



HOUSTON HOUSING AUTHORITY
BOARD OF COMMISSIONERS MEETING
November 23, 2021
3:00 P.M.

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





HOUSTON

HOUSING AUTHORITY

Transforming Lives & Communities

2640 Fountain View Drive, Houston, Texas 77057 | Phone 713.260.0500 | Mark Thiele, *Interim President & CEO*

Board of Commissioners: LaRence Snowden, *Chair* | Kristy Kirkendoll | Dr. Max A. Miller, Jr. | Guillermo “Will” Hernandez | Stephanie A.G. Ballard | Andrea Hilliard Cooksey | Kris Thomas

BOARD OF COMMISSIONERS MEETING

Tuesday, November 23, 2021

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Resolution No. 3352

Authorizing Houston Housing Authority's facilitation of the acquisition of and the placement of "affordable" units at, The Link Apartments located at or about 14723 W. Oaks Plaza Drive, Houston, Texas 77082, and the execution of all required documents therefor.

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Resolution No. 3353

Authorizing the Acquisition and Development of Torrey Chase Apartments located at or about 14700 Torrey Chase Blvd, Houston Texas 77014, and the execution of all required documents therefor.

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Resolution No. 3354

Authorizing the Acquisition and Development of The Life at Westpark located at or about 14100 Rio Bonito Road, Houston, Texas, 77083 and the execution of all required documents therefor.

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Resolution No. 3355

Consideration and/or action to authorize the Interim President & CEO or designee to execute a Memorandum of Understanding with The Morgan Group for the acquisition of Arium Uptown, an apartment community that will be located at or about 7600 Highmeadow Dr., Houston, Texas 77063

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Resolution No. 3356

Consideration and/or action to authorize the Interim President & CEO or designee to execute a Memorandum of Understanding with The Morgan Group for the acquisition of Pearl Greenway, an apartment community that will be located at or about 3788 Richmond Ave, Houston, Texas 77046

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Resolution No. 3357

Consideration and/or action to authorize the Interim President & CEO or designee to execute a Memorandum of Understanding with The Morgan Group for the acquisition of Azure Houston, an apartment community that will be located at or about 1111 Durham Dr. Houston, Texas 77007

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Resolution No. 3358

Consideration and/or action to authorize the Interim President & CEO or designee to execute a Memorandum of Understanding with Ascenda Capital & Post Investment Group for the acquisition of Sierra at Fall Creek, an apartment community that will be located at or about 14951 Bellows Falls Lane, Humble, Texas 77396

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Resolution No. 3359

Consideration and/or action to authorize the Interim President & CEO or designee to execute a Memorandum of Understanding with Aspen Oak Capital Partners for the acquisition of 91 Fifty, an apartment community that will be located at or about 9150 Highway 6 North, Houston, Texas 77095

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Resolution No. 3360

Consideration and/or action to authorize the Interim President & CEO or designee to execute a Memorandum of Understanding with Aspen Oak Capital Partners for the acquisition of Arlo Westchase, an apartment community that will be located at or about 3505 West Sam Houston Parkway S, Houston, Texas 77042

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2640 Fountain View Drive, Houston, Texas 77057 | Phone 713.260.0500 | Mark Thiele, *Interim President & CEO*
Board of Commissioners: LaRence Snowden, *Chair* | Kristy Kirkendoll | Dr. Max A. Miller, Jr. | Guillermo “Will” Hernandez | Stephanie A.G. Ballard |
Andrea Hilliard Cooksey | Kris Thomas

BOARD OF COMMISSIONERS MEETING
TUESDAY, NOVEMBER 23, 2021
3:00 PM
Houston Housing Authority Central Office
2640 Fountain View Dr., Houston, TX 77057

AGENDA

- I. Call to Order
- II. Roll Call
- III. Introduction of a Spanish interpreter.
- IV. Approval of the October 19, 2021 Houston Housing Authority Board Meeting Minutes
- V. Approval of the November 15, 2021 Houston Housing Authority Board Meeting Minutes
- VI. Interim President’s Report
- VII. Public Comments [\(To Make Comments during the Public Comments Section – Please add your name to the sign-in sheet when you enter the Board Meeting\)](#)
- VIII. Public Hearing for Acquisition, Lease, and Operation of The Link Apartments [\(To Make Comments during the Public Hearing – Please add your name to the sign-in sheet when you enter the Board Meeting\)](#)
- IX. New Business

Resolution No. 3348: Consideration and/or to take action to authorize the Interim President & CEO or designee to approve dates for the 2022 Board of Commissioners’ Meetings.

Resolution No. 3349: Consideration and/or to take action to authorize the Interim President & CEO or designee to execute a contract with ERC Environmental & Construction Services, Inc. (“ERC”) to perform all the necessary work to renovate four units at Allen Parkway Village (“APV”).

Resolution No. 3350: Authorizing Houston Housing Authority’s approval of Lakeside Place PFC’s Issuance, Sale, and Delivery of its Multifamily Housing Revenue Bonds (Torrey Chase Apartments) Series 2021.

- X. Convene an Executive Session to discuss:

- a. Personnel matters in accordance with Section 551.074 of the Texas Government Code

- b. Legal issues in accordance with Section 551.071 of the Texas Government Code
- c. Real estate matters in accordance with Section 551.072 of the Texas Government Code

Resolution No. 3351: Consideration and/or action to authorize the Interim President & CEO or designee to execute a Memorandum of Understanding with Ascenda Capital & Post Investment Group for the acquisition of Stella at the Medical Center, an apartment community that will be located at or about 7009 Almeda Rd, Houston, Texas 77054

Resolution No. 3352: Authorizing Houston Housing Authority's facilitation of the acquisition of and the placement of "affordable" units at, The Link Apartments located at or about 14723 W. Oaks Plaza Drive, Houston, Texas 77082, and the execution of all required documents therefor.

Resolution No. 3353: Authorizing Houston Housing Authority's Acquisition and Development of Torrey Chase Apartments located at or about 14700 Torrey Chase Blvd, Houston, Texas 77014, and the execution of all required documents therefor.

Resolution No. 3354: Authorizing Houston Housing Authority's facilitation of the Acquisition and Development of The Life at Westpark located at or about 14100 Rio Bonito Road, Houston, Texas, and the execution of all required documents therefor.

Resolution No. 3355: Consideration and/or action to authorize the Interim President & CEO or designee to execute a Memorandum of Understanding with The Morgan Group for the acquisition of Arium Uptown, an apartment community that will be located at or about 7600 Highmeadow Dr., Houston, Texas 77063.

Resolution No. 3356: Consideration and/or action to authorize the Interim President & CEO or designee to execute a Memorandum of Understanding with The Morgan Group for the acquisition of Pearl Greenway, an apartment community that will be located at or about 3788 Richmond Ave, Houston, Texas 77046.

Resolution No. 3357: Consideration and/or action to authorize the Interim President & CEO or designee to execute a Memorandum of Understanding with The Morgan Group for the acquisition of Azure Houston, an apartment community that will be located at or about 1111 Durham Dr., Houston, Texas 77007.

Resolution No. 3358: Consideration and/or action to authorize the Interim President & CEO or designee to execute a Memorandum of Understanding with Ascenda Capital & Post Investment Group for the acquisition of Sierra at Fall Creek, an apartment community that will be located at or about 14951 Bellows Falls Lane, Humble, Texas 77396.

Resolution No. 3359: Consideration and/or action to authorize the Interim President & CEO or designee to execute a Memorandum of Understanding with Aspen Oak Capital Partners for the acquisition of 91 Fifty, an apartment community that will be located at or about 9150 Highway 6 North, Houston, Texas 77095.

Resolution No. 3360: Consideration and/or action to authorize the Interim President & CEO or designee to execute a Memorandum of Understanding with Aspen Oak Capital Partners for the acquisition of Arlo Westchase, an apartment community that will be located at or about 3505 West Sam Houston Parkway S, Houston, Texas 77042.

XI. Reconvene Public Session to take action on Executive Session agenda items.

XII. Adjournment

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

Tuesday, October 19, 2021

A Meeting of the Board of Commissioners (“Board”) of the Houston Housing Authority (“HHA”) was held on Tuesday, October 19, 2021, 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 Thiele 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. Marcella Cabrera 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
Mark Thiele, Secretary

Absent: Andrea Hilliard Cooksey, Commissioner
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 September 21, 2021, Board of Commissioners meeting minutes. He asked for a motion to adopt the September 21, 2021 meeting minutes.

Commissioner Thomas moved to adopt the September 21, 2021, Board of Commissioners meeting minutes. Commissioner Kirkendoll seconded the motion.

Chair Snowden asked if there is any discussion or objection to the September 21, 2021 Board of Commissioners meeting minutes. Having none, the minutes passed unanimously and are adopted.

INTERIM PRESIDENT’S REPORT

Secretary Thiele expressed the ongoing concern for COVID-19. In the State of Texas over 180,000 confirmed cases and over 69,442 deaths. In Harris County Houston there are 70,000 confirmed cases and almost 8,845 deaths which is 12.7% of those that have passed in Texas. Now is not the time to let down your guard. Please get vaccinated. Continue to get tested, mask up, social distance and wash your hands. We at the Houston Housing Authority will continue to implement new approaches to keeping our staff and families safe.

In national news, while we have short term extensions through early December, regarding both the much more concerning debt limit issue and regarding potential government shutdown, all eyes remain on Washington and the infrastructure packages as we wait to see what our representatives work out. We encourage them to come to a conclusion fast. We continue to keep an eye on those affected by the lifting of the eviction moratorium. Refer folks to houstonharrishealth.org. For potential ERAP funding, that can also be found on our Houston Housing Authority website. Secretary Thiele stated that this concludes my report respectfully submitted.

PUBLIC COMMENTS

Chair Snowden stated if an individual would like to make public comments at this time 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.

There were no Public Comments.

PUBLIC HEARINGS

GREYSTAR BUFFALO SPEEDWAY APARTMENTS

Chair Snowden stated the Public Hearing for Development of Greystar Buffalo Speedway Apartments Public Hearing is now open for comments. If there is an individual of the public who wishes to comment on the Greystar Buffalo Speedway Apartments, 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 regarding the Greystar Buffalo Speedway Apartments.

HIGHPOINT AT CYPRESSWOOD APARTMENTS

Chair Snowden stated the Public Hearing for Acquisition, Lease, and Operation of Highpoint at Cypresswood Apartments is now open for comments. If there is an individual of the public who wishes to comment on The Highpoint at Cypresswood Apartments, 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 regarding the Highpoint at Cypresswood Apartments.

KINGSLAND WEST APARTMENTS

Chair Snowden stated the Public Hearing for Acquisition, Lease, and Operation of Kingsland West Apartments is now open for comments. If there is an individual of the public who wishes to comment on the Kingsland West Apartments, 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 regarding the Kingsland West Apartments.

PROSE WEST CYPRESS APARTMENTS PUBLIC HEARING

Chair Snowden stated the Public Hearing for Acquisition, Lease, and Operation of Prose West Cypress Apartments is now open for comments. If there is an individual of the public who wishes to comment on the Prose West Cypress Apartments, 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 regarding the Prose West Cypress Apartments.

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

OLD BUSINESS

Resolution No. 3327: Consideration and/or action to authorize the Interim President & CEO or designee to enter into a contract with Sankofa Research Institute to provide consulting services in support of the Choice Neighborhood People Plan.

Secretary Thiele stated Resolution No. 3327 is that the Houston Housing Authority Board of Commissioners authorizes the Interim President & CEO or designee to negotiate, execute and make necessary changes and corrections to enter into a contract with Sankofa Research Institute to provide consulting services in support of the Choice Neighborhood People Plan in the amount not to exceed \$169,920 for an initial period of performance of one (1) year, with HHA having the option of extending the contract one (1) additional year, pursuant to the memorandum from Robin Walls, Vice President of HCVP dated September 8, 2021 to Mark Thiele, Interim President & CEO. Accordingly, staff recommends the Board adopt Resolution No. 3327.

Chair Snowden stated the Board has heard the resolution presented by Secretary Thiele and asked for a motion to adopt Resolution No. 3327.

Commissioner Thomas moved to approve Resolution No. 3327. Commissioner Kirkendoll seconded the motion.

Chair Snowden asked if there is any discussion or objection to approve Resolution No. 3327. Having none, Resolution No. 3327 is adopted.

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

NEW BUSINESS

Resolution No. 3333: Consideration and/or action to authorize the Interim President & CEO or designee to renew employee health and welfare benefits effective January 1, 2022.

Secretary Thiele stated that Resolution No. 3333 will be presented by Dianne Mitchell, Director of Human Resources.

Ms. Mitchell stated Resolution No. 3333 resolves that the Houston Housing Authority Board of Commissioners authorizes the Interim President & CEO or designee to negotiate, execute and make necessary changes and corrections to 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 estimated annual increase of \$87,311 over the prior plan year to the Authority pursuant to the October 5, 2021, memorandum from Dianne Mitchell, Human Resources Director to Mark Thiele, Interim President & CEO.

Chair Snowden stated the Board has heard the resolution presented by Ms. Mitchell and asked for a motion to adopt Resolution No. 3333.

Commissioner Ballard moved to approve Resolution No. 3333. Commissioner Kirkendoll seconded the motion.

Chair Snowden asked the Gallagher representative to give a brief explanation of the changes for the 2022 benefits.

The Gallagher representative stated there was a 3% increase in fees with Cigna. HHA made the decision not pass the increase to the employees.

Chair Snowden asked if there is any discussion or objection to approve Resolution No. 3333. Having none, Resolution No. 3333 is adopted.

Chair Snowden stated we will move now to Resolution No. 3334.

Resolution No. 3334: Consideration and/or action to authorize the Interim President & CEO or designee to purchase desktop and laptop computers and associated accessories.

Secretary Thiele stated that Resolution No. 3334 will be presented by Mr. Roy Spivey, Director of IT.

Mr. Spivey stated Resolution No. 3334 that the Houston Housing Authority Board of Commissioners authorizes the Interim President & CEO or designee to negotiate, execute and make necessary changes and corrections to a contract with NETSYNC for the purchase of Desktop Computers, Laptop Computers, and associated accessories in an amount of \$450,052.25 pursuant to the memorandum dated October 5, 2021, from Roy Spivey, Director of Information Technology to Mark Thiele, Interim President & CEO.

NETSYNC is an M/WBE who has done work for us previously. They do a great job. Accordingly, staff recommends the Board adopt Resolution No. 3334.

Chair Snowden stated the Board has heard the resolution presented by Mr. Spivey and asked for a motion to adopt Resolution No. 3334.

Commissioner Kirkendoll moved to approve Resolution No. 3334. Commissioner Ballard seconded the motion.

Chair Snowden asked if there is any discussion or objection to approve Resolution No. 3334. Having none, Resolution No. 3334 is adopted.

Chair Snowden stated we will move now to Resolution No. 3335.

Resolution No. 3335: Consideration and/or to take action to authorize the Interim President & CEO or designee to Write-off vacant tenant accounts for July 1, 2021 to September 30, 2021.

Secretary Thiele stated Resolution No. 3335 will be presented by Ms. Cheryl Rivers, PHO Deputy Director.

Ms. Rivers stated Resolution No. 3335 seeks authorize the Interim President & CEO or designee to write off vacated tenant accounts in the amount of \$90,601.96. As you know, HUD requires housing authorities to reduce their Public Housing Accounts Receivables every quarter by writing off outstanding debt that is owed by former tenants. This debt includes rent, unreported income, maintenance fees, legal fees, excessive utilities, etc. It should be noted going forward, HHA complied with Federal mandates authorizing Housing Authorities to execute rent moratoriums. In addition to suspending evictions, the HHA referred our families who were behind in their rent or experiencing challenges, to local rental assistance providers. We have received payments from only half of our tenants. Therefore we recommend the Board adopt this resolution.

Chair Snowden stated the Board has heard the resolution presented by Ms. Rivers and asked for a motion to adopt Resolution No. 3335.

Commissioner Ballard moved to approve Resolution No. 3335. Commissioner Kirkendoll seconded the motion.

Chair Snowden asked if there is any discussion or objection to approve Resolution No. 3335. Having none, Resolution No. 3335 is adopted.

Chair Snowden stated we will move now to Resolution No. 3336.

Resolution No. 3336: Consideration and/or to take action to authorize the Interim President & C.E.O. or designee to submit the Fiscal Year 2022 Annual PHA Plan to the U.S. Department of Housing and Urban Development

Secretary Thiele stated Resolution No. 3336 states that the Houston Housing Authority Board of Commissioners authorizes the Interim President & C.E.O. to submit to HUD the Fiscal Year 2022 Annual PHA Plan ("The Annual Plan" or "The Plan"), with all of the appropriate 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, with a series of certifications. For informational purposes, we posted the Annual Plan and all related documents on our website for the period of August 20, 2021 to October 4, 2021 and that included the streamlined annual PHA plan for the fiscal year 2022, the HUD50075HB narratives, the updated Admissions and Continued Occupancy, otherwise known as ACOP, document and summary of changes for Housing Operations. the HCVP Administrative Plan and summary of changes that's for HCVP and the 2021-2025 Capital Fund Program, Five-Year Action Plan. No comments were received and we are prepared to submit this to HUD.

Chair Snowden stated the Board has heard the resolution presented by Secretary Thiele and asked for a motion to adopt Resolution No. 3336.

Commissioner Ballard moved to approve Resolution No. 3336. Commissioner Kirkendoll seconded the motion.

Chair Snowden asked if there is any discussion or objection to approve Resolution No. 3336. Having none, Resolution No. 3336 is adopted.

Chair Snowden stated we will move now to Resolution No. 3337.

Resolution No. 3337: Consideration and/or action to authorize the Interim President & CEO or designee to implement revised utility allowance schedules for use in applicable Housing Choice Voucher Programs

Secretary Thiele stated that Resolution No. 3337 will be presented by Robin Walls, VP of Housing Choice Voucher Program.

Mr. Walls stated the reason for Resolution No. 3337 requests the Houston Housing Authority Board of Commissioners authorizes the Interim President & CEO to negotiate, execute and make necessary changes and corrections to revise the schedule of utility allowances for applicable Housing Choice Voucher Programs (including Housing Choice Voucher, Section 8 Moderate Rehabilitation, Moderate Rehabilitation for Single Room Occupancy, and Veterans Affairs Supportive Housing) effective December 1, 2021 to accommodate the changes documented in the September 2021 Utility Study and Survey conducted by the Nelrod Company, pursuant to the memorandum dated October 5, 2021 from Robin Walls, Vice President of HCVP to Mark Thiele, Interim President & CEO. With respect to utility allowance changes, if whole or part changes more than 10% since the last utility allowance schedule revision, the HHA is required to revise the utility allowance schedule. The study that was conducted in September 2021 found that the utility rates had changed more than 10% threshold. Accordingly, staff recommends the Board adopt Resolution No. 3337.

