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**MINUTES OF THE HOUSTON HOUSING AUTHORITY  
BOARD OF COMMISSIONERS MEETING**

**Tuesday, April 19, 2022**

A Meeting of the Board of Commissioners (“Board”) of the Houston Housing Authority (“HHA”) was held on Tuesday, April 19, 2022, at the Houston Housing Authority Central Office, 2640 Fountain View Drive, Houston, Texas 77057.

Chair Snowden called the meeting to order at 3:00 p.m. Secretary Northern called the roll and declared a quorum present. Chair Snowden offered the use of an interpreter to be available to Spanish speakers who may need assistance for public comments only. Ms. Elizabeth Paris was asked to introduce herself in Spanish and let the attendees know of her service.

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

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

**APPROVAL OF MINUTES**

Chair Snowden stated the Board has had an opportunity to review the March 29, 2022, Board of Commissioners meeting minutes. He asked for a motion to adopt the March 29, 2022 meeting minutes.

Commissioner Thomas moved to adopt the March 29, 2022, Board of Commissioners meeting minutes. Commissioner Ballard seconded the motion.

Chair Snowden asked if there is any discussion or objection to the March 29, 2022 Board of Commissioners meeting minutes. Having none, the minutes passed unanimously and are adopted.

Chair Snowden stated the Board has had an opportunity to review the April 4, 2022, Special Board of Commissioners meeting minutes. He asked for a motion to adopt the April 4, 2022 meeting minutes.

Commissioner Cooksey moved to adopt the April 4, 2022, Board of Commissioners meeting minutes. Commissioner Kirkendoll seconded the motion.

Chair Snowden asked if there is any discussion or objection to the April 4, 2022 Board of Commissioners meeting minutes. Having none, the minutes passed unanimously and are adopted.

## **PRESIDENT'S REPORT**

Secretary Northern stated we have a lot of items on the agenda so I will not take up any of that time. I want to mention that we received the new administrative fee rates for the HCV Program.

## **PUBLIC COMMENTS**

No Public Comments were made.

## **PUBLIC HEARINGS**

### **THE 3800 MAIN APARTMENTS PUBLIC HEARING**

Chair Snowden stated the Public Hearing for THE 3800 MAIN APARTMENTS is now open for comments. If there is an individual of the public who wishes to comment, please raise your hand for any questions or comments.

Chair Snowden stated hearing none, the Public Hearing will close with no public comments being made.

### **THE WESTCHASE FOREST APARTMENTS PUBLIC HEARING**

Chair Snowden stated the Public Hearing for THE WESTCHASE FOREST APARTMENTS is now open for comments. If there is an individual of the public who wishes to comment, please raise your hand for any questions or comments.

Chair Snowden stated hearing none, the Public Hearing will close with no public comments being made.

### **THE GRAMERCY PARK APARTMENTS PUBLIC HEARING**

Chair Snowden stated the Public Hearing for THE GRAMERCY PARK APARTMENTS is now open for comments. If there is an individual of the public who wishes to comment, please raise your hand for any questions or comments.

Chair Snowden stated hearing none, the Public Hearing will close with no public comments being made.

### **THE DACOMA APARTMENTS PUBLIC HEARING**

Chair Snowden stated the Public Hearing for THE DACOMA APARTMENTS is now open for comments. If there is an individual of the public who wishes to comment, please raise your hand for any questions or comments.

Chair Snowden stated hearing none, the Public Hearing will close with no public comments being made.

### **THE OLYMPUS AT KATY RANCH APARTMENTS PUBLIC HEARING**

Chair Snowden stated the Public Hearing for THE OLYMPUS AT KATY RANCH APARTMENTS is now open for comments. If there is an individual of the public who wishes to comment, please raise your hand for any questions or comments.

Chair Snowden stated hearing none, the Public Hearing will close with no public comments being made.

### **THE COMMONS AT HOLLYHOCK APARTMENTS PUBLIC HEARING**

Chair Snowden stated the Public Hearing for THE COMMONS AT HOLLYHOCK APARTMENTS is now open for comments. If there is an individual of the public who wishes to comment, please raise your hand for any questions or comments.

Chair Snowden stated hearing none, the Public Hearing will close with no public comments being made.

