























HOUSTON HOUSING AUTHORITY BOARD OF COMMISSIONERS MEETING NOVEMBER 18, 2024

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





2640 Fountain View Drive, Houston, Texas 77057 | Phone 713.260.0500 | Jennine Hovell-Cox, Interim President & CEO
Board of Commissioners: Joseph "Jody" Proler | Alton Smith | Cynthia Aceves-Lewis | Stephanie A.G. Ballard | E.G. Carter | Kristy Kirkendoll | Kenneth C. Li

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BOARD OF COMMISSIONERS MEETING MONDAY, NOVEMBER 18, 2024 3:00 PM

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

AGENDA

- I. Call to Order
- II. Roll Call
- III. Approval of the October 9, 2024 Houston Housing Authority Special Board Meeting Minutes
- IV. Approval of October 15, 2024, Houston Housing Authority Board Meeting Minutes
- V. Approval of the October 29, 2024 Houston Housing Authority Special Board Meeting Minutes
- VI. Approval of the November 6, 2024 Houston Housing Authority Special Board Meeting Minutes.
- VII. Introduction of the Interpreters
- VIII. President and CEO Activity and Operations Report
- **IX.** 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)
- X. New Business
 - **a. Resolution No. 3825:** Consideration and/or take action to authorize the President & CEO or his designee to execute a Choice Neighborhood Initiative People Strategy Implementation Services Agreement with Urban Strategies, Inc. (USI), the People Lead for the Third Ward Cuney Homes Choice Neighborhood Implementation Grant program.
 - **b. Resolution No. 3833:** Consideration and/or take action to amend the Directors and Officers for Related Entities of the Houston Housing Authority.
 - **c. Resolution No. 3834:** Consideration and/or to take action to authorize the President & CEO or designee to approve dates for the 2025 Board of Commissioners' Meetings

- **d. Resolution No. 3835:** Consideration and/or take action to authorize the renewal of employee health and welfare benefits effective January 1, 2025, specifically regarding Health and Welfare Renewal Decisions for Medical, Vision, and Life AD&D.
- XI. Convene an Executive Session to discuss:
 - Personnel matters in accordance with Section 551.074 of the Texas Government Code, including the performance of the President and CEO of the Houston Housing Authority
 - Legal issues in accordance with Section 551.071 of the Texas Government Code
 - Real estate matters in accordance with Section 551.072 of the Texas Government Code
- **XII.** Reconvene Public Session to take action on Executive Session agenda items.
 - **e. Resolution No. 3836**: Consideration and/or take any appropriate employment action concerning the President and CEO of the Houston Housing Authority.
 - **f. Resolution No. 3837:** Consideration and/or take action to authorize Houston Housing Authority's refinance of the Arlo Westchase apartments, located at 3505 W. Sam Houston Parkway S, TX 77042.
 - g. Resolution No. 3838: Consideration and/or take action to authorize the Houston Housing Authority's re-finance of the Highpoint at Cypresswood apartments, located at 13920 Mandolin Drive, Houston TX 77070.
 - **h. Resolution No. 3839:** Consideration and/or take action to authorize the Houston Housing Authority's re-finance of the Waterworks Apartments, located at 604 West 20th St., Houston TX 77008.
 - **i. Resolution No. 3840:** Consideration and/or take action to authorize the update of the previously approved financing in Resolution No. 3817 for the Cortland Copperleaf Apartments transaction.
 - **j. Resolution No. 3841:** Consideration and/or take action to authorize the Houston Housing Authority's re-finance of the West Dallas Apartments, located at 2400 West Dallas Street, Houston, Texas 77019.
- XIII. Adjournment



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MINUTES OF THE HOUSTON HOUSING AUTHORITY SPECIAL BOARD OF COMMISSIONERS MEETING

WEDNESDAY, OCTOBER 9, 2024

I. CALL TO ORDER

A Meeting of the Board of Commissioners ("Board") of the Houston Housing Authority ("HHA") was held on Wednesday, October 9, 2024, at the Houston Housing Authority Central Office, 2640 Fountain View Drive, Houston, Texas 77057. Called the meeting to order at 1:31 p.m.

II. ROLL CALL

Present:

- Joseph "Jody" Proler, Chairman
- Alton Smith, Vice Chairman
- Cynthia Aceves-Lewis, Commissioner
- Stephanie A.G. Ballard, Commissioner

- Eric G. Carter, Commissioner
- Kristy Kirkendoll
- Kenneth C. Li, Commissioner
- David A. Northern, Sr., Secretary

ABSENCES: None

III. INTRODUCTION OF THE INTERPRETERS

Chairman Proler offered to provide interpreters to Spanish, Mandarin and Vietnamese speakers who may need assistance for public comments only.

IV. PUBLIC COMMENTS

LeMontre Wood: I want to thank you guys for giving me the time to speak today. My name is LeMontre Wood, I'm the owner of Elite Project Managers. I currently have project with HHA and I was in charge of Columbia Tap Trail. Today I want to want to set the record straight. First thing last night on Channel 2, there was a news reported about myself and Mr. Northern. The report stated that we had a prior relationship. I can say from my mouth that I want to clear it up. The first time I've met Mr. Northern was at the actual reveal of the Columbia Tap Trail. He had no say in me getting the project. I actually didn't even know what he looked like prior to the day of the event. The news also reported some things that are not necessarily true. For me as a project manager, I was never actually hired to do any physical work. My job was to oversee the project that was well past it's time and getting really close to its due date. I met Sasha Marshall Smith, a representative of HHA and she made it very clear that by any means of the project needs to be completed. And from there, the only conversation I've ever had with her was to get that job done. The contractors that were assigned to get the job done were SNR, Coastline, A Alexander, and I think there was one other contractor. But towards the end, we got to about 90% mark and time to put the finishing touches on those things, we realized that there were some things that needed to be done that will push us past the day. That's when we had to make some decisions to get some temporary things in place for the sake of getting the project done. Unfortunately, one of the. Contractors, A Alexander, left with the project funds and instead of paying for the actual materials.

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The Channel 2 reporter quoted that it was me, but my contract was never slated to do any of those things. So, I just wanted to clear this up because I'm a young entrepreneur and I have a very special relationship with HHA and with other contractors. And I want to make sure that they understand that I'm not a guy that you're going to pay, that is not going to get the job done. And I feel like that was very unfortunate that they were running story saying that. Of course, it was even more unfortunate to say that he had anything to do with that because once again, I had never met him. I also wanted to clear up that they said that the project wasn't done because we didn't get it complete. That's also not true. Once again, let's make it very clear that there was a contractor A. Alexander, that he has cashed the check from the Houston Housing Authority and he did not pay for the materials that was supposed to be done.

Sasha Marshall Smith is the only other person that I know that had close contact with him and it was her goal that she went around me, I have actual emails showing that she thought that I was supposed to be put off the the project when actually I wasn't. I was actually supposed to do it from start to finish, but she was trying to go around me. She tagged me in a couple emails that was brought to the attention of some of the HHA management, and from there it's just been how to figure out how we can move forward. My goal just as it was in the beginning, was just to see this project from start to finish and that's still my goal. But, I wanted to clear it up that, I have not, nor would I ever, take funds from any of my clients and not get the job done. Everything I was paid for was for my time, my resources and my employees. I have never taken any money and not get things done.

Commissioner Aceves-Lewis: May ask a question?

Chairman Proler: You're not allowed to ask questions during public session.

Jonathan Brush. No, you can only respond with a specific recitation of factual information and we can't clarify questions publicly.

No other public comments.

V. PUBLIC SESSION

VI. CONVENE TO EXECUTIVE SESSION

We will now convene to Executive Session to deliberate:

Personnel matters and accordance with Section 551.074 of the Texas Government Code, including the
performance of the President and CEO of the Houston Housing Authority. In consultation with our
board's attorney. I have 1:37 pm.

Visitor asked if he could make a public comment. He had sent a letter and thought it would be read.

Chairman Proler. Well, I'm sorry. We raised our hands to ask if there were any other people who had comments. We have already adjourned for executive session.

VII. RECONVENE PUBLIC SESSION TO TAKE ACTION ON EXECUTIVE SESSION AGENDA ITEMS:

Consideration and/or take any appropriate employment action concerning the President and CEO of the Houston Housing Authority.

Chairman Proler reconvened the Public Session at 3:50 p.m.

Chairman Proler asked if there were any motions to be made by the commissioners as a result of our closed session that we have just completed.

Having none, the Chairman asked for a motion to adjourn.

VIII. ADJOURNMENT

On motion by Commissioner Carter and seconded by Commissioner Kenneth C. Li.

Chairman Proler declared the meeting adjourned at 3:51 p.m.



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MINUTES OF THE HOUSTON HOUSING AUTHORITY BOARD OF COMMISSIONERS MEETING

TUESDAY, OCTOBER 15, 2024

I. CALL TO ORDER

A Meeting of the Board of Commissioners ("Board") of the Houston Housing Authority ("HHA") was held on Tuesday, October 15, 2024, at the Houston Housing Authority Central Office, 2640 Fountain View Drive, Houston, Texas 77057. Called the meeting to order at 3:00 p.m.

II. ROLL CALL

Present:

- Joseph "Jody" Proler, Chairman
- Alton Smith, Vice Chairman
- Cynthia Aceves-Lewis, Commissioner
- Stephanie A.G. Ballard, Commissioner

- Eric G. Carter, Commissioner
- Kristy Kirkendoll, Commissioner
- Kenneth C. Li, Commissioner
- David A. Northern, Sr., Secretary

LATE ARRIVAL: Kristy Kirkendoll – 3:16 p.m.

III. APPROVAL OF THE MINUTES

A. Board Meeting Minutes – September 17, 2024

On a motion by Commissioner Smith and seconded by Commissioner Carter, the Board approved the September 17, 2024, Meeting Minutes.

B. Board Meeting Minutes - September 24, 2024

On motion by Commissioner Li and seconded by Commissioner Carter, the Board unanimously approved the September 24, 2024, Meeting Minutes.

IV. INTRODUCTION OF THE INTERPRETERS

Chairman Proler offered the use of interpreters to be available to Spanish, Mandarin and Vietnamese speakers who may need assistance for public comments only.

V. PRESIDENT AND CEO OPERATIONS REPORT

Secretary Northern stated he provides a monthly report to all board members to discuss external events.

GROUNDBREAKING

The Oaks at Fall Creek ground breaking on October 1, 2024. Commissioners Smith and Li were in attendance.

HHA GOLF TOURNAMENT

Donna Dixon coordinates this event every year. We had some great supporters and I think this year, we raised more than we ever raised before. I think we raised over \$83,000 before the event started and then a little more funds. It was great to see all of our partners at the event and a number of staff members participating. I want to say thank you to Donna for all your hard work related to this event. Our young people that received scholarships were so excited.

Voter Registration and Resource Fair

The Houston Housing Authority hosted assistance for our clients and/or employees with Voter Registration.

Latino Humanitarian Award

I received the Latino Learning Center program Humanitarian Action in the Community Award. I was not able to attend as I had hoped but very thankful that Vice Chairman Smith was able to attend and received it on my behalf. I wanted to show it to you all and say that I accept it on behalf of my team and everything that you do, and the hard work that you do for the clients that we serve constantly.

Faith & Affordable Housing Summit

Lastly, on Saturday, October 12, I was a panelist at the Faith & Affordable Housing Summit which was led by Councilwoman Tiffany Thomas who is also the chair of the Housing and Affordability Committee. Secretary Fudge gave a welcome speech. There were a number of young people from Prairie View A&M who attended. It was about Churches and other organizations wanting to do development of that community and how they can partner. It was very well attended. It was great opportunity to talk to individuals that have faith and that have property they want to be part of the development. And one thing you need to know is that organizations of faith own more property than any landlord almost in the whole United States.

Commissioner Smith: You know, you mentioned that there were the proceeds from the golf tournament. Could be used to award scholarships, yes. Do you have any idea possibly the number of scholarships that will be granted as a result?

Secretary Northern: Well that number depends on the number of individuals that apply. I will let Donna answer that question.

Ms. Dixon: This year we gave out \$20,000 in scholarships. And for the very first time, we had a mother and son that received scholarships. The mother is a student at TSU, and the son is a student at Texas, A&M. One is studying nursing, and one is studying business. Our scholarships are not just for graduating seniors they are for people who may go back to school. For instance, a mother who may have dropped out of school early had raised a family, and this is an example of Miss Love and her son going back to school. One scholarship was an \$8,000 scholarship for a Weaver scholar, and she actually came to the golf tournament. We don't have her speaking, but I think we have her up here. We're going to show a video of the golf tournament. It's a very short video. I think that you all will enjoy seeing it.

Secretary Northern: Donna, you mentioned the Weaver scholarship. Robert Weaver was the first secretary of HUD and so that scholarship was named after him.

Ms. Dixon: The other scholarship is Carmen V. Orta Scholarship. Ms. Orta used to be an HHA board member and she actually started the nonprofit organization. Her family is very, very involved with the tournament every year.

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Chairman Proler: We are going to watch a video first, then open up for public comments.

VI. PUBLIC COMMENTS

<u>Verdell Ingram</u>: I'm with Cuney Homes, and I'm here again today to tell the Board that I need your help. I've already addressed it with the property.

- A.A. Plumbing is charging me for overtime, totaling \$303.00. I do not employ them, so why am I getting charged? Every now and then, they have to come out and unstop my sink due to the corrosion.
- A.A. Plumbing's contract needs to be reviewed.
- The CNI Meeting dates must be shared with the Cuney Homes residents. I was getting calls from residents asking when the meetings were. I was not invited to the prior meeting (September 26, 2024), and Commissioners Ballard and Kirkendoll were not invited either. We did not understand how the people could come from Washington, DC and we do not even know there was a meeting. We also did not know what it was about. We want to be part of all of those meetings (Housing, People & Neighborhood) so please make sure we are informed and get invitations.
- Investment Group: Commissioners Ballard and Kirkendoll are not in this group so we feel like we are not at the table because when you all leave, they are still part of us. So, if you are leaving them out of the investment group, what are you saying to the residents?
- Remember Cuney residents are your customers.

Mr. Ed Pettitt, VP of the Greater Third Ward Super Neighborhood, founder of Friends of Columbia Town Columbia Tap Trail and I'm a graduate research assistant at the Bullard Center for Environmental & Climate Justice at Texas Southern University. All three of those organizations were participants in the Third Ward Cuney Homes Choice Neighborhood planning initiative. It was a privilege to be a part of it because it really was an amazing example of community-engaged planning. I am both a student and practitioner of planning, and I've seen a lot of planning that comes to the residents with a fully baked plan and just really asked them to sign off on it, but some attempts at getting feedback were not incorporated. I really saw residents engaged and I think a lot of debt is owed to the revitalization manager over that process, Sasha Marshall Smith. I have had the pleasure of working with her, even in her previous roles with the planning department. She's an amazing planner. She did a great job. I loved working with residents like Miss Verdell and others, too, for the ambassadors on that program, and I really want to make sure that we do them justice. My Rotary Club donated a bench that was going to go into the pocket park that's been mentioned in the news. Originally, we were holding a festival in March. It got delayed due to the weather. The weather also delayed the construction of the pocket part and was postponed until May so, we thought by May the pocket park would be ready for the ribbon cutting. We did do the ribbon cutting, but a lot was unfinished. There were no benches, no picnic tables, no chess tables. Some of the solar lights were still missing and it was very disconcerting. Even the bench that we had donated months before was still sitting in a shipping container locked away. So it wasn't even ready for our event. Shortly after that event, I told Sasha that I would need our bench back because our year is coming to an end, our fiscal year, and we do account for the donations we've made to the community. Sasha said let me see what I can do. She didn't seem to have much support. She tried to do things and wasn't successful. Out of the blue, I got a call from one of the contractors, LeMontre Woods. Sasha said she did not give him my number so I don't know how you got my number. He said, I heard you're trying to get your bench back. You can't do that. We're going to install it. We got the contract. I asked if he could install it by next week, this was mid to late May. He's like, sure, we'll get it done, You know, by the end of May, next week. That came and went and nothing got installed. I said, well, we need it by the end of June. That's when our year is up. It still wasn't installed. Finally, I got someone at the Housing Authority to unlock the shipping container. I got the bench out and installed it myself. I paid for another private person to install it. I want to make sure that we do justice to this project. The Pocket Park is a good idea. The news misrepresented it. The first phase, you know, they overpaid, and it wasn't complete, but there are still two other unfunded phases that are supposed to be funded, other than the

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implementation grant that still needs to happen. So let's not let this problem, tarnish going forward. I'm glad that you're going to look at the contracting later today. That needs to happen.

