



# HOUSTON HOUSING AUTHORITY BOARD OF COMMISSIONERS MEETING FEBRUARY 18, 2025

---

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



**HOUSTON**  
HOUSING AUTHORITY



**HOUSTON**  
HOUSING AUTHORITY

**Transforming Lives & Communities**

2640 Fountain View Drive, Houston, Texas 77057 | Phone 713.260.0500 | **Jamie Bryant, 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**

**BOARD OF COMMISSIONERS MEETING**

**Tuesday, February 18, 2025**

**TABLE OF CONTENTS**

<b>AGENDA</b>	<b>4</b>
<b>February 4, 2025 BOARD MEETING MINUTES</b>	<b>7</b>
<b>February 6, 2025 SPECIAL BOARD MEETING MINUTES</b>	<b>18</b>
<b>February 13, 2025 SPECIAL BOARD MEETING MINUTES</b>	<b>22</b>
<b>COMMENTS and RESPONSES</b>	<b>24</b>
<b>OLD BUSINESS</b>	
a. Resolution No. 3858 Consideration and/or take action to authorize the Houston Housing Authority to take such actions necessary or convenient to terminate the Memorandum of Understanding with Columbia Independence Heights, LLC and proceed with procurement of a developer for the development of Independence Heights II (the “Project”), to take such actions necessary or convenient to facilitate the development of the Project, and the execution of all required documents therefor.	<b>31</b>
<b>NEW BUSINESS</b>	
b. Resolution No. 3861 Consideration and/or take action for the incoming President and CEO of the Houston Housing Authority (HHA) to assume all duties, roles, and responsibilities granted to the Interim President and CEO for HHA and all HHA Entities/Affiliates	<b>37</b>
c. Resolution No. 3862 Consideration and/or take action to authorize the President & CEO or designee to write off vacant tenant accounts from January 1, 2024, to March 31, 2024.	<b>39</b>
d. Resolution No. 3863 Consideration and/or take action to authorize the President & CEO or designee to write vacant tenant accounts for April 1, 2024, to June 30, 2024.	<b>51</b>

<b>e. Resolution No. 3864</b>	
<b>Consideration and/or take action to authorize the President &amp; CEO or designee to write off vacant tenant accounts for July 1, 2024, to September 30, 2024.</b>	<b>63</b>
<b>f. Resolution No. 3865</b>	
<b>Consideration and/or take action to authorize the President &amp; CEO or designee to negotiate, execute and make necessary changes and corrections to a contract with Waste Management for Solid Waste Removal Services.</b>	<b>75</b>
<b>g. Resolution No. 3866</b>	
<b>Consideration and/or take action to authorize the President &amp; CEO or designee to authorize the implementation of a Credit Card Policy to ensure transparency and prevent abuse as it relates to Houston Housing Authority (HHA) operations.</b>	<b>78</b>
<b>h. Resolution No. 3867</b>	
<b>Consideration and/or take action to authorize the President &amp; CEO or designee to authorize the implementation of a Fleet Policy to ensure that the Houston Housing Authority (HHA) vehicle rules are followed and that the use of the vehicles adheres to guidelines and policy.</b>	<b>89</b>
<b>i. Resolution No. 3868</b>	
<b>Consideration and/or take action to authorize the President &amp; CEO or designee to execute a contract with Omega Builders Group LP to replace the Trash Chute located at 75 Lyerly Senior Development in the amount of \$142,655.00.</b>	<b>105</b>
<b>j. Resolution No. 3869</b>	
<b>Consideration and/or take action to authorize Houston Housing Authority's refinance of The Peninsula Park Apartments, located at 4855 West Fuqua Street, Houston, Harris County, Texas 77045.</b>	<b>108</b>
<b>k. Resolution No. 3870</b>	
<b>Consideration and/or take action to authorize the update of the previously approved lender in Resolution No. 3808 for the August Friendswood transaction.</b>	<b>113</b>
<b>l. Resolution No. 3871</b>	
<b>Consideration and/or take action to authorize the update of the previously approved lender in Resolution No. 3807 for the Augusta North transaction.</b>	<b>117</b>
<b>m. Resolution No. 3872</b>	
<b>Consideration and/or take action to authorize the update of the previously approved lender in Resolution No. 3804 for the Mia LXMI Westchase East transaction.</b>	<b>121</b>
<b>n. Resolution No. 3873</b>	
<b>Consideration and/or take action to authorize the update of the previously approved lender in Resolution No. 3805 for the Mia LXMI Westchase West transaction.</b>	<b>125</b>

<b>o. Resolution No. 3874</b> <b>Consideration and/or take action to authorize the President &amp; CEO or authorized representative of the Houston Housing Authority to facilitate the acquisition of The Henry at Jones Road located at or about approximately 11925 Jones Rd., Houston, Texas 77070, and the execution of all required documents therefor.</b>	<hr/> 129
<b>p. Resolution No. 3875</b> <b>Consideration and/or take action to authorize the President &amp; CEO or authorized representative of the Houston Housing Authority to facilitate the acquisition of The Henry at Woodland Hills located at or about approximately 14807 Woodland Hills Dr., Humble, Texas 77396 and the execution of all required documents therefor.</b>	<hr/> 135
<b>PRESIDENT &amp; CEO OPERATIONS REPORT</b>	<hr/> 141
<b>FINANCE REPORT</b>	<hr/> 155





**HOUSTON**  
HOUSING AUTHORITY

Transforming Lives & Communities

2640 Fountain View Drive, Houston, Texas 77057 | Phone 713.260.0500 | **Jamie Bryant, 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**

**BOARD OF COMMISSIONERS MEETING**  
**TUESDAY, FEBRUARY 18, 2025**  
**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 Houston Housing Authority Board of Commissioners Meeting Minutes
  - a. Approval of the February 4, 2025 Houston Housing Authority Board Meeting Minutes
  - b. Approval of the February 6, 2025 Houston Housing Authority Special Board Meeting Minutes
  - c. Approval of the February 13, 2025 Houston Housing Authority Special Board Meeting Minutes
- IV. Introduction of the interpreters.
- V. 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)
- VI. Old Business
  - a. **Resolution No. 3858:** Consideration and/or take action to authorize the Houston Housing Authority to take such actions necessary or convenient to terminate the Memorandum of Understanding with Columbia Independence Heights, LLC and proceed with procurement of a developer for the development of Independence Heights II (the “Project”), to take such actions necessary or convenient to facilitate the development of the Project, and the execution of all required documents therefor.
- VII. New Business
  - b. **Resolution No. 3861:** Consideration and/or take action for the incoming President and CEO of the Houston Housing Authority (HHA) to assume all duties, roles, and responsibilities granted to the Interim President and CEO for HHA and all HHA Entities/Affiliates.
  - c. **Resolution No. 3862:** Consideration and/or take action to authorize the President & CEO or designee to write off vacant tenant accounts from January 1, 2024, to March 31, 2024.

- d. **Resolution No. 3863:** Consideration and/or take action to authorize the President & CEO or designee to write vacant tenant accounts for April 1, 2024, to June 30, 2024.
- e. **Resolution No. 3864:** Consideration and/or take action to authorize the President & CEO or designee to write off vacant tenant accounts for July 1, 2024, to September 30, 2024.
- f. **Resolution No. 3865:** Consideration and/or take action to authorize the President & CEO or designee to negotiate, execute and make necessary changes and corrections to a contract with Waste Management for Solid Waste Removal Services.
- g. **Resolution No. 3866:** Consideration and/or take action to authorize the President & CEO or designee to authorize the implementation of a Credit Card Policy to ensure transparency and prevent abuse as it relates to Houston Housing Authority (HHA) operations.
- h. **Resolution No. 3867:** Consideration and/or take action to authorize the President & CEO or designee to authorize the implementation of a Fleet Policy to ensure that the Houston Housing Authority (HHA) vehicle rules are followed and that the use of the vehicles adheres to guidelines and policy.
- i. **Resolution No. 3868:** Consideration and/or take action to authorize the President & CEO or designee to execute a contract with Omega Builders Group LP to replace the Trash Chute located at 75 Lyerly Senior Development in the amount of \$142,655.00.

VIII. Convene an Executive Session to discuss:

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

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

- j. **Resolution No. 3869:** Consideration and/or take action to authorize Houston Housing Authority's refinance of The Peninsula Park Apartments, located at 4855 West Fuqua Street, Houston, Harris County, Texas 77045.
- k. **Resolution No. 3870:** Consideration and/or take action to authorize the update of the previously approved lender in Resolution No. 3808 for the August Friendswood transaction.
- l. **Resolution No. 3871:** Consideration and/or take action to authorize the update of the previously approved lender in Resolution No. 3807 for the Augusta North transaction.
- m. **Resolution No. 3872:** Consideration and/or take action to authorize the update of the previously approved lender in Resolution No. 3804 for the Mia LXMI Westchase East transaction.
- n. **Resolution No. 3873:** Consideration and/or take action to authorize the update of the previously approved lender in Resolution No. 3805 for the Mia LXMI Westchase West transaction.
- o. **Resolution No. 3874:** Consideration and/or take action to authorize the President & CEO or authorized representative of the Houston Housing Authority to facilitate the acquisition of The Henry at Jones Road located at or about approximately 11925 Jones Rd., Houston, Texas 77070, and the execution of all required documents therefor.

p. **Resolution No. 3875:** Consideration and/or take action to authorize the President & CEO or authorized representative of the Houston Housing Authority to facilitate the acquisition of The Henry at Woodland Hills located at or about approximately 14807 Woodland Hills Dr., Humble, Texas 77396 and the execution of all required documents therefor.

X. Adjournment



**HOUSTON**  
HOUSING AUTHORITY

Transforming Lives & Communities

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

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

**TUESDAY, FEBRUARY 4, 2025**

**I. CALL TO ORDER**

A Meeting of the Board of Commissioners (“Board”) of the Houston Housing Authority (“HHA”) was held on Tuesday, February 4, 2025, at the Houston Housing Authority Central Office, 2640 Fountain View Drive, Houston, Texas 77057.

Before I call the meeting to order, I have a brief statement I'd like to read. We are grateful for the attendance of members of the Independence Heights community here today at the HHA Board meeting, and our thoughts and prayers are with all those mourning the passing of Tanya DuBose, who fought tirelessly for the Independence Heights community. She was a powerful force of good. The Houston Housing Authority is moving forward on the Independence Heights II development. The item on today's agenda is only to consider selecting a different developer partner. And with that, we'll call the meeting to order at 1:05 PM on February 4th, 2025.

**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
- Jennine Hovell-Cox, Secretary

**ABSENCES:** None

**III. ELECTION OF BOARD OFFICERS**

Chairman Proler: Secretary Hovell-Cox, would you be kind enough to conduct the election of the position of Chairman of the HHA Board of Commissioners?

Secretary Hovell-Cox: Yes, sir.

Commissioner Aceves-Lewis: I would like to make a motion about the election.

Secretary Hovell-Cox: There is a discussion item on the agenda.

Commissioner Aceves-Lewis: OK, I only see Election. Sorry.

Secretary Hovell-Cox: If you let me go through the script. This is for the position of Chairman of the Board of Commissioners. I call for nominations for the position of Chairman of the HHA Board of Commissioners.

Commissioner Carter: I nominate Jody Proler.

Secretary Hovell-Cox: Are there any other nominations?

Commissioner Kirkendoll: I nominate Alton Smith.

Secretary Hovell-Cox: If there are no more nominations for the chairman position, I call for a motion to close the nominations.

Commissioner Smith: Because of a personal situation, I have to decline at this particular time.

Secretary Hovell-Cox: Since there is only one current nomination for the position of Chairman of the Board of HHA Commissioners, I call for a motion to close the nominations. Do I have a motion?

Commissioner Carter motioned. Commissioner Li seconded.

Secretary Hovell-Cox: Any discussion?

Commissioner Aceves-Lewis: I don't know what I'm supposed to say.

Secretary Hovell-Cox: Is there any discussion regarding the nominations for the position of Board Chairman?

Commissioner Aceves-Lewis: I wanted to make a motion to postpone the election of board officers and discussion and nomination until our next board meeting.

Jonathan Brush, HHA Board Attorney: It is an appropriate motion that would require a second and then a majority vote.

Secretary Hovell-Cox: Do I have a second?

The motion was seconded by Commissioner Ballard.

Secretary Hovell-Cox: I call for a vote for Commissioner Aceves-Lewis' motion to postpone the election. All in favor, say aye.

Commissioner Li: Excuse me, I thought we had a motion and second already on the floor.

Mr. Brush: This would be a motion to postpone the election, so it's an incidental motion. If the motion is carried, it postpones further discussion. If the motion fails, we proceed with any discussion on the nomination.

Commissioner Aceves-Lewis: I'm asking if we can postpone electing officers until our next meeting so that we could have discussions.

Secretary Hovell-Cox: I have a first and second motion. All in favor, say aye.

***Unclear Count.***

Secretary Hovell-Cox: Let me do this again. All in favor say aye and raise your hand.

Commissioner Smith: Can I ask the person to explain why they want to postpone it?



Mr. Brush: This is the vote on the motion to postpone the election. A vote of “aye” will postpone the election; a vote of “nay” and the board will proceed with the election.

