

HHA FOUNTAINVIEW PUBLIC FACILITY CORPORATION

2640 Fountain View Drive, Houston, Texas 77057

AUGUST BOARD OF DIRECTORS MEETING

WEDNESDAY, SEPTEMBER 7, 2022

**3:30 pm OR UPON ADJOURNMENT OF THE HOUSTON HOUSING
AUTHORITY BOARD OF COMMISSIONERS MEETING**

**Houston Housing Authority Central Office
2640 Fountain View Drive, Houston TX 77057**

AGENDA

- I. Call to Order
- II. Roll Call
- III. Approval of the June 14, 2022 Meeting Minutes
- IV. New Business

Resolution No. HHA FVPFC 22-03: Authorizes HHA Fountainview Public Facility Corporation (PFC) or designee to execute a contract for Property Management Agreement for properties located at 2636 & 2640 Fountain View, Houston, TX.

- V. Adjournment

HHA FOUNTAINVIEW PFC

2640 FOUNTAIN VIEW DRIVE, HOUSTON, TEXAS 77057

**MINUTES OF THE
HHA FOUNTAINVIEW PFC
BOARD OF DIRECTORS MEETING
TUESDAY, JUNE 14, 2022**

A meeting of the Board of Directors (“Board”) of HHA Fountainview Public Facility Corporation was held Tuesday, June 14, 2022 at Clayton Homes located at 1919 Runnels, Houston, TX 77003.

Director Snowden called the meeting to order at 4:21 p.m. Secretary Northern called the roll and Director Snowden declared a quorum present.

Present: LaRence Snowden, Director (Chair)
 Kristy Kirkendoll, Director
 Kris Thomas, Director
 Stephanie A.G. Ballard, Director
 Andrea Hilliard Cooksey, Director
 David A. Northern, Sr., Secretary

Absent: Dr. Max A. Miller, Jr., Director
 Guillermo “Will” Hernandez, Director

APPROVAL OF MINUTES

Director Snowden stated the Board has had an opportunity to review the December 15, 2020 Board of Directors meeting minutes. He asked for a motion to adopt the December 15, 2020 meeting minutes.

Director Thomas moved to adopt the minutes for the December 15, 2020 Board of Directors meeting. Director Ballard seconded the motion.

Chairman Snowden asked if there is any discussion or objection to the December 15, 2020 Board of Directors meeting minutes. Having none, the minutes are adopted.

NEW BUSINESS

RESOLUTION NO. HHA FVPFC 22-01: Authorizing HHA Fountainview PFC’s Issuance, Sale and Delivery of its Multifamily Housing Governmental Notes (Historic Oaks of Allen Parkway Village) Series 2022A and 2022B.

Director Snowden asked for a motion to approve Resolution No. HHA FVPFC 22-01.

Director Ballard moved to approve Resolution No. HHA FVPFC 22-01. Director Kirkendoll seconded the motion.

Director Snowden asked if there is any discussion or objection to Resolution No. HHA FVPFC 22-01. Having none, Resolution No. HHA FVPFC 22-01 is adopted.

RESOLUTION NO. HHA FVPFC 22-02: Authorizing HHA Fountainview PFC's Issuance, Sale and Delivery of its Multifamily Housing Governmental Notes (Allen Parkway Village Apartments) Series 2022A and 2022B.

Director Snowden asked for a motion to approve Resolution No. HHA FVPFC 22-02.

Director Thomas moved to approve Resolution No. HHA FVPFC 22-02. Director Kirkendoll seconded the motion.

Director Snowden asked if there is any discussion or objection to Resolution No. HHA FVPFC 22-02. Having none, Resolution No. HHA FVPFC 22-02 is adopted.

ADJOURNMENT

Director Snowden declared the meeting adjourned 4:24 p.m.

HHA FOUNTAINVIEW PFC

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REQUEST FOR BOARD AGENDA ITEM

1. Brief Description of Proposed Item:


Authorizes HHA Fountainview Public Facility Corporation (PFC) or designee to execute a contract for Property Management Agreement for properties located at 2636 & 2640 Fountain View, Houston, TX.

2. Date of Board Meeting: September 7, 2022

3. Proposed Board Resolution:

Resolution: That the HHA Fountainview PFC Board of Directors authorizes the Secretary or designee to negotiate, execute and make necessary changes and corrections to a contract with Tarantino Properties for management of the properties located at 2636 & 2640 Fountain View Drive, Houston, TX, for a period of four (4) years, with the option to extend by one (1) year, pursuant to the memorandum dated August 16, 2022, from George Griffin III, Vice President of Housing Operations, to David A. Northern, Sr., Secretary.