<u>Cynthia Ware</u>, 2100 Memorial resident. I'm very grateful to the city. I absolutely love my apartment. I have the following concerns:

- There is nobody there for the tenants. She would like for management to have a resident liaison
- Phone calls not returned
- Office staff is not nice to residents
- No update on what's going on in the building
- Front door broken
- Someone tried to break into her apartment, and she feels unsafe
- She and another tenant received a lease violation

Christina Wesley, HHA employee since 2012. Thank you for the opportunity to speak. I'm hearing a lot of negativity against people from someone who's been here, I just want to say that this place is much better since this team has gotten here. I came here in 2012 as a temp employee and then HUD was talking about taking over. It took years and years, little progress here, a little progress there, but nothing to the magnitude of what's happened in the past two years since this team has gotten here. I know we hear a lot about this negative stuff, but I want to say personally, that I applaud this team for what they have done and where they have bought this place from. When Mr. Northern came, he wanted to speak to everybody to see what our concerns were. We had a chance to sit down and converse with him one-on-one or in the group to see what challenges he had. So I think that, again, he and his team have done an awesome job running this place. Never in all my years here have we been caught up on annuals. That is a massive undertaking. It wasn't easy. It was a lot of extra work and a lot of late nights. But I want to say that the whole atmosphere is changed. We do our best every day to come and transform lives. When they got here, I was ready to quit and I'm just being honest. But then, as I stayed and saw the changes, it made me want to stay and work harder to help people because I've been on both ends. I just want to applaud you guys. Keep up the good work. Let's get past all of this because we can always find fault in things. That is a hard job and nobody's perfect.

VII. NEW BUSINESS

Chairman Proler: We'll move into new business now, but we're going to change the agenda up a little this afternoon, and I have some remarks I'd like to make, please. Before I formally present these next two resolutions, allow me to make some comments. When the mayor of Houston announced each of us as a new Board of Commissioners, he tasked us with ensuring that this agency was committed to growing affordable housing for all Houstonians and that our transactions would be transparent and that we would protect the taxpayers of Houston by negotiating mutually equitable real estate transactions and that any and all partners, contractors or any other services HHA paid for would be performed under full clarity and accountability. We've accomplished a number of milestones since March of this year when we started. To name a few. We've retained Board counsel. We've adopted a whistleblower policy. We've performed an audit of over 100 PFC properties to ensure compliance. We've approved over 4,000 units of affordable housing, resulting in over 57% of all units, including our public housing fleet and voucher holders that we serve which earn less than 60% of the area median income. Out of the 60,312 Houston affordable units we support, 34,452 are at less than 60% of the Area median income and 24,848 of those units are less than 50% of the area median income, or \$27,000 of income per year. These resolutions support this Board's commitment to each of you. And to all Houstonians that proper procedures, accountability, and transparency are used in the practices related to awarding contracts and the approval of payments under awarded contracts. Additionally, as this Board's Governance is responsible for the performance evaluation of our President and CEO, and so today I am recommending to the Board to hire a third-party evaluation firm to assess this agency is managed with accountability.

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With that, allow me to present Resolution 3828 as the 1st order of New Business.

PLEASE NOTE THAT THESE RESOLUTIONS ARE BEING PRESENTED OUT OF ORDER

• **Resolution No. 3828:** Consideration and/or take action to authorize outside legal counsel to investigate the Houston Housing Authority's practices related to the award of contracts and the approval of payments under awarded contracts and report the findings to the Board of Commissioners of the Houston Housing Authority.

PRESENTED BY: Joseph Proler, Chairman.

On motion by Commissioner Smith and seconded by Commissioner Carter. The Board approved Resolution No. 3828.

• **Resolution No. 3829:** Consideration and/or take action to approve the hiring of a consultant to perform an evaluation of the President and CEO of the Houston Housing Authority

PRESENTED BY: Joseph Proler, Chairman.

This resolution states That the Houston Housing Authority Board of Commissioners authorizes the President & CEO to update the utility allowance rates in accordance with the utility allowance study for applicable Public Housing and Tax Credit Developments and make any corrections and changes, pursuant to the memorandum dated September 26, 2024, from Jay Mason, Director of REID to David A. Northern, Sr., President & CEO.

On motion by Commissioner Aceves-Lewis and seconded by Commissioner Carter. The Board approved Resolution No. 3829.

Commissioner Aceves-Lewis: Are we deciding today or is there another motion that we get to take so we could decide today?

Jonathan Brush: The motion authorizes the Chairman to execute the contract.

• **Resolution No. 3822:** Consideration and/or take action to Update Utility Allowance Rates for Applicable Public Housing Developments

PRESENTED BY: William Bryant, Energy Manager.

This resolution reads That the Houston Housing Authority Board of Commissioners authorizes the President & CEO to update the utility allowance rates in accordance with the utility allowance study for applicable Public Housing and Tax Credit Developments and make any corrections and changes, pursuant to the memorandum dated September 26, 2024, from Jay Mason, Director of REID to David A. Northern, Sr., President & CEO.

HUD requires that housing authorities review their utility allowances every year and bring them up to date. For this upcoming year for all the housing portfolio and tax credit properties. We utilize Siemen's Industry Incorporated which has an energy performance contract with us and that part of their contract will update our utility allowances. On the tax credits side, we use Nelrod. If there's a change of 10% greater, either up or down, we do have to give the residence a 30-day notice to make that change, and we post these results at the property.

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On motion by Commissioner Carter and seconded by Commissioner Kirkendoll. The Board unanimously approved Resolution No. 3822.

Resolution No. 3824: Consideration and/or take action to authorize the President & CEO or his designee
to execute the 2024 Choice Neighborhood Planning Grant Agreement and the Grant Assistance Award
Notification (HUD 1044) for the Irvinton Village and Near Northside Neighborhood..

PRESENTED BY: Lynn Henson, Choice Neighborhood Director

To provide a little background, the Houston Housing Authority (HHA) and the City of Houston submitted a Choice Neighborhoods Planning (CNI) grant application in June 2024 requesting \$500,000 from the U.S. Department of Housing and Urban Development to prepare a transformation plan for Irvinton Village and the Near Northside neighborhood.

Chairman Proler: My board book shows \$500 million so I want the minutes to reflect the correct amount is \$500,000.

Lynn Henson continued: On September 25, 2024, HHA and the City of Houston were notified by HUD that the CNI application was successful, and a grant of \$500,000 dollars was awarded. HUD has provided the standard CNI Planning Grant Agreement which requires signatures of both HHA and the City. HUD also requires HHA to execute the Grant Assistance Award Notification (HUD 1044) to proceed with the release of funds under the CNI Implementation grant.

I recommend that the Board consider this resolution, which states That the Houston Housing Authority Board of Commissioners authorizes the President & CEO or his designee to execute the 2024 Choice Neighborhood Planning Grant Agreement and the Grant Assistance Award Notification (HUD 1044) for the Irvinton Village and Near Northside Neighborhood pursuant to the memorandum from Lynn Henson, Choice Neighborhood Director, dated October 9, 2024, to David A. Northern, Sr., President & CEO.

Commissioner Aceves-Lewis: Regarding some of what we have seen in the media related to contracting and issues that we have with Cuney Homes Choice Neighborhood Initiative, can you tell me what we plan to do differently so that we have more control over the contractors?

Chairman Proler: I don't think the question pertains to this resolution

Jonathan Brush. This is to the approval of the grant and is not germane to this resolution.

On motion by Commissioner Carter and seconded by Commissioner Li. The Board unanimously approved Resolution No. 3824.

Secretary Northern: The Houston Housing Authority, in partnership with the city, was one of 13 housing authorities nationwide that received this grant. There are close to 4,000 housing authorities nationwide, and it is a very competitive grant.

Chairman Proler: We are moving to resolution 3825 and we will come back to 3823.

Resolution No. 3825: Consideration and/or take action to authorize the President & CEO or his designee
to execute a Choice Neighborhood Initiative People Strategy Implementation Services Agreement with
Urban Strategies, Inc. (USI), the People Lead for the Third Ward Cuney Homes Choice Neighborhood
Implementation Grant program.

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Lynn Henson: This resolution states, That the Houston Housing Authority Board of Commissioners authorizes the President & CEO or his designee, to execute a Choice Neighborhood Initiative People Strategy Implementation Services Agreement with Urban Strategies, Inc. (USI), for the grant period of eight years in an amount not to exceed the HUD-approved budget of \$10 million dollars, pursuant to the memorandum dated October 4, 2024, from Lynn Henson, Choice Neighborhood Director to David A. Northern, Sr., President & CEO.

Chairman Proler: I do have a question. Could you please explain to this Board what an implementation services agreement is and how is it germane to this?

Lynn Henson: Under the HUD Agreement and the Choice Neighborhoods program, each of the Choice Neighborhood implementation grants which is \$50,000,000, requires that \$10 million of that grant be used to be spent and expanded on case management services for the residents of Cuney Homes. Those are services that are provided for all our choice neighborhoods grants for the HUD programs.

Secretary Northern: I would like to add to that. Again, this is a requirement for the grant. It's over 8 to 10 years and includes case management, health, safety, job training, education, and a lot more. Case management also improves how they help the community and individuals grow and be ready for that next step of Family Self-Sufficiency.

Commissioner Carter: Is it appropriate to table something like this until we have more information?

Mr. Brush: A motion can be made to postpone consideration of an item

On motion by Commissioner Carter to postpone consideration of this resolution and seconded by Commissioner Aceves-Lewis.

Commissioner Li: Is there a deadline?

Secretary Northern: Urban Strategies was part of our grant submission. They were the company that worked on our People component.

Chairman Proler: I understand, but I guess the question is for the benefit of those commissioners who would want to understand this if we tabled this for 10 days...

Commissioner Carter: So it makes me, but my, my concern is it's an eight to 10-year contract. I don't know how the contract works, how this particular vendor was selected. I don't know anything about it or how we would be certain that the services were performed over that period of time or how the payments are made each year. I mean there is none of that information. It's just asking to spend \$10 million and I don't think there's anything...

Lynn Henson: Commissioner, if I may, I would provide a little bit of that information.

Commissioner Carter: I know what you're telling me here now seems adequate, but it's not to me. I need to see some information. I made a promise about spending big numbers, and if it's time-sensitive, we need to know that.

Lynn Henson: There is some time sensitivity to it. After the Board of Commissioners approves this item, this also has to go into the city of Houston for their approval and signature. And USI has actually started interacting with residents within Cuney Homes and they've done that in good faith. The residents of Cuney

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Homes have heard about the grant and have questions, and USI has been very vital in answering questions and proceeding with their case management work on the ground and at Cuney Homes.

Chairman Proler: Amy Connolly from the City of Houston is here. Amy represents the City of Houston Housing Department and will attend all of our meetings going forward. She will serve on a committee that we've established with Commissioner Ballard and Commissioner Li to provide oversight on all of the Cuney Choice Neighborhood activity.

Secretary Northern: And again, Urban Strategies was part of the application, so a lot of work they did was a part of the payments to the city, but the citizens of the two-mile radius that we're working on in order to jointly submit that application. So this contract is for them to move forward on the next phase of what we're doing.

Secretary Northern: Shannon Hunter, do you have something to add?

Shannon Hunter: Ms. Henson said what I was going to say. She clarified that although it's a part of the application, the board does hold the power to authorize you to approve the contract. Of course, any delay in the contract, rightfully so, delays the hiring and, of course, the process proceeding through the choice neighborhoods process.

Secretary Northern: We have a timeline, not saying we won't be able to make it, but each thing has a timeline.

Chairman Proler: In the interest of the request, we'll be here in less than 30 days for another meeting. I think that will give you the opportunity to review the documents, ask questions, and get answers.

Commissioner Carter: What I'm trying to avoid is coming to these meetings and being given an opportunity to approve some serious expenditures that are so time-sensitive that the board feels compelled to approve them to protect the needs of our clients. I don't want to be in that spot again.

Chairman Proler: I appreciate that, Eric. There is a resolution here, you know, further in that I have some concerns about.

We need to vote on the motion.

Commissioner Aceves-Lewis: If I could say that I have brought this up before, I was curious about the selection of this vendor. We don't have any information here, and I understand that the previous board looked at it, but since this is a new board, we want to see it, and that's helpful for us to make a more informed decision.

Shannon Hunter: Mr. Chairman, might you postpone this until the next meeting which will allow you to call a special meeting if necessary?

Chairman Proler: That's fine as well, if need be. We can call it to either a November board meeting or a Special BOC meeting, whichever comes first.

Commissioner Smith: That is a good compromise.

Chairman Proler: All in Favor say, aye.

The vote was unanimous to **TABLE** Resolution No. 3825.

• Resolution No. 3823: That the Houston Housing Authority Board of Commissioners hereby approves the Housing Choice Voucher Program Shortfall Action Plan including the fungibility of \$17.5 million dollars: \$15 million from unexpended capital funds and \$2.5 million from non-federal funds and reduction of the Voucher Program Payment Standards to 100% of the HUD published Fair Market Rents pursuant to the memorandum from Kenneth Coles, Vice President of Voucher Programs, dated October 9, 2024 to David A. Northern, Sr., President & CEO.

PRESENTED BY: Kenneth Coles, Vice President of Voucher Programs.

A way of a little bit of explanation, the HHA is one of about 800 housing authorities in the country that are in shortfall. Shortfall basically means that the funding that we receive from HUD to fund the program will not be adequate enough to meet all of our obligations through the end of the year. Part of that dynamic is because of the way HUD funds housing authorities, which takes a snapshot at the end of the year, usually around October of each year, and looks at the utilization of that housing authority's vouchers. And then based on that utilization, HUD adds an inflation factor and then that's what's budgeted for the Housing Authority for the upcoming year. Once the year starts, we receive 1/12th of whatever that budget is each month to pay for housing assistance payments to landlords and the utility allowance that goes along with that. That would be great if the program was static, but unfortunately there are changes to the condition of the participants in the program that affects the funding that we receive. So clients lose income. So our selfprepayment has to go up to cover that loss. Rents increase, landlords ask for rent increases so the previous year's rent doesn't apply in the new year. And then we have things like changes in family composition where the household that used to be a two-bedroom now needs a four-bedroom. A larger bedroom means a larger utility allowance and a larger rental payment, which means a larger assistance payment. All of these things affect the monthly payments that we make to the landlords, so a \$15 million payment for one particular month, the next month, it might be \$18 million, or it might be \$20 million. But the money that HUD has budgeted for us is a static number. So what ends up happening is that each month we have to borrow from the next month to pay the current month and at some point during the year that money runs out and then the Housing Authority is in shortfall and again, we are one of about 800 housing authorities, which is almost 25% of all housing authorities in the country that have to go through this and part of the process of shortfall is there are some requirements and some suggested fixes to mitigate this. One of the requirements is that we have to create a shortfall action plan that HUD can approve. We submitted the shortfall action plan to HUD, and they have basically tentatively approved it, but of course, that action plan needs approval from the board. Part of that action plan includes payments from 2 separate pots of money. There is a pot of money under the capital funds. Each year, housing authorities are paid funds into their capital fund account for public housing. For the HHA, that's about \$8 million a year. So, of that money that has built up in our bank account at HUD for capital funding that has not been spent, we're asking to utilize \$15 million of that total amount to go towards the shortfall. There's also another pot of the money that we keep in our accounts for non-HUD non-federal funds we're asking that \$2.5 million of that be used towards the shortfall. That \$15 million of unspent capital funds and \$2.5 million of non-federal funds equals the \$17.5 million that we're asking to contribute towards the shortfall in addition to what HUD rule pay towards the shortfall for the agency.

Commissioner Carter. I have two questions. What's the source of the money for the non-federal funds, the \$2.5? Where does it come from?

Secretary Northern: Mike Rogers, please come to the mic to answer these questions. We have an account called business activity which any income that the housing authority earns, may be developers' fees or cash flow that we received from a partnership.

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Mike Rogers: It is what we call our non-federal activities, which would be like there are fees that are earned and COCC for the administration of these projects, including the voucher program, public housing program, the fees that are earned from the PFC program. All these real estate deals that we have, that money comes in that's non-federal. Essentially think of it from the standpoint the federal money is the money that HUD gives us that is specifically earmarked for one of the federal programs that we do. The non-federal money is funds that are earned from other activities that are not directly related to like the voucher program, grant programs, public housing program and that's why it's called business activities. It is other activities that the Housing Authority is involved in that that is unrestricted. The flexibility of the money comes into play in this because even though we are an MTW agency and we have more flexibility now with the federal money than a non-MTW agency would have, you still have to go through HUD's, loops and hoops to get it approved to be able to utilize that flexibility. So, part of this is also us contributing money for the shortfall from the most flexible money that we have.

Commissioner Carter: And how much money do you have in the flexible account?

Mr. Rogers: Close to \$20 million.

Commissioner Carter: Is there any chance that some of this money we're paying to cover the shortfall can be recovered from HUD or is this just going to be used to get an increase for next year?

Mr. Rogers: There's a chance it could be recovered, but it's a really long process because one of the things that is also going on is the reduction in payment standards, and we have this year's spending. So we'll be benchmarked for next year at a higher dollar amount. It has these reduced payment standards come in with the expectation that our average cost per unit will go down and we'll end next year with a bit of a surplus in the voucher program, which we could then, through our MTW flexibility, use that to recoup some of these dollars. It is not a direct line, but I mean, yes, it's the possibility we can do that.

Commissioner Carter: There's a reference to 100% fair market rents. What is it now?

Mr. Rogers: I think it goes as high as 130%.