#### **THE OASIS AT PINEY POINT APARTMENTS PUBLIC HEARING**

Chair Snowden stated the Public Hearing for THE OASIS AT PINEY POINT APARTMENTS is now open for comments. If there is an individual of the public who wishes to comment, please raise your hand for any questions or comments.

Chair Snowden stated hearing none, the Public Hearing will close with no public comments being made.

#### **THE AVENUE R APARTMENTS PUBLIC HEARING**

Chair Snowden stated the Public Hearing for THE AVENUE R APARTMENTS is now open for comments. If there is an individual of the public who wishes to comment, please raise your hand for any questions or comments.

Chair Snowden stated hearing none, the Public Hearing will close with no public comments being made.

#### **THE HIGH POINT UPTOWN APARTMENTS PUBLIC HEARING**

Chair Snowden stated the Public Hearing for THE HIGH POINT UPTOWN APARTMENTS is now open for comments. If there is an individual of the public who wishes to comment, please raise your hand for any questions or comments.

Chair Snowden stated hearing none, the Public Hearing will close with no public comments being made.

#### **THE HAVEN AT MAIN APARTMENTS PUBLIC HEARING**

Chair Snowden stated the Public Hearing for THE HAVEN AT MAIN APARTMENTS is now open for comments. If there is an individual of the public who wishes to comment, please raise your hand for any questions or comments.

Chair Snowden stated hearing none, the Public Hearing will close with no public comments being made.

#### **NEW BUSINESS**

#### **Resolution No. 3414: Consideration and/or take action to authorize the President & CEO or designee to Write off vacant tenant accounts for January 1, 2022, to March 31, 2022.**

Secretary Northern stated that Resolution No. 3414 will be presented by George Griffin III, Vice President, Housing Operations.

Mr. Griffin stated Resolution No. 3414 reads That the Houston Housing Authority Board of Commissioners authorizes the President & CEO or designee to write off vacated tenant accounts, designated as uncollectible, in the amount of \$94,871.82 pursuant to the memorandum from Rhonda Foster, Director of Asset Management, dated April 5, 2022, to David A. Northern, Sr., President & CEO. Staff recommends the Board adopt Resolution No. 3414.

Chair Snowden stated the Board has heard the resolution presented by Mr. Griffin and asked for a motion to adopt Resolution No. 3414.

Commissioner Cooksey moved to approve Resolution No. 3414. Commissioner Ballard seconded the motion.

Chair Snowden asked if there is any discussion or objection to approve Resolution No. 3414. Having none, Resolution No. 3414 is adopted.

Chair Snowden stated at this time, the Board will move into Executive Session.

**Resolution No. 3415: Consideration and/or take action to authorize the President & CEO or designee to enter into a contract for Mobile phones, laptop data, and MiFi with Cello Partnership d/b/a Verizon Wireless.**

Secretary Northern stated that Resolution No. 3415 will be presented by Mr. Roy Spivey, Director of IT.

Mr. Spivey stated Resolution No. 3415 requests that the Houston Housing Authority Board of Commissioners authorizes the President & CEO to take all necessary actions to negotiate, execute and make necessary changes and corrections to enter into a four-year contract with Cellco Partnership d/b/a Verizon Wireless for the purchase of cellular services of mobile phones, laptops, data and MiFi devices in an amount not to exceed \$424,508.16 pursuant to the memorandum dated April 6, 2022, from Roy Spivey, Director of Information Technology to David A. Northern, Sr., President & CEO. Staff recommends the Board adopt Resolution No. 3415.

Chair Snowden stated the Board has heard the resolution presented by Mr. Spivey and asked for a motion to adopt Resolution No. 3415.

Commissioner Thomas moved to approve Resolution No. 3415. Commissioner Kirkendoll seconded the motion.

Chair Snowden asked if there is any discussion or objection to approve Resolution No. 3415. Having none, Resolution No. 3415 is adopted.

**Resolution No. 3416: Consideration and/or take action to authorize the President & CEO or designee to increase the contract amount with Overland, Pacific & Cutler, LLC, Housing Opportunities Unlimited, and CVR Associates, Inc. for relocation services.**

Secretary Northern stated that Resolution No. 3416 will be presented by Donna Dixon, Director of Community Affairs & Communications.