Secretary Hovell-Cox: Are you asking if there is any discussion on the motion to postpone?

Commissioner Smith: What would be the problem of having it now versus then? What are the advantages of doing it later?

Mr. Brush: The only discussion would be related to the motion itself on the timing, not on the substance of it. So, it really should just be a yay or nay vote as to whether or not to postpone. Any substantive discussion would be on the election itself.

Commissioner Aceves-Lewis: Alton, do you have a question?

Secretary Hovell-Cox: Again, this vote is on the motion to postpone the election. If you are all in favor, please say aye and raise your hand.

Commissioners Aceves-Lewis, Ballard, and Kirkendoll said, “Aye”

Secretary Hovell-Cox: Any opposed?

Commissioners Proler, Li, Carter, and Smith opposed it.

Secretary Hovell-Cox: Motion is denied.

Mr. Brush: In that case, then, the Board would proceed with the vote on the nomination of Mr. Proler.

Secretary Hovell-Cox: So, there's no discussion?

Mr. Brush: There can be discussion amongst the board. If there's no discussion, then the board will proceed to vote.

Secretary Hovell-Cox: Is there any discussion amongst the board as to the vote on Chairman Proler being reelected to the HHA Board of Commissioners?

Commissioner Kirkendoll: I have a question. So, it's strictly on the vote and anything else would be just relayed to him in executive session?

Commissioner Aceves-Lewis: We can't discuss this in executive session.

Secretary Hovell-Cox: Any discussion would be now in public session.

Commissioner Kirkendoll: So moving forward, if Jody Proler is going to be Chairman, he is not so involved in the day-to-day activities of the Houston Housing Authority because we are to govern. Not run.

Secretary Hovell-Cox: Any other discussion?

Commissioner Aceves-Lewis: I would just say that I appreciate all that Chairman Proler has done. I've seen his heart, I've seen his dedication. He spent a lot of energy and time serving and trying to bring a lot of change, and for that I'm appreciative. I was hoping to postpone this because I'd rather for us as a board, to

have private conversations about how we want to go forward in a new way so that we are united and on the same page and respectful. And I'm sorry that that's not going to go forward. I wanted to have those discussions before I can vote to continue as it has been.

Commissioner Smith: One of the things I would suggest. I'm coming from a human resources perspective. I have always been of the opinion that a person or an employee should be told what their performance deficiencies are in advance and given the corrective action plan to correct those deficiencies and given an opportunity to take training to improve. If the person continues to fail, then corrective action should be taken at that time. I've thought about this long and hard and that's what I believe in, and that's all I have to say.

Commissioner Li: When I started serving on the board, I do appreciate our Chairman. I think he did a wonderful job and the leadership and all of these things to make this organization go in the right direction. The comment about the daily operation, I think it's a personal opinion. The staff is doing the job that's why the board is here. We are supervising. I feel our Chairman is doing a good job and really shows his leadership. That's my opinion.

Secretary Hovell-Cox: Thank you. Any other discussion? I called for a vote to re-elect Jody Proler to the position of Chairman. All in favor signify by saying aye and raising your hand, please.

Commissioners Proler, Li, Smith and Carter voted Aye.

Secretary Hovell-Cox: Is there anyone opposed to the re-election of Jody Proler as Chairman of the HHA Board of Commissioners? Being that there is no objection, Jody Proler is re-elected as the Chairman of the HHA Board of Commissioners.

Chairman Proler: I call for nominations for the position of Vice Chairman of the Houston Housing Authority Board of Commissioners. Are there any nominations?

Commissioner Li: I nominate Alton Smith

Commissioner Carter: I second the nomination.

Jody: There's a nomination for Alton Smith as Vice Chairman and a second by Commissioner Carter. Is there any discussion? And I see no discussion. So with that, I call for a vote to re-elect Alton Smith to the position of Vice Chairman. All in favor signify by saying aye.

The Board: all said Aye.

Chairman Proler: Any opposed? No one opposed it. Thank you. Congratulations, Vice Chairman Smith.

#### **IV. APPROVAL OF THE MINUTES**

##### **a. Board Meeting Minutes: December 17, 2024**

Chairman Proler: We'll move into the approval of the December 17, 2024, Houston Housing Authority Board Meeting Minutes. I'll call for a motion to approve. Do I have a motion to approve the minutes as submitted?

Motioned by Commissioner Li to approve the minutes of the December 17th, 2024 meeting minutes and seconded by Commissioner Kirkendoll.

Commissioner Aceves-Lewis: Is there any discussion? I did see two things but I didn't know when to discuss.

Chairman: Yes, please, absolutely go ahead.

Commissioner Aceves-Lewis: So, it's in the discussion with the auditors, who do I address this to? Anna?

Chairman Proler: Can You refer to the page?

Commissioner Aceves-Lewis:, it's on 7 to 11. "Cynthia" is mentioned, which is obviously me, but it didn't say who I am. There was no context that, I am a commissioner. And then later in the text, it says Commissioner Aceves-Lewis, which would lead a reader to believe that it was a different person.

Anna Hawkins: OK, I'm happy to make that change.

Commissioner Aceves-Lewis: And then the other thing, after Berman Hopkins spoke up, that Jody and I had asked for an audit report mediation plan to be presented in January. So I mean, how do you double check that? Maybe I missed it. There's a lot of text. I did not see it in here.

Anna Hawkins: I thought I saw the text you're referring to, but I will review the recording. I did not attend the December meeting, so I delayed getting the information to make sure that our staff presented at this meeting. I apologize for that, but I'll make the corrections before we post those minutes.

Mr. Brush: I would recommend that the board simply take a vote to postpone these minutes until they're presented as corrected.

Chairman Proler: Thank you and I agree.

On motion by Commissioner Aceves-Lewis. And seconded by Commissioner Smith. The vote is unanimous to postpone the approval of the December 17, 2024 minutes until they've been revised and accurately recorded.

## **V. 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.

## **VI. PUBLIC COMMENTS**

Reverend Gray Mackey: Thank you for allowing us to speak. I come on behalf of the Independence Heights Redevelopment Council. Mr. Proler, we say thank you from the outset of this meeting and acknowledge Tanya DuBose. We're certainly in mourning for all of the labor that she has done over the course of so many years. However, I must admit we're a little dissatisfied as to the timing of the HHA wanting to move to a new developer and to terminate the relationship with Columbia Residential, and so I stand before you on behalf of hundreds of thousands of folk residents of Independence Heights. You'll hear from some other stakeholders shortly to ask you all to urge you, in fact, to insist that you vote no. Absolutely astounding, no, because you not only disenfranchise the residents of Independence Heights, but I myself, along with many others, have traveled to New Orleans. We've been working with Columbia Residential now since 2018. We've also been working obviously with HHA even prior to that with Independence Heights I. So again, to move to a new developer will disenfranchise many members of the community. So again, we want you to honor the commitment of the MOU that was signed by David Northern, and we want you to keep your

commitment to us because, essentially, the commitment to Columbia Residential was also to us as residents and stakeholders of Independence Heights because we sat down the countless hours sharing with Columbia Residential, the needs and the desires of how we wanted to look and feel of Independence Heights II. So we don't see how having to pay them a \$2,000,000 pre-development costs or penalty, lose tax credits, all of those things, just for a new developer. So we feel like there's been some sort of ad hoc meeting that played here, some sort of numbers game that's being played. And so again, we ask you to honor the commitment that's been on the table. Work through the closing cost with Columbia Residential. Keep the integrity in the deal; we implore you; we urge you to do the right thing.

Verdell Ingram: I'm the President of Cuneo Homes, also serve on the board, and am a resident of Houston. I'm here today to ask if I've tried to send emails and phone calls to President Hovell-Cox. It appears that we are having an abuse of power for the resident council from the Asset Management and Client Services. We only have one woman in there who seems to be doing abuse of power. So, we really would like to meet with you. The next thing that they are doing is refusing to release federal funds to the resident council and holding us accountable when you all were upgrading your system, so we would really like a meeting with you as soon as possible, please, so we can get this handled. The third thing is President Hovell-Cox, let's say some of us, and you're in that group, are interpreting what HUD is saying differently. So, with your attorney background, we need you to come and make sure we are all on one page on interpreting what HUD is saying for Resident Council and not rewriting the MOU where HUD is saying one thing and the MOU is saying something else. Thank you very kindly, everybody, for listening.

Antoinette Jackson: Good afternoon, Commissioners. I want to bring prepared remarks from my client, Columbia Residential, and SDK for Columbia Independence Heights. Chairman, board members, and members of the community, we appreciate the opportunity to address you today. I am speaking on behalf of Columbia Residential and SDK, collectively, Columbia Independence Heights, the development partners for Independence Heights II. Columbia Residential and SDK have remained steadfast in their commitment to delivering high-quality, affordable housing in Independence Heights in partnership with the Houston Housing Authority. Columbia Residential and SDK were selected by HHA through the procurement of the development partner and owner for the proposed development. Since being selected as HHA's development partners in 2018, we have worked diligently with HHA, representatives of the Independence Heights community, all professional consultants, and finance partners to advance the critical project, navigating multiple redesigns at HHA's request. In December 2023, the board approved a MOU between HHA and Columbia Independence Heights, which outlined the project structure and business terms. Since then, we have secured bond reservation and other development finance and submitted the permitting documents, prepared construction documents, and applied for our tax credit. Despite this progress towards closing on December 6th, 2024, we were informed by HHA's Council that HHA no longer intended to proceed under the development structure outlined in the approved MOU. HHA has requested significant changes to the development and ownership structure and other business terms. We made it clear that the changes were infeasible and urged HHA to honor the agreement. In the meantime, we have continued to advance the development process in good faith in hopes of a resolution. Our continued efforts to acknowledge the critical closing deadlines necessary to preserve bond and tax credit financing and \$7 million in additional funding due to the site's designation as a QCT. We have been notified as of January 30th that it is the intent to terminate the MOU. We respect the decision to pursue a new development partner and we want to make it clear our unwavering commitment to this project and the Independence Heights community. We have put this project in a position to move forward as indicated. We have upheld our responsibilities under the MOU even when notified of your intention to restructure. We respectfully ask that the Board take definitive action on today on whether HHA will continue to partner with Columbia Independence Heights or if it intends to terminate and settle the agreement as outlined in the MOU. Our firms have 30 years of experience developing affordable housing, we regret that we will not be able to see this project through. However, we stand by our efforts to share the vision of Independence Heights led by the late Tonya DuBose.

LaTisha Grant: I have for you today as the chair of the Affordable Housing Committee for Charlene Ward Johnson, State Rep District 139, and I am here to urge you guys to reconsider utilizing Columbia. As stated in your introduction, Tonya DuBose worked extremely hard and tirelessly to ensure their connection between the community with this particular contractor. What this would do is set the community back and this is not something that we want to see happen. There are several seniors in this community who, unfortunately, are being priced out, and we want to be sure that they remain. The information has been communicated to one particular contractor, and to start this entire process all over has absolutely reduced morale. So we urge you all to reconsider and to proceed as instructed previously.

Nathan Jenkins: I stand in agreement with all of those who you have heard already as it relates to resolution #3858. Our vote is a strong no. I want to give just a quick example of what happens when we have conversations in the community and then we decide to pull our commitment to the community. I came to Providence Missionary Baptist Church which is located on E 43rd St. 403. On 43rd St., there was a gentleman who stayed a block down the street. He was a member of the Providence Church. He had been running a home in the community. He's on a fixed income. When he saw the first phase go up. It was his hope that he would be able to live there because what we communicated to them and to our members was that there would be some affordable housing opportunities for them. So, he informed his landlord that he was moving out. He did that but then he was not able to qualify to move into that housing facility. I would hate for this to happen to them again because we move out of our commitment to the community and to allow them to come together in a partnership. So, I don't want us to think about the displacement of those people who have been living there in Independence Heights for all these years.

Billy Williams: Chairman to the board members, we stand not to be repetitive but certainly to echo sentiments that have been repeated before us. We stand in opposition to Resolution 3858. We stand with the Independence Heights Greater Houston Redevelopment Town Council. We, the Independence Heights Greater Houston Baptist Pastors and ministers of minds will have you know that the works that Tonya DuBose has done should not be abandoned at this time. We need to move forward with the work that has been done before us; we stand again in our opposition to Resolution 3858.

James Williams: To the board, I'm here today to echo the words you've heard already and say we are opposed to Resolution 3858.

## **VII. NEW BUSINESS**

- a. Resolution No. 3856: Consideration and/or take action to authorize the Interim President & CEO or authorized representative of the Houston Housing Authority to execute and Enter into Insurance Contracts for the 2025 Policy Year with the Texas Municipal League Intergovernmental Risk Pool.**

PRESENTED BY: Mike Rogers, Vice President of Fiscal and Business Operations

Resolution 3856 is seeking approval to enter into the insurance contracts with TML for the 2025 policy year for an amount not to exceed \$1,500,000. The insurance policies that we're talking about are recapped in the memorandum. There's a list of them and the biggest piece of them as a real and personal property, for the existing public housing units that cover that, there are some 1,928 units that are included in the various properties that make up that total, and the building that we're currently in right here, 2640. That makes up approximately \$1.3 million of the total \$1.474 premium quote that we have from the Texas Municipal League. The resolution is for 'not to exceed \$1.5 million'. We always tend to add a little bit more to the actual quote, so if there are some minor adjustments that need to be made during the year, we don't have to postpone and come back seeking additional board approval for that.