Secretary Northern: Something like that.

Commissioner Carter: So landlords, are going to receive 100% revenue?

Mr. Rogers: If it's supported by where they are located, Yes.

Commissioner Carter: So, it's a negotiable item. Thank you. I finally heard something I understand.

Chairman Proler: I have a couple of questions please. How often do voucher holders get recertified? Annually?

Mr. Coles: Not all voucher holders get recertified yearly. The voucher holders in the tiered rent study get certified every three years. Beginning in January 2025, we're moving the program so that all voucher holders will get recertified every three years.

Secretary Northern: Stagger them.

Chairman Proler. Along the same line that Eric had, if we have the \$15 million today and the \$2.5m today, why don't we go ahead and pay this money today and be done with this plan?

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Mr. Rogers/Secretary Northern: We need the board's approval.

Chairman Proler: Let me say it differently. If we adopt this resolution and send HUD \$17.5 million, is our plan complete? Is that what you're telling me?

Mr. Coles: That's just part of the plan. So the plan is a very long laundry list of items.

Chairman Proler: Kenny, hold on a second. So help me understand this. Along those lines, are there any others in this long list of laundry items, are there any other potential financial commitments on the part of the agency that we have not heard about that possibly you could be coming back and asking for additional funds to make up the shortfall?

Secretary Northern/Mr. Coles: No

Chairman Proler: OK. Thank you. That was my question.

Commissioner Carter: And HUD has to approve of this plan before you can pay it.

Chairman Proler: That is correct.

Secretary Northern: We worked with HUD when they were on site to decide on a draft plan that coincided with our draft plan, which is what we're now bringing to the board for full approval.

Commissioner Aceves-Lewis: Once these funds have been transferred, \$15,000,000, from this account, will the balance be about two or three million?

Mr. Rogers: Yes.

Commissioner Aceves-Lewis: OK.

Mr. Rogers: I want to clarify something. It's often mentioned that it's been called unexpended. It is an unobligated capital fund. We get a capital fund grant, and we go through the process of obligating those funds, which means you're signing contracts, which may be incurred over time, and those funds would be obligated and they were not part of the consideration when we came up with the \$15 million. So it was, it was something we had not yet made a commitment to spend on anything.

Chairman Proler: And I want to be real clear on this because there has been a lot of media attention related to vouchers. What is our current voucher number in Houston, Kenny?

Mr. Coles: As of January 1st, 2025, it will be at 20,000 thousand vouchers.

Chairman Proler: 20,000 voucher holders.

Mr. Coles: I don't want to call them voucher holders because some of those 20,000 vouchers have been converted to project-based vouchers. So, minus those that have been converted, our total is 20,000 as of January 1, 2025.

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Chairman Proler: And how many are on the waiting list to get a voucher?

Mr. Coles: We have 18,925 on the HCV waitlist.

Chairman Proler. We have a lot of work to do.

Commissioner Carter: I have another question. Is the account from which you are taking the \$2.5 million not a static account? We receive funding from all the transactions that we approve?

Mr. Rogers: That is correct.

Commissioner Aceves-Lewis: And because we're going to move the money, the \$15,000,000 that was not appropriated or obligated, what will HHA not do because those funds are going to the shortfall?

Chairman Proler: That is a very good question.

Mr. Rogers: I can't specifically say what we won't do because those funds were unobligated funds, so they haven't been committed to anything. But there's no question that it will cause us to delay some of the repositioning activities that we may want to do. We may have to delay making some major repairs at certain properties and everything like that. At some point in time next year, we'll receive another increment of capital funds that should be around 8.5....

Chairman Proler: Mike, I think it would be helpful if you could share the total revenue stream of the non-federal funds. I mean, is it \$2.5 million of the \$20 million that has come in this year? Is it \$2.5 million of \$50 million?

Mr. Rogers: With the PFC program alone, the proceeds are in excess of \$50 million over the past 5 years. It is \$2.5 million of money that has not been spent on anything and sitting in our bank account from all of that activity over multiple years.

Commissioner Aceves-Lewis: The second part of my question relates to \$15,000,000.

Mr. Rogers: Let me clarify something. The \$15,000,000 is not sitting in our bank account. HUD holds that money. From our standpoint, they're just going to move it from the left pocket to the right pocket to cover the shortfall.

Commissioner Carter: So, this is credit on capital money that we have not drawn down?

Secretary Northern: One of the things that we took into account in making this decision is that we just received a \$50 million grant for Cuney Homes. Had we not had that, we would probably have spent a lot more of our capital fund monies updating Cuney Homes. So, with that property not being upgraded, it's additional money.

Mr. Rogers: We actually get rewarded for fully expending our capital. So, it's not all negative. We would have spent it anyway. It's just going to occur earlier.

Chairman Proler: This is very helpful. I know David, as well as myself, and I am very pleased that we have this plan. And with that, I'd like to ask for a motion to approve this resolution as submitted.

On motion by Commissioner Carter and seconded by Commissioner Smith. The Board unanimously approved Resolution No. 3823.

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VIII. EXECUTIVE SESSION

Chairman Proler suspended the Public Session on Tuesday, October 15, 2024, at 4:03 p.m. to convene an 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.

IX. RECONVENE PUBLIC SESSION

Chairman Proler reconvened the Public Session at 5:01 p.m.

Roll was called and there was a quorum.

Secretary Northern stated, for the record, that Commissioner Smith participated in the Executive Session but was unable to attend the second half of the meeting.

NEW BUSINESS continued

• Resolution No. 3826: Consideration and/or take action to authorize the President & CEO or his designee to execute a Memorandum of Understanding with NHP Foundation for the Trinity East Village Senior, a Choice Neighborhood Replacement Housing Project for Cuney Homes residents.

Secretary Northern stated Resolution No. 3826 is being pulled from the agenda, so no vote was taken.

Resolution No. 3827: Consideration and/or take action to authorize the President & CEO or designee
to execute a Memorandum of Understanding with Canterbury Development Partners, LLC, or an affiliate
thereof, for the construction of Ivy Copperfield, an apartment community to be located at or about
15435 FM 529 Road, Houston, Texas 77095.

PRESENTED BY: Jay Mason, Director, REID.

This resolution is for approval to enter into an MOU. This is a public facility corporation, Chapter 303 development and pursuant to the regulations, we are required to post it for 30 days. Then it goes to City Council for approval. Once that is approved by City Council, it will come back to the board for approval to close.

On motion by Commissioner Li and seconded by Commissioner Carter. The Board unanimously approved Resolution No. 3827.

X. ADJOURNMENT

Chairman Proler this concludes the items on today's agenda and asked for a motion to adjourn.

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On motion by Commissioner Li and seconded by Commissioner Carter.

Chairman Proler declared the meeting adjourned at 5:04 p.m.



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MINUTES OF THE HOUSTON HOUSING AUTHORITY SPECIAL BOARD OF COMMISSIONERS MEETING

TUESDAY, OCTOBER 29, 2024

I. CALL TO ORDER

A Meeting of the Board of Commissioners ("Board") of the Houston Housing Authority ("HHA") was held on Tuesday, October 29, 2024, at the Houston Housing Authority Central Office, 2640 Fountain View Drive, Houston, Texas 77057. Called the meeting to order at 2:00 p.m.

II. ROLL CALL

Present:

- Joseph "Jody" Proler, Chairman
- Alton Smith, Vice Chairman
- Cynthia Aceves-Lewis, Commissioner
- Stephanie A.G. Ballard, Commissioner

- Eric G. Carter, Commissioner (late arrival)
- Kristy Kirkendoll
- Kenneth C. Li, Commissioner
- David A. Northern, Sr., Secretary

LATE ARRIVAL: Eric G. Carter, Commissioner

III. INTRODUCTION OF THE INTERPRETERS

Chairman Proler stated there were no interpreters.

IV. PUBLIC COMMENTS

No speakers for Public Comments

V. CONVENE INTO EXECUTIVE SESSION

Chairman Proler suspended the Public Session on Tuesday, October 29, 2024, at 2:01 p.m. to convene an Executive Session to deliberate:

- Consider personnel matters in accordance with Section 551.074 of the Texas Government Code, including the performance of the President and CEO of the Houston Housing Authority.
- Consult with the attorney for the Houston Housing Authority in accordance with Section 551.071 of the Texas Government Code.

VI. RECONVENE PUBLIC SESSION TO TAKE ACTION ON EXECUTIVE SESSION AGENDA ITEMS:

Chairman Proler reconvened the Public Session at 3:32 p.m.

a. Resolution No. 3830: The Houston Housing Authority Board of Commissioners place the President and CEO on Administrative Leave, with pay, effective immediately so that the President and CEO will have no involvement in the management of the Authority, pending the results of the investigation authorized by the Board on October 15, 2024, and further that the Board authorizes Chairman Jody Proler and Vice Chairman, Alton Smith to appoint an Acting President and CEO of the Houston Housing Authority.

Since the board has been presented with information that warrants investigation of the President and Chief Executive Officer, compliance with his contractual fiduciary duties to this authority, I move that the board place the President and Chief Executive Officer on Administrative Leave, with pay, effective immediately so that the President and Chief Executive Officer has no involvement in the management of the Authority pending the results of this investigation authorized by the Board on October 15, 2024 and further, that the Board authorizes myself, Commissioner Proler and Commissioner Alton Smith to appoint a CEO acting on behalf of the Authority during this period of time.

On motion by Chairman Proler and seconded by Commissioner Carter.

Commissioner Ballard and Commissioner Kirkendoll voted not to approve this resolution.

Resolution No. 3830 passed 5 votes to 2.

VII. ADJOURNMENT

Chairman Proler stated this concludes the items on today's agenda and asked for a motion to adjourn.

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On motion by Commissioner Li and seconded by Commissioner Carter.

Chairman Proler declared the meeting adjourned at 3:34 p.m.



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MINUTES OF THE HOUSTON HOUSING AUTHORITY BOARD OF COMMISSIONERS MEETING

WEDNESDAY, NOVEMBER 6, 2024

I. CALL TO ORDER

A Meeting of the Board of Commissioners ("Board") of the Houston Housing Authority ("HHA") was held on Wednesday, November 6 2024, at the Houston Housing Authority Central Office, 2640 Fountain View Drive, Houston, Texas 77057. Called the meeting to order at 3:00 p.m.

II. ROLL CALL

Present:

- Joseph "Jody" Proler, Chairman
- Alton Smith, Vice Chairman
- Stephanie A.G. Ballard, Commissioner
- Eric G. Carter, Commissioner
- Kenneth C. Li, Commissioner
- Jennine Hovell-Cox., Secretary

ABSENCES:

- Cynthia Aceves-Lewis, Commissioner
- Kristy Kirkendoll, Commissioner

III. INTRODUCTION OF THE INTERPRETERS

Chairman Proler offered the use of interpreters to be available to Spanish, Mandarin and Vietnamese speakers who may need assistance for public comments only.

IV. PUBLIC COMMENTS

No Speakers

V. NEW BUSINESS

a. Resolution No. 3831: Discussion and/or take action to appoint Jennine Hovell-Cox as Interim President and CEO of the Houston Housing Authority.

Chairman Proler: Resolution No. 3831 reads, Authorizing the Houston Housing Authority Board of Commissioners to retroactively appoint Jennine Hovell-Cox as Interim President and CEO of the Houston Housing Authority from October 29, 2024 onward. The Interim President and CEO shall be authorized to perform such duties as promulgated in Article III, Sections 4 and 9 of the Amended and Restated Bylaws of the Houston Housing Authority (Adopted January 21, 2014). In addition, the new Interim President and CEO will be automatically appointed as Director/Officer of all HHA Affiliates in the same capacity as the previous President and CEO and authorized, the Chair and Vice Chair to negotiate a salary adjustment for Ms. Hovell-Cox's period of service as Interim President and CEO.

On motion by Commissioner Carter and seconded by Commissioner Ballard. The Board unanimously approved Resolution No. 3831.

b. Resolution No. 3832: Consideration and/or take action to authorize the Interim President & CEO to purchase network security hardware and software in the amount not to exceed \$331,096.28.

PRESENTED BY: Roy Spivey, Director of Information Technology.

Chairman Proler: before you begin, I'd like to just make a brief comment. I think I speak for the Board to tell anyone and everyone that the threat of cyber issues is a very serious matter. And on behalf of the Board, I want to thank you and your staff. You and I have spoken and your staff have spoken many a night and through the middle of the night over the course of the last few weeks and I want to thank you publicly and professionally for your team's entire dedication to this issue.

Mr. Spivey: Thank you and the I.T. department thanks you.

Resolution 3832 reads, That the Houston Housing Authority Board of Commissioners authorizes the purchase of network security hardware and software in an amount not to exceed \$331,096.28, pursuant to the Memorandum from Roy A. Spivey, Director Information Technology, dated November 1, 2024, to Jennine Hovell-Cox, Interim President & CEO.

Mr. Spivey: As you know, we were a victim of a ransomware attack on or about Saturday, September 21st, 2024. This breach was a result of a brute force attack by a hacker group. Once discovered, we quickly moved to secure the network. We assessed the damage and activated recovery actions. We found that our virtual servers were encrypted and called a consulting company to restore our VMware servers and review our firewall for any latency or any evidence of any hacker presence.

Once the VM Ware server was restored, we were able to restore all our servers and encrypted data. We are able to resume business on Monday, September 23rd, 2024 without any business lost.

At that time, we did not believe there was any data theft as the firewall had shut down during the ransomware attack. We became aware of the data breach on Friday, November 1st, 2024 when the ransomware hackers placed a post to sell the data. After the ransomware attack, we performed an investigation of our current security measures. We found areas in our network security that can be updated and additional products that could enhance our security. We also disabled our VPN as our remote option and have moved all employees to using our Citrix remote system. We currently know that 38 gigabytes of data, out of more than 2030 terabytes, was stolen from our network. This is about .17 of a percent of data

Chairman Proler: Could you repeat that? .17 of what?

Mr. Spivey: .17th of a percent of our data.

Chairman Proler: Thank you. I just wanted to make sure everybody heard that.

Mr. Spivey: We strongly believe that they were not able to steal our elite database, which holds all our resident data. Our phone data may have been compromised in that 38 gigabytes. On Monday, we went live with our new Yardi Voyager software. This system will be in the cloud and all our resident data will no longer be actively on our network. We are also implementing an additional 2 factor authentication system within

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our network. This will enhance the current 2 factor authentication we already use. After its installation, even within our company, any desktop or server cannot be accessed without 2 factor authentication.

This resolution is asking for the purchase of additional hardware and software to better secure our network. That additional equipment is as follows: Hardware and software to replace our current firewall from a Cisco ASA to a Fortinet Fortigate firewall, replace our current Cylance Endpoint protection with FortiEDR Endpoint computer protection. We will install Halcyon ransomware protections that can recover any ransomware-encrypted files that occur after it has been installed. We'd also like to implement an Atera software system that will allow us to monitor all the computers and let us know of any unauthorized software has been installed. And we would like to subscribe to an encrypted cloud storage where we can store our information technology security information off of our network.

If approved, the firewall is already in stock and it would take about 3 weeks to have our endpoint and our firewall updated to the new equipment. The total cost of this enhancement security bundle is \$331,096.28. This equipment and software where it will be procured under the DIR Texas Department of Information Resources. DIR contains a list of registered vendors that have pre-negotiated contracts that are conducted by the State of Texas. These vendors have been vetted by the State of Texas along with their services and equipment. We are still continuing to evaluate additional security software that we will budget for 2025. I'm open to any questions.

Commissioner Smith. I have one question. I used to want to be a football player but I was not quite good enough. After the game we would always talk about what we could have done differently in the game to be more successful. Looking back at the attack, what could we have done differently that would have prevented this from happening? What could we have done differently?

Mr. Spivey: We should have shut down our VPN option on our firewall as remote access. VPN is one of the weakest points in network security, well, the weakest point is actually the employees using, second would be a VPN. We have installed a Citrix remote system that is better secured and better able to protect us from ransomware hackers.

Commissioner Smith: Were there any damages that could impact us into the future?

Mr. Spivey: There was some damage. We had just upgraded our phone system's hardware and software and that was encrypted and we had to fall back to our previous server. So in 2025, we will need to get an authorized Cisco partner to reinstall the software on the equipment we already have.

Chairman Proler: And for what it's worth, I'm a participant in a 2-factor authentication and I'll warn you all, you have to change your password every 90 days. So get ready, start dreaming of those passwords for old people like me to start forgetting what they are the minute you change them.

On motion by Commissioner Carter and seconded by Commissioner Smith. The Board unanimously approved Resolution No. 3832.

VI. EXECUTIVE SESSION

Chairman Proler suspended the Public Session on Wednesday, November 6, at 3:11 p.m. to convene an Executive Session to discuss legal, and real estate issues in accordance with Sections 551.071, and 551.072, respectively, of the Texas Government Code.

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VII. RECONVENE PUBLIC SESSION

Chairman Proler reconvened the Public Session at 4:08 p.m.

VIII. ADJOURNMENT

Chairman Proler: This concludes the items on today's agenda and asked for a motion to adjourn.