Ms. Dixon stated in the July 16, 2019, board meeting, Resolution No. 3065 was passed, granting relocation contracts to Overland, Pacific & Cutler, LLC (OPC), Housing Opportunities Unlimited (HOU), and CVR Associates Inc. (CVR) for relocation services for five years in an amount not to exceed \$700,000.

HHA has several ongoing and proposed redevelopment projects that require tenants to relocate. It was predicted that 900 residents would have to relocate over five years; however, additional moves have become necessary due to unforeseen circumstances. An additional \$700,000 is being requested to ensure enough funds will be available to complete moves for ongoing projects. Accordingly, staff recommends the Board adopt Resolution No. 3416.

Chair Snowden stated the Board has heard the resolution presented by Ms. Dixon and asked for a motion to adopt Resolution No. 3416.

Commissioner Ballard moved to approve Resolution No. 3416. Commissioner Cooksey seconded the motion.

Chair Snowden asked if there is any discussion or objection to approve Resolution No. 3416. Having none, Resolution No. 3416 is adopted.

**Resolution No. 3417: Consideration and/or take action to authorize the President & CEO or designee to execute a contract with AAA Plumbers to perform pneumatic gas testing and associated gas line repairs at Kelly Village Apartments.**

Secretary Northern stated that Resolution No. 3417 will be presented by Jay Mason, Interim Director of REID.

Mr. Mason stated Resolution No. 3417 requests that the Houston Housing Authority Board of Commissioners authorizes the President & CEO or designee to negotiate, execute and make necessary changes and corrections to a contract with AAA Plumbers to perform pneumatic gas testing and associated gas line repairs at Kelly Village Apartments in an amount not to exceed \$130,540.00 pursuant to the memorandum from Jay Mason, Interim Director of REID dated April 5, 2022, to David A. Northern, Sr., President & CEO. Accordingly, staff recommends the Board adopt Resolution No. 3417.

Chair Snowden stated the Board has heard the resolution presented by Mr. Mason and asked for a motion to adopt Resolution No. 3417.

Commissioner Cooksey moved to approve Resolution No. 3417. Commissioner Kirkendoll seconded the motion.

Chair Snowden asked if there is any discussion or objection to approve Resolution No. 3417. Chair Snowden's question was, why was there only one vendor considered for the job.

Austin Crotts, Interim Procurement Manager stated the position has been posted since January 2022 and no other vendors submitted a bid.

Mr. Mason stated our engineers confirmed that the additional cost was in the allowable range.

Chair Snowden said the questions have been answered and called for a vote. All voted in favor therefore Resolution No. 3417 is adopted.

**Resolution No. 3418: Consideration and/or take action to authorize the President & CEO or designee to submit the Fiscal Year 2022 Moving to Work (MTW) Supplement to the Annual PHA Plan to the US Department of Housing and Urban Development.**

Secretary Northern stated that Resolution No. 3418 will be presented by Ms. Robin Walls, Vice President of HCVP.

Ms. Walls stated Resolution No. 3418 requests that the Houston Housing Authority Board of Commissioners authorizes the President & CEO or designee to submit to HUD the Fiscal Year 2022 Moving to Work (MTW) Supplement to the Annual PHA Plan ("The MTW Supplement"), with all attached certifications, HUD forms, all necessary attachments and other documentation required for the receipt of capital funds and other program funds, and to make any technical corrections, and to make the following certifications: Accompanied is a list of the certifications in the Resolution.

A Public Hearing was held with respect to the MTW Annual Plan on Friday, April 15. Sarah Rashid and myself covered all of HHA's MTW supplements, The MTW Alternative Rent Policy Evaluation, reviewed the hardship policy and any planned activities. Accordingly, staff recommends the Board adopt Resolution No. 3418.

Chair Snowden stated the Board has heard the resolution presented by Ms. Walls and asked for a motion to adopt Resolution No. 3418.

Commissioner Cooksey moved to approve Resolution No. 3418. Commissioner Kirkendoll seconded the motion.

Chair Snowden asked if there is any discussion or objection to approve Resolution No. 3418. Having none, Resolution No. 3418 is adopted.

Chair Snowden stated at this time, the Board will move into Executive Session.

## **EXECUTIVE SESSION**

Chair Snowden suspended the Public Session on Tuesday, April 19, 2022 at 3:23 p.m. to convene into Executive Session to discuss personnel, legal and real estate issues in accordance with Sections 551.074, 551.071 and 551.072 respectively, of the Texas Government Code.