This \$1.5 million amount is an increase of a little more than 24% from the amount that we requested last year. This continues the trend over the past several years of 20-30% continuing increases in the price of this insurance. There's no question that, going forward, this is going to continue to make it more and more difficult for the operation of the public housing portfolio in there. However, there is an obligation on our part to maintain adequate insurance for the protection of these assets. And so we're kind of stuck between a rock and a hard place on that. The good news, if there is any good news in this resolution, is that the per-door rate, around \$600.00 per door equivalent under this, is still substantially lower than what we have to pay for insurance on the other properties that we have. Later this year, we'll be coming back with another resolution for some of our other tax credit properties and everything like that. And I don't know what the price is going to be for those yet. We haven't actually started that process yet. That will start probably in the latter part of this month or early March because those policies renew in May. There is a chance that we might be able to reduce the premium some. One of one of the properties that's covered is Forest Green. There's an actual disposition on that that's been approved by HUD. We do not currently have anybody that I'm aware of that's actually attempting to acquire that site, but should we be able to dispose of that site.

Chairman Proler: And we don't have any tenants in that site?

Mike Rogers: That site is empty.

Chairman Proler: So, are we insuring it for raw land or replacement value or what?

Mike Rogers: We are insuring it because the buildings are still there.

Chairman Proler: But is it required that we provide the same type of coverage on it as if it were occupied?

Mike Rogers: That is unclear in HUD because the only thing that we get from HUD is that you're supposed to provide adequate insurance, reasonable insurance. We can look into it and see if we can just insure it for land, which would reduce the cost a little bit. For now, the buildings are still there.

Chairman Proler: Are we required to participate through the Texas Municipal League? We can't do competitive bidding for this?

Mike Rogers: We are not required to participate through the TML.

Chairman Proler: We can do competitive bidding?

Mike Rogers: We can it's just our history and we do competitive bidding through all the other properties that we insure is that the per door rates are substantially higher when we go out into the marketplace for that. Texas Municipal League is an intergovernmental risk pool. It is a little bit of a different animal than for-profit insurance, so, going out into the open marketplace, we would be going to for-profit insurance companies as opposed to a nonprofit insurer. So again, the difference in the per-door rate is approaching \$700-800 per door lower for a TML policy than what we have to pay on the open marketplace. These are also all of the old public housing properties.

Chairman Proler: Right, which that insurance is going to continue to be higher.

Mike Rogers: It would be very difficult to get a for-profit insurance company to even entertain something like that.

Commissioner Smith: Based on what I'm hearing, we don't have much of an alternative.

Mike Rogers: In my opinion, I don't think we have any alternative because we won't find this price out on the open market.

Commissioner Smith: I would presume they would also continue to stay abreast of any possible changes.

Mike Rogers: Not a week goes by without the subject of the ongoing crisis in the insurance market being discussed at some point.

Commissioner Smith: I knew that, but I just wanted to hear you say it.

Mike Rogers: I wish we could insure every one of our properties with TML, but TML puts a restriction on us that will only insure those properties that are 100% owned by a governmental institution. So when you go into the tax credit world, you actually have moved on from the government entity, and it's owned by a partnership at that point in time and ineligible for inclusion in this pool.

Chairman Proler: Just out of curiosity, in our 2025 budget, did this number fit with that budget number?

Mike Rogers: Yes, we actually had \$1.6 million put into the budget for that.

Chairman Proler: Any other questions?

Commissioner Aceves-Lewis: Thank you for asking that. So we had budgeted 1.6 million, and so that's a 130% increase since 2022, which is significant. So, my only other thought would be, I think Jody, you touched on it, is just as a businesswoman, I understand it. It is maybe the best we can do, and it sounds like that's probably the case, but I would just want to know that I know that and if there would be an opportunity to just put this down to the open market. At least we have it, and we're not speculating that this could be the best. That would be my comment.

Chairman Proler: I would support that too, but I don't want to avoid the risk of losing our window here with this carrier.

Commissioner Aceves-Lewis: So we would lose that window?

Mike Rogers: Yes.

Commissioner Aceves-Lewis: So I guess that would just be something to think about.

Mike Rogers: When we begin Pricing the other properties that we have, we can ask them to look at this, but what I suspect will happen is many of them will actually say they are not interested because of the type of product that it is. I have no real expectation, based on having done this now; this is the 13th time I've brought this resolution to the board, that there would be any realistic expectation that we can come anywhere near the per-door rate for this type of government. So, the staff is recommending that we approve this resolution.

On motion by Commissioner Li and seconded by Commissioner Smith. The Board unanimously approved Resolution No. 3856.

**b. Resolution No. 3857: Consideration and/or take action to authorize the Interim President & CEO to livestream board meetings.**

PRESENTED BY: Roy Spivey, Director of Information Technology

Chairman Proler: Mr. Spivey, before you make your presentation, I just would want to comment to the board that it has been suggested that a number of housing authorities around the state start televising their meetings to allow people who physically can't come here to be able to watch it on television. Fortunately, the Housing Authority has the equipment, so we did not have any out-of-pocket expenses.

Roy Spivey: Chairman, you have given my whole presentation. We have the equipment; we have been testing, and we're ready to start live streaming.

Commissioner Smith: I have a comment. When this came out, I was wondering why we didn't do this before because all, especially during COVID, almost everybody started doing that.

Roy Spivey: During COVID, we had virtual meetings, which is a little bit different. We've been preparing for this day for about six months, so we already have the equipment, and we're prepared to start anytime you want.

On motion by Commissioner Smith and seconded by Commissioner Kirkendoll. The Board unanimously approved Resolution No. 3857.

**VIII. EXECUTIVE SESSION**

Chairman Proler suspended the Public Session on Tuesday, February 4, 2025, at 1:45 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 3:18 p.m. to take action on Executive Session agenda items.

**NEW BUSINESS continued**

**c. Resolution No. 3858: Consideration and/or take action to authorize the Houston Housing Authority to take such actions necessary or convenient to terminate the Memorandum of Understanding with Columbia Independence Heights, LLC and proceed with procurement of a developer for the development of Independence Heights II (the "Project"), to take such actions necessary or convenient to facilitate the development of the Project, and the execution of all required documents therefor.**

Chairman Proler asked for a motion to TABLE Resolution No. 3858.

On motion by Commissioner Carter and seconded by Commissioner Ballard. The Board unanimously approved to TABLE Resolution No. 3858.

**X. 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 3:20 p.m.



**HOUSTON**  
HOUSING AUTHORITY

Transforming Lives & Communities

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

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

**THURSDAY, FEBRUARY 6, 2025**

**I. CALL TO ORDER**

A Special Meeting of the Board of Commissioners (“Board”) of the Houston Housing Authority (“HHA”) was held on Thursday, February 6, 2025, at the Houston Housing Authority Central Office, 2640 Fountain View Drive, Houston, Texas 77057.

Chairman Proler: Before I formally call the meeting to order, I would like our Interim President to share some incredibly positive news that she and I just received in the last 15 minutes.

Secretary Hovell-Cox: Good afternoon, everyone. I just want to make the commissioners of the HHA Board, as well as staff and members of the community, are aware that about 30 minutes, I and other HHA staff members received an e-mail from our HUD shortfall team advising that the Houston Housing Authority is no longer, officially, in shortfall as of fiscal year 2025. Great work to the HHA staff, Mr. Kenny Coles, the HCV team, and the Finance team. In case HUD is watching, thank you to our HUD shortfall team for all of your assistance in this tremendous achievement and accomplishment. We look forward to being able to issue vouchers within our financial parameters to assist the community with providing affordable housing options.

Chairman Proler: I see that we have representatives from the city of Houston here, and they, too, had their hands up. So, Amy, this is really great news to share with the mayor and City Council. This is a big one.

Chairman Proler called the meeting to order at 1:01 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
- Kenneth C. Li, Commissioner
- Jennine Hovell-Cox., Secretary

**ABSENCES:** Kristy Kirkendoll, Commissioner

**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

Lauren Fielder-Holmes: Thank you for passing the live stream resolution. That's going to make a big difference for the trust in the community, transparency, people who have come on buses and walk, and all of that. The second thing is I didn't plan to speak on this but I was reading the minutes from the last meeting and looking at the agenda from yesterday and December. I have a real estate background. My grandfather was one of the first developers in South Padre Island and built a little motel. I've been in real estate, put my way through college, through property management. I got My real estate license and almost got my broker's license and then decided I wasn't enough of a barracuda to make enough money when it was lean times, so I became a hospice nurse. But I do have this background in real estate, and I was investigating Jamie Bryant. I'm retired now, I broke my back, so I cannot work anymore, but when I worked as a hospice nurse, I worked with seniors who fell through the cracks. A lot of times, you say it worked, and they just missed that cut-off for Medicaid or public health or whatever. They were very poor, and a lot of them I placed into properties that were run by Avenue and some of it was single homes, some of it was their multifamily properties. I got to know some of the people there and the organization is an exemplary organization. Mr. Bryant was on the board of it, and if he could bring some of that to HHA, I think it would be a huge win. Also, his extensive knowledge of the Houston real estate market. I think it would be great to bring somebody in who is local. He's been here for a long time. Just my two cents. The third thing, I think last meeting or was it December, you guys went to the HUD recertification every three years? Did I get that wrong? If you did, you may want to rethink it. I helped a lot of these seniors fill up their packets, and I know that a lot of people fudged on a lot of stuff, and when you're dealing with seniors and low income, you don't have a lot of income screening, a lot of it is the SSA or SSI statements, not that hard to do the recerts and I think three years would let people who are dishonest, have a longer time and there are too many people that need it. Fourth, I'm going to state the obvious. We're in unprecedented times in Washington. It's really scary. I'm normally a very optimistic person, but I would use an abundance of caution. Worst-case scenario thinking, the last time Trump was in office, he took a lot of the money that Obama had put in for HUD, for vouchers and public housing. He went in and raided it. Now he tried to do that on the VA side of it, on the HUD VASH side, and we stopped because it was the VA and then a lot of the veterans that were elected.

Daniel Teal: I want to talk mostly about Historic Oaks of Allen Parkway. Right now, the walls and roofs and stuff are boarded up. From what I understand they have financial monies for the Resident Council. We would like to have the resident council back. We were told they were going to do that but I haven't heard anything yet. Where we can all work together and try to figure out what's going on and how we can help each other instead of waiting for the child to get hit by the train and then put up a bridge. We don't want to do that. We want to fix this now because this is our historical property. I have been there for 57 years and I've seen a lot of people letting people do what they do not need to do. We need to get fixed. There is too much going on right now. It's uncertain times How can we become a better person or people? The HHA can help out when it comes to Allen Parkway Village. APV is almost dismantled. There is hardly anyone even there. I don't even think it's 17 units out of 1000. Like I said, if y'all need any help with what's going on, you can use the people that live there. They know more about what's going on than you guys walking around and driving here every day. But we don't have a resident council. Who can I talk to about getting a Resident Council back?

Tracy Gordon: I did live at the Historic Oaks of Allen Parkway Village until four months ago when they moved us out because they said the construction company wanted to work on our units, which at the time, I knew it was the biggest waste of money moving us out to an extended stay hotel when the construction company hadn't finished Section A or B yet. They weren't going to start sections C & D until they finished that. I guess my main question is, they moved us out to the extended stay, the seniors, and there are several families out there. We're on the second and third floors now. I'm parking on the 3rd floor, and the elevators don't work. 73 years old. I've had two heart attacks, and last night, after walking up three flights of stairs, I

checked my blood pressure, which was 182 / 95, which my heart doctor says isn't good. My question is, are you all fining the construction company for not meeting their deadlines when they say they were? I mean, they moved the first group of people out in December of 2022 and told them they could move back in December of 2023. They moved the first senior section out in July 2023 and said they could move back in July 2024. Neither one of those sections is finished yet. So, when are we going to get our homes back?

Verdell Ingram: I'm the President of Cuney Homes and also serve on the board. I come before you again today. I am frustrated. I spoke with you, and one of the things that happened when we came down and speak is retaliation from either inspection or different things. Now, I spoke to you, as you recall, on February 4, which was Tuesday of this week, 2025. I have a letter for an inspection for next week. Let me tell you why that's the challenge and why I'm frustrated. I certify in December every year. They start in September for certifications and inspection. So why do I have an inspection in February? Also, with that said, we need a list of when inspections are supposed to be done. We also need the board to make sure they tell you, you have this inspection and that inspection and everything. But when you look up the inspection, there's nobody who can tell you what inspection is supposed to be done. Now, we have two members on the board who understand this, too. Commissioner Ballard understands that, and also Commissioner Kirkendoll has been through the walk, so they definitely know what I'm talking about. That is why the people don't come. I'm on the board, and I try to get them to come and talk to the Board of Commissioners. They don't come because they fear. They drop something down, and we have no resources. You have lawyers over here and over there. So, our tax dollars are used against us because the lawyers don't work on our behalf. So, It's almost like we put here, and everybody's earning money off us and everything, but we are not getting any. That's why I can't get the residents to come. They got mold in their apartment and rats. They are afraid to come speak because they're afraid that retaliation is going to come and they're going to get put out. That's why they don't come to speak. I came to speak one time and had a maintenance charge of \$309 dollars that I was forced to pay. So please check into that and sometimes meet with us. Y'all meet with everybody comes contract and none of us according to HUD regulation and we're on resident council. None of us are making the decision on the president. We might not make the decision on anything. We're being left out of the board. If you read the HUD rules, we are being left out, and we want to be a part of it. But I'm very frustrated today. I do not like coming before you frustrated, but I have a letter if you need it to prove it.