On motion by Commissioner Carter and seconded by Commissioner Li.

Chairman Proler declared the meeting adjourned at 4:09 p.m.



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Houston, Texas 77057

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RESPONSES TO COMMENTS RECEIVED AT THE WEDNESDAY, OCTOBER 9, 2024 SPECIAL BOARD OF COMMISSIONER MEETING

A Meeting of the Board of Commissioners ("Board") of the Houston Housing Authority ("HHA") was held on Wednesday, October 9, 2024, 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

C = LeMontre Wood: I want to thank you guys for giving me the time to speak today. My name is LeMontre Wood, I'm the owner of Elite Project Managers. I currently have project with HHA and I was in charge of Columbia Tap Trail. Today I want to want to set the record straight. First thing last night on Channel 2, there was a news reported about myself and Mr. Northern. The report stated that we had a prior relationship. I can say from my mouth that I want to clear it up. The first time I've met Mr. Northern was at the actual reveal of the Columbia Tap Trail. He had no say in me getting the project. I actually didn't even know what he looked like prior to the day of the event. The news also reported some things that are not necessarily true. For me as a project manager, I was never actually hired to do any physical work. My job was to oversee the project that was well past it's time and getting really close to its due date. I met Sasha Marshall Smith, a representative of HHA and she made it very clear that by any means of the project needs to be completed. And from there, the only conversation I've ever had with her was to get that job done. The contractors that were assigned to get the job done were SNR, Coastline, A Alexander, and I think there was one other contractor. But towards the end, we got to about 90% mark and time to put the finishing touches on those things, we realized that there were some things that needed to be done that will push us past the day. That's when we had to make some decisions to get some temporary things in place for the sake of getting the project done. Unfortunately, one of the. Contractors, A Alexander, left with the project funds and instead of paying for the actual materials.

The Channel 2 reporter quoted that it was me, but my contract was never slated to do any of those things. So, I just wanted to clear this up because I'm a young entrepreneur and I have a very special relationship with HHA and with other contractors. And I want to make sure that they understand that I'm not a guy that you're going to pay, that is not going to get the job done. And I feel like that was very unfortunate that they were running story saying that. Of course, it was even more unfortunate to say that he had anything to do with that because once again, I had never met him. I also wanted to clear up that they said that the project wasn't done because we didn't get it complete. That's also not true. Once again, let's make it very clear that there was a contractor A. Alexander, that he has cashed the check from the Houston Housing Authority and he did not pay for the materials that was supposed to be done.

Sasha Marshall Smith is the only other person that I know that had close contact with him and it was her goal that she went around me, I have actual emails showing that she thought that I was supposed to be put off the the project when actually I wasn't. I was actually supposed to do it from start to finish, but she was trying to go around me. She tagged me in a couple emails that was brought to the attention of some of the HHA management, and from there it's just been how to figure out how we can move forward. My goal just as it was in the beginning, was just to see this project from start to finish and that's still my goal. But, I wanted to clear it up that, I have not, nor would I ever, take funds from any of my clients and not get the job done. Everything I was paid for was for my time, my resources and my employees. I have never taken any money and not get things done.



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RESPONSES TO COMMENTS RECEIVED AT THE TUESDAY, OCTOBER 15, 2024 **BOARD OF COMMISSIONER MEETING**

A Meeting of the Board of Commissioners ("Board") of the Houston Housing Authority ("HHA") was held on Tuesday, October 15, 2024, 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

C = Verdell Ingram: I'm with Cuney Homes, and I'm here again today to tell the Board that I need your help. I've already addressed it with the property.

- 1. A.A. Plumbing is charging me for overtime, totaling \$303.00. I do not employ them, so why am I getting charged? Every now and then, they have to come out and unstop my sink due to the corrosion.
- 2. A.A. Plumbing's contract needs to be reviewed.
- 3. The CNI Meeting dates must be shared with the Cuney Homes residents. I was getting calls from residents asking when the meetings were. I was not invited to the prior meeting (September 26, 2024), and Commissioners Ballard and Kirkendoll were not invited either. We did not understand how the people could come from Washington, DC and we do not even know there was a meeting. We also did not know what it was about. We want to be part of all of those meetings (Housing, People & Neighborhood) so please make sure we are informed and get invitations.
- 4. Investment Group: Commissioners Ballard and Kirkendoll are not in this group so we feel like we are not at the table because when you all leave, they are still part of us. So, if you are leaving them out of the investment group, what are you saying to the residents?
- 5. Remember Cuney residents are your customers.
- C = Mr. Ed Pettitt, VP of the Greater Third Ward Super Neighborhood, founder of Friends of Columbia Town Columbia Tap Trail and I'm a graduate research assistant at the Bullard Center for Environmental & Climate Justice at Texas Southern University. All three of those organizations were participants in the Third Ward Cuney Homes Choice Neighborhood planning initiative. It was a privilege to be a part of it because it really was an amazing example of community-engaged planning. I am both a student and practitioner of planning, and I've seen a lot of planning that comes to the residents with a fully baked plan and just really asked them to sign off on it, but some attempts at getting feedback were not incorporated. I really saw residents engaged and I think a lot of debt is owed to the revitalization manager over that process, Sasha Marshall Smith. I have had the pleasure of working with her, even in her previous roles with the planning department. She's an amazing planner. She did a great job. I loved working with residents like Miss Verdell and others, too, for the ambassadors on that program, and I really want to make sure that we do them justice. My Rotary Club donated a bench that was

going to go into the pocket park that's been mentioned in the news. Originally, we were holding a festival in March. It got delayed due to the weather. The weather also delayed the construction of the pocket part and was postponed until May so, we thought by May the pocket park would be ready for the ribbon cutting. We did do the ribbon cutting, but a lot was unfinished. There were no benches, no picnic tables, no chess tables. Some of the solar lights were still missing and it was very disconcerting. Even the bench that we had donated months before was still sitting in a shipping container locked away. So it wasn't even ready for our event. Shortly after that event, I told Sasha that I would need our bench back because our year is coming to an end, our fiscal year, and we do account for the donations we've made to the community. Sasha said let me see what I can do. She didn't seem to have much support. She tried to do things and wasn't successful. Out of the blue, I got a call from one of the contractors, LeMontre Woods. Sasha said she did not give him my number so I don't know how you got my number. He's said, I heard you're trying to get your bench back. You can't do that. We're going to install it. We got the contract. I asked if he could install it by next week, this was mid to late May. He's like, sure, we'll get it done, You know, by the end of May, next week. That came and went and nothing got installed. I said, well, we need it by the end of June. That's when our year is up. It still wasn't installed. Finally, I got someone at the Housing Authority to unlock the shipping container. I got the bench out and installed it myself. I paid for another private person to install it. I want to make sure that we do justice to this project. The Pocket Park is a good idea. The news misrepresented it. The first phase, you know, they overpaid, and it wasn't complete, but there are still two other unfunded phases that are supposed to be funded, other than the implementation grant that still needs to happen. So let's not let this problem, tarnish going forward. I'm glad that you're going to look at the contracting later today. That needs to happen.

Comment = Cynthia Ware, 2100 Memorial resident. I'm very grateful to the city. I absolutely love my apartment. I have the following concerns:

There is nobody there for the tenants. She would like for management to have a resident liaison

Response from the PMC

- There are at least three employees in the office between the hours of 8:30 am 5:30 pm during the weekdays.
- Columbia Residential is seeking to finalize a resident services agreement to manage specific services for the community. We will provide an update immediately upon finalizing and implementation.
- There is an in-person meeting with Ms. Ware and a separate resident meeting scheduled for November 20th for all residents.

Comment = Cynthia Ware

Phone calls not returned

Response from the PMC

- On multiple occasions, the Community Manager and VP attempted to reach Ms. Ware by telephone, but to no avail. Ms. Ware refused to accept communication from management and requested any further communication be done in writing. Ms. Ware prefers staff not to visit her unit unannounced or knock on her door. She placed a Do Not Disturb sign on her door.
- Staff understand the importance of clear, courteous, kind, and timely communication. To improve this, the onsite team begins each day with a dedicated hour to respond to all overnight emails, ensuring no inquiry goes unanswered. Staff practices to acknowledge residents promptly when they visit the office, whether they are busy or not, so no one feels ignored. There is an open-door policy, but due to the daily workload, appointments are necessary to ensure staff can manage time effectively and meet deadlines. The communication process has been outlined clearly, and the

resident portal, along with the move-in packet, serves as the primary means of delivering instructions and updates to residents. Staff are committed to providing ongoing communication and updates via the resident portal and are working on improving face-to-face interactions. There are several documents, including emails, the Resident Move-In Packet, and written communications with Ms. Ware.

Comment = Cynthia Ware

Office staff is not nice to residents

Response from the PMC

o The staff are very polite to residents. Additional information is required to assess this concern.

Comment = Cynthia Ware

• No update on what's going on in the building

Response from the PMC

 Staff reports updates through the resident portal. Additional information is required to confirm what information was not relayed.

Comment = Cynthia Ware

Front door broken

Response from the PMC

- The doors are not broken. There was an occasion where emergency services damaged the door to reach a resident. The door was repaired the next day.
- A Lockbox was installed to allow emergency services access to the door in the event they need to reach a resident.

Comment = Cynthia Ware

• Someone tried to break into her apartment, and she feels unsafe

Response from the PMC

Ms. Ware has not reported any attempted break into her unit.

Comment = Cynthia Ware

She and another tenant received a lease violation

Response from the PMC

- Ms. Ware has been reported for harassing both the office staff and residents on multiple occasions.
 She received a lease violation due to complaints.
- She sends emails claiming she has not engaged in any inappropriate or harassing behavior. However, it is important to note that she has brought up various issues with multiple people, and residents have requested that she cease communication with them. Additionally, she has been reported for walking the halls and building at night, causing further disturbance.

It's important to note that while the Houston Housing Authority no longer owns 2100 Memorial, we are still partners with Columbia. However, it's unclear if the tenants are aware of this. Therefore, in addition to responding to Ms. Ware's concerns, we need to provide a clear explanation of the current ownership structure of 2100 Memorial.

C = Christina Wesley, HHA employee since 2012. Thank you for the opportunity to speak. I'm hearing a lot of negativity against people from someone who's been here, I just want to say that this place is much

better since this team has gotten here. I came here in 2012 as a temp employee and then HUD was talking about taking over. It took years and years, little progress here, a little progress there, but nothing to the magnitude of what's happened in the past two years since this team has gotten here. I know we hear a lot about this negative stuff, but I want to say personally, that I applaud this team for what they have done and where they have bought this place from. When Mr. Northern came, he wanted to speak to everybody to see what our concerns were. We had a chance to sit down and converse with him one-on-one or in the group to see what challenges he had. So I think that, again, he and his team have done an awesome job running this place. Never in all my years here have we been caught up on annuals. That is a massive undertaking. It wasn't easy. It was a lot of extra work and a lot of late nights. But I want to say that the whole atmosphere is changed. We do our best every day to come and transform lives. When they got here, I was ready to quit and I'm just being honest. But then, as I stayed and saw the changes, it made me want to stay and work harder to help people because I've been on both ends. I just want to applaud you guys. Keep up the good work. Let's get past all of this because we can always find fault in things. That is a hard job and nobody's perfect.



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RESPONSES TO COMMENTS RECEIVED AT THE TUESDAY, OCTOBER 29, 2024 BOARD OF COMMISSIONER MEETING

A Meeting of the Board of Commissioners ("Board") of the Houston Housing Authority ("HHA") was held on Tuesday, October 15, 2024, 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



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RESPONSES TO COMMENTS RECEIVED AT THE TUESDAY, NOVEMBER 6, 2024 SPECIAL BOARD OF COMMISSIONER MEETING

A Meeting of the Board of Commissioners ("Board") of the Houston Housing Authority ("HHA") was held on WEDNESDAY, November 6, 2024, at the Houston Housing Authority Central Office, 2640 Fountain View Drive, Houston, Texas 77057. The Board received no 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



REQUEST FOR BOARD AGENDA ITEM

1. Brief Description of Proposed Item

Consideration and/or take action to authorize the President & CEO or his designee to execute a Choice Neighborhood Initiative People Strategy Implementation Services Agreement with Urban Strategies, Inc. (USI), the People Lead for the Third Ward Cuney Homes Choice Neighborhood Implementation Grant program.

- 2. Date of Board Meeting: November 18, 2024
- 3. Proposed Board Resolution:

Resolution: That the Houston Housing Authority Board of Commissioners authorizes the President & CEO or his designee, to execute a Choice Neighborhood Initiative People Strategy Implementation Services Agreement with Urban Strategies, Inc. (USI), for the grant period of eight years in an amount not to exceed the HUD approved budget of \$10 million dollars, pursuant to the memorandum dated November 14, 2024, from Lynn Henson, Choice Neighborhood Director to Jennine Hovell-Cox, Interim President and CEO.

4.	Department Head Approval	Signature Lynn Henson (Ndv 14, 2024 15:47 CST)	Date:		
5.	Statement regarding availability of funds by VP of Fiscal Operations				
	Funds Budgeted and Available	X Yes No Source			
	VP of FO Approval Signatu	Michael D. Rogers Michael D. Rogers (Nov 14, 2024 15:59 CST)	Date:		
6.	Approval of Interim President				
	Signatu	Jennine Hovell-Cox Jennine Hovell-Cox (Nov 14, 2024 16:10 CST)	Date:		



MEMORANDUM

TO: JENNINE HOVELL-COX, INTERIM PRESIDENT & CEO FROM: LYNN HENSON, CHOICE NEIGHBORHOOD DIRECTOR

SUBJECT: CONSIDERATION AND/OR TAKE ACTION TO AUTHORIZE THE PRESIDENT & CEO OR HIS DESIGNEE TO

EXECUTE A CHOICE NEIGHBORHOOD INITIATIVE PEOPLE STRATEGY IMPLEMENTATION SERVICES AGREEMENT WITH URBAN STRATEGIES, INC. (USI), THE PEOPLE LEAD FOR THE THIRD WARD CUNEY

HOMES CHOICE NEIGHBORHOOD IMPLEMENTATION GRANT PROGRAM.

DATE: NOVEMBER 14, 2024

This memorandum recommends that the Houston Housing Authority Board of Commissioners authorize the President & CEO or designee to execute a Choice Neighborhood Initiative People Strategy Implementation Services Agreement with Urban Strategies, Inc. (USI), the People Lead for the Third Ward Cuney Homes Choice Neighborhood Implementation Grant program.

BACKGROUND:

The Board of Commissioners previously approved the HUD Grant Agreement for the Cuney Homes Third Ward Choice Neighborhood Program. The CNI Program is based on an approved transformation plan that incorporates the three CNI pillars: Housing, Neighborhood and People. HHA partnered with Urban Strategies, Inc. (USI) to serve as the People lead for the Cuney Homes Third Ward CNI implementation program and received competitive points in the award of the grant based on the experience of USI in implementing People strategies for CNI programs across the country.

Urban Strategies Inc. (USI) is a national nonprofit leader in community development, championing equity and innovation across 45 communities in 28 metropolitan areas. Rooted in St. Louis' history and expanding nationally, USI empowers communities through data-driven, people-centered strategies, fostering self-sufficiency and resilience. The USI approach is multifaceted: engaging residents as cocreators and influencing systemic policies to drive tangible change. USI represents a movement towards a future where all children and families will be stable and thriving, supported by unwavering dedication to being results-based, data-driven, and equity-centered.

The implementation services agreement will cover the full eight-year period of the CNI grant as required by HUD. Funding for the services provided is based on the HUD approved CNI people budget of \$10 million dollars over the eight-year grant period.

RECOMMENDATION

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

Resolution: The Houston Housing Authority Board of Commissioners authorizes the President & CEO or his designee, to execute a Choice Neighborhood Initiative People Strategy Implementation Services Agreement with Urban Strategies, Inc. (USI), for the grant period of eight years in an amount not to exceed the HUD approved budget of \$10 million dollars, pursuant to the memorandum dated November 14, 2024, from Lynn Henson, Choice Neighborhood Director to Jennine Hovell-Cox, Interim President & CEO.



REQUEST FOR BOARD AGENDA ITEM

1.	Brief Descri	ption of	Proposed	Item
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Consideration and/or take action to amend the Directors and Officers for Related Entities of the Houston Housing Authority

- 2. Date of Board Meeting: November 18, 2024
- 3. Proposed Board Resolution:

That the Houston Housing Authority Board of Commissioners makes appointments and ratifies the membership of the Board of Victory Redevelopment Corporation pursuant to the memorandum dated November 14, 2024, from Lakeshia Jackson, Interim General Counsel to Jennine Hovell-Cox, Interim President & CEO. The sole purpose of this resolution is to correct the appointments previously made to the Directors of Victory Redevelopment Corporation. Any actions previously taken by parties with authority by virtue of this resolution on behalf the entity listed herein are hereby ratified and approved as the action of such entity.

DED. CAS.