Chair Snowden stated the Board has heard the resolution presented by Ms. Walls and asked for a motion to adopt Resolution No. 3337.

Commissioner Ballard moved to approve Resolution No. 3337. Commissioner Kirkendoll seconded the motion.

Chair Snowden asked if there is any discussion or objection to approve Resolution No. 3337. Having none, Resolution No. 3337 is adopted.

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

EXECUTIVE SESSION

Chair Snowden suspended the Public Session on October 19, 2021 at 3:22 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 3:55 p.m.

Secretary Thiele called the roll and declared a quorum present.

NEW BUSINESS continued...

Resolution No. 3338: Authorizing Houston Housing Authority's facilitation of the acquisition of that certain parcel of land located at the southwest corner of Buffalo Speedway and Airport Boulevard, Houston, Texas 77045, the construction and development of the 378-unit Greystar Buffalo Speedway thereupon, and the execution of all required documents therefor.

Chair Snowden stated that the Board has heard the resolution and recommendation from staff. He asked for a motion to approve Resolution No. 3338.

Commissioner Thomas moved to approve Resolution No. 3338. Commissioner Ballard seconded the motion.

Chair Snowden asked if there is any discussion or objection to adopt Resolution No. 3338. Having none, the Chairman called for a vote. All voted in favor therefore Resolution No. 3338 is adopted.

Chair Snowden stated we will move now to Resolution No. 3339.

Resolution No. 3339: Authorizing Houston Housing Authority's facilitation of the acquisition of, and the placement of "affordable" units at, Kingsland West Apartments located at 18325 Kingsland Blvd., Houston, Texas 77094, and the execution of all required documents therefor.

Chair Snowden stated that the Board has heard the resolution and recommendation from staff. He asked for a motion to approve Resolution No. 3339.

Commissioner Ballard moved to approve Resolution No. 3339. Commissioner Kirkendoll seconded the motion.

Chair Snowden asked if there is any discussion or objection to adopt Resolution No. 3339. Having none, the Chairman called for a vote. All voted in favor therefore Resolution No. 3339 is adopted.

Chair Snowden stated we will move now to Resolution No. 3340.

Resolution No. 3340: Authorizing Houston Housing Authority's facilitation of the acquisition of, and the placement of "affordable" units at, Prose West Cypress located at 19770 Clay Road, Katy, Texas 77449, and the execution of all required documents therefor.

Chair Snowden stated that the Board has heard the resolution and recommendation from staff. He asked for a motion to approve Resolution No. 3340.

Commissioner Thomas moved to approve Resolution No. 3340. Commissioner Kirkendoll seconded the motion.

Chair Snowden asked if there is any discussion or objection to adopt Resolution No. 3340. Having none, the Chairman called for a vote. All voted in favor therefore Resolution No. 3340 is adopted.

Chair Snowden stated we will move now to Resolution No. 3341.

Resolution No. 3341: Authorizing Houston Housing Authority's facilitation of the acquisition of, and the placement of "affordable" units at, Highpoint at Cypresswood located at 13920 Mandolin Drive, Houston, Texas 77070, and the execution of all required documents therefor.

Chair Snowden stated that the Board has heard the resolution and recommendation from staff. He asked for a motion to approve Resolution No. 3341.

Commissioner Ballard moved to approve Resolution No. 3341. Commissioner Kirkendoll seconded the motion.

Chair Snowden asked if there is any discussion or objection to adopt Resolution No. 3341. Having none, the Chairman called for a vote. All voted in favor therefore Resolution No. 3341 is adopted.

Chair Snowden stated we will move now to Resolution No. 3342.

Resolution No. 3342: Consideration and/or action to authorize the Interim President & CEO or designee to execute a Memorandum of Understanding with Aspen Oak Capital Partners for the acquisition of 2626 Fountain View, an apartment community located at or about 2626 Fountain View Dr., Houston, TX 77057.

Chair Snowden stated that the Board has heard the resolution and recommendation from staff. He asked for a motion to approve Resolution No. 3342.

Commissioner Ballard moved to approve Resolution No. 3342. Commissioner Kirkendoll seconded the motion.

Chair Snowden asked if there is any discussion or objection to adopt Resolution No. 3342. Having none, the Chairman called for a vote. All voted in favor therefore Resolution No. 3342 is adopted.

Chair Snowden stated we will move now to Resolution No. 3343.

Resolution No. 3343: Consideration and/or action to authorize the Interim President & CEO or designee to execute a Memorandum of Understanding with Bridge Partners for the acquisition of The Dawson, an apartment community located at or about 13411 Briar Forest Dr. Houston, TX 77077.

Chair Snowden stated that the Board has heard the resolution and recommendation from staff. He asked for a motion to approve Resolution No. 3343.

Commissioner Thomas moved to approve Resolution No. 3343. Commissioner Ballard seconded the motion.

Chair Snowden asked if there is any discussion or objection to adopt Resolution No. 3343. Having none, the Chairman called for a vote. All voted in favor therefore Resolution No. 3343 is adopted.

Chair Snowden stated we will move now to Resolution No. 3344.

Resolution No. 3344: Consideration and/or action to authorize the Interim President & CEO or designee to execute a Memorandum of Understanding with Trammell Crow Residential to develop Allora Cinco Ranch, an apartment community that will be located at or about 20304 FM 1093, Richmond TX, 77047.

Chair Snowden stated that the Board has heard the resolution and recommendation from staff. He asked for a motion to approve Resolution No. 3344.

Commissioner Ballard moved to approve Resolution No. 3344. Commissioner Thomas seconded the motion.

Chair Snowden asked if there is any discussion or objection to adopt Resolution No. 3344. Having none, the Chairman called for a vote. All voted in favor therefore Resolution No. 3344 is adopted.

Chair Snowden stated we will move now to Resolution No. 3345.

Resolution No. 3345: Consideration and/or action to authorize the Interim President & CEO or designee to execute a Memorandum of Understanding with The Morgan Group for the acquisition of Arlo Memorial, an apartment community located at or about 935 N. Wilcrest Dr. Houston, TX 77079.

Chair Snowden stated that the Board has heard the resolution and recommendation from staff. He asked for a motion to TABLE Resolution No. 3345.

Commissioner Kirkendoll moved to approve Resolution No. 3345. Commissioner Ballard seconded the motion.

Chair Snowden asked if there is any discussion or objection to TABLING Resolution No. 3345. Having none, the Chairman called for a vote. All voted in favor to TABLE Resolution No. 3345.

Chair Snowden stated we will move now to Resolution No. 3346.

Resolution No. 3346: Consideration and/or action to authorize the Interim President & CEO or designee to execute a Memorandum of Understanding with Ascenda Capital & Post Investment Group for the acquisition of The Link, an apartment community located at or about 14723 W Oaks Plaza Dr. Houston, TX, 77082.

Chair Snowden stated that the Board has heard the resolution and recommendation from staff. He asked for a motion to approve Resolution No. 3346.

Commissioner Ballard moved to approve Resolution No. 3346. Commissioner Kirkendoll seconded the motion.

Chair Snowden asked if there is any discussion or objection to adopt Resolution No. 3346. Having none, the Chairman called for a vote. All voted in favor therefore Resolution No. 3346 is adopted.

Chair Snowden stated we will move now to Resolution No. 3347.

Resolution No. 3347: Authorizing Houston Housing Authority to amend and restate that certain Memorandum of Understanding ("MOU") by and between the Authority and The NRP Group, and, *inter alia*, authorize certain subordinate loans for the development of the 800 Middle Street development (formerly known as EADO 800) (the "Project").

Chair Snowden stated that the Board has heard the resolution and recommendation from staff. He asked for a motion to approve Resolution No. 3347.

Commissioner Ballard moved to approve Resolution No. 3347. Commissioner Kirkendoll seconded the motion.

Chair Snowden asked if there is any discussion or objection to adopt Resolution No. 3347. Having none, the Chairman called for a vote. All voted in favor therefore Resolution No. 3347 is adopted.

ADJOURNMENT

Chair Snowden remarked this concludes the items on today's agenda. He thanked the Commissioners for their time and commitment.

Chair Snowden asked for a motion to adjourn the meeting.

Commissioner Thomas moved to adjourn. Commissioner Kirkendoll seconded. The meeting adjourned at 4:04 p.m.

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

Monday, November 15, 2021

A Meeting of the Board of Commissioners ("Board") of the Houston Housing Authority ("HHA") was held on Tuesday, November 15, 2021, at the Hilton Americas Hotel, 1600 Lamar Street, Houston, Texas 77010.

Chair Snowden called the meeting to order at 2:01 p.m. Chair Snowden called the roll and declared a quorum present.

Present: LaRence Snowden, Chair
Kris Thomas, Commissioner
Stephanie A.G. Ballard, Commissioner
Andrea Hilliard Cooksey, Commissioner
Dr. Max A. Miller, Jr., Commissioner
Guillermo "Will" Hernandez, Commissioner

Absent: Kristy Kirkendoll, Vice Chair

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

EXECUTIVE SESSION

Chair Snowden suspended the Public Session on November 15, 2021 at 2:02 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 5:24 p.m.

ADJOURNMENT

Chair Snowden remarked this concludes the items on today's agenda. He thanked the Commissioners for their time and commitment.

Chair Snowden asked for a motion to adjourn the meeting.

Commissioner Thomas moved to adjourn. Commissioner Ballard seconded. The meeting adjourned at 5:25 p.m.



2640 Fountain View Drive ■ Houston, Texas 77057 ■ 713.260.0500 P ■ 713.260.0547 TTY ■ www.housingforhouston.com

RESPONSES TO COMMENTS RECEIVED AT THE TUESDAY, OCTOBER 19, 2021 BOARD OF COMMISSIONER MEETING

A Meeting of the Board of Commissioners (“Board”) of the Houston Housing Authority (“HHA”) was held on Tuesday, October 19, 2021, at the Houston Housing Authority Central Office, 2640 Fountain View Drive, Houston, Texas 77057. The Board received comments during the public comment period; HHA’s responses to each comment are detailed below:

C = Comments Received

R= HHA Response

PUBLIC COMMENTS

The Board received no comments during the public comment period



Transforming Lives & Communities

REQUEST FOR BOARD AGENDA ITEM**1. Brief Description of Proposed Item**

Consideration and/or to take action to authorize the Interim President & CEO or designee to approve dates for the 2022 Board of Commissioners' Meetings

2. Date of Board Meeting: November 23, 2021**3. Proposed Board Resolution:****Resolution:**

That the Houston Housing Authority Board of Commissioners authorizes the Interim President & CEO to negotiate, execute and make necessary changes and corrections to the dates for the January 2022 – December 2022 Board of Commissioners meetings, pursuant to the memorandum dated November 2, 2021, from Donna Dixon, Director of Community Affairs & Communications to Mark Thiele, Interim President & CEO.

Date	Location
January 25, 2022	2640 Fountain View, Houston, TX 77057
February 15, 2022	2640 Fountain View, Houston, TX 77057
March 29, 2022	2640 Fountain View, Houston, TX 77057
April 19, 2022	2640 Fountain View, Houston, TX 77057
May 17, 2022	2640 Fountain View, Houston, TX 77057
June 28, 2022	2640 Fountain View, Houston, TX 77057
July 19, 2022	2640 Fountain View, Houston, TX 77057
August 23, 2022	2640 Fountain View, Houston, TX 77057
September 20, 2022	2640 Fountain View, Houston, TX 77057
October 18, 2022	2640 Fountain View, Houston, TX 77057
November 15, 2022	2640 Fountain View, Houston, TX 77057
December 13, 2022	2640 Fountain View, Houston, TX 77057

4. Department Head Approval

Signature

DocuSigned by:
Donna Dixon
AA6BAFA730354A2...

11/17/2021
Date: _____

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

Funds Budgeted and Available ☐ Yes ☐ No Source _____

VP of FO Approval

Signature _____ Date: _____

6. Approval of President & CEO

Signature

DocuSigned by:
Mark Thiele
6072D2C8367A4C7...

11/17/2021

Date: _____



Transforming Lives & Communities

MEMORANDUM

TO: MARK THIELE, INTERIM PRESIDENT & CEO
FROM: DONNA DIXON, DIRECTOR OF COMMUNITY AFFAIRS & COMMUNICATIONS
SUBJECT: CONSIDERATION AND/OR TO TAKE ACTION TO AUTHORIZE THE INTERIM PRESIDENT & CEO OR DESIGNEE TO APPROVE DATES FOR THE 2022 BOARD OF COMMISSIONERS' MEETINGS
DATE: NOVEMBER 2, 2021

This memorandum recommends that the Houston Housing Authority Board of Commissioners authorizes the Interim President & CEO or designee to take all necessary actions to negotiate, execute and make necessary changes and corrections to approve dates for the 2022 Board of Commissioners meetings.

BACKGROUND

The proposed schedule continues the Board's tradition of meeting at 3:00 pm on the third Tuesday of each month, except for January, March, June, August, and December. The January, June, and August board meetings will be on the fourth Tuesday of the month, the March board meeting on the last Tuesday of the month, and the December board meeting will be on the second Tuesday of the month.

All meetings for 2022 will be held at the Houston Housing Authority's central office at 2640 Fountain View Drive, Houston, TX 77057. All changes to dates or special board meetings will be posted in accordance with the Texas Open Meetings Act.

RECOMMENDATION

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

Resolution: That the Houston Housing Authority Board of Commissioners authorizes the Interim President & CEO to negotiate, execute and make necessary changes and corrections to the dates for the January 2022 – December 2022 Board of Commissioners meetings, pursuant to the memorandum dated November 2, 2021, from Donna Dixon, Director of Community Affairs & Communications to Mark Thiele, Interim President & CEO.

Date	Location
January 25, 2022	2640 Fountain View, Houston, TX 77057
February 15, 2022	2640 Fountain View, Houston, TX 77057
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May 17, 2022	2640 Fountain View, Houston, TX 77057
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September 20, 2022	2640 Fountain View, Houston, TX 77057
October 18, 2022	2640 Fountain View, Houston, TX 77057
November 15, 2022	2640 Fountain View, Houston, TX 77057
December 13, 2022	2640 Fountain View, Houston, TX 77057



Transforming Lives & Communities

REQUEST FOR BOARD AGENDA ITEM

1. Brief Description of Proposed Item

Consideration and/or to take action to authorize the Interim President & CEO or designee to execute a contract with ERC Environmental & Construction Services, Inc. ("ERC") to perform all the necessary work to renovate four units at Allen Parkway Village ("APV").

2. Date of Board Meeting: November 23, 2021

3. Proposed Board Resolution:

Resolution:

That the Houston Housing Authority Board of Commissioners authorizes the Interim President & CEO or designee to negotiate, execute and make necessary changes and corrections to a contract with ERC Environmental & Construction Services, Inc. ("ERC") to renovate four units at Allen Parkway Village ("APV") not to exceed \$289,544.20 pursuant to the memorandum from Cody Roskelley, Vice President of REID dated November 1, 2021, to Mark Thiele, Interim President & CEO.

4. **Department Head Approval** Signature  Date: 11/17/2021

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

Funds Budgeted and Available ☐ Yes ☐ No Source _____

VP of FO Approval Signature _____ Date: _____

6. **Approval of President & CEO**  11/17/2021
Signature _____ Date: _____



HOUSTON
HOUSING AUTHORITY

Transforming Lives & Communities

MEMORANDUM

TO: MARK THIELE, INTERIM PRESIDENT & CEO
FROM: CODY ROSKELLEY, VICE PRESIDENT OF REID
SUBJECT: CONSIDERATION AND/OR TO TAKE ACTION TO AUTHORIZE THE INTERIM PRESIDENT & CEO OR DESIGNEE TO EXECUTE A CONTRACT WITH ERC ENVIRONMENTAL & CONSTRUCTION SERVICES, INC. ("ERC") TO RENOVATE FOUR UNITS AT ALLEN PARKWAY VILLAGE ("APV").
DATE: NOVEMBER 1, 2021

This memorandum recommends that the Houston Housing Authority Board of Commissioners authorizes the Interim President & CEO to take all necessary actions to negotiate, execute and make necessary changes and corrections to a contract with ERC Environmental & Construction Services, Inc. ("ERC") to renovate four (4) apartment units at Allen Parkway Village ("APV") in the amount of \$289,544.20.

BACKGROUND

Allen Parkway Village (APV) is a 278 development scheduled for rehabilitation in 2022. Units 1505, 1507, 1605, and 1607 have been vacant for a considerable amount of time. Per HUD requirements, these units must be brought online immediately. The rehabilitation of these units will be used as a mockup for Allen Parkway Village's extensive rehab in 2022.

A Scope of Work ("SOW") and Independent Cost Estimate ("ICE") was developed by the REID Department and submitted to HHA's Procurement Department.

ADVERTISEMENT

In August of 2021, a legal notice advertising Invitation for Bid 21-31 The Rehabilitation of Four (4) Units at APV ("IFB 21-31") was posted in the Houston Chronicle and Forward Times Newspapers, and the Houston Business Journal.

In addition to posting "IFB 21-31" on the website of HHA's Procurement Department, HHA's Procurement Department sent e-mails announcing "IFB 21-31" to potential bidders on its Bidder's List, and qualified firms registered in the City of Houston's database.

The City of Houston Office of Business Opportunity ("OBO") and the Houston Minority Supplier Development Council ("HMSDC") agreed to notify potential minority vendors of "IFB 21-31".

Additionally, interested parties were also able to access “IFB 21-31” by going to the websites of the City of Houston Office of Business Opportunity (“OBO”); the Greater Houston Black Chamber of Commerce (“GHBC”); the Houston Minority Supplier Development Council (“HMSDC”); the Houston Chapter of the National Association of Minority Contractors (“NAMC”); and to the Houston Office of the United States Small Business Administration (“SBA”).

All interested parties were invited to attend a non-mandatory pre-bid conference on September 1, 2021, to learn about the bidding and project requirements of “IFB 21-31”.

EVALUATION PROCESS

On October 4, 2021, HHA’s Procurement Department opened the following sealed bids in response to “IFB 21-31”:

Rank	Firm/Company	M/WBE	Total Bid Price
1	DL Services, LLC	MBE	\$79,050.00
2	All in One Building Maintenance & Construction, LLC	MBE	\$95,000.00
3	ERC Environmental & Construction Services, Inc. (“ERC”)	N/A	\$289,544.20
4	Deccan Development	MBE	\$1,179,226.50

During the vetting of the bids, it was discovered that DL Services, LLC, and All in One Building Maintenance & Construction, LLC did not submit the required bid bond, which renders them non-responsive.