## V. EXECUTIVE SESSION

Chairman Proler suspended the Public Session on Thursday, February 13, 2025, at 3:03 p.m. to convene an Executive Session to discuss:

- Personnel matters, including whether to name Jamie Bryant a finalist for the position of President and Chief Executive Officer and authorize the Board Chair to negotiate and execute an employment agreement under Section 551.074 of the Texas Government Code.

## VI. RECONVENE PUBLIC SESSION

Chairman Proler: The Public Session is being reconvened at 3:55 p.m. to take action on Executive Session items.

### NEW BUSINESS

- a. **Resolution No. 3859:** That the Houston Housing Authority Board of Commissioners name Jamie Bryant as a finalist for the position of President and Chief Executive Officer of the Houston Housing Authority and authorize the Board Chair to negotiate and execute an agreement with Mr. Bryant to be employed accordingly.

On motion by Commissioner Carter and seconded by Commissioner Smith, the Board unanimously approved Resolution No. 3859.

**VII. ADJOURNMENT**

Chairman Proler asked for a motion to adjourn.

On motion by Commissioner Carter and seconded by Commissioner Li.

Chairman Proler declared the meeting adjourned at 3:10 p.m.



**HOUSTON**  
HOUSING AUTHORITY

Transforming Lives & Communities

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

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

**THURSDAY, FEBRUARY 13, 2025**

**I. CALL TO ORDER**

A Special Meeting of the Board of Commissioners (“Board”) of the Houston Housing Authority (“HHA”) was held on Thursday, February 13, 2025, at the Houston Housing Authority Central Office, 2640 Fountain View Drive, Houston, Texas 77057.

Chairman Proler: Before I formally call the meeting to order, I want to again welcome Jamie Bryant and ask him to share with each of you, as well as the Board members, about his first four days here at the HHA.

Jamie Bryant: Thank you, Chairman Proler. I didn’t get a chance to say any words at the last meeting so I just want to say thank you to you and each of our commissioners for your vote and support. Thank you to everybody in the community for their trust, and to my wife, who might be watching, thank you for letting me jump into government.

I'm sitting here today, one week after the board voted to appoint me as the new President and CEO and I have to tell you, I'm more excited today than even last week to be a part of this agency and to be doing the work with these great people. I have spent the last week getting to know lots of folks here at both the HHA as well as spending time in the community with some of our residents, our constituents, and some of our council members and just really getting to see the good work that the HHA is involved in and the passion of a lot of these folks.

I'm very excited that the Board and the public have given me their trust, and I promise we're going to continue to do a good job, continue to push this agency forward, and do the best we can for the residents and taxpayers of Houston. So, thank you, Chairman Proler. I appreciate the opportunity.

Chairman Proler: I call 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,  
3:03pm arrival
- Stephanie A.G. Ballard, Commissioner
- Eric G. Carter, Commissioner
- Kenneth C. Li, Commissioner
- Jennine Hovell-Cox., Secretary

**ABSENCES:** Kristy Kirkendoll, Commissioner

**III. APPROVAL OF THE MINUTES**

- a. Board Meeting Minutes: December 17, 2024

On motion by Commissioner Li and seconded by Commissioner Ballard, the Board unanimously approved the December 17, 2024, Meeting Minutes.

**IV. INTRODUCTION OF THE INTERPRETERS**

No Interpreters

**V. PUBLIC COMMENTS**

No Public Comments were made.

**VI. EXECUTIVE SESSION**

Chairman Proler suspended the Public Session on Thursday, February 13, 2025, at 3:02 p.m. to convene an Executive Session to discuss:

- Personnel matters, including whether to name Jamie Bryant a finalist for the position of President and Chief Executive Officer and authorize the Board Chair to negotiate and execute an employment agreement under Section 551.074 of the Texas Government Code.

**VII. RECONVENE PUBLIC SESSION**

Chairman Proler: The Public Session is being reconvened at 3:55 p.m. to take action on Executive Session items.

**VIII. NEW BUSINESS**

- a. **Resolution No. 3860:** Consideration and/or take action to approve an employment agreement with Jamie Bryant to serve as the President and Chief Executive Officer of the Houston Housing Authority

Chairman Proler: Resolution No. 3860 reads, That the Houston Housing Authority Board of Commissioners approve an employment agreement with Jamie Bryant to serve as President and Chief Executive Officer of the Houston Housing Authority pursuant to the memorandum from the Board Chair, dated February 10, 2025, to the Houston Housing Authority Board of Commissioners.

On motion by Commissioner Ballard and seconded by Commissioner Aceves-Lewis, the Board unanimously approved Resolution No. 3860.

**IX. ADJOURNMENT**

Chairman Proler asked for a motion to adjourn.

On motion by Commissioner Carter and seconded by Commissioner Li.

Chairman Proler declared the meeting adjourned at 3:58 p.m.





**HOUSTON**  
HOUSING AUTHORITY

Transforming Lives & Communities

2640 Fountain View Drive ■ Houston, Texas 77057 ■ 713.260.0500 P ■ 713.260.0547 TTY ■ [www.housingforhouston.com](http://www.housingforhouston.com)

**RESPONSES TO COMMENTS RECEIVED AT THE TUESDAY, FEBRUARY 4, 2025  
BOARD OF COMMISSIONER MEETING**

A Meeting of the Board of Commissioners (“Board”) of the Houston Housing Authority (“HHA”) was held on Tuesday, FEBRUARY 4, 2025, 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 = Reverend Gray Mackey:** Thank you for allowing us to speak. I come on behalf of the Independence Heights Redevelopment Council. Mr. Proler, we say thank you from the outset of this meeting and acknowledge Tanya DuBose. We're certainly in mourning for all of the labor that she has done over the course of so many years. However, I must admit we're a little dissatisfied as to the timing of the HHA wanting to move to a new developer and to terminate the relationship with Columbia Residential, and so I stand before you on behalf of hundreds of thousands of folk residents of Independence Heights. You'll hear from some other stakeholders shortly to ask you all to urge you, in fact, to insist that you vote no. Absolutely astounding, no, because you not only disenfranchise the residents of Independence Heights, but I myself, along with many others, have traveled to New Orleans. We've been working with Columbia Residential now since 2018. We've also been working obviously with HHA even prior to that with Independence Heights I. So again, to move to a new developer will disenfranchise many members of the community. So again, we want you to honor the commitment of the MOU that was signed by David Northern and we want you to keep your commitment to us because, essentially, the commitment to Columbia Residential was also to us as residents and stakeholders of Independence Heights because we sat down the countless hours sharing with Columbia Residential, the needs and the desires of how we wanted to look and feel of Independence Heights II. So we don't see how having to pay them a \$2,000,000 pre-development costs or penalty, lose tax credits, all of those things, just for a new developer. So we feel like there's been some sort of ad hoc meeting that played here, some sort of numbers game that's being played. And so again, we ask you to honor the commitment that's been on the table. Work through the closing cost with Columbia Residential. Keep the integrity in the deal; we implore you; we urge you to do the right thing.

**C = Verdell Ingram:** I'm the President of Cuney Homes, also serve on the board, and am a resident of Houston. I'm here today to ask if I've tried to send emails and phone calls to President Hovell-Cox. It appears that we are having an abuse of power for the resident council from the Asset Management and Client Services. We only have one woman in there who seems to be doing abuse of power. So, we really would like to meet with you. The next thing that they are doing is refusing to release federal funds to the resident council and holding us accountable when you all were upgrading your system and so we would really like a meeting with you as soon as possible, please, so we can get this handled. The third thing

President Hovell-Cox, let's say some of us, and you're in that group, are interpreting what HUD is saying differently. So, with your attorney background, we need you to come and make sure we are all on one page on interpreting what HUD is saying for Resident Council and not rewriting the MOU where HUD is saying one thing and the MOU is saying something else. Thank you very kindly, everybody, for listening.

**C = Antoinette Jackson:** Good afternoon, Commissioners. I want to bring prepared remarks from my client, Columbia Residential, and SDK for Columbia Independence Heights. Chairman, board members, and members of the community, we appreciate the opportunity to address you today. I am speaking on behalf of Columbia Residential and SDK, collectively, Columbia Independence Heights, the development partners for Independence Heights II. Columbia Residential and SDK have remained steadfast in their commitment to delivering high-quality, affordable housing in Independence Heights in partnership with the Houston Housing Authority. Columbia Residential and SDK were selected by HHA through the procurement of the development partner and owner for the proposed development. Since being selected as HHA's development partners in 2018, we have worked diligently with HHA, representatives of the Independence Heights community, all professional consultants, and finance partners to advance the critical project, navigating multiple redesigns at HHA's request. In December 2023, the board approved a MOU between HHA and Columbia Independence Heights, which outlined the project structure and business terms. Since then, we have secured bond reservation and other development finance and submitted the permitting documents, prepared construction documents, and applied for our tax credit. Despite this progress towards closing on December 6th, 2024, we were informed by HHA's Council that HHA no longer intended to proceed under the development structure outlined in the approved MOU. HHA has requested significant changes to the development and ownership structure and other business terms. We made it clear that the changes were infeasible and urged HHA to honor the agreement. In the meantime, we have continued to advance the development process in good faith in hopes of a resolution. Our continued efforts to acknowledge the critical closing deadlines necessary to preserve bond and tax credit financing and \$7 million in additional funding due to the site's designation as a QCT. We have been notified as of January 30th that it is the intent to terminate the MOU. We respect the decision to pursue a new development partner and we want to make it clear our unwavering commitment to this project and the Independence Heights community. We have put this project in a position to move forward as indicated. We have upheld our responsibilities under the MOU even when notified of your intention to restructure. We respectfully ask that the Board take definitive action on today on whether HHA will continue to partner with Columbia Independence Heights or if it intends to terminate and settle the agreement as outlined in the MOU. Our firms have 30 years of experience developing affordable housing, we regret that we will not be able to see this project through. However, we stand by our efforts to share the vision of Independence Heights led by the late Tonya DuBose.

**C = LaTisha Grant:** I have for you today as the chair of the Affordable Housing Committee for Charlene Ward Johnson, State Rep District 139, and I am here to urge you guys to reconsider utilizing Columbia. As stated in your introduction, Tonya DuBose worked extremely hard and tirelessly to ensure their connection between the community with this particular contractor. What this would do is set the community back and this is not something that we want to see happen. There are several seniors in this community who, unfortunately, are being priced out, and we want to be sure that they remain. The information has been communicated to one particular contractor, and to start this entire process all over has absolutely reduced morale. So we urge you all to reconsider and to proceed as instructed previously.

**C = Nathan Jenkins:** I stand in agreement with all of those who you have heard already as it relates to resolution #3858. Our vote is a strong no. I want to give just a quick example of what happens when we have conversations in the community and then we decide to pull our commitment to the community. I came to Providence Missionary Baptist Church which is located on E 43rd St. 403. On 43rd St., there was

a gentleman who stayed a block down the street. He was a member of the Providence Church. He had been running a home in the community. He's on a fixed income. When he saw the first phase go up. It was his hope that he would be able to live there because what we communicated to them and to our members was that there would be some affordable housing opportunities for them. So, he informed his landlord that he was moving out. He did that but then he was not able to qualify to move into that housing facility. I would hate for this to happen to them again because we move out of our commitment to the community and to allow them to come together in a partnership. So, I don't want us to think about the displacement of those people who have been living there in Independence Heights for all these years.

**C = Billy Williams:** Chairman to the board members, we stand not to be repetitive but certainly to echo sentiments that have been repeated before us. We stand in opposition to Resolution 3858. We stand with the Independence Heights Greater Houston Redevelopment Town Council. We, the Independence Heights Greater Houston Baptist Pastors and ministers of minds will have you know that the works that Tonya DuBose has done should not be abandoned at this time. We need to move forward with the work that has been done before us; we stand again in our opposition to Resolution 3858.

**C = James Williams:** To the board, I'm here today to echo the words you've heard already and say we are opposed to Resolution 3858.



