



**HOUSTON**  
HOUSING AUTHORITY

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

**Tuesday, October 18, 2022**

A Meeting of the Board of Commissioners (“Board”) of the Houston Housing Authority (“HHA”) was held on Tuesday, October 18, 2022, at the Houston Housing Authority Central Office, 2640 Fountain View Drive, Houston, Texas 77057.

Chair Snowden called the meeting to order at 3:03 p.m. Khadija Darr, Senior Vice President of Administration, called the roll and Chair Snowden 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  
Stephanie A.G. Ballard, Commissioner

Absent: Andrea Hilliard Cooksey, Commissioner  
Dr. Max A. Miller, Jr., Commissioner  
Guillermo “Will” Hernandez, Commissioner  
David A. Northern, Sr., Secretary

**APPROVAL OF MINUTES**

Chair Snowden stated the Board has had an opportunity to review the September 19, 2022 Board of Directors meeting minutes and asked for a motion to adopt the meeting minutes.

Director Thomas moved to adopt the meeting minutes and Director Ballard seconded the motion.

Chair Snowden asked if there is any discussion or objection to the September 19, 2022 Board of Directors meeting minutes. Having none, the minutes are adopted.

**PRESIDENT’S REPORT**

David A. Northern, Sr. is not present due to the PHADA Trustees Retreat being held in Houston. Ms. Khadija Darr, Senior Vice President of Administration, is presenting on his behalf.

Ms. Darr stated the commissioners have a President’s briefing in the board packet.

Chair Snowden stated for the record that were events to be highlighted, such as National Night Out with Cuney Homes in which a few city officials were in attendance. Next year, we need to have some of our Senior Staff at

other properties as well. Celebration of George Floyd at Cuney Homes. HHA had a Job Fair with over 300 applicants and a line out the door and into the parking lot.

## **PUBLIC COMMENTS**

Chair Snowden stated speakers will be allowed three (3) minutes for public comments. Speakers will only be allowed to speak once. I will inform you when your three minutes have expired. The Board will generally not provide responses to the comments or answer any questions. However, HHA residents making comments are encouraged to clearly state their name and the property where you reside. We will have someone from the property management team or from our staff, to reach out to you directly regarding any issue or concern you may have

Chair Snowden asked if there are any individuals that would like to make public comments at this time.

Esperanza Rodriguez – Irvinton Village: Attended the HHA hiring event and that she applied for a job and also interviewed.

Blanca Leal: Irvinton Village – Perceived treatment by staff. Processed copies of paperwork not being provided to Ms. Leal. Ms. Leal desire to speak in Spanish with staff as opposed to English.

Ms. Blackwell – Irvinton Village – The lot next door gets filled up with trash and it's next to her apartment so it needs to be cleaned up and monitored periodically. The tree near her apartment also needs to be trimmed. Request that rent statements be received 5 working days before the first of the month.

## **NEW BUSINESS**

### **ALLORA GOSLING PUBLIC HEARING**

Chair Snowden stated the Public Hearing for the Development of ALLORA GOSLING is now open for comments.

If there is an individual of the public who wishes to comment on this hearing, 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.

### **THRIVE ALMEDA GENOA PUBLIC HEARING**

Chair Snowden stated the Public Hearing for the Development of THRIVE ALMEDA GENOA is now open for comments. If there is an individual of the public who wishes to comment on this hearing, 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.

### **MIDTOWN HOUSTON BY WINDSOR PUBLIC HEARING**

Chair Snowden stated the Public Hearing for the Acquisition, Lease, and Operation of MIDTOWN HOUSTON BY WINDSOR is now open for comments. If there is an individual of the public who wishes to comment on this hearing, 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 ANTOINE AT SPRING BRANCH PUBLIC HEARING**

Chair Snowden stated the Public Hearing for the Development of THE ANTOINE AT SPRING BRANCH is now open for public comments. there is an individual of the public who wishes to comment on this hearing, 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.

Chair Snowden stated he will now move forth with the New Business.