4.	Department Head Approval	Signature	Date:
5.	Statement regarding availability	ity of funds by VP of Fiscal Operations	
	Funds Budgeted and Available	Yes No Source	
		Michael D. Roaerc	
	VP of FO Approval Signat	Michael D. Rogers ure Michael D. Rogers (Nov 14, 2024 14:13 CST) Date	<u>.</u>
6.	Approval of Interim President	& CEO Opnnins, Howell-Cod.	
	Signat	Jennine Hovell-Cox Jennine Hovell-Cox (Nov 14, 2024 15:16 CST) Date	.



MEMORANDUM

TO: JENNINE HOVELL-COX, INTERIM PRESIDENT & CEO FROM: LAKESHIA JACKSON, INTERIM GENERAL COUNSEL

SUBJECT: CONSIDERATION AND/OR TAKE ACTION TO RATIFY AND APPOINT DIRECTORS AND OFFICERS FOR

VICTORY REDEVLOPMENT CORPORATION

DATE: NOVEMBER 14, 2024

This memorandum recommends that the Houston Housing Authority Board of Commissioners authorize the President & CEO to take all necessary actions to negotiate, execute, and make necessary changes and corrections to ratify the appointments of Directors of Victory Redevelopment Corporation.

BACKGROUND

The Authority has created and organized as instrumentalities of the Authority various corporations to further the goal and mission of the Authority. The Articles of Incorporation and By-Laws of these corporations give the Houston Housing Authority Commissioners control over the entities.

- The June 20th, 2000 Bylaws of Victory Redevelopment Corporation appoints three (3) Board Members based on positions held with Houston Housing Authority.
 - The Board members are the Chair of the Houston Housing Authority Board of Commissioners, the President & CEO of the Houston Housing Authority, and the Vice President of Finance of the Houston Housing Authority.

RATIFICATION OF APPOINTMENTS

Since the Board of Directors passed the ratification of appointments in Resolution No. 3768 on April 23rd, 2024, this resolution seeks to amend the roles for the related entity of the Houston Housing Authority for the sole purpose of correcting the Director total and positions for Victory Redevelopment Corporation.

The make-up of the corporations after the passing of this resolution is as follows:

Victory Redevelopment Corporation:

Joseph L. Proler President & Chairman/Director

Jennine Hovell-Cox Vice-President/Director

Mike Rogers Secretary/Treasurer/Director

RECOMMENDATION

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

Resolution: That the Houston Housing Authority Board of Commissioners makes appointments and ratifies the membership of the Board of Victory Redevelopment Corporation pursuant to the memorandum dated November 14, 2024, from Lakeshia Jackson, Interim General Counsel to Jennine Hovell-Cox, Interim President & CEO. The sole purpose of this resolution is to correct the appointments previously made to the Directors of Victory Redevelopment Corporation. Any actions previously taken by parties with authority by virtue of this resolution on behalf of the entity listed herein are hereby ratified and approved as the action of such entity.



REQUEST FOR BOARD AGENDA ITEM

1. Brief Description of Proposed Item

Consideration and/or to take action to authorize the President & CEO or designee to approve dates for the 2025 Board of Commissioners' Meetings.

2. Date of Board Meeting: November 18, 2024

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 2025 – December 2025 Board of Commissioners meetings, pursuant to the memorandum dated November 5, 2024, from Donna Dixon, Director of Community Affairs & Customer Service to Jennine Hovell-Cox, Interim President & CEO.

DATE	TIME	LOCATION
January 28, 2025	3:00 p.m.	2640 Fountain View, Houston, TX 77057
February 18, 2025	3:00 p.m.	2640 Fountain View, Houston, TX 77057
March 18, 2025	3:00 p.m.	2640 Fountain View, Houston, TX 77057
April 15, 2025	3:00 p.m.	2640 Fountain View, Houston, TX 77057
May 20, 2025	3:00 p.m.	2640 Fountain View, Houston, TX 77057
June 17, 2025	3:00 p.m.	2640 Fountain View, Houston, TX 77057
July 15, 2025	3:00 p.m.	2640 Fountain View, Houston, TX 77057
August 19, 2025	3:00 p.m.	2640 Fountain View, Houston, TX 77057
September 16, 2025	3:00 p.m.	2640 Fountain View, Houston, TX 77057
October 21, 2025	3:00 p.m.	2640 Fountain View, Houston, TX 77057
November 18, 2025	3:00 p.m.	2640 Fountain View, Houston, TX 77057
December 16, 2025	3:00 p.m.	2640 Fountain View, Houston, TX 77057

4.	Department Head Ap	p roval Signa	ature <u>bollia bixoli (Nov</u>	13, 2024 11.27 (31)	D	ate:
5.	Statement regarding Funds Budgeted and <i>F</i>		unds by VP of Fis Yes No	Scal Operatio	ns	
	VP of FO Approval	Signature			Date:	
6.	Approval of Interim P	resident & CEO		all Cak		
		Signature	Jennine Hove Ennine Hovell-Cox (Nov 15,		Date :	



MEMORANDUM

TO: JENNINE HOVELL-COX, INTERIM PRESIDENT & CEO

FROM: DONNA DIXON, DIRECTOR OF COMMUNITY AFFAIRS & CUSTOMER SERVICE

SUBJECT: CONSIDERATION AND/OR TO TAKE ACTION TO AUTHORIZE THE PRESIDENT & CEO OR DESIGNEE TO APPROVE

DATES FOR THE 2025 BOARD OF COMMISSIONERS' MEETINGS

DATE: NOVEMBER 5, 2024

This memorandum recommends that the Houston Housing Authority Board of Commissioners authorize the President & CEO or designee to take all necessary actions to negotiate, execute, and make necessary changes and corrections to approve the dates for the 2025 Board of Commissioners meetings.

BACKGROUND

The 2025 board meetings will start at 3:00 pm and will be on the third Tuesday of each month, except for January, which has been moved due to an agency holiday. The January board meetings will be held on the fourth Tuesday of the month.

All 2025 meetings will be held at the Houston Housing Authority's central office located atat 2640 Fountain View Drive, Houston, TX 77057. All board meetings, changes of dates, or special board meetings will be posted in accordance with the Texas Open Meetings Act.

RECOMMENDATION

Accordingly, I recommend that the Board consider 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 2025 – December 2025 Board of Commissioners meetings, pursuant to the memorandum dated November 5, 2024, from Donna Dixon, Director of Community Affairs & Customer Service to Jennine Hovell-Cox, Interim President & CEO.

DATE	TIME	LOCATION
January 28, 2025	3:00 p.m.	2640 Fountain View, Houston, TX 77057
February 18, 2025	3:00 p.m.	2640 Fountain View, Houston, TX 77057
March 18, 2025	3:00 p.m.	2640 Fountain View, Houston, TX 77057
April 15, 2025	3:00 p.m.	2640 Fountain View, Houston, TX 77057
May 20, 2025	3:00 p.m.	2640 Fountain View, Houston, TX 77057
June 17, 2025	3:00 p.m.	2640 Fountain View, Houston, TX 77057
July 15, 2025	3:00 p.m.	2640 Fountain View, Houston, TX 77057
August 19, 2025	3:00 p.m.	2640 Fountain View, Houston, TX 77057
September 16, 2025	3:00 p.m.	2640 Fountain View, Houston, TX 77057
October 21, 2025	3:00 p.m.	2640 Fountain View, Houston, TX 77057
November 18, 2025	3:00 p.m.	2640 Fountain View, Houston, TX 77057
December 16, 2025	3:00 p.m.	2640 Fountain View, Houston, TX 77057



REQUEST FOR BOARD AGENDA ITEM

1. Brief Description of Proposed Item

Consideration and/or take action to authorize the renewal of employee health and welfare benefits effective January 1, 2025, specifically regarding Health and Welfare Renewal Decisions for Medical, Dental, Vision, and Life AD&D.

- 2. Date of Board Meeting: November 18, 2024
- 3. Proposed Board Resolution:

Resolution: That the Houston Housing Authority Board of Commissioners authorizes the Interim President & CEO or designee to take all necessary actions to negotiate, execute, and approve the current contracts for Medical Renewal at 0% rate pass; Dental Rate Guarantee until 2026; Vision Rate Guarantee until 2026; Basic Life AD&D increase 17.8% or \$8k increase; Voluntary Life AD&D rate pass; Short and Long Term Disability in Rate Guarantee until 2026, provided by HHA to all active full-time employees with an effective date of January 1, 2025, pursuant to the November 14, 2024, memorandum from Rizvan Quadri, Director of Human Resources, Training & Development to Jennine Hovell-Cox, Interim President & CEO.

4.	Department Head Approval Signature Rizvan Quadri (Nov 14, 2024 14:08 CST)	
5.	Statement regarding availability of funds by VP of Fiscal Operations	
	Funds Budgeted and Available Yes No Source	
	WP of FO Approval Signature Michael D. Rogers (Nov 14, 2024 14:13 CST) Date:	
6.	Approval of Interim President & CEO	
	Signature Jennine Hovell-Cox Signature Jennine Hovell-Cox (Nov 14, 2024 15:16 CST) Date: _	



MEMORANDUM

TO: JENNINE HOVELL-COX, INTERIM PRESIDENT & CEO

FROM: RIZVAN QUADRI, DIRECTOR OF HUMAN RESOURCES, TRAINING & DEVELOPMENT

SUBJECT: CONSIDERATION AND/OR TAKE ACTION TO AUTHORIZE THE RENEWAL OF EMPLOYEE HEALTH AND

WELFARE BENEFITS EFFECTIVE JANUARY 1, 2025, SPECIFICALLY REGARDING HEALTH AND WELFARE

RENEWAL DECISIONS FOR MEDICAL, DENTAL, VISION, AND LIFE AD&D.

DATE: NOVEMBER 14, 2024

This memorandum recommends that the Houston Housing Authority Board of Commissioners authorize the President & CEO or designee to take all necessary actions to negotiate and approve the current contracts for Medical Renewal at 0% rate pass; Dental Rate Guarantee until 2026; Vision Rate Guarantee until 2026; Basic Life AD&D increase 17.8% or \$8k increase; Voluntary Life AD&D rate pass; Short and Long Term Disability in Rate Guarantee until 2026, provided by HHA to all active full-time employees with an effective date of January 1, 2025.

BACKGROUND:

On behalf of the Houston Housing Authority, Gallagher Benefit Services issued Request-for-Proposals for Vision, and both Basic and Voluntary Life AD&D. Upon review, a determination was made to continue with current services as to ensure a smooth transition into the 2025 year.

EVALUATION PROCESS:

All submissions were reviewed by Gallagher Benefit Services, HHA's employee benefits broker, who presented their recommendations to the Houston Housing Authority's President, Senior VP of Administration and VP of Fiscal & Business Operations.

Generally, sending the proposals out to market gave HHA a competitive advantage by leveraging our historical performance against the various plans proposed by vendors. Ultimately, Gallagher and HHA were able to provide employees incentive with a 0% pass-through on health and welfare benefits.

Please see Exhibit I and II for summaries of the renewal and analysis conducted by Gallagher Benefit Services.

EXHIBIT I

The Houston Housing Authority initially faced a proposed 12% rate increase for 2025, which would have incurred an additional \$320,000 annually. Our team negotiated this increase down to a 0% rate pass. This achievement secures consistent, high-quality medical coverage for our active full-time employees without imposing additional financial burden on the Authority.

Medical Plan | Renewal Summary



					CURRENT	
· · · · · · · · · · · · · · · · · · ·		С.	arrier Name	HSA OAP	Cigna	
PLAN DESIGN*			Plan Name	HSA OAP	Open Access Plus	Open Access Plus
n-Network Benefits				HSA QAP	OAP Base	OAP Buy Up
Deductible Type			17	Aggregate	Embedded	Embedded
Calendar Year (CY) Deductible (Individual / Family)				\$1,700 / \$3,400	\$1.250 / \$2.500	\$450 / \$1.350
Out-of-Pocket Max Type				Aggregate	Embedded	Embedded
CY Out-of-Pocket Max (Individual / Family)				\$3,400 / \$6,800	\$4,000 / \$8,000	\$2,000 / \$6,000
Coinsurance (member pays after deductible)				20%	20%	20%
Preventive Care			- 6	Covered 100%	Covered 100%	Covered 100%
Primary Care Visit				20% after deductible	\$25 Copay	\$25 Copay
Specialist Visit				20% after deductible	\$50 Copay	\$25 Copay
Urgent Care				20% after deductible	\$50 Copay	\$50 Copay
Emergency Room				20% after deductible	\$150 Copay then 20%	\$150 Copay then 20%
				man a constant	(Copay is waived if admitted)	(Copay is waived if admitted)
Inpatient Hospital				20% after deductible	20% after deductible	20% after deductible
Outpatient Surgery				20% after deductible	20% after deductible	20% after deductible
Chiropractic (visit limits may apply)				20% after deductible (20 visits)	\$50 Copay (20 visits)	\$25 Copay (20 visits)
				20% after deductible	\$50 Copay	\$25 Copay
				(ST / OT: 20 visits:	(ST / OT: 20 visits;	(ST / OT: 20 visits;
Phys/Occ/Speech Therapy (visit limits may apply)				(S1 7 O1: 20 Visits; PT: 20 visits)	PT: 20 visits)	PT: 20 visits)
				(Inpatient: 80 Days)	Inpatient: 20% after deductible (60 Days)	Inpatient: 20% after deductible (60 Days)
Diagnostic Test (X-ray, blood work)				20% after deductible	Covered 100%	Covered 100%
Imaging (CT/PET scan, MRI)				20% after deductible	20% after deductible	20% after deductible
Prescription Drug Benefit			- 2			
Retail				30 Days	30 Days	30 Days
Tier I / Tier II / Tier III				20% after deductible	\$10 / \$35 / \$50	\$10 / \$35 / \$50
Specialty				20% after deductible	\$10 / \$35 / \$50	\$10 / \$35 / \$50
Mail Order				90 Days	90 Days	90 Days
Tier I / Tier II / Tier III				20% after deductible	\$20 / \$70 / \$100	\$20 / \$70 / \$100
Out-of-Network Benefits				La re since, de decenier	42014.014.00	420141014103
Deductible Type				Aggregate	Embedded	Embedded
CY Deductible (Individual / Family)				\$3,400 / \$6,800	\$2,500 / \$5,000	\$900 / \$2,700
Out-of-Pocket Max Type				Aggregate	Embedded	Embedded
CY Out-of-Pocket Max (Individual / Family)				\$6.800 / \$13.600	\$8,000 / \$16,000	\$4,000 / \$12,000
Coinsurance (member pays after deductible)				50%	50%	50%
COST ANALYSIS		-			- Constant	4. 4.00.00
EPM Rates - Enrollment per AMP	Plan 1	Plan 2	Plan 3	HSA OAP	Open Access Plus	Open Access Plus
mployee (EE) Only	15	61	17	\$701.83	\$953.15	\$024.80
E + Spouse	2	6	2	\$1.354.58	\$1.646.64	\$1,784.83
E + Child(ren)	5	29	6	\$1,555.29	\$1,890.64	\$2,049,30
E + Family	4	18	4	\$1,793.85	\$2,180,63	\$2,363,76
Total Enrollment	26	114	29		42,100.00	V 2,0000
stimated Monthly Premium		1		\$28,188	\$156,002	\$41.042
stimated Annual Premium				\$338.262	\$1.872.023	\$492.505
Estimated Financia Ferminal				,	CURRENT	1 4201,000
stimated Annual Premium					\$2,702,789	
And the state of t	Dollar	Difference fr	om Current		CONTRACTOR OF THE PROPERTY OF	
		nt Change fr			0% Rate Pass	

¹³ The information contained herein is subject to the disclosures and disclaimers on the Disclaimers page of this presentation.

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EXHIBIT II

Dental coverage under Cigna, including the Dental PPO and DHMO plans, will remain unchanged with rate guarantees through December 31, 2025. Vision insurance through National Vision Administrators will continue at current rates until December 31, 2027. Basic Life and AD&D insurance from Guardian will see a 17.8% rate increase starting January 1, 2025, while voluntary life coverage remains unchanged through 2025. Both short-term and long-term disability insurance with BCBSTX will be maintained with rate guarantees through the end of 2025, ensuring consistent protection without cost increases.

Renewal Summary



2025 Plan Year

Line of Coverage	Carrier/Vendor	Renewal Date	Rate Action
Medical	Cigna	01/01/2025	0% Rate Pass (no market) 12% Rate Increase (market)
Dental (PPO)	Cigna	01/01/2026	Rate Guarantee through 12/31/2025
Dental (DHMO)	Cigna	01/01/2026	Rate Guarantee through 12/31/2025
Vision	National Vision Administrators	01/01/2028	Rate Guarantee through 12/31/2027
Life and AD&D	Guardian	01/01/2025	17.8% increase (+\$8,824)
Voluntary Life and AD&D	Guardian	01/01/2026	0% Rate Pass
Short Term Disability	BCBSTX	01/01/2026	Rate Guarantee through 12/31/2025
Long Term Disability	BCBSTX	01/01/2026	Rate Guarantee through 12/31/2025

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⁵ The information contained herein is subject to the disclosures and disclaimers on the Disclaimers page of this presentation.