The submittal of a bid bond is annotated in “IFB 21-31” and was emphasized during the non-mandatory pre-bid conference. Bidders were informed that the failure to submit a bid bond would render their bid non-responsive.

The submittal of the required bid bond with the sealed bid is a requirement that cannot be waived.

- The submittal of a bid bond for construction contracts exceeding \$100,000 is a requirement in HHA’s Procurement Policy.
- According to Section 6.11 (B) (1) of the HUD Procurement Handbook: “If a bid bond or guarantee is not submitted with the bid, the PHA should reject the bid as non-responsive.”
- Per Section 9 of HUD Form, 5369 Instructions to Bidders for Contracts Public and Indian Housing Programs that was included in “IFB 21-31”: “failure to submit a bid guarantee (i.e., Bid Bond) with the bid shall result in the rejection of the bid.”

Both bidders were contacted and admitted their mistake, and apologized for the inconvenience.

ERC Environmental & Construction Services, Inc. (“ERC”) has agreed to make a cash contribution to the Self Sufficiency Compliance Fund to support economic self-sufficiency opportunities and/or job training opportunities.

ERC Environmental & Construction Services, Inc. ("ERC") has done work for "HHA" in the past, and there are no conflicts of interest. Also, ERC Environmental & Construction Services, Inc. ("ERC") is not on the HUD Debarment List.

RECOMMENDATION

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

Resolution: That the Houston Housing Authority Board of Commissioners authorizes the Interim President & CEO or designee to negotiate, execute and make necessary changes and corrections to a contract with ERC Environmental & Construction Services, Inc. ("ERC") to renovate four units at Allen Parkway Village ("APV") not to exceed \$289,544.20 pursuant to the memorandum from Cody Roskelley, Vice President of REID dated November 1, 2021, to Mark Thiele, Interim President & CEO



Transforming Lives & Communities

REQUEST FOR BOARD AGENDA ITEM

1. Brief Description of Proposed Item

Authorizing Houston Housing Authority's approval of Lakeside Place PFC's Issuance, Sale, and Delivery of its Multifamily Housing Revenue Bonds (Torrey Chase Apartments) Series 2021

2. Date of Board Meeting: November 23, 2021

3. Proposed Board Resolution:

Resolution: That the Houston Housing Authority Board of Commissioners authorizes the Houston Housing Authority (the "Authority") to take such actions necessary or convenient to approve Lakeside Place PFC's Issuance, Sale and Delivery of Multifamily Housing Revenue Bonds (Torrey Chase Apartments) Series 2021; Approving the Form and Substance of and Authorizing the Execution and Delivery of Documents and Instruments Necessary to Carry Out the Financing of such Multifamily Rental Residential Development; and Containing Other Provisions Relating to The Subject pursuant to the memorandum from Cody Roskelley, Vice President of REID dated November 3, 2021, to Mark Thiele, Interim President & CEO.

4. Department Head Approval

Signature

DocuSigned by:

Cody Roskelley

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Date: 11/17/2021

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

Funds Budgeted and Available

☒

Yes

☐

No

Source Third Party

Account #

VP of FO Approval

Signature

Date:

6. Approval of President & CEO

DocuSigned by:

Mark Thiele

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11/17/2021

Signature

Date:



Transforming Lives & Communities

MEMORANDUM

TO: MARK THIELE, PRESIDENT & CEO
FROM: CODY ROSKELLEY, VICE PRESIDENT OF REID
SUBJECT: AUTHORIZING HOUSTON HOUSING AUTHORITY'S APPROVAL OF LAKESIDE PLACE PFC'S ISSUANCE, SALE AND DELIVERY OF ITS MULTIFAMILY HOUSING REVENUE BONDS (TORREY CHASE APARTMENTS) SERIES 2021
DATE: NOVEMBER 3, 2021

This memorandum recommends that PF2021, and take any other actions ne C's Issuance, Sale and Delivery of its Multifamily Housing Revenue Bonds (Torrey Chase Apartments) Series necessary or convenient to carry out such resolution. This resolution the Houston Housing Authority Board of Commissioners approve Lakeside Place is accompanied by a formal resolution drafted by counsel representing HHA which states substantially the following.

BACKGROUND

Lakeside Place PFC (the "Governmental Lender") was created by the Houston Housing Authority (the "Sponsor") pursuant to the provisions of the Public Facility Corporation Act, Chapter 303, Texas Local Government Code, as amended (the "Act"). Section 303.071 of the Act requires that the governing body of the Sponsor approve by resolution any issuance of the Governmental Lender's tax-exempt debt. The Governmental Lender is issuing the tax-exempt debt to provide financing for the development of the Torrey Chase Apartments.

APPROVALS

The Sponsor authorizes the issuance by the Governmental Lender of its Lakeside Place PFC Multifamily Housing Revenue Bonds (Torrey Chase Apartments) Series 2021 in substantial accordance with the resolution of even date herewith adopted by the Board of Directors of the Governmental Lender (the "Governmental Lender Resolution"). The Governmental Note, which will be issued in a principal amount not to exceed \$35,000,000, to finance the acquisition and construction of a multifamily housing residential rental development located in Houston, Harris County, Texas 77068, including, without limitation, utilities, foundation, structures and equipment (collectively, the "Project"), are hereby approved pursuant to Section 303.071 of the Act. The approval herein given is in accordance with the provisions of Section 303.071 of the Act and is not to be construed as any undertaking by the Sponsor, and the Governmental Notes shall never constitute any indebtedness or pledge of the Sponsor, the City of Houston or the State of Texas, within the meaning of any constitutional or statutory provision, and the holders of the Governmental Note shall never be paid in whole or in part out of any funds raised or to be raised by taxation or any other revenues of the Governmental Lender, the Sponsor, the City of Houston or the State

of Texas except those revenues assigned and pledged by the Governmental Lender in the Funding Loan Agreement (as defined in the Governmental Lender Resolution). The issuance of the Governmental Note to assist in the financing of the Project will promote the public purposes set forth in the Act, will accomplish a valid public purpose of the Sponsor by providing for the acquisition, construction, rehabilitation, renovation, repair, equipping, furnishing and placement in service of public facilities in an orderly, planned manner and at the lowest possible borrowing costs, and will provide decent, safe, and sanitary urban housing for persons of low income. The President, Vice President and Secretary of the Sponsor and the other officers of the Sponsor are hereby authorized, jointly and severally, to execute and deliver such endorsements, instruments, certificates, documents, or papers necessary and advisable to carry out the intent and purposes of this Resolution.

RECOMMENDATION

Accordingly, I recommend that the Board approved the attached formal resolution and the following:

Resolution: That the Houston Housing Authority Board of Commissioners authorizes the Houston Housing Authority (the "Authority") to take such actions necessary or convenient to approve Lakeside Place PFC's Issuance, Sale and Delivery of Multifamily Housing Revenue Bonds (Torrey Chase Apartments) Series 2021; Approving the Form and Substance of and Authorizing the Execution and Delivery of Documents and Instruments Necessary to Carry Out the Financing of such Multifamily Rental Residential Development; and Containing Other Provisions Relating to The Subject pursuant to the memorandum from Cody Roskelley, Vice President of REID dated November 3, 2021, to Mark Thiele, Interim President & CEO.

RESOLUTION NO. 3350

RESOLUTION APPROVING ISSUANCE BY LAKESIDE PLACE PFC OF THE LAKESIDE PLACE PFC MULTIFAMILY HOUSING REVENUE BONDS (TORREY CHASE APARTMENTS), SERIES 2021; APPROVING THE FORM AND SUBSTANCE OF AND AUTHORIZING THE EXECUTION AND DELIVERY OF DOCUMENTS AND INSTRUMENTS NECESSARY TO CARRY OUT THE FINANCING OF SUCH MULTIFAMILY RENTAL RESIDENTIAL DEVELOPMENT; AND CONTAINING OTHER PROVISIONS RELATING TO THE SUBJECT

WHEREAS, the Lakeside Place PFC (the “Issuer”) was created by the Houston Housing Authority (the “Sponsor”) pursuant to the provisions of the Public Facility Corporation Act, Chapter 303, Texas Local Government Code, as amended (the “Act”); and

WHEREAS, Section 303.071 of the Act requires that the governing body of the Sponsor approve by resolution any of the Issuer’s bonds; and

WHEREAS, the Board of Directors of the Issuer (the “Board”) has determined to authorize the issuance, sale and delivery of the Issuer’s Multifamily Housing Revenue Bonds (Torrey Chase Apartments), Series 2021 (the “Bonds”), pursuant to and in accordance with the terms of an Indenture of Trust (the “Trust Indenture”), between the Issuer and BOKF, NA, as trustee; and

WHEREAS, the Board adopted a resolution on the date hereof authorizing the issuance of the Bonds (the “Issuer Resolution”); and

WHEREAS, the proceeds of the sale of the Bonds will be used for the purpose of lending the funds to Torrey Chase Apartments, LP, a Texas limited partnership (the “Borrower”), to provide financing for the acquisition, construction and equipping of a multifamily rental housing development identified on Exhibit A of the Issuer Resolution located in Houston, Texas known as the Torrey Chase Apartments (the “Project”), all in accordance with the Constitution and laws of the State of Texas; and

WHEREAS, it is deemed necessary and advisable that this Resolution be adopted;

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE HOUSTON HOUSING AUTHORITY THAT:

Section 1. The Issuer Resolution, a copy of which is attached hereto as Exhibit A and made a part hereof for all purposes, is hereby approved.

Section 2. The approval herein given is in accordance with the provisions of Section 303.071 of the Act and is not to be construed as any undertaking by the Sponsor, and the Bonds shall never constitute an indebtedness or pledge of the Sponsor, the City of Houston, Harris County, or the

State of Texas, within the meaning of any constitutional or statutory provision, and the owners of the Bonds shall never be paid in whole or in part out of any funds raised or to be raised by taxation or any other revenues of the Issuer, the Sponsor, the City of Houston, Harris County, or the State of Texas except those revenues assigned and pledged by the Issuer in the Trust Indenture.

Section 3. The activities and expenditures authorized and contemplated by the Issuer Resolution are hereby in all respects approved.

Section 4. The officers of the Sponsor are hereby authorized, jointly and severally, to execute and deliver such endorsements, instruments, certificates, documents, or papers necessary and advisable to carry out the intent and purposes of this Resolution.

Section 5. This Resolution was considered and adopted at a meeting of the Board of Commissioners of the Sponsor that was noticed, convened, and conducted in full compliance with the Texas Open Meetings Act, Chapter 551 of the Texas Government Code.

Section 6. This Resolution shall be in full force and effect from and upon its adoption.

PASSED AND APPROVED this ____ day of November, 2021.

EXHIBIT A



Transforming Lives & Communities

REQUEST FOR BOARD AGENDA ITEM

1. Brief Description of Proposed Item

Consideration and/or action to authorize the Interim President & CEO or designee to execute a Memorandum of Understanding with Ascenda Capital & Post Investment Group for the acquisition of Stella at the Medical Center, an apartment community that will be located at or about 7009 Almeda Rd, Houston, Texas 77054

2. Date of Board Meeting: November 23, 2021

3. Proposed Board Resolution:

Resolution: That the Houston Housing Authority Board of Commissioners authorizes the Interim President & CEO or designee to negotiate, execute and make necessary changes and corrections to facilitate a Memorandum of Understanding with Ascenda Capital and Post Investment Group for the acquisition of Stella at the Medical Center, an apartment community that will be located at or about 7009 Almeda Rd, Houston, Texas 77054 for the formation of housing development partnership(s) to provide additional affordable housing units, pursuant to the memorandum from Cody Roskelley, Vice President of REID dated November 5, 2021, to Mark Thiele, Interim President & CEO.

4. Department Head Approval Signature Date: 11/17/2021

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

Funds Budgeted and Available ☐ Yes ☐ No Source _____

VP of FO Approval Signature _____ Date: _____

6. Approval of President & CEO 11/17/2021

Signature _____ Date: _____



HOUSTON
HOUSING AUTHORITY

Transforming Lives & Communities

MEMORANDUM

TO: MARK THIELE, INTERIM PRESIDENT & CEO
FROM: CODY ROSKELLEY, VP REID
SUBJECT: CONSIDERATION AND/OR ACTION TO AUTHORIZE THE INTERIM PRESIDENT & CEO OR DESIGNEE TO EXECUTE A MEMORANDUM OF UNDERSTANDING WITH ASCENDA CAPITAL & POST INVESTMENT GROUP FOR THE ACQUISITION OF STELLA AT THE MEDICAL CENTER, AN APARTMENT COMMUNITY THAT WILL BE LOCATED AT OR ABOUT 7009 ALMEDA RD, HOUSTON, TEXAS 77054
DATE: NOVEMBER 5, 2021

This memorandum recommends that the Houston Housing Authority Board of Commissioners authorizes the Interim President & CEO to take all necessary actions to negotiate, execute and make necessary changes and corrections to facilitate a Memorandum of Understanding with Ascenda Capital and Post Investment Group for the acquisition of Stella at the Medical Center, an apartment community located at or about 7009 Almeda Rd, Houston, Texas 77054.

BACKGROUND:

The Houston market area has a substantial shortage of affordable housing units. Recent Census data indicates that over 400,000 households in Houston qualify for housing assistance at 80% of the Area Median Income (AMI). In Houston, 155,582 families are currently living in poverty. Over 200,000 families in Houston pay greater than 30% of their income for housing. The existing housing stock only provides affordable opportunities for 76,725 families in Houston. This sheds light on the need for affordable housing for all families at all income ranges below 80% of AMI.

The Houston Housing Authority wishes to increase the number of affordable housing units available for qualified residents within its jurisdiction. To facilitate this, Qualification Based Solicitation (QBS 21-41) was issued on August 24, 2021.

QBS 21-41 aims to solicit acquisition, rehabilitation, or construction opportunities involving affordable housing.

PROPOSED PARTNER & DEVELOPMENT:

Ascenda Capital is a privately held real estate investment and development firm. They specialize in the acquisition and development of both affordable and market-rate multifamily real estate assets nationwide. They concentrate on markets positioned for long-term growth as determined by factors like job creation, economic stability, and high occupancy rates. While the firm's emphasis is the multifamily

industry in general, its specialty is market rate value-add, core plus, and Low-Income Housing Tax Credit (LIHTC) properties.

Founded in 2007, Post Investment Group is a private investment firm dedicated to investing in real estate, emphasizing affordable housing. Post Investment Group specializes in distressed, value-add, ground-up development, and Low-Income Housing Tax Credit (LIHTC) multifamily investments throughout the United States. Post has acquired over \$1.5 billion of properties encompassing more than 24,000 units across 16 states and 48 cities. Headquartered in Los Angeles, CA, Post also maintains operations in Dallas, TX.

Situated on 13.94 acres, Stella at the Medical Center is an existing 334-unit luxury rental community located minutes away from a wide selection of shops, restaurants, and businesses that offer a wide array of entertainment and recreational opportunities for families and children. Together, Post Investment Group and Ascenda Capital believe that Stella at the Medical Center presents an attractive opportunity to acquire, improve, and strategically position this 1999 (2016 renovated) vintage residential community. The Respondent Team is confident the planned \$2.7 million in renovations to Stella at the Medical Center will result in high-end mixed-income apartment homes and amenity spaces.

AFFORDABLE UNITS:

Stella at Medical Center will set aside 20.09% of units (88 units) as affordable housing for families and individuals earning 60% of Area Median Income, 29.91% of units (131 units) for families and individuals earning 80% of Area Median Income, with the remaining 219 units being at market rate.

	60% AMI	80% AMI	Market	Total
1 Bedroom	27	41	68	136
2 Bedrooms	36	54	90	180
3 Bedrooms	4	5	9	18
Totals	67	100	167	334
Percentages	20.06%	29.94%	50.00%	100.00%

EVALUATION PROCESS:

The Evaluation Committee for QBS 21-41 consisted of Cody Roskelley, Vice President of REID, Mike Rogers, Vice President of Finance, and David Cukierman, Consultant.

The solicitation was advertised in the Houston Chronicle, The Forward Times, and www.housingforhouston.com on August 24, 2021. In response, the Houston Housing Authority received thirty-six deals/responses.

SCORING:

The scoring criteria for potential deals were changed in 2020 to help potential partners understand the number of ways to improve an affordable deal. The terms of QBS 21-41 called for the evaluation committee to evaluate each submittal and recommend higher-scoring proposals.

The scoring criteria and results are listed below:

Criteria	Max Points	Stella at the Med Center
Location	10	4
Depth of Affordability	10	8
Schools	10	.66
\$ on the Front End	10	6
\$ During Operations	10	10
Reasonable Developer	10	6
Term of Affordability	5	5
Flood Plain	5	5
\$/Land on the Backend	5	4
Preservation	5	0
HHA Resources	5	5
M/WBE Participation	5	5
Unit Mix	2.5	0
Mix with Market Units	2.5	2.5
Bonus Points	5	0
Total Points	100	61.16

RECOMMENDATION

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

Resolution: That the Houston Housing Authority Board of Commissioners authorizes the Interim President & CEO or designee to negotiate, execute and make necessary changes and corrections to facilitate a Memorandum of Understanding with Ascenda Capital and Post Investment Group for the acquisition of Stella at the Medical Center, an apartment community that will be located at or about 7009 Almeda Rd, Houston, Texas 77054 for the formation of housing development partnership(s) to provide additional affordable housing units, pursuant to the memorandum from Cody Roskelley, Vice President of REID dated November 5, 2021, to Mark Thiele, Interim President & CEO.



Transforming Lives & Communities

REQUEST FOR BOARD AGENDA ITEM

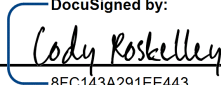
1. **Brief Description of Proposed Item** – Authorizing Houston Housing Authority's facilitation of the acquisition of and the placement of "affordable" units at, The Link Apartments located at or about 14723 W. Oaks Plaza Drive, Houston, Texas 77082, and the execution of all required documents therefor.

2. **Date of Board Meeting:** November 23, 2021

3. **Proposed Board Resolution:**

Resolution:

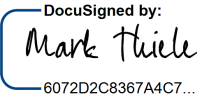
That the Houston Housing Authority Board of Commissioners authorizes the Houston Housing Authority (the "**Authority**") to take such actions necessary or convenient to facilitate the acquisition of, and the placement of "affordable" units at, The Link Apartments located at or about 14723 W. Oaks Plaza Drive, Houston, Texas 77082 (the "**Project**"), pursuant to the memorandum from Cody Roskelley, Vice President of REID dated November 3, 2021, to Mark Thiele, Interim President & CEO.