## **OLD BUSINESS**

**Resolution No. 3523: Consideration and/or take action to authorize the President & CEO or designee to execute a Memorandum of Understanding with Olive Tree Property Holdings LLC for the acquisition of The Life at Timber Ridge, an apartment community located at or about 5350 Aeropark Dr., Houston, Texas 77060.**

**Resolution No. 3524: Consideration and/or take action to authorize the President & CEO or designee to execute a Memorandum of Understanding with Olive Tree Property Holdings LLC for the acquisition of The Life at Clearwood, an apartment community located at or about 9465 Clearwood Dr., Houston, Texas 77075.**

**Resolution No. 3525: Consideration and/or take action to authorize the President & CEO or designee to execute a Memorandum of Understanding with Olive Tree Property Holdings LLC for the acquisition of The Life at Brighton Estates, an apartment community located at or about 130 Aldine Bender Rd, Houston, TX 77060.**

**Resolution No. 3526: Consideration and/or take action to authorize the President & CEO or designee to execute a Memorandum of Understanding with Olive Tree Property Holdings LLC for the acquisition of The Life at Sterling Woods, an apartment community located at or about 8625 Winkler Dr., Houston, TX 77017.**

Chair Snowden stated there is a need for further discussion regarding Resolutions 3523, 3524, 3525 and 3526. These resolutions were tabled in the September 19, 2022 HHA board meeting therefore declared no further action required at this time.

## **NEW BUSINESS Continued**

**Resolution No. 3534: Consideration and/or to take action to authorize the President & CEO or designee to Write-off vacant tenant accounts for July 1, 2022 to September 30, 2022.**

Ms. Darr stated that Resolution No. 3534 will be presented by Rhonda Foster, Director of Asset Management in PHO.

Ms. Foster stated Resolution No. 3534 reads that the Houston Housing Authority Board of Commissioners authorizes the President & CEO or designee to write off vacated tenant accounts in the amount of \$123,003.13 and make necessary changes and corrections pursuant to the memorandum from Rhonda Foster, Director of Asset Management dated October 3, 2022, to David A. Northern, Sr., President & CEO.

The Houston housing authority (HHA) reduces public housing accounts receivable balances by writing off the outstanding debt that is owed by former tenants, after the debt has been deemed as uncollectible. Write-offs are typically the result of tenants with balances owed to the HHA, as a result of voluntary and involuntary move-outs. HHA writes off vacated tenant accounts considered to be uncollectible. This debt includes rent, additional rent resulting from unreported income, maintenance fees, legal fees, excessive utilities, and other fees.

To ensure accuracy, the HHA followed up with the property management contractors (PMCs) to confirm their efforts to notify former tenants of their outstanding balances. Their confirmation of the balances also requires the PMCs to report tenant debt totaling \$50.00 and above, to a third-party collection agency (National Recovery Agency). HHA only write-offs debt for residents who are no longer participating in the program and for whom the HHA has no reasonable expectation of being able to collect the debt. Accordingly, staff recommends the Board adopt Resolution No. 3534.

Chair Snowden stated the Board has heard the reading of the resolution and asked for a motion to adopt Resolution No. 3534.

Commissioner Kirkendoll moved to adopt and Commissioner Ballard seconded the motion.

Chair Snowden asked if there is any discussion or objection to adopting this resolution. Having none, Resolution No. 3534 is adopted.

**Resolution No. 3535: Consideration and/or to take action to authorize the President & CEO or designee to increase the contract amount for Building Envelope Consulting Services at the Houston Housing Authority properties.**

Ms. Darr stated that Resolution No. 3535, 3536 and 3537 will be presented by Jay Mason, Director of REID.

Mr. Mason stated Resolution No. 3535 reads that the Houston Housing Authority Board of Commissioners authorizes the President & CEO or designee to negotiate, execute and make necessary changes and corrections to contracts with Price Consulting, Inc. (PCI), TLC Engineering, and Terracon Consultants to increase the total contract amount to an amount not to collectively exceed \$1,120,000 for Building Envelope Consulting Services at Houston Housing Authority properties pursuant to the memorandum from Jay Mason, Director of REID, dated October 4, 2022, to David A. Northern, Sr., President & CEO. Accordingly, staff recommends the Board adopt Resolution No. 3535.

Chair Snowden stated the Board has heard the reading of the resolution and asked for a motion to adopt Resolution No. 3535.