## **PUBLIC SESSION RECONVENED**

Chair Snowden reconvened Public Session at 5:15 p.m.

Secretary Northern called the roll and declared a quorum present.

## **NEW BUSINESS continued...**

Chair Snowden asked for a motion to take the resolutions out of order.

Commissioner Cooksey motioned and Commissioner Kirkendoll seconded the motion.

Chair Snowden asked if there is any discussion or objection to taking the resolutions out of order. Having none, the Chairman called for a vote. All voted in favor.

**Resolution No. 3428: Consideration and/or action to authorize the President & CEO or designee to execute a Memorandum of Understanding with Trammel Crow for the development of Allora Brittmoore, an apartment community that will be located at or about 1717 Brittmoore Rd, Houston, Texas 77043.**

**Resolution No. 3438: Consideration and/or take action to authorize the President & CEO or designee to facilitate the acquisition of, and the placement of "affordable" units within, the High Point Uptown Apartments located at 5455 Richmond Avenue, Houston, Texas 77056, and the execution of all required documents therefor.**

Chair Snowden asked for a motion to TABLE Resolution No. 3428 and Resolution No. 3438.

Commissioner Cooksey moved to TABLE Resolution No. 3428 and Resolution No. 3438. Commissioner Kirkendoll seconded the motion.

Chair Snowden asked if there is any discussion or objection to TABLING Resolution No. 3428 and Resolution No. 3438. Having none, the Chairman called for a vote. All voted in favor to TABLE Resolution No. 3428 and Resolution No. 3438.

**Resolution No. 3419: Consideration and/or take action to authorize the President & CEO or designee to execute a Memorandum of Understanding with The Cesar Chavez Foundation for the acquisition of Belfort Pines, an apartment community located at or about 8300 Canyon St., Houston, Texas, 77051.**

**Resolution No. 3420: Consideration and/or take action to authorize the President & CEO or designee to execute a Memorandum of Understanding with The Morgan Group for the acquisition of Sunrise by the Park, an apartment community located at or about 155 Birdsall St, Houston, TX 77007.**

**Resolution No. 3421: Consideration and/or take action to authorize the President & CEO or designee to execute a Memorandum of Understanding with Lovett Commercial for the acquisition of The Lawndale, an apartment community located at or about 8225 Lawndale, Houston, Texas 77012 .**

**Resolution No. 3422:** Consideration and/or take action to authorize the President & CEO or designee to execute a Memorandum of Understanding with Smart Living Almeda Genoa, Ltd., for the acquisition of Almeda Genoa, an apartment community located at or about 10100 Almeda Genoa Rd, Houston, TX, 77025.

**Resolution No. 3423:** Consideration and/or action to authorize the President & CEO or designee to execute a Memorandum of Understanding with AMCAL Equities, LLC for the development of Barker Oaks Apartments, an apartment community that will be located at or about 2250 Barker Oaks Dr, Houston, TX 77077.

**Resolution No. 3424:** Consideration and/or take action to authorize the President & CEO or designee to facilitate the acquisition of and the placement of "affordable" units within, Commons at Hollyhock located at 5751 Greenhouse Road, Katy, Texas 77449, and the execution of all required documents therefor.

**Resolution No. 3425:** Consideration and/or action to authorize the President & CEO or designee to execute a Memorandum of Understanding with The Morgan Group for the development of 14521 Old Katy Rd, an apartment community that will be located at or about 14521 Old Katy Rd, Houston, TX 77079.

**Resolution No. 3426:** Consideration and/or action to authorize the President & CEO or designee to execute a Memorandum of Understanding with The Paces Foundation and Soho Housing Partners for the development of North Street Apartments, an apartment community that will be located at or about 4463 North Drive, Channelview, TX, 77530.

**Resolution No. 3427:** Consideration and/or action to authorize the President & CEO or designee to execute a Memorandum of Understanding with Paces Foundation and Soho Housing Partners for the development of Intercontinental Apartments, an apartment community that will be located at or about North Sam Houston Pkwy E & Intercontinental Place, Houston, Texas 77032.