4. **Department Head Approval** Signature  Date: 11/17/2021
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5. **Statement regarding availability of funds by VP of Fiscal Operations**

Funds Budgeted and Available ☒ Yes ☐ No Source Third Party Funding

VP of FO Approval Signature _____ Date: _____

6. **Approval of Interim President & CEO**  11/17/2021
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Signature _____ Date: _____



HOUSTON
HOUSING AUTHORITY

Transforming Lives & Communities

MEMORANDUM

TO: HOUSTON HOUSING AUTHORITY BOARD OF COMMISSIONERS
FROM: MARK THIELE, INTERIM PRESIDENT & CEO
SUBJECT: AUTHORIZING HOUSTON HOUSING AUTHORITY'S FACILITATION OF THE ACQUISITION OF, AND THE PLACEMENT OF "AFFORDABLE" UNITS AT, THE LINK APARTMENTS LOCATED AT OR ABOUT 14723 W. OAKS PLAZA DRIVE, HOUSTON, TEXAS 77082, AND THE EXECUTION OF ALL REQUIRED DOCUMENTS THEREFOR.
DATE: NOVEMBER 3, 2021

This memorandum recommends that the Houston Housing Authority Board of Commissioners authorize the Houston Housing Authority (the "**Authority**") to take such actions necessary or convenient to facilitate acquisition of, and the placement of "affordable" units at, The Link Apartments located at or about 14723 W. Oaks Plaza Drive, Houston, Texas 77082 (the "**Project**"), and the execution of all required documents therefor.

BACKGROUND:

The Authority has created Lakeside Place PFC ("**PFC**") to assist in the development of certain multifamily housing developments such as the Project. The Authority desires for the PFC to purchase the Project.

The PFC and Post Link, LLC, a Delaware limited liability company (the "**Owner**") will enter into a lease agreement (the "**Lease Agreement**") granting site control of the Project to the Owner.

Pursuant to the terms of the Lease Agreement and regulatory agreement recorded against the property upon which the Project is constructed, no less than 50% of the units in the Project will be reserved or occupied by individuals or families earning less than 80% of area median income.

The Owner will obtain a loan in an aggregate principal amount not to exceed \$58,504,000 (the "**Loan**") from Newmark ("**Lender**"), to finance the Project and, in connection with the making of the Loan, Lender will require PFC to join in the execution of documents evidencing and/or securing the Loan (collectively, the "**Loan Documents**").

APPROVALS

The Board of Commissioners of the Authority (the "**Board**") authorizes the Interim President and Chief Executive Officer of the Authority and/or his designee to review, approve and execute all certificates, affidavits, agreements, documents and other writings necessary and/or related to the forgoing matters the Interim President and Chief Executive Officer shall deem to be necessary or desirable in the consummation of the transactions herein contemplated.

The Board authorizes that all acts, transactions, or agreements undertaken prior hereto by the Interim President and Chief Executive Officer of the Authority or his designee, in connection with the foregoing matters are hereby ratified and confirmed as the valid actions of the Authority, effective as of the date such actions were taken.

The Board authorizes that the Interim President and Chief Executive Officer is hereby authorized and directed for and on behalf of, and as the act and deed of the Authority, to take such further action in the consummation of the transactions herein contemplated and to do any and all other acts and things necessary or proper in furtherance thereof, as the Interim President and Chief Executive Officer shall deem to be necessary or desirable, and all acts heretofore taken by the designee of the Interim President and Chief Executive Officer to such end are hereby expressly ratified and confirmed as the acts and deeds of the Authority.

RECOMMENDATION

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

Resolution: That the Houston Housing Authority Board of Commissioners, authorizes the Houston Housing Authority (the "**Authority**") to take such actions necessary or convenient to facilitate the acquisition of, and the placement of "affordable" units at, The Link Apartments located at or about 14723 W. Oaks Plaza Drive, Houston, Texas 77082 (the "**Project**"), pursuant to the memorandum from Cody Roskelley, Vice President of REID dated November 3, 2021, to Mark Thiele, Interim President & CEO

RESOLUTION NO. 3352

RESOLUTION AUTHORIZING THE HOUSTON HOUSING AUTHORITY (THE "AUTHORITY") TO TAKE SUCH ACTIONS NECESSARY OR CONVENIENT TO FACILITATE THE ACQUISITION OF, AND THE PLACEMENT OF "AFFORDABLE" UNITS AT, THE LINK APARTMENTS LOCATED AT 14723 W. OAKS PLAZA DRIVE, HOUSTON, TEXAS 77082 (THE "PROJECT"), AND THE EXECUTION OF ALL REQUIRED DOCUMENTS THEREFOR.

WHEREAS, the Authority has created Lakeside Place PFC ("**PFC**") to assist in the development of certain multifamily housing developments such as the Project;

WHEREAS, the Authority desires for the PFC to purchase the Project;

WHEREAS, the PFC and Post Link, LLC, a Delaware limited liability company (the "**Owner**") will enter into a lease agreement (the "**Lease Agreement**") granting site control of the Project to the Owner;

WHEREAS, pursuant to the terms of the Lease Agreement and regulatory agreement recorded against the property upon which the Project is constructed, no less than 50% of the units in the Project will be reserved or occupied by individuals or families earning less than 80% of area median income;

WHEREAS, the Owner will obtain a loan in an aggregate principal amount not to exceed \$58,504,000 (the "**Loan**") from Newmark ("**Lender**"), to finance the Project and, in connection with the making of the Loan, Lender will require PFC to join in the execution of documents evidencing and/or securing the Loan (collectively, the "**Loan Documents**");

NOW, THEREFORE, in connection with the foregoing, the Board of Commissioners hereby adopts the following resolutions:

BE IT RESOLVED, that the Interim President and Chief Executive Officer of the Authority and/or his designee is hereby authorized to review, approve and execute all certificates, affidavits, agreements, documents and other writings necessary and/or related to the foregoing matters the Interim President and Chief Executive Officer shall deem to be necessary or desirable in the consummation of the transactions herein contemplated;

BE IT FURTHER RESOLVED, that all acts, transactions, or agreements undertaken prior hereto by the Interim President and Chief Executive Officer of the Authority or his designee, in connection with the foregoing matters are hereby ratified and confirmed as the valid actions of the Authority, effective as of the date such actions were taken; and

BE IT FURTHER RESOLVED, that the Interim President and Chief Executive Officer is hereby authorized and directed for and on behalf of, and as the act and deed of the Authority, to take such further action in the consummation of the transactions herein contemplated and to do any and all other acts and things necessary or proper in furtherance thereof, as the Interim President

and Chief Executive Officer shall deem to be necessary or desirable, and all acts heretofore taken by the designee of the Interim President and Chief Executive Officer to such end are hereby expressly ratified and confirmed as the acts and deeds of the Authority.

This resolution shall be in full force and effect from and upon its adoption.

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Resolution No. 3352

PASSED this _____ day of November, 2021.

ATTEST:

CHAIR

Secretary



AGENDA ITEM
1. Brief Description of Proposed Item

Authorizing the Acquisition and Development of Torrey Chase Apartments located at or about 14700 Torrey Chase Blvd, Houston Texas 77014, and the execution of all required documents therefor.

2. Date of Board Meeting: November 23, 2021**3. Proposed Board Resolution:****Resolution:**

That the Houston Housing Authority Board of Commissioners authorizes the Houston Housing Authority (the "Authority") to take such actions necessary or convenient to facilitate the acquisition and development of Torrey Chase Apartments (the "Project") located at or about 14700 Torrey Chase Blvd, Houston Texas 77014, pursuant to the memorandum from Cody Roskelley, Vice President of REID dated November 3, 2021, to Mark Thiele, Interim President & CEO.

4. Department Head Approval

Signature

DocuSigned by:

Date: 11/17/2021

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

Funds Budgeted and Available

☒

Yes

☐

No

Source Third Party Funding

VP of FO Approval

Signature

Date:

6. Approval of Interim President & CEO

DocuSigned by:

11/17/2021

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Signature

Date:



HOUSTON
HOUSING AUTHORITY

Transforming Lives & Communities

MEMORANDUM

TO: MARK THIELE, INTERIM PRESIDENT & CEO
FROM: CODY ROSKELLEY, VICE PRESIDENT OF REID
SUBJECT: AUTHORIZING THE ACQUISITION AND DEVELOPMENT OF TORREY CHASE APARTMENTS LOCATED AT OR ABOUT 14700 TORREY CHASE BLVD, HOUSTON, TEXAS 77014, AND EXECUTION OF REQUIRED DOCUMENTS THEREFOR.
DATE: NOVEMBER 3, 2021

This memorandum recommends that the Houston Housing Authority Board of Commissioners authorize the Houston Housing Authority (the "Authority") to take such actions necessary or convenient to facilitate the acquisition and development of Torrey Chase Apartments (the "Project").

BACKGROUND:

The Authority plans to acquire the site on which the Project will be located (the "Land").

Upon such acquisition, the Authority and Torrey Chase Apartments, LP (the "Partnership"), a Texas limited partnership that of which the general partner is Torrey Chase GP, LLC, a Texas limited liability company (the "General Partner") that is wholly owned by APV Redevelopment Corporation, a Texas nonprofit corporation and sponsored affiliate of the Authority ("APV"), desire to enter into a ground lease (the "Ground Lease") granting site control of the Land to the Partnership.

APPROVALS

The Board of Commissioners of the Authority (the "Board") authorizes the Interim President and Chief Executive Officer of the Authority and/or his designee is hereby authorized to review, approve and execute all certificates, affidavits, agreements, documents and other writings related to the transactions described herein, including without limitation, the Ground Lease and any and all documents contemplated in connection with the Authority's acquisition of the Land (collectively the "Agreements"), which the Interim President and Chief Executive Officer shall deem to be necessary or desirable in the consummation of the transactions required for the transactions contemplated in the attached resolutions;

The Board authorizes that all acts, transactions, or agreements undertaken prior hereto by the Interim President and Chief Executive Officer or his designee, in connection with the foregoing matters are hereby ratified and confirmed as the valid actions of the Authority, effective as of the date such actions were taken; and

The Board authorizes the Interim President and Chief Executive Officer for and on behalf of, and as the act and deed of, the Authority, to take such further action in the consummation of the transactions herein contemplated and to do any and all other acts and things necessary or proper in furtherance thereof, as

the Interim President and Chief Executive Officer shall deem to be necessary or desirable, and all acts heretofore taken by the designee of the Interim President and Chief Executive Officer to such end are hereby expressly ratified and confirmed as the acts and deeds of the Authority.

RECOMMENDATION

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

Resolution: That the Houston Housing Authority Board of Commissioners authorizes the Houston Housing Authority (the "Authority") to take such actions necessary or convenient to facilitate the acquisition and development of Torrey Chase Apartments (the "Project") located at or about 14700 Torrey Chase Blvd, Houston Texas 77014, pursuant to the memorandum from Cody Roskelley, Vice President of REID dated November 3, 2021, to Mark Thiele, Interim President & CEO.

EXHIBIT A
Formal Resolution

RESOLUTION NO. 3353**RESOLUTION AUTHORIZING THE HOUSTON HOUSING AUTHORITY (THE “AUTHORITY”) TO TAKE SUCH ACTIONS NECESSARY OR CONVENIENT TO FACILITATE THE ACQUISITION AND DEVELOPMENT OF THE TORREY CHASE APARTMENTS (THE “PROJECT”)**

WHEREAS, the Authority plans to acquire the site on which the Project will be located (the “**Land**”);

WHEREAS, the Authority and Torrey Chase Apartments, LP, (the “**Partnership**”), a Texas limited partnership that of which the general partner is Torrey Chase GP, LLC, a Texas limited liability company (the “**General Partner**”) that is wholly owned by APV Redevelopment Corporation, a Texas nonprofit corporation and sponsored affiliate of the Authority (“**APV**”), desire to enter into a ground lease (the “**Ground Lease**”) granting site control of the Land to the Partnership;

NOW, THEREFORE, in connection with the acquisition, development, construction and equipping of the Project, the Board of Commissioners hereby adopts the following resolutions:

BE IT RESOLVED, that the Interim President and Chief Executive Officer of the Authority and/or his designee is hereby authorized to review, approve and execute all certificates, affidavits, agreements, documents and other writings related to the transactions described herein, including without limitation, the Ground Lease and any and all documents contemplated in connection with the Authority’s acquisition of the Land (collectively, the “**Agreements**”), which the Interim President and Chief Executive Officer shall deem to be necessary or desirable in the consummation of the transactions herein contemplated;

BE IT FURTHER RESOLVED, that all acts, transactions, or agreements undertaken prior hereto by the Interim President and Chief Executive Officer or his designee, in connection with the foregoing matters, are hereby ratified and confirmed as the valid actions of the Authority, effective as of the date such actions were taken; and

BE IT FURTHER RESOLVED, that the Interim President and Chief Executive Officer is hereby authorized and directed for and on behalf of, and as the act and deed of the Authority, to take such further action in the consummation of the transactions herein contemplated and to do any and all other acts and things necessary or proper in furtherance thereof, as the Interim President and Chief Executive Officer shall deem to be necessary or desirable, and all acts heretofore taken by the designee of the Interim President and Chief Executive Officer to such end are hereby expressly ratified and confirmed as the acts and deeds of the Authority.

This resolution shall be in full force and effect from and upon its adoption.

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PASSED this _____ day of November, 2021.

CHAIR

ATTEST:

Secretary

Resolution No. 3354



Transforming Lives & Communities

REQUEST FOR BOARD AGENDA ITEM**1. Brief Description of Proposed Item**

Authorizing the Acquisition and Development of The Life at Westpark located at or about 14100 Rio Bonito Road, Houston, Texas, 77083 and the execution of all required documents therefor.

2. Date of Board Meeting: November 23, 2021**3. Proposed Board Resolution:****Resolution:**

That the Houston Housing Authority Board of Commissioners authorizes the Houston Housing Authority (the "Authority") to take such actions necessary or convenient to facilitate the acquisition and development of The Life at Westpark (the "Project") pursuant to the memorandum from Cody Roskelley, Vice President of REID dated November 3, 2021, to Mark Thiele, Interim President & CEO.

4. Department Head Approval

Signature

DocuSigned by:
Cody Roskelley
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Date: 11/17/2021

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

Funds Budgeted and Available

☒

Yes

☐

No

Source Third Party Funding

VP of FO Approval

Signature

Date:

6. Approval of Interim President & CEO

DocuSigned by:
Mark Thiele
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11/17/2021

Signature

Date:



Transforming Lives & Communities

MEMORANDUM

TO: MARK THIELE, INTERIM PRESIDENT & CEO
FROM: CODY ROSKLELY, VICE PRESIDENT OF REID
SUBJECT: AUTHORIZING THE ACQUISITION AND DEVELOPMENT OF THE LIFE AT WESTPARK LOCATED AT OR ABOUT 14100 RIO BONITO ROAD, HOUSTON, TEXAS 77083, AND EXECUTION OF REQUIRED DOCUMENTS THEREFOR.
DATE: NOVEMBER 3, 2021

This memorandum recommends that the Houston Housing Authority Board of Commissioners authorize the Houston Housing Authority (the "Authority") to take such actions necessary or convenient to facilitate the acquisition and development of The Life at Westpark (the "Project").

BACKGROUND:

The Authority desires to acquire title to the site on which the Project will be located (the "Land").

Upon such acquisition, the Authority and The Life at Westpark LP (the "Partnership"), a Texas limited partnership that of which the general partner is The Life at Westpark GP LLC, a Texas limited liability company (the "General Partner") that is wholly owned by APV Redevelopment Corporation, a Texas nonprofit corporation and sponsored affiliate of the Authority ("APV"), desire to enter into a ground lease (the "Ground Lease") granting site control of the Land to the Partnership.

The Authority desires to enter into a Regulatory Agreement with the Partnership providing that no less than 100% of the units in the Project are reserved or occupied by individuals or families earning less than 60% of area median income ("Regulatory Agreement").

APPROVALS

The Board of Commissioners of the Authority (the "Board") authorizes the Interim President and Chief Executive Officer of the Authority and/or his designee is hereby authorized to review, approve and execute all certificates, affidavits, agreements, documents and other writings related to the transactions described herein, including without limitation, the Acquisition Documents, the Ground Lease, the Regulatory Agreement and any and all documents contemplated in connection with the Authority's acquisition of the Land (collectively, the "**Agreements**"), which the Interim President and Chief Executive Officer shall deem to be necessary or desirable in the consummation of the transactions herein contemplated;

The Board authorizes that all acts, transactions, or agreements undertaken prior hereto by the Interim President and Chief Executive Officer or his designee, in connection with the foregoing matters are hereby ratified and confirmed as the valid actions of the Authority, effective as of the date such actions were taken; and

The Board authorizes the Interim President and Chief Executive Officer for and on behalf of, and as the act and deed of, the Authority, to take such further action in the consummation of the transactions herein contemplated and to do any and all other acts and things necessary or proper in furtherance thereof, as the Interim President shall deem to be necessary or desirable, and all acts heretofore taken by the designee of the Interim President and Chief Executive Officer to such end are hereby expressly ratified and confirmed as the acts and deeds of the Authority.

RECOMMENDATION

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

Resolution: That the Houston Housing Authority Board of Commissioners authorizes the Houston Housing Authority (the "Authority") to take such actions necessary or convenient to facilitate the acquisition and development of The Life at Westpark (the "Project") pursuant to the memorandum from Cody Roskelley, Vice President of REID dated November 3, 2021, to Mark Thiele, Interim President & CEO.