Commissioner Kirkendoll moved to adopt and Commissioner Thomas seconded the motion.

Chair Snowden asked if there is any discussion or objection to adopting this resolution. Having none, Resolution No. 3535 is adopted.

**Resolution No. 3536: Consideration and/or to take action to authorize the President & CEO or designee to increase the contract amount with HD Supply Facilities Maintenance, Ltd. to furnish and install carbon monoxide detectors at various HHA public housing properties.**

Resolution No. 3536 reads that the Houston Housing Authority Board of Commissioners authorizes the President & CEO or designee to negotiate, execute and make necessary changes and corrections to the contract with HD Supply Facilities Maintenance, Ltd. to increase the total contract amount to an amount not to exceed \$3,323,781.71 to furnish and install hard-wired carbon monoxide detectors at various HHA public housing properties pursuant to the memorandum from Jay Mason, Director of REID, dated October 4, 2022, to David A. Northern, Sr., President & CEO. Accordingly, staff recommends the Board adopt Resolution No. 3536.

The Board approved issuing a contract to HD Supply Facilities Maintenance, Ltd. to furnish and install carbon monoxide detectors in the amount of \$2,005,976.34 (Resolution 3391) at the April 4<sup>th</sup>, 2022, Board of Commissioners Meeting. Due to a change in technology, an increase of \$1,317,805.37 is needed to cover the

remainder of this project. When bids for IFB 21-49 were received (2/25/22), CO detectors with wireless interconnect (communication between detectors) were specified. The manufacturer now requires the detectors to be hard-wired and that is the reason for the increase.

Chair Snowden stated he has concerns regarding this increase and requires further discussion therefore Chair Snowden asked for a motion to TABLE Resolution No. 3536.

Commissioner Thomas moved to TABLE and Commissioner Kirkendoll seconded the motion.

Chair Snowden asked if there is any discussion or objection to TABLING this resolution. Having none, Resolution No. 3536 is TABLED.

**Resolution No. 3537: Consideration and/or action to Award Contract to Betco and EJP Consulting for Development Consulting Services.**

Mr. Mason stated Resolution No. 3537 reads That the Houston Housing Authority Board of Commissioners authorizes the President & CEO or designee to negotiate and execute a contract to Betco and EJP Consulting for Development Consulting Services in the amount not to exceed \$400,000 annually and make any necessary changes or corrections, pursuant to the memorandum from Jay Mason, Director of REID, dated October 6, 2022, to David A. Northern, Sr., President & CEO. Accordingly, staff recommends the Board adopt Resolution No. 3537.

Chair Snowden stated he has concerns regarding this increase and requires further discussion therefore Chair Snowden asked for a motion to TABLE Resolution No 3537.

Commissioner Kirkendoll moved to TABLE and Commissioner Ballard seconded the motion.

Chair Snowden asked if there is any discussion or objection to TABLING this resolution. Having none, Resolution No. 3537 is TABLED.

**Resolution No. 3538: Consideration and/or action to award Project-Based Vouchers to NHP Foundation at Citadel Apartments located at or about 3331 Elgin, Houston, TX 77004.**

Ms. Darr stated that Resolution No. 3538 will be presented by Cheryl Rivers, Interim Vice President of HCVP.

Ms. Rivers stated Resolution No. 3538 reads that the Houston Housing Authority Board of Commissioners authorizes the President & CEO or designee to negotiate, execute and make necessary changes and corrections to conditionally award eighteen (18) Project-Based Vouchers to NHP Foundation at Citadel Apartments located at 3331 Elgin, Houston, TX 77004 pursuant to the memorandum from Cheryl Rivers, Interim Vice President of HCVP, dated October 6, 2022, to David A. Northern, Sr. President & CEO. Accordingly, staff recommends the Board adopt Resolution No. 3538.

Chair Snowden stated the Board has heard the reading of the resolution and asked for a motion to adopt Resolution No. 3538.

Commissioner Ballard moved to adopt and Commissioner Thomas seconded the motion.

Chair Snowden asked if there is any discussion or objection to adopting this resolution. Having none, Resolution No. 3538 is adopted.