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

Resolution: That the Houston Housing Authority Board of Commissioners authorizes the Interim President & CEO or designee to take all necessary actions to negotiate, execute, and approve the current contracts for Medical Renewal at 0% rate pass; Dental Rate Guarantee until 2026; Vision Rate Guarantee until 2026; Basic Life AD&D increase 17.8% or \$8k increase; Voluntary Life AD&D rate pass; Short and Long Term Disability in Rate Guarantee until 2026, provided by HHA to all active full-time employees with an effective date of January 1, 2025, provided by HHA to all active full-time employees pursuant to the November 14, 2024, memorandum from Rizvan Quadri, Director of Human Resources, Training & Development to Jennine Hovell-Cox, Interim President & CEO.



REQUEST FOR BOARD AGENDA ITEM

1. Brief Description of Proposed Item

Consideration and/or take any appropriate employment action concerning the President and CEO of the Houston Housing Authority.

2. Date of Board Meeting: November 18, 2024

3. Proposed Board Resolution:

Resolution: The Board has been presented a proposal from Mr. David A. Northern, Sr. that he resign his employment as President and CEO of the Houston Housing Authority, effective immediately, in exchange for a severance payment of 6 months' salary; cost of the continuation of insurance benefits for 6 months or until Mr. Northern makes alternative arrangements, whichever period is shorter; and the execution of a mutual release and settlement agreement that includes a non-disparagement agreement. The parties will negotiate a mutual release to be executed by the Board and Mr. Northern. Because the proposed resignation and execution of mutual release agreements is in the public's interest, I move that upon confirmation from Mr. Northern's attorney, Mr. Patrick Yarborough, that the Board accept Mr. Northern's proposal.

4. Approval of the Chair of the Board of Commissioners

Joseph Proler	_	
Signature Joseph Proler (Nov 21, 2024 15:46 CST)	Date.	



REQUEST FOR BOARD AGENDA ITEM

1.	Brief	Description	of	Proposed	litem
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Consideration and/or take action to authorize Houston Housing Authority's re-finance of the Arlo Westchase apartments, located at 3505 W. Sam Houston Parkway S, TX 77042.

- 2. Date of Board Meeting: November 18, 2024
- 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 re-finance the Arlo Westchase apartments pursuant to the memorandum from Jay Mason, Director of REID dated November 12, 2024, to Jennine Hovell-Cox, Interim President & CEO.

4.	Department Head Approval Signature Jay Mason (Nov 14, 2024 15:2	Date:
5.	Statement regarding availability of funds by VP of Fiscal C	Operations
	Funds Budgeted and Available X Yes No So	ource Third Party Funding
	VP of FO Approval Signature Michael D. Rogers (Nov 14, 2024 14:13 CST)	Date:
6.	Approval of Interim President & CEO	
	Signature Jennins Hovell-Cox (Nov 14, 2024 15:16 CST)	Date:



MEMORANDUM

TO: JENNINE HOVELL-COX, INTERIM PRESIDENT & CEO

FROM: JAY MASON DIRECTOR OF REID

SUBJECT: CONSIDERATION AND/OR TAKE ACTION TO AUTHORIZE HOUSTON HOUSING AUTHORITY'S RE-

FINANCE OF THE ARLO WESTCHASE APARTMENTS, LOCATED AT 3505 W. SAM HOUSTON PARKWAY S,

HOUSTON TX 77042.

DATE: NOVEMBER 12, 2024

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 refinance the Arlo Westchase apartments.

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 previously authorized the PFC to purchase the site on which the Project will be built (the "Land") and the PFC did purchase and currently owns the Land.

The PFC and AO Westchase Owner LLC (the "Company") entered into a lease agreement dated May 3, 2022 (the "Lease Agreement") granting site control of the Land to the Company.

Pursuant to the terms of the Lease Agreement, the Company is required to develop the Project in a manner so that 51% of the units are made available for rental to persons of low and moderate income.

The Company now desires to re-finance the existing construction financing for the Project (the "Existing Loan") by obtaining a new loan in the approximate amount of \$86,000,000 ("Refinance Loan") from Macquarie PF Inc. ("Lender"), which will be secured by a cross-collateralized deed of trust on the Project and on Highpoint at Cypresswood apartments, located at 13920 Mandolin Drive, Houston TX 77070, to pay off the existing loan and release the associated documents securing the Existing Loan; and, in connection with the making of the Refinance Loan, Lender will require PFC to join in the execution of documents evidencing and/or securing the Refinance Loan (collectively, the "Loan Documents").

APPROVALS:

The Board of Commissioners of the Authority (the "Board") authorizes the Chief Executive Officer of the Authority and/or his designee to review, approve and execute all certificates, affidavits, agreements, documents and other writings (collectively the "Agreements") the 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 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 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 Chief Executive Officer shall deem to be necessary or desirable, and all acts heretofore taken by the designee of the 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 re-finance the Arlo Westchase apartments pursuant to the memorandum from Jay Mason, Director of REID dated November 12, 2024, to Jennine Hovell-Cox, Interim President & CEO.

RESOLUTION NO. 3837

RESOLUTION AUTHORIZING THE HOUSTON HOUSING AUTHORITY (THE "AUTHORITY") TO TAKE SUCH ACTIONS NECESSARY OR CONVENIENT TO REFINANCE THE ARLO WESTCHASE APARTMENTS (THE "PROJECT")

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 previously authorized the PFC to purchase the site on which the Project will be built (the "Land") and the PFC did purchase and currently owns the Land;

WHEREAS, the PFC and AO Westchase Owner LLC (the "Company") entered into a lease agreement dated May 3, 2022 (the "Lease Agreement") granting site control of the Land to the Company;

WHEREAS, pursuant to the terms of the Lease Agreement, the Company is required to develop the Project in a manner so that 51% of the units are made available for rental to persons of low and moderate income;

WHEREAS, the Company now desires to re-finance the existing construction financing for the Project (the "Existing Loan") by obtaining a new loan in the approximate amount of \$86,000,000 ("Refinance Loan") from Macquarie PF Inc. ("Lender"), which will be secured by a cross-collateralized deed of trust on the Project and on Highpoint at Cypresswood apartments, located at 13920 Mandolin Drive, Houston TX 77070, to pay off the existing loan and release the associated documents securing the Existing Loan; and, in connection with the making of the Refinance Loan, Lender will require PFC to join in the execution of documents evidencing and/or securing the Refinance 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 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 (collectively the "Agreements") the 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 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 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 Chief Executive Officer shall deem to be

necessary or desirable, and all acts heretofore taken by the designee of the 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.

[Remainder of page intentionally left blank for signature]

PASSED this 18th day of November, 2024.

ATTEST:	CHAIR
Secretary	



REQUEST FOR BOARD AGENDA ITEM

 Brief Description of Proposed I

Consideration and/or take action to authorize the Houston Housing Authority's re-finance of the Highpoint at Cypresswood apartments, located at 13920 Mandolin Drive, Houston TX 77070.

- 2. Date of Board Meeting: November 18, 2024
- 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 refinance the Highpoint at Cypresswood apartments pursuant to the memorandum from Jay Mason, Director of REID dated November 12, 2024, to Jennine Hovell-Cox, Interim President & CEO.

4.	Department Head Approval	Signature Jay Mason (Nov 14, 2024 15:28 CST)	Date:
5.	Statement regarding availabili	ty of funds by VP of Fiscal Operations	
	Funds Budgeted and Available	X Yes No Source Third Party	Funding
	VP of FO Approval Signate	Michael D. Rogers ure Michael D. Rogers (Nov 14, 2024 14:13 CST) Da	te:
6.	Approval of Interim President	& CEO	
	Signati	ure Jennine Hovell-Cox Dannine Hovell-Cox Da	ite:



MEMORANDUM

TO: JENNINE HOVELL-COX, INTERIM PRESIDENT & CEO

FROM: JAY MASON, DIRECTOR OF REID

SUBJECT: CONSIDERATION AND/OR TAKE ACTION TO AUTHORIZE THE HOUSTON HOUSING AUTHORITY'S RE-

FINANCE OF THE HIGHPOINT AT CYPRESSWOOD APARTMENTS, LOCATED AT 13920 MANDOLIN

DRIVE, HOUSTON TX 77070.

DATE: NOVEMBER 12, 2024

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 refinance the Highpoint at Cypresswood apartments.

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 previously authorized the PFC to purchase the site on which the Project will be built (the "Land") and the PFC did purchase and currently owns the Land.

The PFC and AO Highpoint Owner LLC (the "Company") entered into a lease agreement dated May 3, 2022 (the "Lease Agreement") granting site control of the Land to the Company.

Pursuant to the terms of the Lease Agreement, the Company is required to develop the Project in a manner so that 51% of the units are made available for rental to persons of low and moderate income.

The Company now desires to re-finance the existing construction financing for the Project (the "Existing Loan") by obtaining a new loan in the approximate amount of \$86,000,000 ("Refinance Loan") from Macquarie PF Inc. ("Lender"), which will be secured by a cross-collateralized deed of trust on the Project and on Arlo Westchase apartments, located at 3505 W. Sam Houston Parkway S, Houston TX 77042, to pay off the existing loan and release the associated documents securing the Existing Loan; and, in connection with the making of the Refinance Loan, Lender will require PFC to join in the execution of documents evidencing and/or securing the Refinance Loan (collectively, the "Loan Documents").

APPROVALS:

The Board of Commissioners of the Authority (the "Board") authorizes the Chief Executive Officer of the Authority and/or his designee to review, approve and execute all certificates, affidavits, agreements, documents and other writings (collectively the "Agreements") the 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 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 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 Chief Executive Officer shall deem to be necessary or desirable, and all acts heretofore taken by the designee of the 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 refinance the Highpoint at Cypresswood apartments pursuant to the memorandum from Jay Mason, Director of REID dated November 12, 2024, to Jennine Hovell-Cox, Interim President & CEO.

RESOLUTION NO. 3838

RESOLUTION AUTHORIZING THE HOUSTON HOUSING AUTHORITY (THE "AUTHORITY") TO TAKE SUCH ACTIONS NECESSARY OR CONVENIENT TO REFINANCE THE HIGHPOINT AT CYPRESSWOOD APARTMENTS (THE "PROJECT")

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 previously authorized the PFC to purchase the site on which the Project will be built (the "Land") and the PFC did purchase and currently owns the Land;

WHEREAS, the PFC and AO Highpoint Owner LLC (the "Company") entered into a lease agreement dated May 3, 2022 (the "Lease Agreement") granting site control of the Land to the Company;

WHEREAS, pursuant to the terms of the Lease Agreement, the Company is required to develop the Project in a manner so that 51% of the units are made available for rental to persons of low and moderate income;

WHEREAS, the Company now desires to re-finance the existing construction financing for the Project (the "Existing Loan") by obtaining a new loan in the approximate amount of \$86,000,000 ("Refinance Loan") from Macquarie PF Inc. ("Lender"), which will be secured by a cross-collateralized deed of trust on the Project and on Arlo Westchase apartments, located at 3505 W. Sam Houston Parkway S, Houston TX 77042, to pay off the existing loan and release the associated documents securing the Existing Loan; and, in connection with the making of the Refinance Loan, Lender will require PFC to join in the execution of documents evidencing and/or securing the Refinance 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 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 (collectively the "Agreements") the 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 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 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 Chief Executive Officer shall deem to be necessary or desirable, and all acts heretofore taken by the designee of the 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.

[Remainder of page intentionally left blank for signature]

PASSED this 18th day of November, 202	4.	
ATTEST:	CHAIR	
Secretary		



REQUEST FOR BOARD AGENDA ITEM

1.	Brief Descrip	tion of	Proposed	Item
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Consideration and/or take action to authorize the Houston Housing Authority's re-finance of the Waterworks Apartments, located at 604 West 20th St., Houston TX 77008.

- 2. Date of Board Meeting: November 18, 2024
- 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 refinance the Waterworks Apartments pursuant to the memorandum from Jay Mason, Director of REID, dated November 12, 2024, to Jennine Hovell-Cox, Interim President & CEO.

4.	Department Head Approval	Signature Jay Mason (Nov 14, 2024 15:28 CST)	Date:
5.	Statement regarding availabili	ty of funds by VP of Fiscal Operations	
	Funds Budgeted and Available	X Yes No Source Third Party F	unding
	VP of FO Approval Signatu	Michael D. Rogers Michael D. Rogers (Nov 14, 2024 14:13 CST) Date	2:
6.	Approval of Interim President	& CEO	
	Signatu	Jennine Hovell-Cox Jegnne Hovell-Cox (Nov 14, 2024 15:16 EST) Date	e:



MEMORANDUM

TO: JENNINE HOVELL-COX, INTERIM PRESIDENT & CEO

FROM: JAY MASON, DIRECTOR OF REID

SUBJECT: CONSIDERATION AND/OR TAKE ACTION TO AUTHORIZE THE HOUSTON HOUSING AUTHORITY'S RE-

FINANCE OF THE WATERWORKS APARTMENTS, LOCATED AT 604 WEST 20TH ST., HOUSTON TX

77008.

DATE: NOVEMBER 12, 2024

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 refinance the Waterworks Apartments.

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 previously authorized the PFC to purchase the site on which the Project will be built (the "Land") and the PFC did purchase and currently owns the Land.

The PFC and DTC Waterworks, LLC (the "Company") entered into a lease agreement dated March 9, 2021 (the "Lease Agreement") granting site control of the Land to the Company.

Pursuant to the terms of the Lease Agreement, the Company is required to develop the Project in a manner so that 51% of the units are made available for rental to persons of low and moderate income.

The Company now desires to re-finance the existing construction financing for the Project (the "Existing Loan") by obtaining a new loan in the approximate amount of \$15,107,000 ("Refinance Loan") from Regions Bank, an Alabama banking corporation ("Lender"), pay off the existing loan and release the associated documents securing the Existing Loan; and, in connection with the making of the Refinance Loan, Lender will require PFC to join in the execution of documents evidencing and/or securing the Refinance Loan (collectively, the "Loan Documents").

APPROVALS:

The Board of Commissioners of the Authority (the "Board") authorizes the Chief Executive Officer of the Authority and/or his designee to review, approve and execute all certificates, affidavits, agreements,

documents and other writings (collectively the "Agreements") the 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 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 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 Chief Executive Officer shall deem to be necessary or desirable, and all acts heretofore taken by the designee of the 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 refinance the Waterworks Apartments pursuant to the memorandum from Jay Mason, Director of REID dated November 12, 2024, to Jennine Hovell-Cox, Interim President & CEO.

RESOLUTION NO. 3839

RESOLUTION AUTHORIZING THE HOUSTON HOUSING AUTHORITY (THE "AUTHORITY") TO TAKE SUCH ACTIONS NECESSARY OR CONVENIENT TO REFINANCE THE WATERWORKS APARTMENTS (THE "PROJECT")

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 previously authorized the PFC to purchase the site on which the Project will be built (the "Land") and the PFC did purchase and currently owns the Land;

WHEREAS, the PFC and DTC Waterworks, LLC (the "Company") entered into a lease agreement dated March 9, 2021 (the "Lease Agreement") granting site control of the Land to the Company;

WHEREAS, pursuant to the terms of the Lease Agreement, the Company is required to develop the Project in a manner so that 51% of the units are made available for rental to persons of low and moderate income;

WHEREAS, the Company now desires to re-finance the existing construction financing for the Project (the "Existing Loan") by obtaining a new loan in the approximate amount of \$15,107,000 ("Refinance Loan") from Regions Bank, an Alabama banking corporation ("Lender"), pay off the existing loan and release the associated documents securing the Existing Loan; and, in connection with the making of the Refinance Loan, Lender will require PFC to join in the execution of documents evidencing and/or securing the Refinance 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 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 (collectively the "Agreements") the 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 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 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 Chief Executive Officer shall deem to be necessary or desirable, and all acts heretofore taken by the designee of the 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.

[Remainder of page intentionally left blank for signature]

PASSED this 18th day of November, 202	4.	
ATTEST:	CHAIR	
Secretary		



REQUEST FOR BOARD AGENDA ITEM

Consideration and/or take action to authorize the update of the previously approved financing in Resolution No. 3817 for the Cortland Copperleaf Apartments transaction.

- **2. Date of Board Meeting:** November 18, 2024
- 3. Proposed Board Resolution:

Resolution: That the Houston Housing Authority Board of Commissioners authorizes the update of the previously approved financing in Resolution No. 3817 for the Cortland Copperleaf Apartments transaction pursuant to the memorandum from Jay Mason, Director of REID dated November 12, 2024, to Jennine Hovell-Cox, Interim President & CEO.

