminar that covered nine different modules, beginning with an overview of the tax credit program through compliance monitoring.

Mr. Allison informed the Board that Dr. Pringle of the local U.S. Department of Housing and Urban Development (HUD) Office introduced HCHA staff to Adaptive Construction Solutions. This program provides training and apprenticeship programs for veterans and youth aging out of foster care. This program is unique in the fact that it not only will train individuals but also guarantees job placement for individuals that meet the program requirements. HCHA staff was invited to this meeting because HUD would like to create an ENVISION Center in Harris County. The ENVISION Center will provide integrated services (housing, education, and medical) to increase the opportunity of low-income families achieving self-sufficiency and promote economic development. The Envision Center has four pillars. The four pillars are economic empowerment, educational advancement, health and wellness, and character and leadership. There are seventeen ENVISION Centers in the United States, with one in Fort Worth, Texas. HCHA, The City

of Houston, and The Workforce Commission were invited to discuss developing an ENVISION Center in Harris County and the submission of an application to HUD. The proposed site for the ENVISION Center would be in the Acres Home area of Harris County.

Mr. Allison informed the Board that HCHA staff is still working on the financing of the office space. HCHA staff has been in discussion with Ray Miller from the City of Houston Housing and Development. HCHA will submit an application to the City of Houston's Housing Section 108 Loan Program.

HCHA staff also met with Nola Popoola from Wind, Water, and Energy Conservation. This is an energy conservation company. Wind, Water, and Energy Conservation is analyzing HCHA properties to determine if any efficiency in consumption and monetary savings in water consumption can be achieved. This is a preliminary assessment and is being conducted at no expense to HCHA.

HCHA staff completed a post-occupancy walk of The Villas at Eastwood with the Architect and Interior Designer on November 21, 2019. The post-occupancy walk was conducted to identify design deficiencies that need to be addressed now (change orders) and avoided in future projects.

Mr. Allison met with Pastor John Ogletree from First Metropolitan Church. First Metropolitan owns a 27-acres tract adjacent to the church located on Beltway 8 South of West Road. Pastor Ogletree expressed an interest in developing senior housing. Mr. Allison shared the information gathered during the meeting with all of HCHA's CDBG-DR Round II Harvey developers.

HCHA staff participated in a series of meetings between Harris County and Harris County Community Services Department (HCCSD) to discuss an initiative to develop Patriots by the Lake. The County has agreed to provide the initial engineering and planning services. Harris County, HCCSD, and HCHA have developed a Memorandum of Understanding (MOU) to develop the Patriots project. The MOU is scheduled to be on the Commissioners Court agenda for December 17, 2019. General Counsel Scott Lemond answered questions by the Board.

Mr. Allison notified the Board that HCHA and HCCSD worked on reconciling the accounting discrepancy regarding the correct contract amount for Smith & Company Architects included in The Villas at Eastwood development. The reconciliation is complete; HCCSD is preparing the fourth amendment to the contract between HCCSD and HCHA to make the requisite financial adjustment.

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

Annual recertifications are being processed timely. Twenty vouchers were issued. 100% of invited families are attending the briefings. Inspections are being performed timely. October HAP funding utilization of HCV/VASH is 91%, Mod Rehab is 0% (*Mr. Allison provided an in-depth explanation*), and SRO is 84%. The voucher utilization for October 2019

for HCV is 91%, Mod Rehab is 0%, SRO is 72%, and VASH is 91%. Mr. Allison answered questions from the Board.

VI. FINANCIAL PRESENTATION

Mr. Curry presented the financial statements for HCHA from October 2019. The consolidated budget reflected revenue being over budget by 4% and expenses being under budget by 2%.

VII. DEPARTMENT PRESENTATION

Debra McCray presented the lease-up rates for the month of October for the Housing Choice Voucher (HCV) program. The HCV program was 93.6%, and the year-to-date was 96.9%, VASH program was 91.2%, and the year-to-date was 88%, Jackson Hinds Single Room Occupancy program was 100%, 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. McCray mentioned that the Home Ownership program now has one home loan pending and one home loan closing on December 20, 2019. SEMAP is still reporting at 100%.

Mr. Babalola reviewed the status of properties within the Affordable Housing Division for the month of October. Mr. Babalola informed the Board that all existing properties are currently 96% leased or above. Mr. Babalola noted that four properties net incomes were over budget. Mr. Babalola noted the net incomes for four properties were over budgeted.