**Resolution No. 3539: Consideration and/or action to authorize the President & CEO or designee to renew employee health and welfare benefits effective January 1, 2023.**

Ms. Darr stated that Resolution No. 3539 will be presented by Mike Rogers, VP of Fiscal and Business Operations.

Mr. Rogers stated Resolution No. 3539 reads that the Houston Housing Authority Board of Commissioners authorizes the President & CEO or designee to execute and make necessary changes and corrections to the contracts for Medical benefits, Vision Insurance, Dental Insurance, and Life & Accidental Death and Dismemberment (AD&D) Insurance provided by HHA to all active full-time employees for an annual estimated decrease of \$153,382 over the prior plan year to the Authority pursuant to the memorandum from Khadija Darr, Senior VP of Administration, dated October 13, 2022, to David A. Northern, Sr., President & CEO. Accordingly, staff recommends the Board adopt Resolution No. 3539.

Chair Snowden stated the Board has heard the reading of the resolution and asked for a motion to adopt Resolution No. 3539.

Commissioner Thomas moved to adopt and Commissioner Ballard seconded the motion.

Chair Snowden asked if there is any discussion or objection to adopting this resolution. Having none, Resolution No. 3539 is adopted.

**Resolution No. 3540: Consideration and/or take action to authorize the President & CEO or designee to adopt Payment Standards for FY 2023.**

Secretary Northern stated that Resolution No. 3540 will be presented by Ms. Cheryl Rivers.

Ms. Rivers stated Resolution No. 3540 reads that the Houston Housing Authority Board of Commissioners authorizes the President & CEO or designee to negotiate, execute and make necessary changes and corrections to adopt Payment Standards effective October 19, 2022, pursuant to the memorandum from Cheryl D. Rivers, Interim Vice President of the Housing Choice Voucher Program, dated October 12, 2022, to David A. Northern, Sr., President & CEO. Accordingly, staff recommends the Board adopt Resolution No. 3540.

Chair Snowden stated the Board has heard the reading of the resolution and asked for a motion to adopt Resolution No. 3540.

Commissioner Thomas moved to adopt and Commissioner Ballard seconded the motion.

Chair Snowden asked if there is any discussion or objection to adopting this resolution. Having none, Resolution No. 3540 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, October 18, 2022 at 4:06 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 4:55 p.m.

Ms. Darr called the roll and Chair Snowden declared a quorum present.

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

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

Commissioner Thomas motioned and Commissioner Ballard seconded the motion.

**Resolution No. 3548: Consideration and/or to take action to authorize the President & CEO or designee to execute a Memorandum of Understanding with Ojala Partners, for the acquisition of Hollister Place, an apartment community located at or about 6565 Hollister St, Houston, TX 77040.**

**Resolution No. 3550: Consideration and/or to take action to authorize the President & CEO or designee to execute a Memorandum of Understanding with Ojala Holdings, LLC, for the acquisition of Old Farm, an apartment community located at or about 2500 Old Farm Rd, Houston, TX 77063.**

**Resolution No. 3553: Consideration and/or to take action to authorize the President & CEO or designee to execute a Memorandum of Understanding with Ojala Holdings, LLC, for the acquisition of Stone Creek at Old Farm, an apartment community located at or about 8585 Woodway Dr, Houston, TX 77063.**

**Resolution No. 3556: Consideration and/or to take action to authorize the President & CEO or designee to execute a Memorandum of Understanding with Ojala Holdings, LLC, for the acquisition of The Meritage, an apartment community located at or about 4550 N Braeswood Blvd, Houston, TX 77096.**

Chair Snowden asked for a motion to TABLE Resolution Nos. 3548, 3550, 3553, and 3556.

Commissioner Thomas moved to TABLE said resolutions and Commissioner Ballard seconded the motion.

Chair Snowden asked if there is any discussion or objection to TABLING these resolutions. Having none, Resolution Nos. 3548, 3550, 3553, and 3556 are TABLED.