EXHIBIT A
Formal Resolution

RESOLUTION NO. 3354**RESOLUTION AUTHORIZING THE HOUSTON HOUSING AUTHORITY (THE “AUTHORITY”) TO TAKE SUCH ACTIONS NECESSARY OR CONVENIENT TO FACILITATE THE ACQUISITION AND DEVELOPMENT OF THE LIFE AT WESTPARK (THE “PROJECT”)**

WHEREAS, the Authority desires to acquire the site on which the Project will be located (the “**Land**”) pursuant to certain assignments, a deed from the seller, and any other documentation required to consummate the acquisition of the Land (the “**Acquisition Documents**”);

WHEREAS, the Authority and The Life at Westpark LP, (the “**Partnership**”), a Texas limited partnership that of which the general partner is The Life at Westpark GP LLC, a Texas limited liability company (the “**General Partner**”) that is wholly owned by APV Redevelopment Corporation, a Texas nonprofit corporation and sponsored affiliate of the Authority (“**APV**”), desire to enter into a ground lease (the “**Ground Lease**”) granting site control of the Land to the Partnership;

WHEREAS, the Authority desires to enter into a Regulatory Agreement with the Partnership providing that no less than 100% of the units in the Project are reserved or occupied by individuals or families earning less than 60% of area median income (“**Regulatory Agreement**”);

NOW, THEREFORE, in connection with the acquisition, development, construction and equipping of the Project, the Board of Commissioners hereby adopts the following resolutions:

BE IT RESOLVED, that the Interim President and Chief Executive Officer of the Authority and/or his designee is hereby authorized to review, approve and execute all certificates, affidavits, agreements, documents and other writings related to the transactions described herein, including without limitation, the Acquisition Documents, the Ground Lease, the Regulatory Agreement and any and all documents contemplated in connection with the Authority’s acquisition of the Land (collectively, the “**Agreements**”), which the Interim President and Chief Executive Officer shall deem to be necessary or desirable in the consummation of the transactions herein contemplated;

BE IT FURTHER RESOLVED, that all acts, transactions, or agreements undertaken prior hereto by the Interim President and Chief Executive Officer or his designee, in connection with the foregoing matters, are hereby ratified and confirmed as the valid actions of the Authority, effective as of the date such actions were taken; and

BE IT FURTHER RESOLVED, that the Interim President and Chief Executive Officer is hereby authorized and directed for and on behalf of, and as the act and deed of the Authority, to take such further action in the consummation of the transactions herein contemplated and to do any and all other acts and things necessary or proper in furtherance thereof, as the Interim President

and Chief Executive Officer shall deem to be necessary or desirable, and all acts heretofore taken by the designee of the Interim President and Chief Executive Officer to such end are hereby expressly ratified and confirmed as the acts and deeds of the Authority.

This resolution shall be in full force and effect from and upon its adoption.

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Resolution No. 3354

PASSED this ____ day of November, 2021.

ATTEST:

CHAIR

Secretary



Transforming Lives & Communities

REQUEST FOR BOARD AGENDA ITEM

1. Brief Description of Proposed Item

Consideration and/or action to authorize the Interim President & CEO or designee to execute a Memorandum of Understanding with The Morgan Group for the acquisition of Arium Uptown, an apartment community that will be located at or about 7600 Highmeadow Dr., Houston, Texas 77063.

2. Date of Board Meeting: November 23, 2021

3. Proposed Board Resolution:

Resolution: That the Houston Housing Authority Board of Commissioners authorizes the Interim President & CEO or designee to negotiate, execute and make necessary changes and corrections to facilitate a Memorandum of Understanding with The Morgan Group for the acquisition of Arium Uptown, an apartment community that will be located at or about 7600 Highmeadow Dr, Houston, Texas 77063 for the formation of housing development partnership(s) to provide additional affordable housing units, pursuant to the memorandum from Cody Roskelley, Vice President of REID dated November 5, 2021, to Mark Thiele, Interim President & CEO.

4. Department Head Approval Signature _____ Date: 11/17/2021

DocuSigned by:
Cody Roskelley
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5. Statement regarding availability of funds by VP of Fiscal Operations

Funds Budgeted and Available ☐ Yes ☐ No Source _____

VP of FO Approval Signature _____ Date: _____

6. Approval of President & CEO

DocuSigned by:
Mark Thiele
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11/17/2021

Signature _____ Date: _____



HOUSTON
HOUSING AUTHORITY

Transforming Lives & Communities

MEMORANDUM

TO: MARK THIELE, INTERIM PRESIDENT & CEO
FROM: CODY ROSKELLEY, VP REID
SUBJECT: CONSIDERATION AND/OR ACTION TO AUTHORIZE THE INTERIM PRESIDENT & CEO OR DESIGNEE TO EXECUTE A MEMORANDUM OF UNDERSTANDING WITH THE MORGAN GROUP FOR THE ACQUISITION OF ARIUM UPTOWN, AN APARTMENT COMMUNITY THAT WILL BE LOCATED AT OR ABOUT 7600 HIGHMEADOW DR., HOUSTON, TEXAS 77063.
DATE: NOVEMBER 5, 2021

This memorandum recommends that the Houston Housing Authority Board of Commissioners authorizes the Interim President & CEO to take all necessary actions to negotiate, execute and make necessary changes and corrections to facilitate a Memorandum of Understanding with The Morgan Group for the acquisition of Arium Uptown, an apartment community located at or about 7600 Highmeadow Dr, Houston, Texas 77063.

BACKGROUND:

The Houston market area has a substantial shortage of affordable housing units. Recent Census data indicates that over 400,000 households in Houston qualify for housing assistance at 80% of the Area Median Income (AMI). In Houston, 155,582 families are currently living in poverty. Over 200,000 families in Houston pay greater than 30% of their income for housing. The existing housing stock only provides affordable opportunities for 76,725 families in Houston. This sheds light on the need for affordable housing for all families at all income ranges below 80% of AMI.

The Houston Housing Authority wishes to increase the number of affordable housing units available for qualified residents within its jurisdiction. To facilitate this, Qualification Based Solicitation (QBS 21-41) was issued on August 24, 2021.

The goal of QBS 21-41 is to solicit acquisition, rehabilitation, or construction opportunities involving affordable housing.

PROPOSED PARTNER & DEVELOPMENT:

The Morgan Group specializes in the acquisition, development, and management of Multifamily properties.

Constructed in 2010, Arium Uptown West is a 321-unit multifamily community located at 7600 Highmeadow, approximately two miles due west of the Galleria area, on the southwest corner of South

Voss/Hillcroft Avenue and Westheimer Roads. The property enjoys excellent accessibility to several major employment centers and community amenities, including The Galleria Mall and Uptown neighborhood, the Westchase District, the Energy Corridor, and Memorial Park. The property is currently 93.5% occupied.

AFFORDABLE UNITS:

9.97% (32 units) will be @ 60% AMI, 41.12% (132 units) will be @ 80% AMI, and 48.91% (157 units) will be at Market rates.

	60% AMI	80% AMI	Market	Totals
1 Bedroom	25	102	122	249
2 Bedrooms	7	30	35	72
3 Bedrooms	0	0	0	0
Totals	32	132	157	321
Percentages	9.97%	41.12%	48.91%	100.00%

EVALUATION PROCESS:

The Evaluation Committee for QBS 21-41 consisted of Cody Roskelley, Vice President of REID, Mike Rogers, Vice President of Finance, and David Cukierman, Consultant.

The solicitation was advertised in the Houston Chronicle, The Forward Times, and www.housingforhouston.com on August 24, 2021. In response, the Houston Housing Authority received thirty-six deals/responses.

SCORING:

The scoring criteria for potential deals were changed in 2020 to help potential partners understand the number of ways to improve an affordable deal. The terms of QBS 21-41 called for the evaluation committee to evaluate each submittal and recommend higher-scoring proposals.

The scoring criteria and results are listed below:

Criteria	Max Points	Arium Uptown
Location	10	4
Depth of Affordability	10	6
Schools	10	3.99
\$ on the Front End	10	6
\$ During Operations	10	4
Reasonable Developer	10	6
Term of Affordability	5	5
Flood Plain	5	5
\$/Land on the Backend	5	3
Preservation	5	0
HHA Resources	5	5
M/WBE Participation	5	5
Unit Mix	2.5	0
Mix with Market Units	2.5	2.5
Bonus Points	5	0
Total Points	100	53.49

RECOMMENDATION

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

Resolution: That the Houston Housing Authority Board of Commissioners authorizes the Interim President & CEO or designee to negotiate, execute and make necessary changes and corrections to facilitate a Memorandum of Understanding with The Morgan Group for the acquisition of Arium Uptown, an apartment community that will be located at or about 7600 Highmeadow Dr, Houston, Texas 77063 for the formation of housing development partnership(s) to provide additional affordable housing units, pursuant to the memorandum from Cody Roskelley, Vice President of REID dated November 5, 2021, to Mark Thiele, Interim President & CEO.



Transforming Lives & Communities

REQUEST FOR BOARD AGENDA ITEM

1. Brief Description of Proposed Item

Consideration and/or action to authorize the Interim President & CEO or designee to execute a Memorandum of Understanding with The Morgan Group for the acquisition of Pearl Greenway, an apartment community that will be located at or about 3788 Richmond Ave, Houston, Texas 77046

2. Date of Board Meeting: November 23, 2021

3. Proposed Board Resolution:

Resolution: That the Houston Housing Authority Board of Commissioners authorizes the Interim President & CEO or designee to negotiate, execute and make necessary changes and corrections to facilitate a Memorandum of Understanding with The Morgan Group for the acquisition of Pearl Greenway, an apartment community that will be located at or about 3788 Richmond Ave, Houston, Texas 77046 for the formation of housing development partnership(s) to provide additional affordable housing units, pursuant to the memorandum from Cody Roskelley, Vice President of REID dated November 5, 2021, to Mark Thiele, Interim President & CEO.

4. **Department Head Approval** Signature  Date: 11/17/2021

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

Funds Budgeted and Available ☐ Yes ☐ No Source _____

VP of FO Approval Signature _____ Date: _____

6. **Approval of President & CEO**  11/17/2021
Signature _____ Date: _____



HOUSTON
HOUSING AUTHORITY

Transforming Lives & Communities

MEMORANDUM

TO: MARK THIELE, INTERIM PRESIDENT & CEO
FROM: CODY ROSKELLEY, VP REID
SUBJECT: CONSIDERATION AND/OR ACTION TO AUTHORIZE THE INTERIM PRESIDENT & CEO OR DESIGNEE TO EXECUTE A MEMORANDUM OF UNDERSTANDING WITH THE MORGAN GROUP FOR THE ACQUISITION OF PEARL GREENWAY, AN APARTMENT COMMUNITY THAT WILL BE LOCATED AT OR ABOUT 3788 RICHMOND AVE, HOUSTON, TEXAS 77046
DATE: NOVEMBER 5, 2021

This memorandum recommends that the Houston Housing Authority Board of Commissioners authorizes the Interim President & CEO to take all necessary actions to negotiate, execute and make necessary changes and corrections to facilitate a Memorandum of Understanding with The Morgan Group for the acquisition of Pearl Greenway, an apartment community located at or about 3788 Richmond Ave, Houston, TX 77046.

BACKGROUND:

The Houston market area has a substantial shortage of affordable housing units. Recent Census data indicates that over 400,000 households in Houston qualify for housing assistance at 80% of the Area Median Income (AMI). In Houston, 155,582 families are currently living in poverty. Over 200,000 families in Houston pay greater than 30% of their income for housing. The existing housing stock only provides affordable opportunities for 76,725 families in Houston. This sheds light on the need for affordable housing for all families at all income ranges below 80% of AMI.

The Houston Housing Authority wishes to increase the number of affordable housing units available for qualified residents within its jurisdiction. To facilitate this, Qualification Based Solicitation (QBS 21-41) was issued on August 24, 2021.

This goal of QBS 21-41 is to solicit acquisition, rehabilitation, or construction opportunities involving affordable housing.

PROPOSED PARTNER & DEVELOPMENT:

The Morgan Group specializes in the acquisition, development, and management of Multi-family properties.

Pearl Greenway is a 341-unit multi-family community located at 3788 Richmond Ave, in the heart of the Greenway Plaza submarket, at the northeast corner of Timmons and Richmond Avenue. Pearl Greenway

is in a High Opportunity Neighborhood. (The Median Family Income is \$109,335, and the poverty rate is approximately 5.3%, and the unemployment rate is less than 4.5%). School-age children living in the community can attend three highly respected public schools, Poe Elementary, Lanier Middle, and Lamar High. The Texas Education Agency rates these schools B, A, and B, respectively. Located in zip code 77046, the HHA Payment Standard for Pearl Greenway is 131%. Constructed and initially occupied in 2014, the Property is currently 96.00% leased and occupied.

AFFORDABLE UNITS:

10.26% (35 units) will be @ 60% AMI, 40.76% (139 units) will be @ 80% AMI, and 48.97% (167 units) will be at Market rates.

	60% AMI	80% AMI	Market	Totals
1 Bedroom	29	116	139	284
2 Bedrooms	6	23	28	57
3 Bedrooms	0	0	0	0
Totals	35	139	167	341
Percentages	10.26%	40.76%	48.97%	100.00%

EVALUATION PROCESS:

The Evaluation Committee for QBS 21-41 consisted of Cody Roskelley, Vice President of REID, Mike Rogers, Vice President of Finance, and David Cukierman, Consultant.

The solicitation was advertised in the Houston Chronicle, The Forward Times, and www.housingforhouston.com on August 24, 2021. In response, the Houston Housing Authority received thirty-six deals / responses.

SCORING:

The scoring criteria for potential deals were changed in 2020 to help potential partners understand the number of ways to improve an affordable deal. The terms of QBS 21-41 called for the evaluation committee to evaluate each submittal and recommend higher-scoring proposals.

The scoring criteria and results are listed below:

Criteria	Max Points	Pearl Greenway
Location	10	10
Depth of Affordability	10	6
Schools	10	7.33
\$ on the Front End	10	8
\$ During Operations	10	2
Reasonable Developer	10	6
Term of Affordability	5	5
Flood Plain	5	5
\$/Land on the Backend	5	3
Preservation	5	0
HHA Resources	5	5
M/WBE Participation	5	5
Unit Mix	2.5	0
Mix with Market Units	2.5	2.5
Bonus Points	5	0
Total Points	100	64.83

RECOMMENDATION

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

Resolution: That the Houston Housing Authority Board of Commissioners authorizes the Interim President & CEO or designee to negotiate, execute and make necessary changes and corrections to facilitate a Memorandum of Understanding with The Morgan Group for the acquisition of Pearl Greenway, an apartment community that will be located at or about 3788 Richmond Ave, Houston, Texas 77046 for the formation of housing development partnership(s) to provide additional affordable housing units, pursuant to the memorandum from Cody Roskelley, Vice President of REID dated November 5, 2021, to Mark Thiele, Interim President & CEO.



Transforming Lives & Communities

REQUEST FOR BOARD AGENDA ITEM

1. Brief Description of Proposed Item

Consideration and/or action to authorize the Interim President & CEO or designee to execute a Memorandum of Understanding with The Morgan Group for the acquisition of Azure Houston, an apartment community that will be located at or about 1111 Durham Dr. Houston, Texas 77007

2. Date of Board Meeting: November 23, 2021

3. Proposed Board Resolution:

Resolution: That the Houston Housing Authority Board of Commissioners authorizes the Interim President & CEO or designee to negotiate, execute and make necessary changes and corrections to facilitate a Memorandum of Understanding with The Morgan Group for the acquisition of Azure Houston, an apartment community that will be located at or about 1111 Durham Dr. Houston, Texas 77007 for the formation of housing development partnership(s) to provide additional affordable housing units, pursuant to the memorandum from Cody Roskelley, Vice President of REID dated November 5, 2021, to Mark Thiele, Interim President & CEO.

4. Department Head Approval

Signature

DocuSigned by:

Cody Roskelley

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Date: 11/17/2021

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

Funds Budgeted and Available ☐ Yes ☐ No Source _____

VP of FO Approval

Signature

Date:

6. Approval of President & CEO

DocuSigned by:

Mark Thiele

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11/17/2021

Signature

Date:



HOUSTON
HOUSING AUTHORITY

Transforming Lives & Communities

MEMORANDUM

TO: MARK THIELE, INTERIM PRESIDENT & CEO
FROM: CODY ROSKELLEY, VP REID
SUBJECT: CONSIDERATION AND/OR ACTION TO AUTHORIZE THE INTERIM PRESIDENT & CEO OR DESIGNEE TO EXECUTE A MEMORANDUM OF UNDERSTANDING WITH THE MORGAN GROUP FOR THE ACQUISITION OF AZURE HOUSTON, AN APARTMENT COMMUNITY THAT WILL BE LOCATED AT OR ABOUT 1111 DURHAM DR. HOUSTON, TEXAS 77007
DATE: NOVEMBER 5, 2021

This memorandum recommends that the Houston Housing Authority Board of Commissioners authorizes the Interim President & CEO to take all necessary actions to negotiate, execute and make necessary changes and corrections to facilitate a Memorandum of Understanding with The Morgan Group for the acquisition of Azure Houston, an apartment community located at or about 1111 Durham Dr. Houston, Texas 77007.

BACKGROUND:

The Houston market area has a substantial shortage of affordable housing units. Recent Census data indicates that over 400,000 households in Houston qualify for housing assistance at 80% of the Area Median Income (AMI). In Houston, 155,582 families are currently living in poverty. Over 200,000 families in Houston pay greater than 30% of their income for housing. The existing housing stock only provides affordable opportunities for 76,725 families in Houston. This sheds light on the need for affordable housing for all families at all income ranges below 80% of AMI.

The Houston Housing Authority wishes to increase the number of affordable housing units available for qualified residents within its jurisdiction. To facilitate this, Qualification Based Solicitation (QBS 21-41) was issued on August 24, 2021.

The goal of QBS 21-41 is to solicit acquisition, rehabilitation, or construction opportunities involving affordable housing.

PROPOSED PARTNER & DEVELOPMENT:

The Morgan Group specializes in the acquisition, development, and management of multi-family properties.

Azure, constructed in 2018, is a 190-unit multi-family community located at 1111 Durham Drive, Houston, TX 77007, in the heart of the Washington Avenue Corridor. The property and its residents enjoy excellent

accessibility to several major employment centers and community amenities, including Downtown Houston, Greenway Plaza, Texas Medical Center, Uptown/Galleria, the Washington Corridor entertainment district, and Memorial Park. The property is currently 94.2% occupied.

AFFORDABLE UNITS:

10.14% (42 units) will be @ 60% AMI, 41.06% (170 units) will be @ 80% AMI, and 48.79% (202 units) will be at Market rates.

	60% AMI	80% AMI	Market	Totals
1 Bedroom	33	134	159	326
2 Bedrooms	8	31	37	76
3 Bedrooms	1	5	6	12
Totals	42	170	202	414
Percentages	10.14%	41.06%	48.79%	100.00%

EVALUATION PROCESS:

The Evaluation Committee for QBS 21-41 consisted of Cody Roskelley, Vice President of REID, Mike Rogers, Vice President of Finance, and David Cukierman, Consultant.

The solicitation was advertised in the Houston Chronicle, The Forward Times, and www.housingforhouston.com on August 24, 2021. In response, the Houston Housing Authority received thirty-six deals/responses.

SCORING:

The scoring criteria for potential deals were changed in 2020 to help potential partners understand the number of ways to improve an affordable deal. The terms of QBS 21-41 called for the evaluation committee to evaluate each submittal and recommend higher-scoring proposals.