**HOUSTON**  
HOUSING AUTHORITY

Transforming Lives & Communities

2640 Fountain View Drive ■ Houston, Texas 77057 ■ 713.260.0500 P ■ 713.260.0547 TTY ■ [www.housingforhouston.com](http://www.housingforhouston.com)

**RESPONSES TO COMMENTS RECEIVED AT THE  
BOARD OF COMMISSIONER MEETING  
THURSDAY, FEBRUARY 6, 2025**

A Meeting of the Board of Commissioners (“Board”) of the Houston Housing Authority (“HHA”) was held on Thursday, February 6, 2025, 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 =** Lauren Fielder-Holmes: Thank you for passing the live stream resolution. That's going to make a big difference for the trust in the community, transparency, people who have come on buses and walk, and all of that. The second thing is I didn't plan to speak on this but I was reading the minutes from the last meeting and looking at the agenda from yesterday and December. I have a real estate background. My grandfather was one of the first developers in South Padre Island and built a little motel. I've been in real estate, put my way through college, through property management. I got My real estate license and almost got my broker’s license and then decided I wasn't enough of a barracuda to make enough money when it was lean times, so I became a hospice nurse. But I do have this background in real estate and I was investigating Jamie Bryant. I’m retired now, I broke my back, so I cannot work anymore, but when I worked as a hospice nurse, I worked with seniors who fell through the cracks. A lot of times, you say it worked, and they just missed that cut-off for Medicaid or public health or whatever. They were very poor, and a lot of them I placed into properties that were run by Avenue and some of it was single homes, some of it was their multifamily properties. I got to know some of the people there and the organization is an exemplary organization. Mr. Bryant was on the board of it and if he could bring some of that to HHA, I think it would be a huge win. Also, his extensive knowledge of the Houston real estate market. I think it would be great to bring somebody in who is local. He's been here for a long time. Just my two cents. The third thing, I think last meeting or was it December, you guys went to the HUD recertification every three years? Did I get that wrong? If you did, you may want to rethink it. I helped a lot of these seniors fill up their packets, and I know that a lot of people fudged on a lot of stuff, and when you're dealing with seniors and low income, you don't have a lot of income screening, a lot of it is the SSA or SSI statements, not that hard to do the recerts and I think three years would let people who are dishonest, have a longer time and there are too many people that need it. Fourth, I'm going to state the obvious. We're in unprecedented times in Washington. It's really scary. I'm normally a very optimistic person, but I would use an abundance of caution. Worst-case scenario thinking, the last time Trump was in office, he took a lot of the money that Obama had put in for HUD, for vouchers and public housing. He went in and raided it. Now he tried to do that on the VA side of it, on the HUD VASH side, and we stopped because it was the VA and then a lot of the veterans that were elected.

**C = Daniel Teal:** I want to talk mostly about Historic Oaks of Allen Parkway. Right now, the walls and roofs and stuff are boarded up. From what I understand they have financial monies for the Resident Council. We would like to have the resident council back. We were told they were going to do that but I haven't heard anything yet. Where we can all work together and try to figure out what's going on and how we can help each other instead of waiting for the child to get hit by the train and then put up a bridge. We don't want to do that. We want to fix this now because this is our historical property. I have been there for 57 years and I've seen a lot of people letting people do what they do not need to do. We need to get fixed. There is too much going on right now. It's uncertain times How can we become a better person or people? The HHA can help out when it comes to Allen Parkway Village. APV is almost dismantled. There is hardly anyone even there. I don't even think it's 17 units out of 1000. Like I said, if y'all need any help with what's going on, you can use the people that live there. They know more about what's going on than you guys walking around and driving here every day. But we don't have a resident council. Who can I talk to about getting a Resident Council back?

**R= Resident Services team will be reaching out to the previous/current APV/HOAPV Resident Council officers. Once, this is accomplished, the team will know how to proceed in establishing/re-establishing the council. At current, the council is considered to be on hold pending the outcome of contact with the current council members.**

**C = Tracy Gordon:** I did live at the Historic Oaks of Allen Parkway Village until four months ago when they moved us out because they said the construction company wanted to work on our units, which at the time, I knew it was the biggest waste of money moving us out to an extended stay hotel when the construction company hadn't finished Section A or B yet. They weren't going to start sections C & D until they finished that. I guess my main question is, they moved us out to the extended stay, the seniors, and there are several families out there. We're on the second and third floors now. I'm parking on the 3rd floor, and the elevators don't work. 73 years old. I've had two heart attacks, and last night, after walking up three flights of stairs, I checked my blood pressure, which was 182 / 95, which my heart doctor says isn't good. My question is, are you all fining the construction company for not meeting their deadlines when they say they were? I mean, they moved the first group of people out in December of 2022 and told them they could move back in December of 2023. They moved the first senior section out in July 2023 and said they could move back in July 2024. Neither one of those sections is finished yet. So, when are we going to get our homes back?

**R= Consultation with Relocation Team. HOAPV members who were residing in the Extended Stay facility in question have been moved to lower floors and/or relocated to an adjacent Extended Stay unit. In regards to the schedule for re-occupancy, our REID is working with the development and construction partners to obtain a more realistic move-in date.**

**C = Verdell Ingram:** I'm the President of Cuney Homes and also serve on the board. I come before you again today. I am frustrated. I spoke with you, and one of the things that happened when we came down and speak is retaliation from either inspection or different things. Now, I spoke to you, as you recall, on February 4, which was Tuesday of this week, 2025. I have a letter for an inspection for next week. Let me tell you why that's the challenge and why I'm frustrated. I certify in December every year. They start in September for certifications and inspection. So why do I have an inspection in February? Also, with that said, we need a list of when inspections are supposed to be done. We also need the board to make sure they tell you, you have this inspection and that inspection and everything. But when you look up the inspection, there's nobody who can tell you what inspection is supposed to be done. Now, we have two members on the board who understand this, too. Commissioner Ballard understands that, and also Commissioner Kirkendoll has been through the walk, so they definitely know what I'm talking about. That

is why the people don't come. I'm on the board, and I try to get them to come and talk to the Board of Commissioners. They don't come because they fear. They drop something down, and we have no resources. You have lawyers over here and over there. So, our tax dollars are used against us because the lawyers don't work on our behalf. So, it's almost like we put here, and everybody's earning money off us and everything, but we are not getting any. That's why I can't get the residents to come. They got mold in their apartment and rats. They are afraid to come speak because they're afraid that retaliation is going to come and they're going to get put out. That's why they don't come to speak. I came to speak one time and had a maintenance charge of \$309 dollars that I was forced to pay. So please check into that and sometimes meet with us. Y'all meet with everybody comes contract and none of us according to HUD regulation and we're on resident council. None of us are making the decision on the president. We might not make the decision on anything. We're being left out of the board. If you read the HUD rules, we are being left out, and we want to be a part of it. But I'm very frustrated today. I do not like coming before you frustrated, but I have a letter if you need it to prove it.

**R= Consultation with the Resident Services team. The team reports they are scheduling meetings with the Cuney Resident Council. The team will schedule a meeting with Ms. Ingram prior to the Cuney Resident Council meeting. The team will be meeting with the Resident Councils at all sites, Cuney will be first. The purpose of the meeting will be to discuss relationships between the councils and the HHA, reviewing bylaws, MOUs, elections, roles and responsibilities, etc. The team will utilize the assistance of the third-party consultant, that has previously worked with the resident councils.**



**HOUSTON**  
HOUSING AUTHORITY

**Transforming Lives & Communities**

2640 Fountain View Drive ■ Houston, Texas 77057 ■ 713.260.0500 P ■ 713.260.0547 TTY ■ [www.housingforhouston.com](http://www.housingforhouston.com)

**RESPONSES TO COMMENTS RECEIVED ON THE THURSDAY, FEBRUARY 13 2025  
SPECIAL BOARD OF COMMISSIONER MEETING**

A Special Meeting of the Board of Commissioners (“Board”) of the Houston Housing Authority (“HHA”) was held on Thursday, February 13, 2025, 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



**HOUSTON**  
HOUSING AUTHORITY

Transforming Lives & Communities

**REQUEST FOR BOARD AGENDA ITEM**

**1. Brief Description of Proposed Item**

Consideration and/or take action to authorize the Houston Housing Authority to take such actions necessary or convenient to terminate the Memorandum of Understanding with Columbia Independence Heights, LLC and proceed with procurement of a developer for the development of Independence Heights II (the "Project"), to take such actions necessary or convenient to facilitate the development of the Project, and the execution of all required documents therefor.

**2. Date of Board Meeting:** February 18, 2025

**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 terminate the Memorandum of Understanding with Columbia Independence Heights, LLC and proceed with procurement of a developer for the development of Independence Heights II (the "Project"), to take such actions necessary or convenient to facilitate the development of the Project, and the execution of all required documents therefor, pursuant to the memorandum from Jay Mason, Director of REID, dated February 14, 2025, to Jamie Bryant, President & CEO.

**4. Department Head Approval**      Signature *Jay Mason*  
*Jay Mason* (Feb 14, 2025 09:06 CST)      Date: \_\_\_\_\_

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

Funds Budgeted and Available     Yes     No    Source \_\_\_\_\_

**VP of FO Approval**      Signature *Michael D. Rogers*  
*Michael D. Rogers* (Feb 14, 2025 09:04 CST)      Date: \_\_\_\_\_

**6. Approval of President & CEO**

Signature *Jamie Bryant*  
*Jamie Bryant* (Feb 14, 2025 10:05 CST)      Date: \_\_\_\_\_





**HOUSTON**  
HOUSING AUTHORITY

Transforming Lives & Communities

**MEMORANDUM**

**TO:** JAMIE BRYANT, PRESIDENT & CEO  
**FROM:** JAY MASON, DIRECTOR OF REID  
**SUBJECT:** CONSIDERATION AND/OR TAKE ACTION TO AUTHORIZE THE HOUSTON HOUSING AUTHORITY TO TAKE SUCH ACTIONS NECESSARY OR CONVENIENT TO TERMINATE THE MEMORANDUM OF UNDERSTANDING WITH COLUMBIA INDEPENDENCE HEIGHTS, LLC AND PROCEED WITH PROCUREMENT OF A DEVELOPER FOR THE DEVELOPMENT OF INDEPENDENCE HEIGHTS II (THE "PROJECT"), TO TAKE SUCH ACTIONS NECESSARY OR CONVENIENT TO FACILITATE THE DEVELOPMENT OF THE PROJECT, AND THE EXECUTION OF ALL REQUIRED DOCUMENTS THEREFOR.  
**DATE:** FEBRUARY 14, 2025

---

This memorandum is an update to the memorandum from Jay Mason, Director of REID to Jennine Hovell-Cox, Interim President & CEO dated January 24, 2025 which recommended that the Houston Housing Authority Board of Commissioners (the "**Board**") authorizes the Houston Housing Authority (the "**Authority**") to take such actions necessary or convenient to terminate the Memorandum of Understanding with Columbia Independence Heights, LLC and proceed with procurement of a developer for the development of Independence Heights II (the "**Project**"), to take such actions necessary or convenient to facilitate the development of the Project, and the execution of all required documents therefor. Authority staff recommends the Board vote against this resolution to allow the Authority to continue to develop the Project under its Memorandum of Understanding with Columbia Independence Heights, LLC.

**BACKGROUND**

The Authority entered into a Memorandum of Understanding with Columbia Independence Heights, LLC ("**Columbia**") dated as of December 20, 2023 (the "**MOU**") to set forth the terms of the agreement with Columbia for the development of the Project.

On February 4, 2025, the Board was presented with a resolution to terminate the MOU with Columbia pursuant to the terms of the MOU and to reimburse Columbia for pre-development costs actually incurred of up to \$2,000,000 for architectural, engineering, and other third-party costs in return of an assignment of all work product provided by such third-party vendors such that the work can be utilized by the Authority and a replacement developer.

In connection with the termination of the MOU and the assignment of any third-party contracts, the Authority would enter into certain assignments, agreements, instruments and other communications as may be required to by the parties.

The Board was presented with a resolution to proceed with procurement of a new developer for the development of Project by issuing a Request for Proposal, or such other procurement method required by the Authority.

A decision was made by the Board to "Table" the resolution.

## APPROVALS

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

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

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

## RECOMMENDATION

Accordingly, I recommend that the Board vote against 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 terminate the Memorandum of Understanding with Columbia Independence Heights, LLC and proceed with procurement of a developer for the development of Independence Heights II (the "**Project**"), to take such actions necessary or convenient to facilitate the development of the Project, and the execution of all required documents therefor, pursuant to the memorandum from Jay Mason, Director of REID, dated February 14, 2025, to Jamie Bryant, President & CEO.

**RESOLUTION NO. 3858**

**RESOLUTION AUTHORIZING THE HOUSTON HOUSING AUTHORITY (THE “AUTHORITY”) TO TAKE SUCH ACTIONS NECESSARY OR CONVENIENT TO TERMINATE THE MEMORANDUM OF UNDERSTANDING WITH COLUMBIA INDEPENDENCE HEIGHTS, LLC AND PROCEED WITH PROCUREMENT OF A DEVELOPER FOR THE DEVELOPMENT OF INDEPENDENCE HEIGHTS II (THE “PROJECT”), TO TAKE SUCH ACTIONS NECESSARY OR CONVENIENT TO FACILITATE THE DEVELOPMENT OF THE PROJECT, AND THE EXECUTION OF ALL REQUIRED DOCUMENTS THEREFOR.**

WHEREAS, the Authority entered into a Memorandum of Understanding with Columbia Independence Heights, LLC (“Columbia”) dated as of December 20, 2023 (the “MOU”) to set forth the terms of the agreement with Columbia for the development of the Project;

WHEREAS, the Authority desires to terminate the MOU with Columbia pursuant to the terms of the MOU;

WHEREAS, in accordance with the MOU, the Authority desires to reimburse Columbia for pre-development costs actually incurred of up to \$2,000,000 for architectural, engineering, and other third-party costs in return of an assignment of all work product provided by such third-party vendors such that the work can be utilized by the Authority and a replacement developer;

WHEREAS, in connection with the termination of the MOU and the assignment of any third-party contracts, the Authority desires to enter into certain assignments, agreements, instruments and other communications as may be required to by the parties;

WHEREAS, the Authority desires to proceed with procurement of a new developer for the development of Project by issuing a Request for Proposal, or such other procurement method required by the Authority;

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

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

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

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

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

*[Remainder of page intentionally left blank for signature]*

PASSED 18th of February, 2025.