**Resolution No. 3429:** Consideration and/or action to authorize the President & CEO or designee to execute a Memorandum of Understanding with Civicap Partners Investments, LLC for the development of Smart Living/The Antoine at Spring Branch, an apartment community that will be located at or about 2102 Antoine Dr, Houston, TX 77055.

**Resolution No. 3430:** Consideration and/or action to authorize the President & CEO or designee to facilitate the acquisition of that certain parcel of land located at 7110 New Forest Parkway, Houston, Texas 77049, the construction and development of the 378-unit Allora New Forest thereupon, and the execution of all required documents therefor.

**Resolution No. 3431:** Consideration and/or take action to authorize the President & CEO or designee to facilitate the acquisition of and the placement of "affordable" units within, The Dacoma located at 3900 Dacoma Street, Houston, Texas 77092, and the execution of all required documents therefor.

**Resolution No. 3432:** Consideration and/or take action to authorize the President & CEO or designee to facilitate the acquisition of and the placement of "affordable" units within, Oasis at Piney Point located at 9100 Westheimer Road, Houston, Texas 77063, and the execution of all required documents therefor.

**Resolution No. 3433:** Consideration and/or take action to authorize the President & CEO or designee to facilitate the acquisition of and the placement of "affordable" units within 3800 Main Apartments located at 3800 Main Street, Houston, Texas 77002, and the execution of all required documents therefor.

**Resolution No. 3434:** Consideration and/or take action to authorize the President & CEO or designee to facilitate the acquisition of and the placement of "affordable" units within Olympus Katy Ranch located at 24929 Katy Ranch Road, Katy, Texas 77494, and the execution of all required documents therefor.

**Resolution No. 3435: Consideration and/or take action to authorize the President & CEO or designee to facilitate the acquisition of and the placement of "affordable" units within Westchase Forest located at 11355 Richmond Avenue, Houston, Texas 77082, and the execution of all required documents therefor.**

**Resolution No. 3436: Consideration and/or take action to authorize the President & CEO or designee to facilitate the acquisition of and the placement of "affordable" units within Gramercy Park Apartments located at 3225 Woodland Park Drive, Houston, Texas 77082, and the execution of all required documents therefor.**

**Resolution No. 3437: Consideration and/or take action to authorize the President & CEO or designee to facilitate the disposition of certain public housing units located at Historic Oaks of Allen Parkway Village and Allen Parkway Village and the preparation and submission of a Section 18 disposition application to the US Department of Housing and Urban Development ("HUD"), and the execution of all required documents therefor.**

**Resolution No. 3439: Consideration and/or take action to authorize the President & CEO or designee to facilitate the acquisition of, and the placement of "affordable" units within, the High Point Uptown Apartments located at 807 S. Post Oak Lane, Houston, Texas 77056, and the execution of all required documents therefor.**

**Resolution No. 3440: Consideration and/or take action to authorize the President & CEO or designee to facilitate the acquisition of, and the placement of "affordable" units within, the Haven at Main Apartments located at 8700 South Main, Houston, Texas 77025, and the execution of all required documents therefor.**

Chair Snowden stated, at this time I would like to entertain a motion to adopt the following resolutions as a group: Resolution Nos. 3419, 3420, 3421, 3422, 3423, 3424, 3425, 3426, 3427, 3429, 3430, 3431, 3432, 3433, 3434, 3435, 3436, 3437, 3439, and 3440.

Director Thomas moved to approve Resolution Nos. 3419, 3420, 3421, 3422, 3423, 3424, 3425, 3426, 3427, 3429, 3430, 3431, 3432, 3433, 3434, 3435, 3436, 3437, 3439, and 3440. Commissioner Kirkendoll seconded the motion.

President Snowden asked if there is any discussion or objection to the approval of Resolutions 3419, 3420, 3421, 3422, 3423, 3424, 3425, 3426, 3427, 3429, 3430, 3431, 3432, 3433, 3434, 3435, 3436, 3437, 3439, and 3440 as a group.

Having none, Resolution Nos. 3419, 3420, 3421, 3422, 3423, 3424, 3425, 3426, 3427, 3429, 3430, 3431, 3432, 3433, 3434, 3435, 3436, 3437, 3439, and 3440 have been approved.

#### **ADJOURNMENT**

Chair Snowden remarked this concludes the items on today's agenda and declared the meeting adjourned at 5:19 p.m.