4.	Department Head Approval	Signature Jay Mason (Nov 14, 2024 15:28 CST)	Date:
5.	Statement regarding availability	y of funds by VP of Fiscal Operati	ions
	Funds Budgeted and Available	X Yes No Source_	Third Party Funding
	VP of FO Approval Signatu	Michael D. Rogers Michael D. Rogers (Nov 14, 2024 14:13 CST)	Date:
6.	Approval of Interim President	& CEO	
	Signatu	Jennine Hovell-Cox Jegine Hovell-Cox (Nov 14, 2024 15:16 ÉST)	Date:



MEMORANDUM

TO: JENNINE HOVELL-COX, INTERIM PRESIDENT & CEO

FROM: JAY MASON, DIRECTOR OF REID SUBJECT: CONSIDERATION AND/OR TAKE ACTION TO

AUTHORIZE THE UPDATE OF THE PREVIOUSLY APPROVED FINANCING IN RESOLUTION NO. 3817 FOR

THE CORTLAND COPPERLEAF APARTMENTS TRANSACTION.

DATE: NOVEMBER 12, 2024

This memorandum recommends that the Houston Housing Authority Board of Commissioners authorizes the update of the previously approved financing in Resolution No. 3817 for the Cortland Copperleaf Apartments transaction.

BACKGROUND

On September 17, 2024, the Houston Housing Authority Board of Commissioners passed a resolution (No. 3817) for the Cortland Copperleaf Apartments transaction which authorized the Houston Housing Authority officer or designee to take all actions necessary or convenient to facilitate the acquisition of, and placement of affordable units within, the Cortland Copperleaf Apartments located at 14811 West Road, Houston, Texas 77095 (the "**Project**"), and the execution of all required documents therefor.

The financing authorized in Resolution No. 3817 should be updated to reflect the Company's intention to finance the Project with a bridge loan from Greystone Servicing Company, LLC, its successors and/or assigns (the "Lender"), in an aggregate principal amount not to exceed \$28,000,000.00 (the "Loan"), prior to financing the Project with the loan previously authorized in Resolution No. 24-60.

Resolution No. 3817 and all authorizations provided therein should not otherwise be amended or modified and should remain in full force and effect.

RECOMMENDATION

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

Resolution: That the Houston Housing Authority Board of Commissioners authorizes the update of the previously approved financing in Resolution No. 3817 for the Cortland Copperleaf Apartments transaction from Jay Mason, Director of REID dated November 12, 2024, to Jennine Hovell-Cox, Interim President & CEO.

RESOLUTION NO.

RESOLUTION AUTHORIZING THE UPDATE OF THE PREVIOUSLY APPROVED FINANCING IN RESOLUTION NO. 3817 FOR THE CORTLAND COPPERLEAF APARTMENTS TRANSACTION.

WHEREAS, on September 17, 2024, the Houston Housing Authority Board of Commissioners passed a resolution (No. 3817) for the Cortland Copperleaf Apartments transaction which authorized the Houston Housing Authority (the "Authority") officer or designee to take all actions necessary or convenient to facilitate the acquisition of, and placement of affordable units within, the Cortland Copperleaf Apartments located at 14811 West Road, Houston, Texas 77095 (the "Project"), and the execution of all required documents therefor; and

WHEREAS, the Authority now desires to authorize the update of the financing authorized in Resolution No. 3817 to reflect the Company's intention to finance the Project with a bridge loan from Greystone Servicing Company, LLC, its successors and/or assigns (the "Lender"), in an aggregate principal amount not to exceed \$28,000,000.00 (the "Loan"), prior to financing the Project with the loan previously authorized in Resolution No. 24-60; and

WHEREAS, Resolution No. 3817 and all authorizations by the Authority provided therein shall not otherwise be amended or modified and shall remain in full force and effect.

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

BE IT RESOLVED, that the update of the financing authorized in Resolution No. 3817 to reflect the Loan from Lender is hereby approved, ratified and confirmed; and it is further

RESOLVED, that Resolution No. 3817 and all authorizations by the Authority provided therein shall not otherwise be amended or modified and shall remain in full force and effect; and it is further

RESOLVED, that any officer of the Authority and/or his/her designee (the "Executing Officer"), acting alone, is hereby authorized to review, approve and execute all certificates, affidavits, agreements, documents and other writings necessary and/or related to the forgoing matters the Executing Officer shall deem to be necessary or desirable in the consummation of the update of the financing in Resolution No. 3817.

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

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PASSED 18th of November, 2024.		
ATTEST:	CHAIR	
Secretary	-	



REQUEST FOR BOARD AGENDA ITEM

1.	Brief	Description	of	Proposed	l Item
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Consideration and/or take action to authorize the Houston Housing Authority's re-finance of the West Dallas Apartments, located at 2400 West Dallas Street, Houston, Texas 77019.

- 2. Date of Board Meeting: November 18, 2024
- 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 refinance the West Dallas Apartments pursuant to the memorandum from Jay Mason, Director of REID dated November 13, 2024, to Jennine Hovell-Cox, Interim President & CEO.

4.	Department Head Approval	Signature Jay Mason (Nov 14, 2024 15:28 CST)	Date:
5.	Statement regarding availability	ty of funds by VP of Fiscal Operations	
	Funds Budgeted and Available	X Yes No Source Third Par	rty Funding
	VP of FO Approval Signatu	Michael D. Rogers Michael D. Rogers (Nov 14, 2024 4:13 CST)	Date:
6.	Approval of Interim President	& CEO	
	Signatu	Jennins Hovell-Cox Jegnne Hovell-Cox (Nov 14, 2024 15:16 CST)	Date:



MEMORANDUM

TO: JENNINE HOVELL-COX, INTERIM PRESIDENT & CEO

FROM: JAY MASON, DIRECTOR OF REID

SUBJECT: CONSIDERATION AND/OR TAKE ACTION TO AUTHORIZE THE HOUSTON HOUSING AUTHORITY'S RE-

FINANCE OF THE WEST DALLAS APARTMENTS, LOCATED AT 2400 WEST DALLAS STREET, HOUSTON,

TEXAS 77019.

DATE: NOVEMBER 13, 2024

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 refinance the West Dallas Apartments.

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 previously authorized the PFC to purchase the site on which the Project will be built (the "Land") and the PFC did purchase and currently owns the Land.

The PFC and Montrose Apartments GL LP (the "Partnership") entered into a lease agreement dated November 20, 2020 (the "Lease Agreement") granting site control of the Land to the Partnership.

Pursuant to the terms of the Lease Agreement, the Partnership is required to develop the Project in a manner so that 51% of the units are made available for rental to persons of low and moderate income.

The Partnership now desires to re-finance the existing construction financing for the Project (the "Existing Loan") by obtaining a new loan in an amount not to exceed \$71,400,000 ("Refinance Loan") from Walker & Dunlop, LLC, a Delaware limited liability company("Lender"), pay off the existing loan and release the associated documents securing the Existing Loan; and, in connection with the making of the Refinance Loan, Lender will require PFC to join in the execution of documents evidencing and/or securing the Refinance Loan (collectively, the "Loan Documents").

APPROVALS:

The Board of Commissioners of the Authority (the "Board") authorizes the Chief Executive Officer of the Authority and/or his designee to review, approve and execute all certificates, affidavits, agreements, documents and other writings (collectively the "Agreements") the 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 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 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 Chief Executive Officer shall deem to be necessary or desirable, and all acts heretofore taken by the designee of the 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 refinance the West Dallas Apartments pursuant to the memorandum from Jay Mason, Director of REID dated November 13, 2024, to Jennine Hovell-Cox, Interim President & CEO.

RESOLUTION NO. 3841

RESOLUTION AUTHORIZING THE HOUSTON HOUSING AUTHORITY (THE "AUTHORITY") TO TAKE SUCH ACTIONS NECESSARY OR CONVENIENT TO REFINANCE THE WATERWORKS APARTMENTS (THE "PROJECT")

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 previously authorized the PFC to purchase the site on which the Project will be built (the "Land") and the PFC did purchase and currently owns the Land;

WHEREAS, the PFC and Montrose Apartments GL LP (the "Partnership") entered into a lease agreement dated November 20, 2020 (the "Lease Agreement") granting site control of the Land to the Partnership;

WHEREAS, pursuant to the terms of the Lease Agreement, the Partnership is required to develop the Project in a manner so that 51% of the units are made available for rental to persons of low and moderate income;

WHEREAS, the Partnership now desires to re-finance the existing construction financing for the Project (the "Existing Loan") by obtaining a new loan in an amount not to exceed \$71,400,000 ("Refinance Loan") from Walker & Dunlop, LLC, a Delaware limited liability company ("Lender"), pay off the existing loan and release the associated documents securing the Existing Loan; and, in connection with the making of the Refinance Loan, Lender will require PFC to join in the execution of documents evidencing and/or securing the Refinance 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 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 (collectively the "Agreements") the 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 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 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 Chief Executive Officer shall deem to be necessary or desirable, and all acts heretofore taken by the designee of the 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 18th day of November, 2024	4.	
ATTEST:	CHAIR	
Secretary		

INTERIM PRESIDENT AND CEO REPORT FOR MONTH ENDING OCTOBER 31, 2024

ı.	Executive Summary	78
II.	Low-Income Public Housing	79
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VI.	Addendum: Operating Statements) 1

EXECUTIVE SUMMARY

LOW-INCOME PUBLIC HOUSING

The Low-Income Public Housing (LIPH) program had an adjusted vacancy rate of 2.8% on October 31, 2024. As of November 1, 2024, rent collection for October was 93.5% of rents billed on an adjusted cash accounting basis.

There are currently 25,089 active applications for the Public Housing Waiting List, which represents a decrease of 0.4% from last month.

	Low-Income Public Housing							
	Αι	ıgust	Sep	tember	October			
Vacancy Rate	2	.2%	2	2.2%	2	2.8%		
Rent Collection	94.9%		9	2.3%	93.5%			
Unit Turnaround Time (Days)		51	52		54			
Avg. Non-Emergency Work Order Days	2	2.12	2.13		1.41			
Waiting Lists	Duplicated	Unduplicated	Duplicated	Unduplicated	Duplicated	Unduplicated		
waiting Lists	25,584	11,192	25,198	11,025	25,089	11,002		

VOUCHER PROGRAM OPERATIONS

During October 2024 the VPO staff completed 960 annual re-examinations. The VPO department also completed 136 interims, 156 change of units (moves), 39 new admissions, and 50 portability move-in transactions.

As of October 31, 2024, 392 families are enrolled in the Family Self Sufficiency (FSS) program; 243 of the 392 (61%) families are eligible for escrow and currently have an FSS escrow balance.

The PIH Information Center (PIC) reporting rate for the one-month period ending October 31, 2024 was 100%.

Vouc	Voucher Program Operations							
	August 2024	September 2024	October 2024					
Households	19,291	19,165	19,114					
ABA Utilization/Unit Utilization	126%/96.5%	104.4%/96.1%	105.1%/95.3%					
Reporting Rate	101%	101%	100%					
Annual Reexaminations Completed	1,441	1,824	960					
HQS Inspections	2,369	2,044	1,043					
Waitlist	2,270	2,270	2,270					

PROPERTY MANAGEMENT SUMMARY

			Vac	cancy			Unit Turnaround Time (YTD)						
PMC	August		September		Oct	October		August		September		October	
	%	Grade	%	Grade	%	Grade	Days	Grade	Days	Grade	Days	Grade	
Orion	2.8	В	2.8	В	2.9	В	65.0	F	64.0	F	66.7	F	
Lynd	0.0	Α	0.5	Α	0.5	Α	20.6	В	41.0	E	41.0	E	
J. Allen	1.8	Α	1.7	Α	2.9	В	33.7	D	35.3	D	37.6	D	

	Emergency Work Orders (Completed within 24 hours)							Routine Work Orders						
PMC	AC August		September		Oct	October		August		September		October		
	%	Grade	%	Grade	%	Grade	Days	Grade	Days	Grade	Days	Grade		
Orion	92.0	F	81.6	F	82.4	F	2.7	Α	4.1	Α	2.6	Α		
Lynd	100	Α	100	Α	100	Α	4.6	Α	2.8	Α	2.0	Α		
J. Allen	95.5	F	94.7	F	100	Α	2.2	А	2.3	Α	2.2	Α		

			Rent Collection					
PMC	August		Septe	ember	October			
	%	Grade	%	Grade	%	Grade		
Orion	89.5	F	94.8	С	91.8	Е		
Lynd	99.9	Α	99.1	Α	79.4	F		
J. Allen	99.7	Α	88.2	F	98.3	Α		

PHAS Score	Occupancy Rate	Avg. Total Turnaround Days	Rent Collection Percentage	Avg. W/O Days
Α	98 to 100	1 to 20	98 to 100	≤24
В	97 to 97.9	21 to 25	96 to 97.9	25 to 30
С	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
Е	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	Goal 2.0%	Actual 2.8%	Α	0 to 2
			В	2.1 to 3
This indicator examines the vacancy rate		-	С	3.1 to 4
unit turnaround time. Implicit in this inc	·		D	4.1 to 5
to track the duration of vacancies and u	init turnaround, inclu	ding down time, make	Е	5.1 to 6
ready time, and lease up time.			F	≥6.1
RENT COLLECTION (YTD)	Goal 98%	Actual 93.5%	Α	98 to 100
			В	96 to 97.9
This report examines the housing autho	· ·	-	С	94 to 95.9
residents in possession of units during	•		D	92 to 93.9
balance of dwelling rents uncollected a	s a percentage of tota	al dwelling rents to be	Ε	90 to 91.9
collected.			F	≤89.9
EMERGENCY WORK ORDERS	Goal 100%	Actual 86.4%	Α	99 to 100
			В	98 to 98.9
This indicator examines the average nu	mber of days that it to	akes for an emergency	С	97 to 97.9
work order to be completed. Emergence	y work orders are to b	e completed within 24	D	96 to 96.9
hours or less and must be tracked.			Е	95 to 95.9
			F	≤94.9
Non-Emergency Work Orders	Goal 3 Days	Actual 1.41 Days	Α	≤24
			В	25 to 30
This indicator examines the average nun	nber of days that it tal	kes for a work order to	С	31 to 40
be completed. Implicit in this indicator	is the adequacy of HH	A's work order system	D	41 to 50
in terms of how HHA accounts for and o	controls its work orde	rs and its timeliness in	Е	51 to 60
preparing/issuing work orders.			F	≥61
Annual Inspections	Goal 100%	Actual 100.00%	Α	100
			В	97 to 99
This indicator examines the percentage	e of units that HHA i	nspects, on an annual	С	95 to 96.9
basis, in order to determine the shor		•	D	93 to 94.9
modernization needs. Implicit in this in	•	•	Е	90 to 92.9
program in terms of the quality of HH	IA's inspections, and	how HHA tracks both	_	
inspections and needed repairs.			F	≥89.9*
*PMCs have discretional authority to s month, as long as all inspections are cor		•		

VACANCY RATE AND TURNAROUND DAYS

Low-Income Public Housing Development	РМС	ACC Units	Approv ed Units Offline	Total Available ACC Units	Occupied Units	Vacant Units	Occupancy Percentage	Grade	Total Vacant Days	Units Turned YTD	Avg. Total Turnarou nd Days YTD	Grade
Bellerive	J. Allen	210	0	210	204	6	97.1%	В	822	23	36	D
Cuney Homes	Orion	553	0	553	537	16 <mark>1</mark>	97.1%	В	8,021	103	78	F
Ewing	Orion	40	0	40	39	1	97.5%	В	543	10	54	F
Irvinton Village	J. Allen	308	0	308	301	7	97.7%	В	2,066	59	35	D
Kelly Village	J. Allen	270	0	270	262	8	97.0%	В	1,858	56	33	D
Kennedy Place	Orion	108	0	108	107	1	99.1%	Α	555	11	50	Е
Lyerly	J. Allen	199	0	199	192	7	96.5%	С	1,613	31	52	F
Mixed-Income Developments												
Fulton Village	Lynd	108	0	108	107	1	99.1%	Α	448	8	56	F
Heatherbrook	Lynd	53	0	53	53	0	100.0%	Α	3	3	1	Α
Independence Heights	Orion	36	0	36	35	1	97.2%	В	158	4	40	D
Lincoln Park	Orion	200	0	200	187	13	93.5%	F	3,072	39	79	F
Oxford Place	Orion	230	0	230	226	4	98.3%	Α	2,932	62	47	Е
Totals		2,315	0	2,315	2,250	65	97.2%	В	22,091	409	54	F
¹ Reoccupancy of Initiatve	units at Cun	ey Home	s has bee	n suspended	l due to Cho	oice Neigh	borhood					
Section 8 New				Total Available				l	l Total	Units	Avg. Total Turnarou	

*Clayton Homos has been removed due to TyDet expansion as of August 21	2022	

Units

Offline

0

0

S8 NC

Units

100

100

Occupied

Units

99

99

Vacant

Units

98

98

S8 NC

Units

100

100

*Forest Green has been removed from PHO portfolio as of January 1, 2023.