\_\_\_\_\_  
CHAIR

ATTEST:

\_\_\_\_\_  
Secretary



**HOUSTON**  
HOUSING AUTHORITY

Transforming Lives & Communities

**REQUEST FOR BOARD AGENDA ITEM**

**1. Brief Description of Proposed Item**

Consideration and/or take action for the incoming President and CEO of the Houston Housing Authority (HHA) to assume all duties, roles, and responsibilities granted to the Interim President and CEO for HHA and all HHA Entities/Affiliates.

**2. Date of Board Meeting:** February 18, 2025

**3. Proposed Board Resolution:**

**Resolution:** That the Houston Housing Authority Board of Commissioners authorizes the incoming President & CEO to automatically assume the positions of Director/Officer and other positions and responsibilities held by the Interim President and CEO of HHA and all HHA Entities/Affiliates in the same capacity as the Interim President and CEO pursuant to the memorandum from Jennine Hovell-Cox, Senior Vice President & General Counsel, dated February 14, 2025, to Jamie Bryant, President & CEO.

**4. Department Head Approval**      Signature *Jennine Hovell-Cox*  
*Jennine Hovell-Cox* (Feb 14, 2025 10:03 CST)      Date: \_\_\_\_\_

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

Funds Budgeted and Available     Yes     No    Source \_\_\_\_\_

**VP of FO Approval**      Signature *Michael D. Rogers*  
*Michael D. Rogers* (Feb 14, 2025 09:04 CST)      Date: \_\_\_\_\_

**6. Approval of President & CEO**      Signature *Jamie Bryant*  
*Jamie Bryant* (Feb 14, 2025 10:05 CST)      Date: \_\_\_\_\_



**HOUSTON**  
HOUSING AUTHORITY

Transforming Lives & Communities

**MEMORANDUM**

**TO:** JAMIE BRYANT, PRESIDENT & CEO  
**FROM:** JENNINE HOVELL-COX, SENIOR VICE PRESIDENT & GENERAL COUNSEL  
**SUBJECT:** CONSIDERATION AND/OR TAKE ACTION FOR THE INCOMING PRESIDENT AND CEO OF THE HOUSTON HOUSING AUTHORITY (HHA) TO ASSUME ALL DUTIES, ROLES, AND RESPONSIBILITIES GRANTED TO THE INTERIM PRESIDENT AND CEO FOR HHA AND ALL HHA ENTITIES/AFFILIATES.  
**DATE:** FEBRUARY 14, 2025

---

This memorandum recommends that the Houston Housing Authority Board of Commissioners approve this resolution to allow all duties, roles and responsibilities held by the Interim President and CEO to be assumed by incoming President and CEO, Jamie Bryant for HHA and all HHA Entities and Affiliates.

**BACKGROUND:**

On, November 18, 2024, The Board of Commissioners approved a Resolution appointing Jennine Hovell-Cox as Interim President and CEO, assigning all Rights, Powers, and Responsibilities in the Interim during a search for The Houston Housing Authorities CEO. Pursuant to The Houston Housing Authorities guidelines, Resolution No. 3861 requests that all responsibilities Assumed by the Interim CEO be transferred over to the Current President and CEO, Jamie Bryant. As President and CEO, This includes automatic assumption of Director/Officer and other positions and responsibilities held by the Interim President and CEO of the Houston Housing Authority (HHA) and all HHA Entities/Affiliates. This measure ensures a seamless transition of leadership and uninterrupted oversight of HHA’s comprehensive operations and entity/affiliate activities.

**RECOMMENDATION**

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

**Resolution:** That the Houston Housing Authority Board of Commissioners authorizes the incoming President & CEO to automatically assume the positions of Director/Officer and other positions and responsibilities held by the Interim President and CEO of HHA and all HHA Entities/Affiliates in the same capacity as the Interim President and CEO pursuant to the memorandum from Jennine Hovell-Cox, Senior Vice President & General Counsel, dated February 14, 2025, to Jamie Bryant, President & CEO.



**HOUSTON**  
HOUSING AUTHORITY

Transforming Lives & Communities

**REQUEST FOR BOARD AGENDA ITEM**

**1. Brief Description of Proposed Item**

Consideration and/or take action to authorize the President & CEO or designee to write off vacant tenant accounts from January 1, 2024, to March 31, 2024.

**2. Date of Board Meeting:** February 18, 2025

**3. Proposed Board Resolution:**

**Resolution:** That the Houston Housing Authority Board of Commissioners authorizes the President & CEO or designee to write off vacated tenant accounts in the amount of \$194,248.10 and make necessary changes and corrections pursuant to the memorandum from Ricardo Harris, Director of Asset Management, dated February 14, 2025, to Jamie Bryant, President & CEO.

**4. Department Head Approval**      Signature *Ricardo Harris*  
[Ricardo Harris \(Feb 14, 2025 08:50 CST\)](#)      Date: \_\_\_\_\_

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

Funds Budgeted and Available     Yes     No    Source \_\_\_\_\_

**VP of FO Approval**      Signature *Michael D. Rogers*  
[Michael D. Rogers \(Feb 14, 2025 09:04 CST\)](#)      Date: \_\_\_\_\_

**6. Approval of President & CEO**      Signature *Jamie Bryant*  
[Jamie Bryant \(Feb 14, 2025 10:05 CST\)](#)      Date: \_\_\_\_\_





**HOUSTON**  
HOUSING AUTHORITY

Transforming Lives & Communities

**MEMORANDUM**

**TO:** JAMIE BRYANT, PRESIDENT & CEO  
**FROM:** RICARDO HARRIS, DIRECTOR OF ASSET MANAGEMENT  
**SUBJECT:** CONSIDERATION AND/OR TAKE ACTION TO AUTHORIZE THE PRESIDENT & CEO OR DESIGNEE TO WRITE OFF VACANT TENANT ACCOUNTS FOR JANUARY 1, 2024, TO MARCH 31, 2024  
**DATE:** FEBRUARY 14, 2025

---

This memorandum recommends that the Houston Housing Authority Board of Commissioners authorize the President & CEO or designee to write off vacated tenant accounts designated as uncollectible in the amount of \$194,248.10. This amount captures accounts written off for the months of January 1, 2024 through March 31, 2024.

**BACKGROUND:**

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

To ensure accuracy, the HHA followed up with the property management contractors (PMCs) to confirm their efforts to notify former tenants of their outstanding balances. Their confirmation of the balances also requires the PMCs to report tenant debt totaling \$50.00 and above, to a third-party collection agency (RTR Financial Services). HHA only writes off debt for residents who are no longer participating in the program and for whom the HHA has no reasonable expectation of being able to collect the debt.

HHA executes the following process to collect rent and other charges:

1. Rent statements are provided to public housing tenants on a monthly basis listing their rent payment and any other financial obligations (i.e., excessive utilities, maintenance, legal fees, unreported income, and other fees). When payments are received and processed by the office, the property manager confirms the accuracy of the payment and records in the system.
2. Tenants who do not submit their payments by the 5<sup>th</sup> business day are sent reminder notices.
3. If payments are not received by the 10<sup>th</sup> day, managements conduct courtesy calls to speak with tenants about their plans to pay their tenant charges. Tenants are reminded about their options to establish a re-payment agreement, pursue rental assistance and/or request an interim change.

Households who openly communicate and cooperate regarding their situations are deemed responsive which allows Management to delay lease enforcement for non-payment of rent.

4. Households who do not honor their financial obligations nor respond to Management are deemed non-responsive resulting in the filing of a formal eviction, with the courts. Uncollected debt is accrued when tenants vacate their units without resolving their balances.
5. Upon ending the household's participation and closure of the tenants' account, management proceeds in filing the debt with the RTR Financial Services and to the Public Indian Housing Information Center (PIC) maintained by the Department of Housing & Urban Development. The data is reported every month to ensure timely submission with a desire to ratify the reported uncollected data with quarterly resolutions.

The property names and recommended write-off amounts are as follows:

<b>Property Name</b>	<b>Write Off Amount</b>
APV	\$0.00
Bellerive	\$7,213.11
Clayton Homes	\$0.00
Cuney Homes	\$32,093.07
Ewing	\$2,219.57
Forest Green	\$0.00
Fulton Village	\$352.00
Heatherbrook	\$0.00
HOAPV	\$0.00
HRI	\$0.00
Independence Heights	\$7,715.00
Irvinton Village	\$71,983.89
Kelly Village	\$39,330.23
Kennedy Place	\$15,548.15
Lincoln Park	\$9,413.80
Long Drive	\$1,260.50
Lyerly	\$1,198.00
Oxford Place	\$5,920.78
Sweetwater Point	\$0.00
Telephone Road	\$0.00
Victory Place	\$0.00
<b>Grand Total</b>	<b>\$194,248.10</b>

The following is a breakdown of write-off amounts per category:

<b>Uncollected Debt Categories</b>	<b>1<sup>st</sup> Quarter Write-off Totals</b>
Rent	\$135,782.61
Retro Rent (Fraud)	\$0.00
Maintenance Charges	\$35,052.28
Legal Charges	\$4,102.00
Utilities	\$11,315.21
Other Fees	\$7,996.00
<b>Grand Total</b>	<b>\$194,248.10</b>

HHA's decision to write off these debts is consistent with HUD's regulations. Not writing off these debts negatively impacts the agency's scoring on a critical HUD management performance indicator.

#### **RECOMMENDATION**

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

**Resolution:** That the Houston Housing Authority Board of Commissioners authorizes the President & CEO or designee to write off vacated tenant accounts in the amount of \$194,248.10 and make necessary changes and corrections pursuant to the memorandum from Ricardo Harris, Director of Asset Management, dated February 14, 2025, to Jamie Bryant, President & CEO.

**PHO WRITE OFFS**

**FIRST QUARTER 2024 WRITE OFF**

Property	Resident	Move Out Date	Rent Owed	Maintenance Fees Owed	Legal Fees Owed	Utilities Owed	Other Fees Owed	Actual Total to be Written Off
APV								\$0.00
APV								\$0.00
<b>TOTAL</b>			<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
Property	Resident	Move Out Date	Rent Owed	Maintenance Fees Owed	Legal Fees Owed	Utilities Owed	Other Fees Owed	Actual Total to be Written Off
Bellerive	Neagu, Dumitru	1/9/2024	\$0.00	\$5,847.00	\$0.00	\$0.00	\$0.00	\$5,847.00
Bellerive	Nguyen, Choi V.	1/12/2024	\$14.00	\$0.00	\$0.00	\$0.00	\$0.00	\$14.00
Bellerive	Nguyen, Bien S.	2/19/2024	\$0.00	\$19.00	\$0.00	\$0.00	\$0.00	\$19.00
Bellerive	Spates, Claudell	2/14/2024	\$506.00	\$0.00	\$129.00	\$0.00	\$30.00	\$665.00
Bellerive	Wattley, Delorise J.	3/26/2024	\$0.00	\$668.11	\$0.00	\$0.00	\$0.00	\$668.11
<b>TOTAL</b>			<b>\$520.00</b>	<b>\$6,534.11</b>	<b>\$129.00</b>	<b>\$0.00</b>	<b>\$30.00</b>	<b>\$7,213.11</b>
Property	Resident	Move Out Date	Rent Owed	Maintenance Fees Owed	Legal Fees Owed	Utilities Owed	Other Fees Owed	Actual Total to be Written Off
Clayton Homes								\$0.00
Clayton Homes								\$0.00
<b>TOTAL</b>			<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
Property	Resident	Move Out Date	Rent Owed	Maintenance Fees Owed	Legal Fees Owed	Utilities Owed	Other Fees Owed	Actual Total to be Written Off
Cuney Homes	Morris, Damika F.	1/8/2024	\$2,021.00	\$401.96	\$0.00	\$475.46	\$351.00	\$3,249.42
Cuney Homes	Tillotson, Logan V.	1/31/2024	\$0.00	\$253.98	\$0.00	\$0.00	\$0.00	\$253.98
Cuney Homes	Jackson, Gladys S.	2/23/2024	\$194.00	\$106.66	\$0.00	\$51.84	\$15.00	\$367.50
Cuney Homes	Knight, Carlana R.	2/27/2024	\$1,140.14	\$803.96	\$0.00	\$64.66	\$557.00	\$2,565.76
Cuney Homes	Smith, Destinee T.	2/27/2024	\$56.79	\$735.91	\$0.00	\$18.30	\$210.00	\$1,021.00
Cuney Homes	Banks, Darrell	3/27/2024	\$5,121.50	\$368.00	\$0.00	\$74.42	\$597.00	\$6,160.92
Cuney Homes	Berry, Wilbert	3/27/2024	\$3,843.82	\$228.00	\$267.00	\$250.28	\$90.00	\$4,679.10
Cuney Homes	Brown, Kimberly	10/6/2023	\$10.00	\$0.00	\$0.00	\$691.08	\$180.00	\$881.08
Cuney Homes	Hicks, Danielle A.	3/11/2024	\$430.00	\$509.06	\$0.00	\$170.17	\$195.00	\$1,304.23
Cuney Homes	Kemp, Corinne M.	3/7/2024	\$4,666.00	\$266.06	\$0.00	\$123.90	\$634.00	\$5,689.96
Cuney Homes	Levisse, Lavelle G.	3/11/2024	\$1,742.01	\$426.11	\$0.00	\$125.98	\$338.00	\$2,632.10
Cuney Homes	Perry, Beatrice M.	3/11/2024	\$0.00	\$93.00	\$0.00	\$4.78	\$0.00	\$97.78
Cuney Homes	Simmons, Jennifer N.	3/11/2024	\$1,111.00	\$437.06	\$0.00	\$1,280.18	\$362.00	\$3,190.24
Cuney Homes								\$0.00
<b>TOTAL</b>			<b>\$20,336.26</b>	<b>\$4,629.76</b>	<b>\$267.00</b>	<b>\$3,331.05</b>	<b>\$3,529.00</b>	<b>\$32,093.07</b>
Property	Resident	Move Out Date	Rent Owed	Maintenance Fees Owed	Legal Fees Owed	Utilities Owed	Other Fees Owed	Actual Total to be Written Off
Ewing	Broussard, Gloria D.	2/6/2024	\$619.00	\$403.57	\$0.00	\$0.00	\$460.00	\$1,482.57
Ewing	Johnson, Ollie	2/6/2024	\$707.00	\$0.00	\$0.00	\$0.00	\$30.00	\$737.00
Ewing								\$0.00
<b>TOTAL</b>			<b>\$1,326.00</b>	<b>\$403.57</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$490.00</b>	<b>\$2,219.57</b>