**Resolution No. 3541: Consideration and/or to take action to authorize the President & CEO or designee to facilitate the acquisition of that certain parcel of land located at or about 22103 Gosling Rd., Spring, Texas 77389, the construction and development of the 351-unit Allora Gosling thereupon, and the execution of all required documents therefor.**

**Resolution No. 3542: Consideration and/or to take action to authorize the President & CEO or designee to facilitate the acquisition of that certain parcel of land located at or about 10100 Almeda Genoa Road, Houston, Texas 77075, the construction and development of the 300-unit Thrive Almeda Genoa thereupon, and the execution of all required documents therefor.**

**Resolution No. 3543: Consideration and/or to take action to authorize the President & CEO or designee to facilitate the acquisition of that certain parcel of land located at or about 2102 Antoine Dr., Houston, Texas 77055, the construction and development of the 240-unit, The Antoine at Spring Branch thereupon, and the execution of all required documents therefor.**

**Resolution No. 3544: Consideration and/or to take action to authorize the President & CEO or designee to execute a Memorandum of Understanding with Lincoln Avenue Capital for the development of Bissonnet Apartments, an apartment community that will be located at or about 12000 Bissonnet St., Houston, TX 77099.**

**Resolution No. 3545: Consideration and/or to take action to authorize the President & CEO or designee to execute a Memorandum of Understanding with Lynd Development for the development of 6010 Richmond, an apartment community that will be located at or about 6010 Richmond Ave., Houston, TX 77057.**

**Resolution No. 3546: Consideration and/or to take action to authorize the President & CEO or designee to execute a Memorandum of Understanding with DevCo Preservation LLC for the acquisition of Brookside Gardens, an apartment community located at or about 3525 South Sam Houston Parkway East, Houston, TX 77047.**

**Resolution No. 3547: Consideration and/or to take action to authorize the President & CEO or designee to execute a Memorandum of Understanding with Galium Properties, for the acquisition of Forum on San Felipe, an apartment community located at or about 6363 San Felipe, Houston, TX 77057.**

**Resolution No. 3549: Consideration and/or to take action to authorize the President & CEO or designee to facilitate the acquisition of, and the placement of “affordable” units within, Midtown Houston by Windsor located at or about 2310 Main Street, Houston, Texas 77002, and the execution of all required documents therefor.**

**Resolution No. 3551: Consideration and/or to take action to authorize the President & CEO or designee to execute a Memorandum of Understanding with The Morgan Group, for the acquisition of Pearl at the Mix, an apartment community located at or about 2910 Milam St., Houston, TX 77006.**

**Resolution No. 3552: Consideration and/or to take action to authorize the President & CEO or designee to execute a Memorandum of Understanding with Bluebonnet Investments, LLC, for the acquisition of The Reserve at Jones Road, an apartment community located at or about 11925 Jones Road, Houston, TX 77070.**

**Resolution No. 3554: Consideration and/or to take action to authorize the President & CEO or designee to execute a Memorandum of Understanding with Opportunity Housing Group, for the acquisition of Territory at Greenhouse, an apartment community located at or about 2500 Greenhouse Rd. Houston, TX 77084.**

**Resolution No. 3555: Consideration and/or to take action to authorize the President & CEO or designee to execute a Memorandum of Understanding with Allen Harrison for the development of The Oaks at Fall Creek, an apartment community that will be located at or about the 9310 N. Sam Houston Pkwy E, Humble, TX 77369.**

**Resolution No. 3557: Consideration and/or to take action to authorize the President & CEO or designee to execute a Memorandum of Understanding with Lynd Development for the development of 7979 Fannin an apartment community that will be located at or about 7979 Fannin St., Houston, TX 77054.**

Chair Snowden asked for a motion to adopt vote Resolution Nos 3541, 3542, 3543, 3544, 3545, 3546, 3547, 3549, 3551, 3552, 3554, 3555 and 3557.

Commissioner Thomas moved to adopt said resolutions. Commissioner Kirkendoll seconded the motion.

Chair Snowden asked if there is any discussion or objection to these resolutions. Having none, Resolution Nos 3541, 3542, 3543, 3544, 3545, 3546, 3547, 3549, 3551, 3552, 3554, 3555 and 3557 are adopted.



## **ADJOURNMENT**

Chair Snowden remarked this concludes the items on today's agenda. He thanked the Commissioners for their time and commitment and declared the meeting adjourned at 4:58 p.m.