Vacant

Days

Α

Α

Turned

YTD

338

338

nd Days

YTD

9

9

Grade

38

38

PHAS Score	Occupancy Rate	Avg. Total Turnaround Days
Α	98 to 100	1 to 20
В	97 to 97.9	21 to 25
С	96 to 96.9	26 to 30
D	95 to 95.9	31 to 40
Е	94 to 94.9	41 to 50
F	≤93.9	≥51

PMC

Tarantino

Construction

Development

Long Drive

Totals



Grade

98.0%

98.0%

Occupancy

Percentage

2

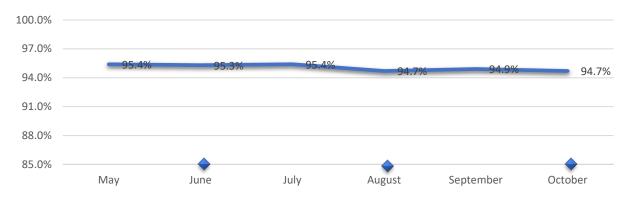
2

TAX CREDIT APARTMENT LEASING/OCCUPANCY INFORMATION

	Property	Total	Public Housing	Total Tax Credit	Market	Vacant Tax Credit/Market	Occupied
Property	Manager	Units	Units	Units	Units	Units	(%)
2100 Memorial			*CURR	ENTLY BEING	REDEVELOPI	ED	
Mansions at Turkey Creek	Orion	252	0	252	0	48	81.0%
Peninsula Park	Orion	280	0	280	0	13	95.4%
Pinnacle at Wilcrest	Embrey	250	0	250	0	4	98.4%
Uvalde Ranch	Hettig- Kahn	244	0	244	0	14	94.3%
Willow Park	Embrey	260	0	260	0	0	100.0%
Telephone Rd	Tarantino	200	0	200	0	0	100.0%
TOTALS		1,486	0	1,486	0	79	94.7%
RAD-PBV							
Allen Parkway Village	Orion	278	2	78	0	201 ²	27.7%
Historic Oaks of APV	Orion	222	222		0	218 ²	1.8%
HRI-Victory	Orion	140	1	40	0	14	90.0%
Sweetwater Point	Lynd	260	0	260	0	20	92.3%
TOTAL		900	640	260	0	453	49.7%

² APV & HOAPV are under going renovation under the RAD Conversion

6 Month Trailing Occupancy Rate



RENT COLLECTION

Low-Income Public Housing Development	РМС	Month Billed	Month Collected	% Collected	Grade	YTD Billed	YTD Collected	% YTD Collected	Grade
Bellerive	J. Allen	\$60,638	\$59,674	98.41%	Α	\$603,047	\$598,367	99.22%	Α
Cuney Homes	Orion	\$136,445	\$119,410	87.52%	F	\$1,342,208	\$1,242,574	92.58%	D
Ewing	Orion	\$9,710	\$9,122	93.94%	D	\$93,338	\$89,065	95.42%	С
Irvinton Village	J. Allen	\$69,401	\$68,353	98.49%	Α	\$721,247	\$694,895	96.35%	В
Kelly Village	J. Allen	\$64,312	\$61,950	96.33%	В	\$663,707	\$627,906	94.61%	С
Kennedy Place	Orion	\$40,346	\$39,777	98.59%	Α	\$379,681	\$365,480	96.26%	В
Lyerly	J. Allen	\$60,023	\$60,023	100.00%	Α	\$595,303	\$576,019	96.76%	В
Mixed-Income Housing Development									
Fulton Village	Lynd	\$38,949	\$30,539	78.41%	F	\$376,215	\$362,650	96.39%	В
Heatherbrook	Lynd	\$14,476	\$11,881	82.07%	F	\$128,957	\$125,409	97.25%	В
Independence Heights	Orion	\$8,141	\$8,141	100.00%	Α	\$50,278	\$42,279	84.09%	F
Lincoln Park	Orion	\$45,533	\$41,113	90.29%	E	\$459,958	\$425,434	92.49%	D
Oxford Place	Orion	\$36,341	\$36,341	100.00%	Α	\$331,504	\$306,563	92.48%	D
Totals	•	\$584,314	\$546,323	93.50%	D	\$5,745,444	\$5,456,642	94.97%	С

Section 8 New Construction Development	PMC	Month Billed	Month Collected	% Collected	Grade	YTD Billed	YTD Collected	% YTD Collected	Grade
Long Drive	Tarantino	\$21,043	\$16,277	77.35%	F	\$227,776	\$219,283	96.27%	В
Totals		\$21,043	\$16,277	77.35%	F	\$227,776	\$219,283	96.27%	В

	Rent
PHAS	Collection
Score	Percentage
Α	98 to 100
В	96 to 97.9
С	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
Bellerive	J. Allen	1	1	100.0%	Α
Cuney Homes	Orion	32	26	81.3%	F
Ewing	Orion	2	2	100.0%	Α
Irvinton Village	J. Allen	8	8	100.0%	Α
Kelly Village	J. Allen	1	1	100.0%	Α
Kennedy Place	Orion	0	0	N/A	Α
Lyerly	J. Allen	0	0	N/A	Α
Mixed-Income Housing Development					
Fulton Village	Lynd	0	0	N/A	Α
Heatherbrook	Lynd	0	0	N/A	Α
Independence Heights	Orion	0	0	N/A	Α
Lincoln Park	Orion	0	0	N/A	Α
Oxford Place	Orion	0	0	N/A	Α
Totals		44	38	86.4%	F

RAD-PBV		Emergency Work Orders Generated	Emergency W/O Completed within 24 hours	Percentage Completed within 24 hours	Grade
Long Drive	Tarantino	0	0	N/A	
Totals		0	0	N/A	

PHAS	Avg. W/O
Score	Days
Α	99 to 100
В	98 to 98.9
С	97 to 97.9
D	96 to 96.9
Е	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
Bellerive	J. Allen	34	1.37	Α
Cuney Homes	Orion	48	3.13	Α
Ewing	Orion	15	2.14	Α
Irvinton Village	J. Allen	83	2.90	Α
Kelly Village	J. Allen	67	2.23	Α
Kennedy Place	Orion	0	0.00	Α
Lyerly	J. Allen	28	1.20	Α
Mixed-Income Housing Development				
Fulton Village	Lynd	7	2.00	Α
Heatherbrook	Lynd	18	2.00	Α
Independence Heights	Orion	0	0.00	Α
Lincoln Park	Orion	5	0.00	Α
Oxford Place	Orion	2	0.00	Α
Totals	•	307	1.41	Α

Section 8 New Construction Development		Work Orders Generated	Average Completion Time (Days)	Grade
Long Drive	Tarantino	38	1.03	Α
Totals		38	1.03	Α

PHAS Score	Avg. W/O Days
Α	≤24
В	25 to 30
С	31 to 40
D	41 to 50
Е	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%	А
Cuney Homes	Orion	553	553	100.0%	Α
Ewing	Orion	40	40	100.0%	Α
Irvinton Village	J. Allen	308	308	100.0%	Α
Kelly Village	J. Allen	270	270	100.0%	Α
Kennedy Place	Orion	108	108	100.0%	Α
Lyerly	J. Allen	199	199	100.0%	Α
Mixed-Income Housing Development					
Fulton Village	Lynd	108	108	100.0%	Α
Heatherbrook	Lynd	53	53	100.0%	Α
Independence Heights	Orion	36	36	100.0%	Α
Lincoln Park	Orion	200	200	100.0%	Α
Oxford Place	Orion	230	230	100.0%	Α
Totals		2,315	2,315	100.0%	Α

Section 8 New Construction Development	PMC	Inspections Due	Inspections Performed	Percentage Complete	Grade
Long Drive	Tarantino	100	100	100.0%	Α
Totals		100	100	100.0%	Α

^{*}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.

PHAS	Inspections
Score	Performed YTD
Α	100%
В	97 to 99%
С	95 to 96.9%
D	93 to 94.9%
E	90 to 92.9%
F	≤89.9%

HOUSING CHOICE VOUCHER HUD-GRADED SEMAP INDICATORS

			Score	Performance
Annual Reexaminations Reporting Rate	Goal 96%	Actual 100%	10	≥96
			5	90 to 95
This Indicator shows whether the Agency control participating family at least every twelve (1	0	≤89		
CORRECT TENANT RENT CALCULATIONS	Goal 98%	Actual 100%	5	98 to 100
This Indicator shows whether the Agency corent to owner in the Rental Voucher Progra	-	the family's share of	0	≤97
PRECONTRACT HQS INSPECTIONS	Goal 100%	Actual 100%	5	98 to 100
•			0	≤97
the beginning date of the Assisted Lease an	nd HAP Contract.			
FSS ENROLLMENT	Goal 80%	Actual 109%	10	≥80
			8	60 to 79
This Indicator shows whether the Agency has required. To achieve the full points for thave 80% or more of its mandatory FSS mandatory slots on the FSS Program; 392 for	5	≤59		
FSS Escrow	Goal 30%	Actual 61%	10	≥30
			5	≤29
This Indicator shows the extent of the Agmeasuring the percent of current FSS parentered in the PIC system that have had incrin escrow account balances. To achieve the 30% of a housing authority's enrolled familiare 392 families participating in the FSS participating in the FSS participation.				

REAL ESTATE, INVESTMENT, AND DEVELOPMENT

OCTOBER 2024

RENOVATION PROJECTS

PUBLIC HOUSING DEFERRED MAINTENANCE AND CAPITAL IMPROVEMENTS

• Major Capital Projects

- License Plate Reader (LPR) Cameras Installation continues in September with 106 Cameras are in Service and 2 units in the planning phase.
- Oxford Place Apartments For exterior repairs, including roof replacement, exterior wall and sidewalk repairs, and replacing damaged windows and screens Construction has started and is expected to be completed by the end of November 2024. This project is approximately 85% complete. The roofing scope was completed in October 2024 and the contractor is working through the paint scope pending weather.
- Bellerive Senior Living Apartments Roof replacement and associated work; This project has completed the final punch walk with the engineer. The contractor completed this work at the end of October. This is approximately 100% complete and the engineer and roofing consultant is working on final inspections and closeout.
- Heatherbrook Apartments Construction has started, approximately 85% of the work has been completed. The anticipated completion is the end of November 2024.
- **Kennedy Place** Roof Repairs and Exterior Renovations This project is in final punch walk with the engineer. This project is approximately 99% complete.
- Lincoln Park Roof Repairs and Exterior Renovations Completed in May 2024. Close out documentation is in the process of being completed
- Fulton Place- Roof and building Envelope repairs. Construction is working though the punch walks with the engineer. Construction is approximately 80% completed. The completion is November 2024.
- HRI- Siding and Exterior Repairs- Due to ongoing conversations with the historic commission we
 are onboarding an architect to detail the comments provided. The project is in permitting and
 historical commission review. We will resubmit the bid once the architect updates drawings to
 complete bid package.

NEW DEVELOPMENT

- Standard on Jensen: (Replacement Housing for Clayton Homes) will be named 'Standard on the River':
 - Construction has started, with a projected occupancy in October 2025. Lease-up coordination will start in January 2025 for the relocation of Clayton Residents. Construction is 96% Complete.

REDEVELOPMENT - (RAD)

Allen Parkway Village & Historic Oaks of Allen Parkway Village

In August 2022, construction activities started with site work. Since August 2022, the HHA has been
working to relocate approximately one-quarter of the residents to alternate accommodations to facilitate
the interior renovations. This work was completed in the middle of January 2023, allowing the interior
renovations of these units to commence – Phase A. Construction is 32% complete for APV and 33%

complete for HOAPV. Phase A and B construction are running concurrently with an anticipated completion of May 2025.

HURRICANE HARVEY

FEMA has consolidated the following projects into a 428 fund that allows the HHA to use the balance of \$34 million remaining dollars across the following projects:

• Independence Heights II — Approved by the HHA Board in December 2023, approximately \$24.5 million of FEMA has been allocated to a new 260-unit development at the intersection of Yale and Crosstimbers. The HHA has coordinated with FEMA to reallocate the dollars earmarked for Forest Green and Clayton to develop the project.

The balance of the FEMA 428 funds will be used for another HHA planned development that has yet to be determined.

In addition to the FEMA 428 Funds - the HHA is currently developing a strategy to mitigate future flooding at our Uvalde Ranch and Mansions property that has been allocated - \$5.2 million and \$6.7 million, respectively—the HHA pricing deployable system and discussing the logistics of implementing such a system.

TXDOT LAND SALES

Kelly Village: The HHA is getting an appraisal done for a land swap. As part of the appraisal, the HHA and TxDOT will confirm the buildings, structures, parking areas, and infrastructure will be acquired and removed. A preliminary design and cost estimate to cure the development will be necessary to ensure the remaining units remain operational. This will include the following but not limited to:

- Confirming parking counts;
- Estimated cost for relocation of perimeter fencing, roads and sidewalks;
- o Provide a cost estimate to relocate utilities water, electrical, gas, and sewage as needed;
- Cost estimate for replacement/relocation of the park and all associated exterior landscaping and irrigation systems;
- Any additional adjustments to ensure the property follows applicable codes.

Once the above is finalized, a development plan will be finalized with TxDOT, including the disposition of the lands that TxDOT will acquire. The agency is aware of the displacement of residents, and the plan is to provide some replacement units in close proximity to the Kelly Village.

OPEN SOLICITATION LOG

NOVEMBER 2024

HHA'S PROCUREMENT DEPT.

Туре	Solicitation #	Status	Department(s)	Description	Advertisement Date	Due Date
FG-S	N/A	Open	REID	Forest Green Sale	10-31-2024	12-5-2024
QBS	24-37	Open	REID	Affordable Housing Houston – Development Partnerships	9-10-2024	12-19-2024

OPERATING STATEMENTS: 9 MONTHS ENDING SEPTEMBER 30, 2024

Central Office	Annual Budget 2024	MONTHLY	Year to Date Budget	Year to Date Actual	Favorable (Unfav) Variance
Operating Income					
Total Operating Income	9,316,900	777,412	6,987,675	6,991,643	3,968
Operating Expenses					
Salaries and Benefits	5,024,710	414,215	3,768,533	3,725,638	42,895
Facilities and Other					
Administrative Expenses	3,920,000	319,496	2,940,000	2,909,247	30,753
Total Central Office Expenses	8,944,710	733,711	6,708,533	6,634,885	73,648
Surplus/(Use) of Business					
Activities Funds for COCC	372,190	43,701	279,143	356,758	77,616

Housing Choice Voucher Program	Annual Budget 2024	MONTHLY	Year to Date Budget	Year to Date Actual	Favorable (Unfav) Variance
Administrative Operating					
Income					
Total Operating Income	16,042,000	1,324,748	12,031,500	11,957,531	(73,969)
Operating Expenses					
Salaries and Benefits	8,548,269	706,080	6,411,202	6,295,367	115,835
Administrative Expenses	2,712,600	220,895	2,034,450	2,007,249	27,201
COCC-Management Fees	4,468,062	363,250	3,351,047	3,312,464	38,583
Total Operating Costs Expenses	15,728,931	1,290,225	11,796,698	11,615,080	181,618
Cash Flow (Deficit) from Operations	313,069	34,523	234,802	342,451	107,649
Housing Assistance Payments (HAP)					
Housing Assistance Payment Subsidy	195,000,000	17,508,117	146,250,000	181,495,332	35,245,332
Investment Income on HAP Reserves	0	0	0	0	0
Housing Assistance Payments	195,000,000	17,560,350	146,250,000	181,275,698	(35,025,698)
nousing Assistance Payments	193,000,000	17,300,330	140,230,000	101,273,098	(55,025,098)
HAP Current Year Excess (Use)	0	(52,233)	0	219,634	219,634

OPERATING STATEMENTS: 9 MONTHS ENDING SEPTEMBER 30, 2024

Affordable Housing Rental Programs	Annual Budget 2024	MONTHLY	Year to Date Budget	Year to Date Actual	Favorable (Unfav) Variance
Operating Income					
HUD Subsidy - Low Rent					
Housing2826	13,800,158	1,148,281	10,350,119	10,345,965	(4,154)
Tenant Rental Income	23,698,812	1,977,158	17,774,109	17,764,527	(9,582)
Other Income	1,023,249	80,152	767,437	741,634	(25,803)
Capital Funds / Replacement					
Reserves	10,531,263	876,995	7,898,447	7,918,374	19,927
Total Operating Income	49,053,482	4,082,586	36,790,112	36,770,500	(19,612)
Operating Expenses					
Administrative Expenses	13,370,005	1,109,585	10,027,504	9,967,216	60,288
Tenant Services	618,078	55,361	463,559	427,854	35,705
Utilities	4,232,148	351,195	3,174,111	3,160,486	13,625
Maintenance	12,048,420	983,936	9,036,315	8,825,463	210,852
Protective Services	2,572,201	204,683	1,929,151	1,904,217	24,934
Insurance Expense	2,930,015	246,187	2,197,511	2,193,545	3,966
Other General Expense	293,430	20,387	220,073	207,646	12,427
Total Routine Operating					
Expenses	36,064,297	2,971,334	27,048,223	26,686,427	361,796
Net Income from Operations	12,989,185	1,111,252	9,741,889	10,084,073	342,184
Non-Routine Maintenance					
(Capital Funds)	5,125,673	429,759	3,844,255	3,816,613	27,642
Debt Service, including ESCO	2,633,809	220,434	1,975,357	1,969,638	5,719
Cash Flow (Deficit) from					
Operations	5,229,703	461,059	3,922,277	4,297,822	308,824