The scoring criteria and results are listed below:

Criteria	Max Points	Azure Houston
Location	10	10
Depth of Affordability	10	6
Schools	10	7.99
\$ on the Front End	10	8
\$ During Operations	10	4
Reasonable Developer	10	6
Term of Affordability	5	5
Flood Plain	5	5
\$/Land on the Backend	5	3
Preservation	5	0
HHA Resources	5	5
M/WBE Participation	5	5
Unit Mix	2.5	0
Mix with Market Units	2.5	2.5
Bonus Points	5	0
Total Points	100	67.49

RECOMMENDATION

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

Resolution: That the Houston Housing Authority Board of Commissioners authorizes the Interim President & CEO or designee to negotiate, execute and make necessary changes and corrections to facilitate a Memorandum of Understanding with The Morgan Group for the acquisition of Azure Houston, an apartment community that will be located at or about 1111 Durham Dr. Houston, Texas 77007 for the formation of housing development partnership(s) to provide additional affordable housing units, pursuant to the memorandum from Cody Roskelley, Vice President of REID dated November 5, 2021, to Mark Thiele, Interim President & CEO.



Transforming Lives & Communities

REQUEST FOR BOARD AGENDA ITEM

1. Brief Description of Proposed Item

Consideration and/or action to authorize the Interim President & CEO or designee to execute a Memorandum of Understanding with Ascenda Capital & Post Investment Group for the acquisition of Sierra at Fall Creek, an apartment community that will be located at or about 14951 Bellows Falls Lane, Humble, Texas 77396

2. Date of Board Meeting: November 23, 2021

3. Proposed Board Resolution:

Resolution: That the Houston Housing Authority Board of Commissioners authorizes the Interim President & CEO or designee to negotiate, execute and make necessary changes and corrections to facilitate a Memorandum of Understanding with Ascenda Capital and Post Investment Group for the acquisition of Sierra at Fall Creek, an apartment community that will be located at or about 14951 Bellows Falls Lane, Humble, Texas 77396 for the formation of housing development partnership(s) to provide additional affordable housing units, pursuant to the memorandum from Cody Roskelley, Vice President of REID dated November 5, 2021, to Mark Thiele, Interim President & CEO.

4. Department Head Approval Signature  Date: 11/17/2021

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

Funds Budgeted and Available ☐ Yes ☐ No Source _____

VP of FO Approval Signature _____ Date: _____

6. Approval of President & CEO  11/17/2021

Signature _____ Date: _____



HOUSTON
HOUSING AUTHORITY

Transforming Lives & Communities

MEMORANDUM

TO: MARK THIELE, INTERIM PRESIDENT & CEO
FROM: CODY ROSKELLEY, VP REID
SUBJECT: CONSIDERATION AND/OR ACTION TO AUTHORIZE THE INTERIM PRESIDENT & CEO OR DESIGNEE TO EXECUTE A MEMORANDUM OF UNDERSTANDING WITH ASCENDA CAPITAL & POST INVESTMENT GROUP FOR THE ACQUISITION OF SIERRA AT FALL CREEK, AN APARTMENT COMMUNITY THAT WILL BE LOCATED AT OR ABOUT 14951 BELLOWS FALLS LANE, HUMBLE, TEXAS 77396.
DATE: NOVEMBER 5, 2021

This memorandum recommends that the Houston Housing Authority Board of Commissioners authorizes the Interim President & CEO to take all necessary actions to negotiate, execute and make necessary changes and corrections to facilitate a Memorandum of Understanding with Ascenda Capital and Post Investment Group for the acquisition of Sierra at Fall Creek, an apartment community located at or about 14951 Bellows Falls Lane, Humble, Texas 77396.

BACKGROUND:

The Houston market area has a substantial shortage of affordable housing units. Recent Census data indicates that over 400,000 households in Houston qualify for housing assistance at 80% of the Area Median Income (AMI). In Houston, 155,582 families are currently living in poverty. Over 200,000 families in Houston pay greater than 30% of their income for housing. The existing housing stock only provides affordable opportunities for 76,725 families in Houston. This sheds light on the need for affordable housing for all families at all income ranges below 80% of AMI.

The Houston Housing Authority wishes to increase the number of affordable housing units available for qualified residents within its jurisdiction. To facilitate this, Qualification Based Solicitation (QBS 21-41) was issued on August 24, 2021.

QBS 21-41 aims to solicit acquisition, rehabilitation, or construction opportunities involving affordable housing.

PROPOSED PARTNER & DEVELOPMENT:

Ascenda Capital is a privately held real estate investment and development firm. They specialize in the acquisition and development of both affordable and market-rate multifamily real estate assets nationwide. They concentrate on markets positioned for long-term growth as determined by factors like job creation, economic stability, and high occupancy rates. While the firm's emphasis is the multifamily

industry in general, its specialty is market rate value-add, core plus, and Low-Income Housing Tax Credit (LIHTC) properties.

Founded in 2007, Post Investment Group is a private investment firm dedicated to investing in real estate, with an emphasis on affordable housing. Post Investment Group specializes in distressed, value-add, ground-up development, and Low-Income Housing Tax Credit (LIHTC) multifamily investments throughout the United States. Post has acquired over \$1.5 billion of properties encompassing more than 24,000 units across 16 states and 48 cities. Headquartered in Los Angeles, CA, Post also maintains operations in Dallas, TX.

Situated on 13.33 acres, Sierra at Fall Creek is an existing 252-unit, four-story wrap luxury rental community located at 14951 Bellows Falls Lane, Humble, TX 77396, minutes away from a wide selection of shops, restaurants, and businesses that offer a wide array of entertainment and recreational opportunities for families and children. Post Investment Group and Ascenda Capital believe the proposal set forth herein for Sierra at Fall Creek presents an attractive opportunity to acquire, improve, and strategically position this 2004 (2014 renovated) vintage Class-A residential community. After a thorough analysis of local market conditions and trends, Ascenda is confident the planned \$1.89 million in renovations to Sierra at Fall Creek will result in high-end mixed-income apartment homes.

AFFORDABLE UNITS:

Sierra at Fall Creek will set aside 19.84% of units (50 units) as affordable housing for families and individuals earning 60% of Area Median Income, 30.16% of units (76 units) for families and individuals earning 80% of Area Median Income, with the remaining 128 units being at market rate.

	60% AMI	80% AMI	Market	Total
1 Bedroom - 1 Bath	31	47	78	156
2 Bedrooms - 1 Bath	13	19	32	64
2 Bedrooms - 2 Baths	6	10	16	32
Totals	50	76	126	252
Percentages	19.84%	30.16%	50.00%	100.00%

EVALUATION PROCESS:

The Evaluation Committee for QBS 21-41 consisted of Cody Roskelley, Vice President of REID, Mike Rogers, Vice President of Finance, and David Cukierman, Consultant.

The solicitation was advertised in the Houston Chronicle, The Forward Times, and www.housingforhouston.com on August 24, 2021. In response, the Houston Housing Authority received thirty-six deals / responses.

SCORING:

The scoring criteria for potential deals were changed in 2020 to help potential partners understand the number of ways to improve an affordable deal. The terms of QBS 21-41 called for the evaluation committee to evaluate each submittal and recommend higher-scoring proposals.

The scoring criteria and results are listed below:

Criteria	Max Points	Sierra Fall Creek
Location	10	4
Depth of Affordability	10	8
Schools	10	6.99
\$ on the Front End	10	6
\$ During Operations	10	6
Reasonable Developer	10	6
Term of Affordability	5	5
Flood Plain	5	5
\$/Land on the Backend	5	4
Preservation	5	0
HHA Resources	5	5
M/WBE Participation	5	5
Unit Mix	2.5	0
Mix with Market Units	2.5	2.5
Bonus Points	5	0
Total Points	100	63.49

RECOMMENDATION

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

Resolution: That the Houston Housing Authority Board of Commissioners authorizes the Interim President & CEO or designee to negotiate, execute and make necessary changes and corrections to facilitate a Memorandum of Understanding with Ascenda Capital and Post Investment Group for the acquisition of Sierra at Fall Creek, an apartment community that will be located at or about 14951 Bellows Falls Lane, Humble, Texas 77396 for the formation of housing development partnership(s) to provide additional affordable housing units, pursuant to the memorandum from Cody Roskelley, Vice President of REID dated November 5, 2021, to Mark Thiele, Interim President & CEO.



Transforming Lives & Communities

REQUEST FOR BOARD AGENDA ITEM

1. Brief Description of Proposed Item

Consideration and/or action to authorize the Interim President & CEO or designee to execute a Memorandum of Understanding with Aspen Oak Capital Partners for the acquisition of 91 Fifty, an apartment community that will be located at or about 9150 Highway 6 North, Houston, Texas 77095

2. Date of Board Meeting: November 23, 2021

3. Proposed Board Resolution:

Resolution: That the Houston Housing Authority Board of Commissioners authorizes the Interim President & CEO or designee to negotiate, execute and make necessary changes and corrections to facilitate a Memorandum of Understanding with Aspen Oak Capital Partners for the acquisition of 91 Fifty, an apartment community that will be located at or about 9150 Highway 6 North, Houston, Texas 77095 for the formation of housing development partnership(s) to provide additional affordable housing units, pursuant to the memorandum from Cody Roskelley, Vice President of REID dated November 5, 2021, to Mark Thiele, Interim President & CEO.

4. Department Head Approval

Signature

DocuSigned by:

Cody Roskelley

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Date: 11/17/2021

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

Funds Budgeted and Available ☐ Yes ☐ No Source _____

VP of FO Approval

Signature

Date:

6. Approval of President & CEO

DocuSigned by:

Mark Thiele

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11/17/2021

Signature

Date:



HOUSTON
HOUSING AUTHORITY

Transforming Lives & Communities

MEMORANDUM

TO: MARK THIELE, INTERIM PRESIDENT & CEO
FROM: CODY ROSKELLEY, VP REID
SUBJECT: CONSIDERATION AND/OR ACTION TO AUTHORIZE THE INTERIM PRESIDENT & CEO OR DESIGNEE TO EXECUTE A MEMORANDUM OF UNDERSTANDING WITH ASPEN OAK CAPITAL PARTNERS FOR THE ACQUISITION OF 91 FIFTY, AN APARTMENT COMMUNITY THAT WILL BE LOCATED AT OR ABOUT 9150 HIGHWAY 6 NORTH, HOUSTON, TEXAS 77095
DATE: NOVEMBER 5, 2021

This memorandum recommends that the Houston Housing Authority Board of Commissioners authorizes the Interim President & CEO to take all necessary actions to negotiate, execute and make necessary changes and corrections to facilitate a Memorandum of Understanding with Aspen Oak Capital Partners for the acquisition of 91 Fifty, an apartment community located at or about 9150 Highway 6 North, Houston, Texas 77095.

BACKGROUND:

The Houston market area has a substantial shortage of affordable housing units. Recent Census data indicates that over 400,000 households in Houston qualify for housing assistance at 80% of the Area Median Income (AMI). In Houston, 155,582 families are currently living in poverty. Over 200,000 families in Houston pay greater than 30% of their income for housing. The existing housing stock only provides affordable opportunities for 76,725 families in Houston. This sheds light on the need for affordable housing for all families at all income ranges below 80% of AMI.

The Houston Housing Authority wishes to increase the number of affordable housing units available for qualified residents within its jurisdiction. To facilitate this, Qualification Based Solicitation (QBS 21-41) was issued on August 24, 2021.

QBS 21-41 aims to solicit acquisition, rehabilitation, or construction opportunities involving affordable housing.

PROPOSED PARTNER & DEVELOPMENT:

Austin Alexander founded Aspen Oak in 2019, and he was joined by partners Clark McLaughlin and Duncan Butler in 2020. The firm is focused on acquiring, operating, and developing workforce and affordable multi-family assets in growth markets throughout the United States. The principals have acquired over 10,000 multi-family units as sponsors and over 4,000 multi-family units in a limited partner capacity.

Aspen Oak's current investment portfolio includes over 6,000 multi-family units comprising over \$1.5 billion of total asset value across 20 assets.

91 Fifty is a 210-unit, three-story garden-style, Class A, a multi-family community located at 9150 Highway 6 North, Houston, Tx 77095, the northwest Harris County, Texas. The community is located near major employers and is served by the Cypress- Fairbanks Independent School District. Completed in 2015, the community includes 150 one-bedroom units and 60 two-bedroom units. It is a three-story multi-family garden-style community with garages and covered parking.

AFFORDABLE UNITS:

91 Fifty features a mix of 1- & 2-bedroom multi-family units, a total of 210 units. Fifty-one percent of the units will be restricted to 60% AMI and 80% AMI. The percentage of the unit type and affordability follows:

	60% AMI	80% AMI	Market	Total
1 Bedroom	22	54	74	150
2 Bedrooms	9	21	30	60
Totals	31	75	104	210
Percentages	14.76%	35.71%	49.52%	100.00%

EVALUATION PROCESS:

The Evaluation Committee for QBS 21-41 consisted of Cody Roskelley, Vice President of REID, Mike Rogers, Vice President of Finance, and David Cukierman, Consultant.

The solicitation was advertised in the Houston Chronicle, The Forward Times, and www.housingforhouston.com on August 24, 2021. In response, the Houston Housing Authority received thirty-six deals / responses.

SCORING:

The scoring criteria for potential deals were changed in 2020 to help potential partners understand the number of ways to improve an affordable deal. The terms of QBS 21-41 called for the evaluation committee to evaluate each submittal and recommend higher-scoring proposals.

The scoring criteria and results are listed below:

Criteria	Max Points	91 Fifty
Location	10	4
Depth of Affordability	10	7
Schools	10	6.99
\$ on the Front End	10	6
\$ During Operations	10	10
Reasonable Developer	10	4
Term of Affordability	5	5
Flood Plain	5	5
\$/Land on the Backend	5	3
Preservation	5	0
HHA Resources	5	5
M/WBE Participation	5	5
Unit Mix	2.5	0
Mix with Market Units	2.5	2.5
Bonus Points	5	0
Total Points	100	63.49

RECOMMENDATION

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

Resolution: That the Houston Housing Authority Board of Commissioners authorizes the Interim President & CEO or designee to negotiate, execute and make necessary changes and corrections to facilitate a Memorandum of Understanding with Aspen Oak Capital Partners for the acquisition of 91 Fifty, an apartment community that will be located at or about 9150 Highway 6 North, Houston, Texas 77095 for the formation of housing development partnership(s) to provide additional affordable housing units, pursuant to the memorandum from Cody Roskelley, Vice President of REID dated November 5, 2021, to Mark Thiele, Interim President & CEO.



Transforming Lives & Communities

REQUEST FOR BOARD AGENDA ITEM

1. Brief Description of Proposed Item

Consideration and/or action to authorize the Interim President & CEO or designee to execute a Memorandum of Understanding with Aspen Oak Capital Partners for the acquisition of Arlo Westchase, an apartment community that will be located at or about 3505 West Sam Houston Parkway S, Houston, Texas 77042

2. Date of Board Meeting: November 23, 2021

3. Proposed Board Resolution:

Resolution: That the Houston Housing Authority Board of Commissioners authorizes the Interim President & CEO or designee to negotiate, execute and make necessary changes and corrections to facilitate a Memorandum of Understanding with Aspen Oak Capital Partners for the acquisition of Arlo Westchase, an apartment community that will be located at or about 3505 West Sam Houston Parkway S, Houston, Texas 77042 for the formation of housing development partnership(s) to provide additional affordable housing units, pursuant to the memorandum from Cody Roskelley, Vice President of REID dated November 5, 2021, to Mark Thiele, Interim President & CEO.

4. Department Head Approval Signature _____ Date: 11/17/2021

DocuSigned by:

Cody Roskelley

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

Funds Budgeted and Available ☐ Yes ☐ No Source _____

VP of FO Approval Signature _____ Date: _____

6. Approval of President & CEO

DocuSigned by:

Mark Thiele

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11/17/2021

Signature _____ Date: _____



HOUSTON
HOUSING AUTHORITY

Transforming Lives & Communities

MEMORANDUM

TO: MARK THIELE, INTERIM PRESIDENT & CEO
FROM: CODY ROSKELLEY, VP REID
SUBJECT: CONSIDERATION AND/OR ACTION TO AUTHORIZE THE INTERIM PRESIDENT & CEO OR DESIGNEE TO EXECUTE A MEMORANDUM OF UNDERSTANDING WITH ASPEN OAK CAPITAL PARTNERS FOR THE ACQUISITION OF ARLO WESTCHASE, AN APARTMENT COMMUNITY THAT WILL BE LOCATED AT OR ABOUT 3505 WEST SAM HOUSTON PARKWAY S, HOUSTON, TEXAS 77042
DATE: NOVEMBER 5, 2021

This memorandum recommends that the Houston Housing Authority Board of Commissioners authorizes the Interim President & CEO to take all necessary actions to negotiate, execute and make necessary changes and corrections to facilitate a Memorandum of Understanding with Aspen Oak Capital Partners for the acquisition of Arlo Westchase, an apartment community located at or about 3505 West Sam Houston Parkway S, Houston, Texas 77042.

BACKGROUND:

The Houston market area has a substantial shortage of affordable housing units. Recent Census data indicates that over 400,000 households in Houston qualify for housing assistance at 80% of the Area Median Income (AMI). In Houston, 155,582 families are currently living in poverty. Over 200,000 families in Houston pay greater than 30% of their income for housing. The existing housing stock only provides affordable opportunities for 76,725 families in Houston. This sheds light on the need for affordable housing for all families at all income ranges below 80% of AMI.

The Houston Housing Authority wishes to increase the number of affordable housing units available for qualified residents within its jurisdiction. To facilitate this, Qualification Based Solicitation (QBS 21-41) was issued on August 24, 2021.

This goal of QBS 21-41 is to solicit acquisition, rehabilitation, or construction opportunities involving affordable housing.

PROPOSED PARTNER & DEVELOPMENT:

Aspen Oak was founded by Austin Alexander in 2019. He was joined by partners Clark McLaughlin and Duncan Butler in 2020. The firm is focused on acquiring, operating, and developing workforce and affordable multi-family assets in growth markets throughout the United States. The principals have acquired over 10,000 multi-family units sponsors and over 4,000 multi-family units in a limited partner

capacity. Aspen Oak's current investment portfolio includes over 6,000 multi-family units comprising over \$1.5 billion of total asset value across 20 assets.

Ario Westchase is a four-story multi-family building with garage parking, located on 3505 W. Sam Houston Parkway S, Houston Tx 77042, off one of Houston's major freeways, Sam Houston Tollway. It is a 265-unit Class A multi-family community currently being leased in west Harris County, on West Sam Houston Parkway. The community is located near major employers and is served by the Alief Independent School District.