Property	Resident	Move Out Date	Rent Owed	Maintenance Fees Owed	Legal Fees Owed	Utilities Owed	Other Fees Owed	Actual Total to be Written Off
Forest Green								\$0.00
Forest Green								\$0.00
<b>TOTAL</b>			<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
Property	Resident	Move Out Date	Rent Owed	Maintenance Fees Owed	Legal Fees Owed	Utilities Owed	Other Fees Owed	Actual Total to be Written Off
Fulton Village	Joseph, Ruth M.	2/9/2024	\$37.00	\$300.00	\$0.00	\$0.00	\$15.00	\$352.00
Fulton Village								\$0.00
Fulton Village								\$0.00
Fulton Village								\$0.00
Fulton Village								\$0.00
<b>TOTAL</b>			<b>\$37.00</b>	<b>\$300.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$15.00</b>	<b>\$352.00</b>
Property	Resident	Move Out Date	Rent Owed	Maintenance Fees Owed	Legal Fees Owed	Utilities Owed	Other Fees Owed	Actual Total to be Written Off
Heatherbrook								\$0.00
Heatherbrook								\$0.00
<b>TOTAL</b>			<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
Property	Resident	Move Out Date	Rent Owed	Maintenance Fees Owed	Legal Fees Owed	Utilities Owed	Other Fees Owed	Actual Total to be Written Off
HOAPV								\$0.00
HOAPV								\$0.00
HOAPV								\$0.00
HOAPV								\$0.00
HOAPV								\$0.00
HOAPV								\$0.00
HOAPV								\$0.00
<b>TOTAL</b>			<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
Property	Resident	Move Out Date	Rent Owed	Maintenance Fees Owed	Legal Fees Owed	Utilities Owed	Other Fees Owed	Actual Total to be Written Off
HRI								\$0.00
HRI								\$0.00
<b>TOTAL</b>			<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
Property	Resident	Move Out Date	Rent Owed	Maintenance Fees Owed	Legal Fees Owed	Utilities Owed	Other Fees Owed	Actual Total to be Written Off
Independence Heights	Merrell, Kearia	1/5/2024	\$7,715.00	\$0.00	\$0.00	\$0.00	\$0.00	\$7,715.00
<b>TOTAL</b>			<b>\$7,715.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$7,715.00</b>

Property	Resident	Move Out Date	Rent Owed	Maintenance Fees Owed	Legal Fees Owed	Utilities Owed	Other Fees Owed	Actual Total to be Written Off
Irvinton Village	Alvarado, Mariana C.	1/17/2024	\$759.00	\$244.06	\$129.00	\$453.36	\$75.00	\$1,660.42
Irvinton Village	Antwine, Shemeka L.	1/19/2024	\$1,531.00	\$709.73	\$258.00	\$397.60	\$120.00	\$3,016.33
Irvinton Village	Chavez, Marisol	1/19/2024	\$812.00	\$424.73	\$129.00	\$316.51	\$90.00	\$1,772.24
Irvinton Village	Jefferson, Ja'smine M.	1/30/2024	\$0.00	\$297.99	\$0.00	\$65.28	\$0.00	\$363.27
Irvinton Village	Mason, Connie Y.	1/19/2024	\$3,234.00	\$516.87	\$129.00	\$222.15	\$75.00	\$4,177.02
Irvinton Village	Rebolz, Angela M.	1/19/2024	\$4,620.00	\$731.16	\$129.00	\$177.87	\$75.00	\$5,733.03
Irvinton Village	Ross, Denisha C.	1/19/2024	\$2,687.00	\$781.19	\$129.00	\$261.82	\$105.00	\$3,964.01
Irvinton Village	Staten, Deshante S.	1/19/2024	\$27.15	\$548.01	\$129.00	\$0.00	\$60.00	\$764.16
Irvinton Village	House, Doris M.	2/5/2024	\$25,803.00	\$782.66	\$517.00	\$1,757.33	\$405.00	\$29,264.99
Irvinton Village	Escobedo, Mariano	3/5/2024	\$6.00	\$114.06	\$0.00	\$4.96	\$0.00	\$125.02
Irvinton Village	Harper, Erika M.	3/14/2024	\$1,423.00	\$204.06	\$129.00	\$0.00	\$75.00	\$1,831.06
Irvinton Village	Harris, Crystal L.	3/14/2024	\$1,804.00	\$244.06	\$129.00	\$182.53	\$90.00	\$2,449.59
Irvinton Village	Hewitt, Kimberly R.	3/22/2024	\$4,323.83	\$395.44	\$129.00	\$651.72	\$135.00	\$5,634.99
Irvinton Village	Palmer, Christalynn R.	3/27/2024	\$4,605.00	\$575.31	\$129.00	\$15.40	\$135.00	\$5,459.71
Irvinton Village	Scott, Terise G.	3/27/2024	\$3,502.00	\$0.00	\$129.00	\$94.02	\$642.00	\$4,367.02
Irvinton Village	Thompson, Laneria H.	3/14/2024	\$515.00	\$445.18	\$129.00	\$221.85	\$90.00	\$1,401.03
<b>TOTAL</b>			<b>\$55,651.98</b>	<b>\$7,014.51</b>	<b>\$2,323.00</b>	<b>\$4,822.40</b>	<b>\$2,172.00</b>	<b>\$71,983.89</b>

Property	Resident	Move Out Date	Rent Owed	Maintenance Fees Owed	Legal Fees Owed	Utilities Owed	Other Fees Owed	Actual Total to be Written Off
Kelly Village	Anderson, Keevana M.	1/2/2024	\$4,877.00	\$338.01	\$129.00	\$354.54	\$120.00	\$5,818.55
Kelly Village	Brown, Jasmine Z.	1/2/2024	\$3,265.00	\$348.01	\$129.00	\$408.54	\$650.00	\$4,800.55
Kelly Village	Hunt, Antonio D.	1/4/2024	\$0.00	\$57.95	\$0.00	\$0.00	\$0.00	\$57.95
Kelly Village	Johnson, Lachone	1/4/2024	\$232.00	\$358.01	\$0.00	\$120.37	\$15.00	\$725.38
Kelly Village	Jones, Neice Y.	1/31/2024	\$0.00	\$699.06	\$0.00	\$74.44	\$0.00	\$773.50
Kelly Village	Jordan, Charles Jr.	1/2/2024	\$198.00	\$0.00	\$0.00	\$61.50	\$15.00	\$274.50
Kelly Village	Webber, Angela P.	2/16/2024	\$466.00	\$704.99	\$0.00	\$154.60	\$45.00	\$1,370.59
Kelly Village	Blair, Janyiah N.	3/27/2024	\$1,697.00	\$110.00	\$129.00	\$51.36	\$75.00	\$2,062.36
Kelly Village	Brownlow, Jane	3/4/2024	\$478.00	\$0.00	\$0.00	\$32.33	\$15.00	\$525.33
Kelly Village	Daniels, Adriane S.	3/27/2024	\$1,980.50	\$364.06	\$129.00	\$773.78	\$135.00	\$3,382.34
Kelly Village	Felix, Jiterrill D.	3/27/2024	\$2,468.00	\$409.51	\$129.00	\$347.62	\$120.00	\$3,474.13
Kelly Village	Galentine, Shajuanica D.	3/4/2024	\$178.00	\$0.00	\$129.00	\$224.80	\$30.00	\$561.80
Kelly Village	Hatter, Audrey	3/27/2024	\$7,951.29	\$395.01	\$0.00	\$80.06	\$90.00	\$8,516.36
Kelly Village	Hayes, Alexis L.	3/27/2024	\$960.00	\$284.00	\$0.00	\$21.53	\$75.00	\$1,340.53
Kelly Village	Mitchell, Latia T.	3/27/2024	\$1,788.00	\$1,643.06	\$129.00	\$181.08	\$120.00	\$3,861.14
Kelly Village	Turner, Brianna R.	3/27/2024	\$832.00	\$467.01	\$129.00	\$267.21	\$90.00	\$1,785.22
<b>TOTAL</b>			<b>\$27,370.79</b>	<b>\$6,178.68</b>	<b>\$1,032.00</b>	<b>\$3,153.76</b>	<b>\$1,595.00</b>	<b>\$39,330.23</b>

Property	Resident	Move Out Date	Rent Owed	Maintenance Fees Owed	Legal Fees Owed	Utilities Owed	Other Fees Owed	Actual Total to be Written Off
Kennedy Place	Bonner, Alice M.	1/2/2024	\$6,233.00	\$4,661.45	\$351.00	\$0.00	\$105.00	\$11,350.45
Kennedy Place	Edwards, Candie	1/4/2024	\$0.00	\$3,185.70	\$0.00	\$0.00	\$0.00	\$3,185.70
Kennedy Place	Smith, Angela M.	1/2/2024	\$111.00	\$0.00	\$0.00	\$0.00	\$15.00	\$126.00
Kennedy Place	Stewart, Glenn O.	1/2/2024	\$446.00	\$425.00	\$0.00	\$0.00	\$15.00	\$886.00
<b>TOTAL</b>			<b>\$6,790.00</b>	<b>\$8,272.15</b>	<b>\$351.00</b>	<b>\$0.00</b>	<b>\$135.00</b>	<b>\$15,548.15</b>