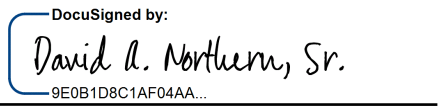
4. Department Head Approval

Signature  Date: 8/31/2022

5. Statement regarding availability of funds by VP of Fiscal Operations

Funds Budgeted and Available Yes No Source _____

6. Approval of President & CEO

Signature  Date: 8/31/2022

HHA FOUNTAINVIEW PFC

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MEMORANDUM

TO: DAVID A. NORTHERN, SR., SECRETARY
FROM: GEORGE GRIFFIN III, VP OF HOUSING OPERATIONS
SUBJECT: AUTHORIZES HHA FOUNTAINVIEW PUBLIC FACILITY CORPORATION (PFC) OR DESIGNEE TO EXECUTE A CONTRACT FOR PROPERTY MANAGEMENT AGREEMENT FOR PROPERTIES LOCATED AT 2636 & 2640 FOUNTAIN VIEW, HOUSTON, TX.
DATE: AUGUST 16, 2022

BACKGROUND:

HHA acquired the current site of HHA’s administrative office located in Houston, Texas at 2640 Fountainview (“2640”) and 2636 Fountain View (“2640” and collectively with 2636, the “Property”); and upon acquisition, HHA ground leased the Property to the Fountainview Public Facility Corporation in accordance with the ground lease from HHA, the PFC intends to continue operating and/or develop the Property.

Request for Proposal (RFP) #21-51 was issued on November 9, 2021, to solicit proposals for the management of the properties located at 2640 & 2636 Fountain View. The RFP was made available to interested professionals via an advertisement in the Houston Chronicle and on the HHA website. The RFP submittal due date was December 17, 2021, and HHA received one (1) response.

EVALUATION PROCESS:

All submittals were reviewed, evaluated, and ranked by a panel from the Real Estate Investment and Development Department, Public Housing Operations, Accounting, and Choice Voucher Program. Based on the following published evaluation criteria:

EVALUATION CRITERIA:

Item	Evaluation Criteria	Maximum Points
1.	Firm’s history, resources, and capability to perform the required work.	25
2.	Qualifications and experience of assigned personnel.	25
3.	Demonstrated related experience in providing property management.	30
4.	Project planning, methodology/strategy to accomplish the task	5
5.	Fees	5
6.	M/WBE Participation	5
7.	Section 3 Participation	5
	Total	100

SCORING TABLE

The following firm submitted a proposal and was evaluated as follows:

	Name of Proposer	Avg. Rating
	Tarantino	98

Tarantino Properties, Inc. was determined to be the most responsible and responsive bidder, as shown by the above score.

FEE SCHEDULE IN THE CONTRACT:

The firm identified below agrees to provide property management services at the following rates:

1. \$45,600.00 per year during the Contract Term

HISTORY OF TARANTINO:

Founded in 1980, Tarantino is a full-service real estate company specializing in income-producing real estate. Tarantino has over 20 years of facilities management experience for the State of Texas, has been in the Houston market for more than 30 years, and provides management, brokerage, leasing, and renovation services for commercial and residential properties. The current portfolio includes over 8,000,000 square feet of commercial properties and over 100 commercial buildings.

APPROVALS:

That the Executing Officer, in connection with the entry into, negotiation, execution, and delivery of the Management Agreement, and (ii) the related transactions contemplated thereby, is authorized to execute and deliver the Management Agreement.

That David A. Northern, Sr. (the "Executing Officer"), the Secretary of the PFC, is authorized, empowered, and directed to negotiate and execute any other necessary documents, agreements, and/or certifications for the Management Agreement.

RECOMMENDATION:

Accordingly, I recommend that the Board adopts this resolution, which states:

Resolution: That the HHA Fountainview PFC Board of Directors authorizes the Secretary or designee to negotiate, execute and make necessary changes and corrections to a contract with Tarantino Properties for management of the properties located at 2636 & 2640 Fountain View Drive, Houston, TX for a period of four (4) year, with the option to extend by one (1) year, pursuant to the memorandum dated August 16, 2022, from George Griffin III, Vice President of Housing Operations, to David A. Northern, Sr., Secretary.