AFFORDABLE UNITS:

Ario Westchase features a mix of 1- & 2-bedroom multi-family units, a total of 265 units. Fifty-one percent of the units will be restricted to 60% AMI and 80% AMI. The percentage of the unit type and affordability follows:

	60% AMI	80% AMI	Market	Total
1 Bedroom	27	65	91	183
2 Bedrooms	12	29	41	82
Totals	39	94	132	265
Percentages	14.72%	35.47%	49.81%	100.00%

EVALUATION PROCESS:

The Evaluation Committee for QBS 21-41 consisted of Cody Roskelley, Vice President of REID, Mike Rogers, Vice President of Finance, and David Cukierman, Consultant.

The solicitation was advertised in the Houston Chronicle, The Forward Times, and www.housingforhouston.com on August 24, 2021. In response, the Houston Housing Authority received thirty-six deals/responses.

SCORING:

The scoring criteria for potential deals were changed in 2020 to help potential partners understand the number of ways to improve an affordable deal. The terms of QBS 21-41 called for the evaluation committee to evaluate each submittal and recommend higher-scoring proposals.

The scoring criteria and results are listed below:

Criteria	Max Points	Arlo Westchase
Location	10	4
Depth of Affordability	10	7
Schools	10	3.99
\$ on the Front End	10	6
\$ During Operations	10	4
Reasonable Developer	10	4
Term of Affordability	5	5
Flood Plain	5	5
\$/Land on the Backend	5	3
Preservation	5	0
HHA Resources	5	5
M/WBE Participation	5	5
Unit Mix	2.5	0
Mix with Market Units	2.5	2.5
Bonus Points	5	0
Total Points	100	54.49

RECOMMENDATION

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

Resolution: That the Houston Housing Authority Board of Commissioners authorizes the Interim President & CEO or designee to negotiate, execute and make necessary changes and corrections to facilitate a Memorandum of Understanding with Aspen Oak Capital Partners for the acquisition of Arlo Westchase, an apartment community that will be located at or about 3505 West Sam Houston Parkway S, Houston, Texas 77042 for the formation of housing development partnership(s) to provide additional affordable housing units, pursuant to the memorandum from Cody Roskelley, Vice President of REID dated November 5, 2021, to Mark Thiele, Interim President & CEO.

BOARD REPORT FOR MONTH ENDING NOVEMBER 23, 2021

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EXECUTIVE SUMMARY

LOW-INCOME PUBLIC HOUSING

The Low-Income Public Housing (LIPH) program had an adjusted vacancy rate of 6.4% on October 31, 2021. As of November 1, 2021, rent collection for October was 96.0% of rents billed on an adjusted cash accounting basis.

There are currently 50,504 active applications for the Public Housing Waiting List, which represents a decrease of 0.1% from last month.

Low-Income Public Housing			
	August	September	October
Waiting Lists	53,155	50,893	50,504
Vacancy Rate	7.4%	6.97%	6.4%
Rent Collection	96.9%	98.55%	96.0%
Unit Turnaround Time (Days)	77.8	86.85	114.5
Avg. Non-Emergency Work Order Days	2.05	2.69	1.56

HOUSING CHOICE VOUCHER PROGRAM

The HCV staff completed 1,371 annual re-examinations during November. The HCV department also completed 370 interims, 117 change of units (moves), 137 new admissions, and 30 portability move-in transactions. On October 31, 2021, 495 families were enrolled in the Family Self Sufficiency (FSS) program; 243 of the 495 (50%) families eligible for escrow currently have an FSS escrow balance. The PIH Information Center (PIC) reporting rate for the one-month period ending October 31, 2021 was 81%.

Voucher Programs			
	August	September	October
Households	18,644	18,596	15,564
ABA Utilization/Unit Utilization	91.2%/98.7%	90.5%/98.8%	89.6%/98.7%
Reporting Rate	73.6%	78%	81%
Annual Reexaminations Completed	1,689	1,063	1,371
HQS Inspections	2,370	1,917	1,858
Waitlist	24,179	24,031	22,031

PROPERTY MANAGEMENT SUMMARY

PMC	Vacancy						Unit Turnaround Time (YTD)					
	August		September		October		August		September		October	
	%	Grade	%	Grade	%	Grade	Days	Grade	Days	Grade	Days	Grade
Orion	7.2	F	6.9	F	7.6	F	106.4	F	104.3	F	85.9	F
Lynd	0.5	A	0.5	A	1.1	A	43.6	E	40.0	D	37.1	D
J. Allen	8.8	F	8.1	F	7.7	F	55.9	F	54.2	F	94.7	F

PMC	Emergency Work Orders (Completed within 24 hours)						Routine Work Orders					
	August		September		October		August		September		October	
	%	Grade	%	Grade	%	Grade	Days	Grade	Days	Grade	Days	Grade
Orion	100	A	100	A	94.8	A	3.3	A	3.1	A	2	A
Lynd	100	A	100	A	100	A	2.4	A	1.9	A	2	A
J. Allen	100	A	100	A	93.7	A	1.7	A	4.8	A	3.9	A

PMC	Rent Collection					
	August		September		October	
	%	Grade	%	Grade	%	Grade
Orion	97.8	B	99.8	A	96.2	B
Lynd	96.6	B	100	A	94.4	C
J. Allen	95.6	C	95.6	B	90.7	E

PHAS Score	Occupancy Rate	Avg. Total Turnaround Days	Rent Collection Percentage	Avg. W/O Days
A	98 to 100	1 to 20	98 to 100	≤24
B	97 to 97.9	21 to 25	96 to 97.9	25 to 30
C	96 to 96.9	26 to 30	94 to 95.9	31 to 40
D	95 to 95.9	31 to 40	92 to 93.9	41 to 50
E	94 to 94.9	41 to 50	90 to 91.9	51 to 60
F	≥93.9	≥51	≥89.9	≥61

PUBLIC HOUSING MANAGEMENT ASSESSMENT

VACANCY RATE This indicator examines the vacancy rate, a PHA's progress in reducing vacancies, and unit turnaround time. Implicit in this indicator is the adequacy of the PHA's system to track the duration of vacancies and unit turnaround, including down time, make ready time, and lease up time.	Goal 2.0%	Actual 6.4%	A 0 to 2 B 2.1 to 3 C 3.1 to 4 D 4.1 to 5 E 5.1 to 6 F ≥6.1
RENT COLLECTION (YTD) This report examines the housing authority's ability to collect dwelling rent owed by residents in possession of units during the current fiscal year by measuring the balance of dwelling rents uncollected as a percentage of total dwelling rents to be collected.	Goal 98%	Actual 96.0%	A 98 to 100 B 96 to 97.9 C 94 to 95.9 D 92 to 93.9 E 90 to 91.9 F ≤89.9
EMERGENCY WORK ORDERS This indicator examines the average number of days that it takes for an emergency work order to be completed. Emergency work orders are to be completed within 24 hours or less and must be tracked.	Goal 100%	Actual 98.1%	A 99 to 100 B 98 to 98.9 C 97 to 97.9 D 96 to 96.9 E 95 to 95.9 F ≤94.9
NON-EMERGENCY WORK ORDERS This indicator examines the average number of days that it takes for a work order to be completed. Implicit in this indicator is the adequacy of HHA's work order system in terms of how HHA accounts for and controls its work orders and its timeliness in preparing/issuing work orders.	Goal 3 Days	Actual 1.56 Days	A ≤24 B 25 to 30 C 31 to 40 D 41 to 50 E 51 to 60 F ≥61
ANNUAL INSPECTIONS This indicator examines the percentage of units that HHA inspects on an annual basis in order to determine the short-term maintenance needs and long-term modernization needs. Implicit in this indicator is the adequacy of HHA's inspection program in terms of the quality of HHA's inspections, and how HHA tracks both inspections and needed repairs. *PMC's have discretional authority to select how many units to inspect each month, so long as all inspections are completed by September.	Goal 100%	Actual 100%	A 100 B 97 to 99 C 95 to 96.9 D 93 to 94.9 E 90 to 92.9 F ≥89.9*

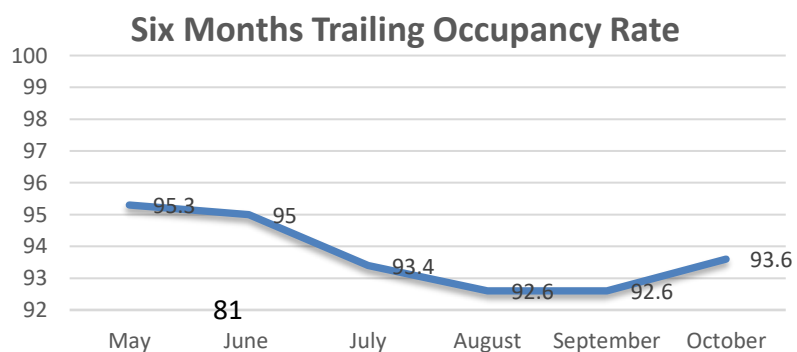
VACANCY RATE AND TURNAROUND DAYS

Low-Income Public Housing Development	PMC	ACC Units	Approv ed Units Offline	Total Available ACC Units	Occupied Units	Vacant Units	Occupancy Percentage	Grade	Total Vacant Days	Units Turne d YTD	Avg. Total Turnar ound Days YTD	Grade
Allen Parkway Village	Orion	278	8	270	240	30	88.89%	F	6,150	42	146	F
Bellerive	J. Allen	210	0	210	209	1	99.52%	A	2637	29	91	F
Clayton Homes	J. Allen	296	112	184	124	60	67.39%	F	22488	173	130	F
Cuney Homes	Orion	553	0	553	506	47	91.50%	F	15,838	146	108	F
Ewing	Orion	40	0	40	39	1	97.50%	B	255	9	28	C
Forest Green	J. Allen	100	84	16	16	0	100.00%	A	16800	84	200	F
Fulton Village	Lynd	108	0	108	107	1	99.07%	A	289	5	58	F
Heatherbrook	Lynd	53	0	53	53	0	100.00%	A	82	5	16	A
Historic Oaks of APV	Orion	222	0	222	201	21	90.54%	F	3,782	29	130	F
Independence Heights	Orion	36	0	36	36	0	100.00%	A	45	2	23	B
Irvinton Village	J. Allen	318	10	308	295	13	95.78%	D	6,398	88	73	F
Kelly Village	J. Allen	270	0	270	261	9	96.67%	C	2,380	69	34	D
Kennedy Place	Orion	108	0	108	108	0	100.00%	A	259	12	22	B
Lincoln Park	Orion	200	0	200	195	5	97.50%	B	1,728	68	25	B
Lyerly	J. Allen	199	0	199	191	8	95.98%	C	2217	20	111	F
Oxford Place	Orion	230	18	212	196	16	92.45%	F	4,959	63	79	F
Sweetwater	Lynd	26	0	26	25	0	96.15%	C	361	5	72	F
Totals		3247	232	3015	2802	212	92.94%	F	86668	849	102	F

Section 8 New Construction Development	PMC	S8 NC Units	Units Offline	Total Available S8 NC Units	Occupied Units	Vacant Units	Occupancy Percentage	Grade	Total Vacant Days	Units Turne d YTD	Avg. Total Turnar ound Days YTD	Grade
Long Drive	Tarantino	100	0	100	99	1	99.0%	A	548	19	29	C
Telephone Road	Tarantino	200	148	52	52	0	100.0%	A	7568	45	168	F
Totals		300	148	152	151	1	99.3%	A	8116	64	127	F

RAD-PBV	PMC	RAD- PBV Units	Units Offline	Total Available RAD PBV Units	Occupied Units	Vacant Units	Occupancy Percentage	Grade	Total Vacant Days	Units Turne d YTD	Avg. Total Turnar ound Days YTD	Grade
Victory-HRI	Orion	140	0	140	124	16	88.6%	F	0	0	0	A
Totals		140	0	140	124	16	88.6%	F	0	0	0	A

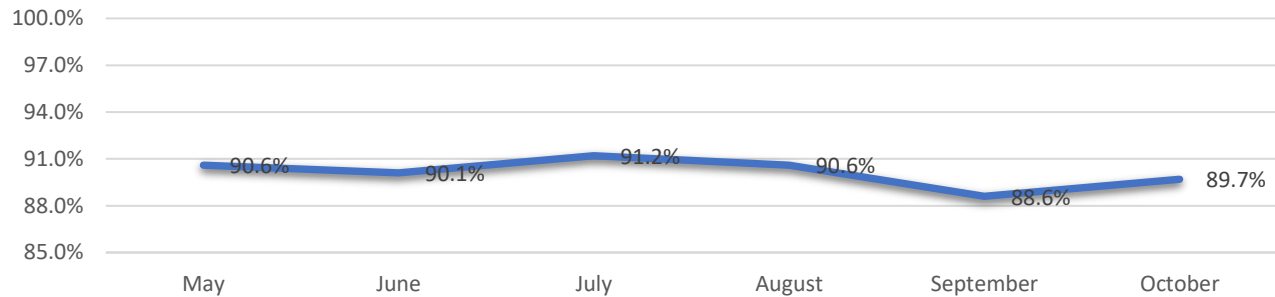
PHAS Score	Occupancy Rate	Avg. Total Turnaround Days
A	98 to 100	1 to 20
B	97 to 97.9	21 to 25
C	96 to 96.9	26 to 30
D	95 to 95.9	31 to 40
E	94 to 94.9	41 to 50
F	≥93.9	≥51



TAX CREDIT APARTMENT LEASING/OCCUPANCY INFORMATION

Property	Property Manager	Total Units	Public Housing Units	Tax Credit Units	Market Units	Vacant Units	Occupied (%)
2100 Memorial	Lynd	197	0	197	0	197	0.0%
Heatherbrook	Lynd	176	53	87	36	0	100.0%
Mansions at Turkey Creek	Orion	252	0	252	0	15	94.0%
Independence Heights	Orion	154	36	118	0	8	94.8%
Peninsula Park	Orion	280	0	280	0	2	99.3%
Pinnacle at Wilcrest	Embrey	250	0	250	0	6	97.6%
Sweetwater Point	Lynd	260	26	234	0	13	95.0%
Uvalde Ranch	Hettig-Kahn	244	0	244	0	15	93.9%
Willow Park	Embrey	260	0	260	0	0	100.0%
PH-LIHTC							
Fulton Village	Lynd	108		108	0	0	100.0%
HOAPV	Orion	222	66	156	0	18	91.9%
Lincoln Park	Orion	250		200	50	3	98.8%
Oxford Place	Orion	250		230	20	1	99.6%
Victory-HRI	Orion	140		140	0	16	88.6%

6 Month Trailing Occupancy Rate



RENT COLLECTION*

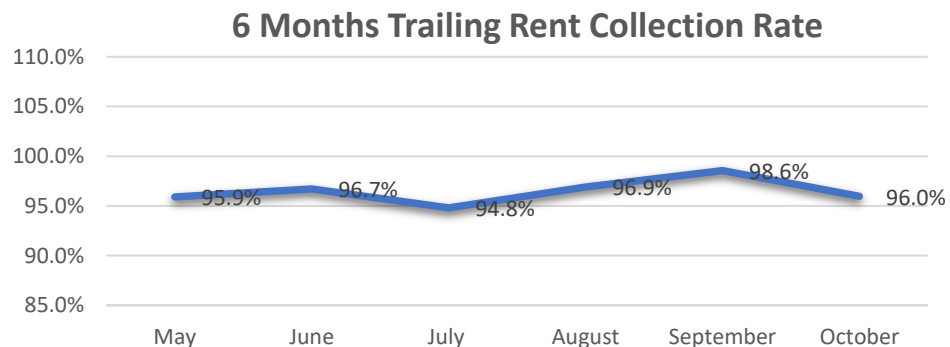
Low-Income Public Housing Development		PMC	Month Billed	Month Collected	% Collected	Grade	YTD Billed	YTD Collected	% YTD Collected	Grade
Allen Parkway Village		Orion	\$105,269	\$102,641	97.50%	B	\$954,955	\$940,911	98.53%	A
Bellerive		J. Allen	\$51,979	\$51,979	100.00%	A	\$510,020	\$508,430	99.69%	A
Clayton Homes		J. Allen	\$43,772	\$43,772	100.00%	A	\$504,062	\$482,187	95.66%	C
Cuney Homes		Orion	\$141,248	\$132,941	94.12%	C	\$1,164,126	\$1,135,868	97.57%	B
Ewing		Orion	\$8,047	\$8,047	100.00%	A	\$74,721	\$75,577	101.15%	A
Forest Green		J. Allen	\$6,027	\$6,027	100.00%	A	\$55,753	\$55,363	99.30%	A
Fulton Village		Lynd	\$32,037	\$32,037	100.00%	A	\$329,835	\$330,510	100.20%	A
Heatherbrook Apts.		Lynd	\$12,192	\$12,192	100.00%	A	\$130,249	\$121,768	93.49%	D
Historic Oaks of APV		Orion	\$57,742	\$55,616	96.32%	B	\$583,522	\$573,312	98.25%	A
Independence		Orion	\$3,765	\$2,688	71.40%	F	\$43,918	\$44,688	101.75%	A
Irvinton Village		J. Allen	\$90,442	\$73,619	81.40%	F	\$814,206	\$778,640	95.63%	C
Kelly Village		J. Allen	\$60,064	\$49,099	81.74%	F	\$624,335	\$600,789	96.23%	B
Kennedy Place		Orion	\$40,683	\$38,485	94.60%	C	\$338,541	\$331,032	97.78%	B
Lincoln Park		Orion	\$38,943	\$37,962	97.48%	B	\$404,655	\$396,472	97.98%	A
Lyerly		J. Allen	\$50,615	\$50,345	99.47%	A	\$497,504	\$487,710	98.03%	A
Oxford Place		Orion	\$32,039	\$32,039	100.00%	A	\$371,407	\$363,979	98.00%	A
Sweetwater		Lynd	\$5,240	\$2,471	47.16%	F	\$70,702	\$64,059	90.60%	E
Totals			\$780,103	\$731,960	93.83%	D	\$7,472,511	\$7,291,296	97.57%	B

Section 8 New Construction Development			Month Billed	Month Collected	% Collected	Grade	YTD Billed	YTD Collected	% YTD Collected	Grade
Long Drive		Tarantino	\$20,009	\$19,338	96.65%	B	\$221,620	\$216,468	97.68%	B
Telephone Road		Tarantino	\$14,237	\$12,861	90.34%	E	\$399,492	\$396,873	99.34%	A
Totals			\$34,246	\$32,199	94.02%	C	\$621,112	\$613,341	98.75%	A

RAD-PBV			Month Billed	Month Collected	% Collected	Grade	YTD Billed	YTD Collected	% YTD Collected	Grade
Victory-HRI		Orion	\$27,603	\$27,603	100.00%	A	\$258,348	\$241,023	93.29%	D
Totals			\$27,603	\$27,603	100.00%	A	\$258,348	\$241,023	93.29%	D

*Collection goals were below standards due to HHA's compliance with the CDC's eviction moratorium. PMCs have been authorized by the HHA to suspend some traditional rent collection efforts.