Mr. Babalola moved to working developments. HCHA has received official confirmation that the balance of the Retreat at Westlock's developer fee will be paid in December of 2019. In addition, the rehabilitation work associated with the repairs from the water pipe bursting is scheduled to be completed by the end of November 2019, and the project closed out in December 2019. HCHA staff will authorize the forensic consultant to begin the inspection/investigation of the flooring failure this month.

The Villas at Eastwood is estimated to be about 97% completed. Mr. Babalola reviewed the status of construction and leasing activities for each building and the project construction cost summary. Mr. Babalola noted that Building 3 was turned over to the management office for leasing. Hussion Street, landscaping, and exterior signage work are ongoing.

Mr. Babalola reviewed the proposed developments. Mr. Babalola informed the Board that HCHA staff is working to submit a revised development budget to METRO to facilitate the completion of the MOU. Regarding Emancipation East and West Development, a resolution is on the agenda for the assignment of architectural services. The Arbor at Wayforest has received preliminary approval from the General Land Office. In October 2019, HCHA staff participated in a "project kick-off meeting" with Atlantic Pacific's staff and Harris County Community Services' staff to discuss project funding and administration requirements. Lastly, the AMCAL Kathy Gardens project does not have any Harvey funding and is moving forward. HCHA staff participated in a project kickoff call for the Katy Gardens project in November 2019. The proposed project is to be funded by equity provided by AMTEX and a HUD 221(d)(4) loan. The project will be 51% affordable and 49% market rate. AMTEX and HCHA anticipate submitting a funding

application request to HUD in December of 2019. Mr. Babalola answered questions from the Board.

VIII. DISCUSSION AND ACTION ITEMS

ACTION ITEM 2:

Resolution honoring Phylicia Torres as the Harris County Housing Authority Employee of the Quarter (January – March 2020)

Chairman Gerald Womack moved to approve the resolution, Commissioner Joe Ellis seconded, and the motion carried. (19-63)

ACTION ITEM 3:

Resolution authorizing the negotiation and execution of a memoranda of understanding with affordable multifamily housing developers to submit Community Development Block Grant-Disaster Recovery Round 2 funding applications in partnership with the Harris County Housing Authority to develop affordable multifamily housing

Vice Chairman Joe Villarreal moved to approve the resolution, Commissioner Joe Ellis seconded, and the motion carried. Chairman Gerald Womack abstained. (19-64)

ACTION ITEM 4:

Resolution authorizing the negotiation and execution of a contract for Financial Consulting Services with Praxis Consulting Group, LLC/EJP Consulting Group, LLC to provide a broad range of financial consulting and advisory services related to the Harris County Housing Authority's existing and planned real estate development activities

Chairman Gerald Womack moved to approve the resolution, Vice Chairman Joe Villarreal seconded, and the motion carried. (19-65)

ACTION ITEM 5:

Resolution authorizing the negotiation and execution of a contract for Low-Income Housing Tax Credit Consulting Services with East 43rd Street, LLC d/b/a Structure Development to prepare and submit Bond and/or Low-Income Housing Tax Credit Applications in support of the development of affordable housing by the Harris County Housing Authority

Commissioner Joe Ellis moved to approve the resolution, Vice Chairman Joe Villarreal seconded, and the motion carried. (19-66)

ACTION ITEM 6:

Resolution authorizing the assignment of the architectural and engineering agreement between Center for Civic and Public Policy Improvement and Smith & Company Architects to the Harris County Housing Authority for the proposed Emancipation East and West affordable housing development

Chairman Gerald Womack moved to approve the resolution, Commissioner Joe Ellis seconded, and the motion carried. (19-67)

ACTION ITEM 7:

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 Arbor at Wayforest 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. (19-68)

XI. EXECUTIVE SESSION

The Board went into executive session at 3:32 p.m.

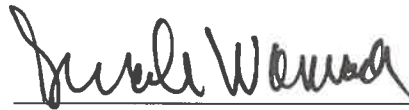
XII. RECONVENE

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

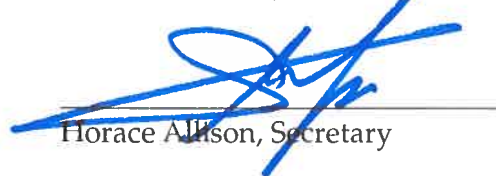
XIII. ADJOURNMENT

Vice Chairman Joe Villarreal moved to adjourn at 3:42 p.m., Commissioner Joe Ellis seconded, all were in favor, and the motion carried.

Adopted and approved this 15th day of January 2020.



Gerald Womack, Chairman



Horace Allison, Secretary