PHAS Score	Rent Collection Percentage
A	98 to 100
B	96 to 97.9
C	94 to 95.9
D	92 to 93.9
E	90 to 91.9
F	≥89.9



EMERGENCY WORK ORDERS

Low-Income Public Housing Development	PMC	Emergency Work Orders Generated	Emergency W/O Completed within 24 hours	Percentage Completed within 24 hours	Grade
Allen Parkway Village	Orion	1	1	100.0%	A
Bellerive	J. Allen	31	31	100.0%	A
Clayton Homes	J. Allen	0	0	-	A
Cuney Homes	Orion	48	45	93.8%	F
Ewing	Orion	1	1	100.0%	A
Forest Green	J. Allen	0	0	-	A
Fulton Village	Lynd	0	0	-	A
Heatherbrook Apartments	Lynd	0	0	-	A
Historic Oaks of APV	Orion	1	1	100.0%	A
Independence Heights	Orion	0	0	-	A
Irvinton Village	J. Allen	32	28	87.5%	F
Kelly Village	J. Allen	0	0	-	A
Kennedy Place	Orion	6	6	100.0%	A
Lincoln Park	Orion	0	0	-	A
Lyerly	J. Allen	0	0	-	A
Oxford Place	Orion	0	0	-	A
Sweetwater	Lynd	0	0	-	A
Totals		120	113	94.2%	A

Section 8 New Construction Development		Emergency Work Orders Generated	Emergency W/O Completed within 24 hours	Percentage Completed within 24 hours	Grade
Long Drive	Tarantino	1	1	100.0%	A
Telephone Road	Tarantino	0	0	-	A
Totals		1	1	100.0%	A

RAD-PBV		Emergency Work Orders Generated	Emergency W/O Completed within 24 hours	Percentage Completed within 24 hours	Grade
Victory-HRI	Orion	1	1	100.0%	A
Totals		1	1	100.0%	A

PHAS Score	Avg. W/O Days
A	99 to 100
B	98 to 98.9
C	97 to 97.9
D	96 to 96.9
E	95 to 95.9
F	≤94.9

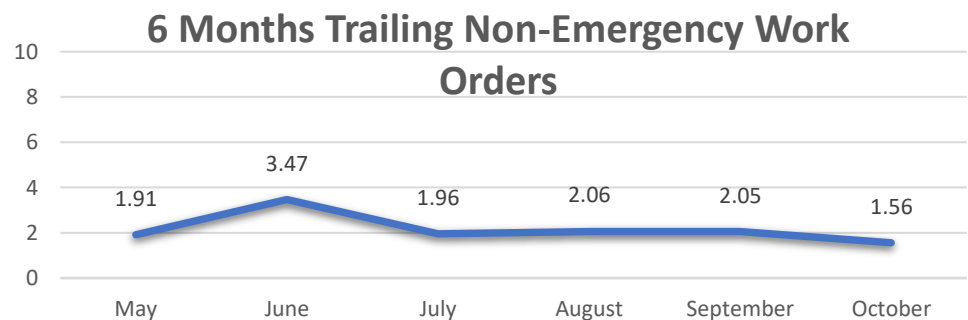
NON-EMERGENCY WORK ORDERS

Low-Income Public Housing Development	PMC	Work Orders Generated	Average Completion Time (Days)	Grade
Allen Parkway Village	Orion	92	2.74	A
Bellerive	J. Allen	17	1.00	A
Clayton Homes	J. Allen	34	6.22	A
Cuney Homes	Orion	104	1.01	A
Ewing	Orion	4	1.00	A
Forest Green	J. Allen	18	2.17	A
Fulton Village	Lynd	1	0.00	A
Heatherbrook Apartments	Lynd	32	2.06	A
Historic Oaks of APV	Orion	45	2.96	A
Independence Heights	Orion	0	0.00	A
Irvinton Village	J. Allen	166	3.62	A
Kelly Village	J. Allen	81	4.36	A
Kennedy Place	Orion	6	1.00	A
Lincoln Park	Orion	37	2.51	A
Lyerly	J. Allen	94	4.14	A
Oxford Place	Orion	97	2.00	A
Sweetwater	Lynd	0	0.00	A
Totals		828	2.16	A

Section 8 New Construction Development		Work Orders Generated	Average Completion Time (Days)	Grade
Long Drive	Tarantino	76	1.33	A
Telephone Road	Tarantino	2	1.00	A
Totals		78	1.17	A

RAD-PBV		Work Orders Generated	Average Completion Time (Days)	Grade
Victory-HRI	Orion	0	0	-
Totals		0	0	-

PHAS Score	Avg. W/O Days
A	≤24
B	25 to 30
C	31 to 40
D	41 to 50
E	51 to 60
F	≥61



ANNUAL INSPECTIONS

Low-Income Public Housing Development	PMC	YTD Inspections Due	YTD Inspections Performed	Percentage Complete	Grade
Bellerive	J. Allen	210	210	100.0%	A
Clayton Homes	J. Allen	184	184	100.0%	A
Cuney Homes	Orion	553	553	100.0%	A
Ewing	Orion	40	40	100.0%	A
Forest Green	J. Allen	16	16	100.0%	A
Fulton Village	Lynd	108	108	100.0%	A
Heatherbrook Apartments	Lynd	53	53	100.0%	A
HOAPV/APV	Orion	500	500	100.0%	A
Independence Heights	Orion	36	36	100.0%	A
Irvinton Village	J. Allen	318	318	100.0%	A
Kelly Village	J. Allen	270	270	100.0%	A
Kennedy Place	Orion	108	108	100.0%	A
Lincoln Park	Orion	200	200	100.0%	A
Lyerly	J. Allen	199	199	100.0%	A
Oxford Place	Orion	230	230	100.0%	A
Sweetwater	Lynd	26	26	100.0%	A
Totals		3,051	3,051	100.0%	A

Low-Income Public Housing Development	PMC	Inspections Due	Inspections Performed	Percentage Complete	Grade
Telephone Road	Tarantino	200	200	100.0%	A
Long Drive	Tarantino	100	100	100.0%	A
Totals		300	300	100.0%	A

RAD-PBV	PMC	Inspections Due	Inspections Performed	Percentage Complete	Grade
Victory-HRI	Tarantino	140	140	100.0%	A
Totals		140	140	100.0%	A

PHAS Score	Inspections Performed YTD
A	100%
B	97 to 99%
C	95 to 96.9%
D	93 to 94.9%
E	90 to 92.9%
F	≥89.9%

*PMC's have until September 30th to complete all required inspections. Therefore, PMC's have the discretion of deciding how many inspections they want to perform each month.

HOUSING CHOICE VOUCHER HUD-GRADED SEMAP INDICATORS

			Score	Performance
ANNUAL REEXAMINATIONS REPORTING RATE	Goal 96%	81%	10	≥96
This Indicator shows whether the Agency completes a re-examination for each participating family at least every twelve (12) months.			5	90 to 95
			0	≤89
CORRECT TENANT RENT CALCULATIONS	Goal 98%	Actual 100%	5	98 to 100
This Indicator shows whether the Agency correctly calculates the family's share of rent to owner in the Rental Voucher Program.			0	≤97
PRECONTRACT HQS INSPECTIONS	Goal 100%	Actual 99%	5	98 to 100
This Indicator shows whether newly leased units pass HQS inspection on or before the beginning date of the Assisted Lease and HAP Contract.			0	≤97
FSS ENROLLMENT	Goal 80%	Actual 100%	10	≥80
This Indicator shows whether the Agency has enrolled families in the FSS Program as required. To achieve the full points for this Indicator, a housing authority must have 80% or more of its mandatory FSS slots filled. There are currently 410 mandatory slots on the FSS Program; 495 families are currently enrolled.			8	60 to 79
			5	≤59
FSS ESCROW	Goal 30%	Actual 50%	10	≥30
This Indicator shows the extent of the Agency's progress in supporting FSS by measuring the percent of current FSS participants with FSS progress reports entered in the PIC system that have had increases in earned income which resulted in escrow account balances. To achieve the full points for this Indicator, at least 30% of a housing authority's enrolled families must have an escrow balance. 495 families participate in the FSS program. 243 of the 495 (50%) families eligible for escrow currently have an FSS escrow balance.			5	≤29

REAL ESTATE, INVESTMENT, AND DEVELOPMENT

NOVEMBER 2021

REO PROJECTS

PUBLIC HOUSING DEFERRED MAINTENANCE AND CAPITAL IMPROVEMENTS

- **Major Capital Projects**
 - Cuney Homes Appliance Install: 98% complete – waiting for correct fridge.
 - Kelly Village Appliances: 60% complete – shortage of appliances

NEW DEVELOPMENT

- Standard on Jensen:
 - We continue to work with the City of Houston and HUD.
- 800 Middle Street:
 - We continue to work with the City of Houston and HUD.
- Green Oaks: The grand opening recently took place.
- Redline Station: Construction is complete.
- West Dallas: The property is under construction.
- Waterworks Highline: The property is under construction.
- Summer Street: The property will soon be under construction.
- Smart Living at West 12th: The property is under construction.
- Richcrest: The property is under construction.
- Kelly II: In December of 2020, we closed on all of the lots owned by 5th ward except for lot 6. We continue to work with 5th Ward CRC to close the last remaining lot.

REDEVELOPMENT – (9% LIHTC)

TELEPHONE ROAD

- The loan has closed, and construction is ongoing.
- Force Majeure Tax Credit Exchange was approved with no discussion from the TDHCA board.

REDEVELOPMENT – (RAD)

Allen Parkway Village & Historic Oaks of Allen Parkway Village

- Architectural plans for the rehab are complete and out for bid.
- We are working to replat the site.

HURRICANE HARVEY

Currently FEMA has obligated approximately \$20,000,000 for reimbursement. FEMA recently approved around \$39,000,000 in 428 projects.

FOREST GREEN

- FEMA has granted this project the 428 status, so we can continue designing the project.

2100 MEMORIAL

- The building is empty and secured.
- We have closed on the \$25M Grant.
- The bond financing has closed.
- Interior mitigation and demolition is ongoing.

TxDOT LAND SALES

- **Clayton:** Phase 1 has closed. Demo of Phase 1 is complete.
- **Kelly II:** HHA is negotiating a price for the additional 78 units that will be sold.

OPEN SOLICITATION LOG

NOVEMBER 2021

HHA'S PROCUREMENT DEPT.

Type	Solicitation #	Status	Department(s)	Description	Advertisement Date	Due Date
QBS	21-36	OPEN	REID	APV/HOAPV Developer	10-8-21	11-17-21
QBS	21-44	OPEN	REID	Environmental Engineering Services	10-8-21	11-17-21
RFP	21-19	OPEN	HCVP	Project Based Vouchers	11-2-21	11-22-21
IFB	21-09	OPEN	REID	Pneumatic Gas Testing of Kelly Village Apartments	10-25-21	12-8-21
RFP	21-51	OPEN	PHO	Property Manager for 2636 and 2640 Fountain View Drive	11-9-21	12-17-21
IFB	21-04	OPEN	REID	Securing Forest Green Townhomes	11-10-21	12-21-21

OPERATING STATEMENTS: 9 MONTHS ENDING SEPTEMBER 30, 2021

Central Office	Annual Budget 2021	Year to Date Budget	Year to Date Actual	Favorable (Unfav) Variance
Operating Income				
Total Operating Income	6,760,597	5,070,448	5,286,123	215,675
Operating Expenses				
Salaries and Benefits	4,003,971	3,002,978	2,739,241	263,737
Facilities and Other Administrative Expenses	2,155,465	1,616,599	1,574,457	42,142
Total Central Office Expenses	6,159,436	4,619,577	4,313,698	305,879
Surplus/(Use) of Business Activities Funds for COCC	601,161	450,871	972,425	521,554

Affordable Housing Rental Programs	Annual Budget 2021	Year to Date Budget	Year to Date Actual	Favorable (Unfav) Variance
Operating Income				
HUD Subsidy - Low Rent Housing	15,373,054	11,529,791	11,551,372	21,582
HUD Subsidy - Section 8 New Construction	1,702,790	1,277,093	1,178,969	(98,124)
Tenant Rental Income	16,037,300	12,027,975	12,144,566	116,591
Other Income	304,377	228,283	143,583	(84,700)
Total Operating Income	33,417,521	25,063,141	25,018,490	(44,651)
Operating Expenses				
Administrative Expenses	10,427,122	7,820,342	7,581,519	238,823
Tenant Services	731,802	548,852	467,392	81,460
Utilities	4,197,897	3,148,423	3,464,709	(316,286)
Maintenance	10,841,215	8,130,911	7,289,833	841,078
Protective Services	2,134,929	1,601,197	1,542,324	58,873
Insurance Expense	2,194,046	1,645,535	1,637,299	8,236
Other General Expense	376,500	282,375	272,208	10,167
Total Routine Operating Expenses	30,903,511	23,177,633	22,255,284	922,349
Net Income from Operations	2,514,010	1,885,508	2,763,206	877,699
Non-Routine Maintenance	4,000,000	3,000,000	1,972,513	1,027,487
Debt Service	873,193	654,895	648,393	6,502
Debt Service- ESCO	740,000	555,000	544,902	10,098
Provision/Reimbursement of Replacement Reserve	0	0	0	0
Cash Flow from Operations	(3,099,183)	(2,324,387)	(402,602)	1,921,785
Funds From Reserves/CFP	3,099,183	2,324,387	402,602	(1,921,785)
Cash Flow (Deficit) from Operations		0	0	0

Includes: Public Housing Units and Tax credit/market rate units located on Public Housing sites Section 8 New Construction Rental units

OPERATING STATEMENTS: 9 MONTHS ENDING SEPTEMBER 30, 2021

Housing Choice Voucher Program	Annual Budget 2021	Year to Date Budget	Year to Date Actual	Favorable (Unfav) Variance
Administrative Operating Income				
Total Operating Income	14,690,709	11,018,032	11,314,269	296,237
Operating Expenses				
Salaries and Benefits	6,848,940	5,136,705	4,880,937	255,768
Administrative Expenses	2,148,361	1,611,271	1,505,661	105,610
COCC-Management Fees	3,890,537	2,917,903	3,117,378	(199,475)
IT Initiative	250,000	187,500	152,480	35,020
Total Operating Costs Expenses	13,137,838	9,853,379	9,656,456	196,923
Cash Flow (Deficit) from Operations	1,552,871	1,164,653	1,657,813	493,160
<i>Beginning Admin Operating Reserves</i>	0	0	0	0
<i>Ending Admin Operating Reserves</i>	1,552,871	1,164,653	1,657,813	493,160
Housing Assistance Payments (HAP)				
Housing Assistance Payment Subsidy	170,000,000	127,500,000	126,280,746	(1,219,254)
Investment Income on HAP Reserves	0	0	0	0
Housing Assistance Payments	170,000,000	127,500,000	125,200,768	2,299,232
HAP Current Year Excess (Use)	0	0	1,079,978	1,079,978

December

2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 11:00am Hiring 4 Holidays Virtual Job Fair 2:00pm Hiring 4 Holidays Virtual Job Fair 3:30pm YMCA @Cuney	2 10:00am Regional Youth Virtual Job Fair 3:30pm YMCA @Cuney	3 3:00pm Kidz Grub After School Program @APV, Lincoln, Oxford, Heatherbrook, Cuney, Independence	4 9:00am GHBA Holiday Event 10:00am Toys for Tots TSU @Cuney
5	6 9:30am YWCA Senior Lunch @Bellerive & Lyerly 2:00pm Know Your Lease Virtual Workshop	7 8:00am Food Commodity Box @APV 3:30pm YMCA @Cuney	8 8:00am Food Commodity Box @Bellerive 11:00am Rental Assistance Virtual Workshop	9 8:00am Food Commodity Box @Lyerly 3:30pm YMCA @Cuney	10 11:00am Hiring 4 Holidays Virtual Job Fair 2:00pm Hiring 4 Holidays Virtual Job Fair	11
12	13 9:30am YWCA Senior Lunch @Bellerive & Lyerly 3:00pm Kidz Grub After School Program @APV, Lincoln, Oxford, Heatherbrook, Cuney, Independence	14 1:00pm J. Allen Holiday Celebration @Bellerive 3:30pm YMCA @Cuney	15 12:00pm Know Your Lease Virtual Workshop 1:00pm J. Allen Holiday Celebration @Lyerly 3:30pm YMCA @Cuney	16 3:00pm Kidz Grub After School Program @APV, Lincoln, Oxford, Heatherbrook, Cuney, Independence 3:30pm YMCA @Cuney	17 10:00am Orion Holiday Celebration @APV 3:30pm YMCA @Cuney 4:00pm Christmas Event Grab & Go @Fulton	18 12:00pm 2 nd Annual Christmas Toy Drive @APV 12:00pm St. Basil Adopt a Family @Ivinton
19	20 9:30am YWCA Senior Lunch @Bellerive & Lyerly 3:00pm Kidz Grub After School Program @APV, Lincoln, Oxford, Heatherbrook, Cuney, Independence	21 2:00pm Christmas Event Grab & Go @Ivinton 3:30pm YMCA @Cuney	22 3:00pm Kidz Grub After School Program @APV, Lincoln, Oxford, Heatherbrook, Cuney, Independence 3:30pm YMCA @Cuney	23 3:00pm Kidz Grub After School Program @APV, Lincoln, Oxford, Heatherbrook, Cuney, Independence 3:30pm YMCA @Cuney	24 3:00pm Kidz Grub After School Program @APV, Lincoln, Oxford, Heatherbrook, Cuney, Independence	25
26	27 9:30am YWCA Senior Lunch @Bellerive & Lyerly 3:00pm Kidz Grub After School Program @APV, Lincoln, Oxford, Heatherbrook, Cuney, Independence	28 3:00pm Kidz Grub After School Program @APV, Lincoln, Oxford, Heatherbrook, Cuney, Independence 3:30pm YMCA @Cuney	29 3:00pm Kidz Grub After School Program @APV, Lincoln, Oxford, Heatherbrook, Cuney, Independence 3:30pm YMCA @Cuney	30 3:00pm Kidz Grub After School Program @APV, Lincoln, Oxford, Heatherbrook, Cuney, Independence 3:30pm YMCA @Cuney	31 3:00pm Kidz Grub After School Program @APV, Lincoln, Oxford, Heatherbrook, Cuney, Independence 3:30pm YMCA @Cuney	