Property	Resident	Move Out Date	Rent Owed	Maintenance Fees Owed	Legal Fees Owed	Utilities Owed	Other Fees Owed	Actual Total to be Written Off
Lincoln Park	Jackson, Christopher J.	2/15/2024	\$1,187.00	\$500.00	\$0.00	\$0.00	\$0.00	\$1,687.00
Lincoln Park	Ryans, Lashadra	3/16/2024	\$7,188.50	\$475.00	\$0.00	\$0.00	\$0.00	\$7,663.50
Lincoln Park	Willis, Deibre L.	3/22/2024	\$63.30	\$0.00	\$0.00	\$0.00	\$0.00	\$63.30
Lincoln Park								\$0.00
<b>TOTAL</b>			<b>\$8,438.80</b>	<b>\$975.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$9,413.80</b>
Property	Resident	Move Out Date	Rent Owed	Maintenance Fees Owed	Legal Fees Owed	Utilities Owed	Other Fees Owed	Actual Total to be Written Off
Long Drive	Watson, Lashawnda M.	1/2/2024	\$622.00	\$111.75	\$0.00	\$0.00	\$0.00	\$733.75
Long Drive	McWilliams, Bernadette	3/13/2024	\$490.00	\$36.75	\$0.00	\$0.00	\$0.00	\$526.75
Long Drive								\$0.00
<b>TOTAL</b>			<b>\$1,112.00</b>	<b>\$148.50</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,260.50</b>
Property	Resident	Move Out Date	Rent Owed	Maintenance Fees Owed	Legal Fees Owed	Utilities Owed	Other Fees Owed	Actual Total to be Written Off
Lyerly	Valdez, Edward	1/31/2024	\$503.00	\$0.00	\$0.00	\$0.00	\$15.00	\$518.00
Lyerly	Martinez, Maria H.	3/29/2024	\$0.00	\$376.00	\$0.00	\$0.00	\$0.00	\$376.00
Lyerly	Soto-Lopez, Manuel A.	3/27/2024	\$69.00	\$220.00	\$0.00	\$0.00	\$15.00	\$304.00
Lyerly								\$0.00
Lyerly								\$0.00
<b>TOTAL</b>			<b>\$572.00</b>	<b>\$596.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$30.00</b>	<b>\$1,198.00</b>
Property	Resident	Move Out Date	Rent Owed	Maintenance Fees Owed	Legal Fees Owed	Utilities Owed	Other Fees Owed	Actual Total to be Written Off
Oxford Place	Clark, Ebony	1/25/2024	\$3,193.00	\$0.00	\$0.00	\$8.00	\$0.00	\$3,201.00
Oxford Place	Hardeman, Gloria D.	2/26/2024	\$1,895.73	\$0.00	\$0.00	\$0.00	\$0.00	\$1,895.73
Oxford Place	Williams, Raven S.	1/29/2024	\$824.05	\$0.00	\$0.00	\$0.00	\$0.00	\$824.05
Oxford Place								\$0.00
<b>TOTAL</b>			<b>\$5,912.78</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$8.00</b>	<b>\$0.00</b>	<b>\$5,920.78</b>
Property	Resident	Move Out Date	Rent Owed	Maintenance Fees Owed	Legal Fees Owed	Utilities Owed	Other Fees Owed	Actual Total to be Written Off
Sweetwater Point								\$0.00
Sweetwater Point								\$0.00
<b>TOTAL</b>			<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
Property	Resident	Move Out Date	Rent Owed	Maintenance Fees Owed	Legal Fees Owed	Utilities Owed	Other Fees Owed	Actual Total to be Written Off
Telephone Road								\$0.00
<b>TOTAL</b>			<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
Property	Resident	Move Out Date	Rent Owed	Maintenance Fees Owed	Legal Fees Owed	Utilities Owed	Other Fees Owed	Actual Total to be Written Off
Victory Place								\$0.00
Victory Place								\$0.00
<b>TOTAL</b>			<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Grand Total</b>			<b>\$135,782.61</b>	<b>\$35,052.28</b>	<b>\$4,102.00</b>	<b>\$11,315.21</b>	<b>\$7,996.00</b>	<b>\$194,248.10</b>

Property Name	Write Off Amount
APV	\$0.00
Bellerive	\$7,213.11
Clayton Homes	\$0.00
Cuney Homes	\$32,093.07
Ewing	\$2,219.57
Forest Green	\$0.00
Fulton Village	\$352.00
Heatherbrook	\$0.00
HOAPV	\$0.00
HRI	\$0.00
Independence Heights	\$7,715.00
Irvinton Village	\$71,983.89
Kelly Village	\$39,330.23
Kennedy Place	\$15,548.15
Lincoln Park	\$9,413.80
Long Drive	\$1,260.50
Lyerly	\$1,198.00
Oxford Place	\$5,920.78
Sweetwater Point	\$0.00
Telephone Road	\$0.00
Victory Place	\$0.00
<b>Grand Total</b>	<b>\$194,248.10</b>

*UNREPORTED INCOME	\$0.00	0%
RENT	\$135,782.61	70%
MAINTENANCE	\$35,052.28	18%
LEGAL	\$4,102.00	2%
UTILITIES	\$11,315.21	6%
FEES	\$7,996.00	4%
<b>TOTAL</b>	<b>\$194,248.10</b>	<b>100%</b>



	2024				
	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Totals
APV	\$ -				\$ -
Bellerive	\$ 7,213.11				\$ 7,213.11
Clayton Homes	\$ -				\$ -
Cuney Homes	\$ 32,093.07				\$ 32,093.07
Ewing	\$ 2,219.57				\$ 2,219.57
Forest Green	\$ -				\$ -
Fulton Village	\$ 352.00				\$ 352.00
Heatherbrook	\$ -				\$ -
HOAPV	\$ -				\$ -
HRI	\$ -				\$ -
Independence	\$ 7,715.00				\$ 7,715.00
Irvinton Village	\$ 71,983.89				\$ 71,983.89
Kelly Village	\$ 39,330.23				\$ 39,330.23
Kennedy Place	\$ 15,548.15				\$ 15,548.15
Lincoln Park	\$ 9,413.80				\$ 9,413.80
Long Drive	\$ 1,260.50				\$ 1,260.50
Lyerly	\$ 1,198.00				\$ 1,198.00
Oxford Place	\$ 5,920.78				\$ 5,920.78
Sweetwater	\$ -				\$ -
Telephone	\$ -				\$ -
Victory Place	\$ -				\$ -
<b>Grand Total</b>	<b>\$ 194,248.10</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 194,248.10</b>

	2022				
	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Totals
APV	\$ 236.06	\$ 14,147.98	\$ -	\$ -	\$ 14,384.04
Bellerive	\$ 50.00	\$ 204.00	\$ 151.00	\$ 159.00	\$ 564.00
Clayton Homes	\$ 90.81	\$ 12,331.54	\$ 7,698.86	\$ -	\$ 20,121.21
Cuney Homes	\$ 20,444.23	\$ 43,737.08	\$ 27,432.52	\$ 10,335.84	\$ 101,949.67
Ewing	\$ -	\$ 507.00	\$ 724.00	\$ -	\$ 1,231.00
Forest Green	\$ -	\$ -	\$ -	\$ 189.53	\$ 189.53
Fulton Village	\$ -	\$ -	\$ 10,178.50	\$ 9,902.49	\$ 20,080.99
Heatherbrook	\$ 1,749.37	\$ -	\$ 821.05	\$ 618.44	\$ 3,188.86
HOAPV	\$ 5,906.13	\$ 178.00	\$ 185.01	\$ -	\$ 6,269.14
HRI	\$ -	\$ -	\$ -	\$ -	\$ -
Independence	\$ -	\$ 84.00	\$ -	\$ -	\$ 84.00
Irvinton Village	\$ 42,104.04	\$ 59,593.03	\$ 25,159.80	\$ 14,798.45	\$ 141,655.32
Kelly Village	\$ 13,295.31	\$ 28,034.60	\$ 24,016.02	\$ 17,513.85	\$ 82,859.78
Kennedy Place	\$ 2,245.35	\$ 10,099.04	\$ 1,162.81	\$ -	\$ 13,507.20
Lincoln Park	\$ 1,605.00	\$ 2,543.05	\$ 1,756.47	\$ 2,748.48	\$ 8,653.00
Long Drive	\$ -	\$ 10,505.90	\$ 583.25	\$ -	\$ 11,089.15
Lyerly	\$ 3,341.00	\$ 1,938.00	\$ 1,918.60	\$ -	\$ 7,197.60
Oxford Place	\$ 3,804.52	\$ 3,839.75	\$ 12,906.24	\$ 865.00	\$ 21,415.51
Sweetwater	\$ -	\$ 1,263.08	\$ 8,309.00	\$ -	\$ 9,572.08
Telephone	\$ -	\$ -	\$ -	\$ -	\$ -
Victory Place	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Grand Total</b>	<b>\$ 94,871.82</b>	<b>\$ 189,006.05</b>	<b>\$ 123,003.13</b>	<b>\$ 57,131.08</b>	<b>\$ 464,012.08</b>

	2023				
	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Totals
APV	\$ -	\$ -	\$ -	\$ -	\$ -
Bellerive	\$ -	\$ 166.00	\$ 16.00	\$ 381.00	\$ 563.00
Clayton Homes	\$ -	\$ -	\$ -	\$ -	\$ -
Cuney Homes	\$ 27,782.07	\$ 24,286.75	\$ 53,362.62	\$ 100,031.97	\$ 205,463.41
Ewing	\$ -	\$ -	\$ -	\$ -	\$ -
Forest Green	\$ 347.00	\$ -	\$ -	\$ -	\$ 347.00
Fulton Village	\$ 3,555.69	\$ 3,834.00	\$ -	\$ 5,167.89	\$ 12,557.58
Heatherbrook	\$ 530.50	\$ 2,193.11	\$ 480.00	\$ 826.39	\$ 4,030.00
HOAPV	\$ -	\$ -	\$ -	\$ -	\$ -
HRI	\$ -	\$ -	\$ -	\$ -	\$ -
Independence	\$ -	\$ 3,208.00	\$ -	\$ -	\$ 3,208.00
Irvinton Village	\$ 26,535.36	\$ 47,561.43	\$ 43,676.12	\$ 40,492.12	\$ 158,265.03
Kelly Village	\$ 53,730.63	\$ 12,172.89	\$ 23,290.10	\$ 12,739.77	\$ 101,933.39
Kennedy Place	\$ -	\$ 257.00	\$ 2,964.15	\$ 3,942.53	\$ 7,163.68
Lincoln Park	\$ 13,239.54	\$ 662.11	\$ 6,261.02	\$ 192.99	\$ 20,355.66
Long Drive	\$ -	\$ 277.70	\$ -	\$ 803.25	\$ 1,080.95
Lyerly	\$ 182.50	\$ 300.63	\$ 4,075.07	\$ 2,603.01	\$ 7,161.21
Oxford Place	\$ 4,363.00	\$ 5,644.00	\$ 6,474.97	\$ 18,241.37	\$ 34,723.34
Sweetwater	\$ -	\$ -	\$ -	\$ 624.69	\$ 624.69
Telephone	\$ -	\$ -	\$ 64.00	\$ -	\$ 64.00
Victory Place	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Grand Total</b>	<b>\$ 130,266.29</b>	<b>\$ 100,563.62</b>	<b>\$ 140,664.05</b>	<b>\$ 186,046.98</b>	<b>\$ 557,540.94</b>

	2020				
	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Totals
APV	\$ 23,091.55	\$ 4,560.98	\$ 15,374.60	\$ 1,492.51	\$ 44,519.64
Bellerive	\$ 22.00	\$ 661.50	\$ 37.50	\$ -	\$ 721.00
Clayton Homes	\$ 22,555.71	\$ 72.01	\$ 17,584.57	\$ 3,861.52	\$ 44,073.81
Cuney Homes	\$ 34,406.58	\$ 22,849.35	\$ 27,051.26	\$ 7,106.82	\$ 91,414.01
Ewing	\$ -	\$ -	\$ -	\$ 264.00	\$ 264.00
Forest Green	\$ -	\$ -	\$ -	\$ 312.75	\$ 312.75
Fulton Village	\$ 1,039.00	\$ 890.00	\$ 1,063.00	\$ -	\$ 2,992.00
Heatherbrook	\$ 383.00	\$ -	\$ 998.95	\$ 298.00	\$ 1,679.95
HOAPV	\$ 881.26	\$ 1,075.76	\$ 3,055.02	\$ 191.82	\$ 5,203.86
HRI	\$ 2,302.36	\$ -	\$ 3,735.77	\$ -	\$ 6,038.13
Independence	\$ -	\$ 1,771.00	\$ -	\$ -	\$ 1,771.00
Irvinton Village	\$ 6,845.45	\$ 6,245.76	\$ 9,723.98	\$ 3,742.10	\$ 26,557.29
Kelly Village	\$ 8,085.33	\$ 1,099.50	\$ 5,226.68	\$ 356.35	\$ 14,767.86
Kennedy Place	\$ 680.61	\$ -	\$ 507.54	\$ 2,803.36	\$ 3,991.51
Lincoln Park	\$ 9,648.56	\$ 1,036.77	\$ 369.24	\$ -	\$ 11,054.57
Long Drive	\$ 400.00	\$ 475.00	\$ -	\$ -	\$ 875.00
Lyerly	\$ 172.00	\$ -	\$ 1,829.00	\$ 402.00	\$ 2,403.00
Oxford Place	\$ 3,042.09	\$ 87.00	\$ -	\$ 1,389.25	\$ 4,518.34
Telephone Rd	\$ 157.00	\$ 1,343.00	\$ -	\$ -	\$ 1,500.00
Sweetwater	\$ -	\$ 486.00	\$ -	\$ -	\$ 486.00
Victory Place	\$ 13,839.39	\$ -	\$ 5,415.78	\$ -	\$ 19,255.17
<b>Grand Total</b>	<b>\$ 127,551.89</b>	<b>\$ 42,653.63</b>	<b>\$ 91,972.89</b>	<b>\$ 22,220.48</b>	<b>\$ 284,398.89</b>

	2021				
	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Totals
APV	\$ 5,479.26	\$ 9,882.50	\$ 23,637.47	\$ 9,019.19	\$ 48,018.42
Bellerive	\$ 11.00	\$ 59.00	\$ 213.00	\$ 291.50	\$ 574.50
Clayton Homes	\$ 595.98	\$ 451.00	\$ -	\$ 450.14	\$ 1,497.12
Cuney Homes	\$ 20,884.13	\$ 35,139.86	\$ 17,209.50	\$ 27,711.73	\$ 100,945.22
Ewing	\$ 2,059.06	\$ 862.00	\$ -	\$ 1,815.25	\$ 4,736.31
Forest Green	\$ -	\$ -	\$ -	\$ -	\$ -
Fulton Village	\$ -	\$ 1,127.00	\$ -	\$ -	\$ 1,127.00
Heatherbrook	\$ 333.00	\$ 1,110.05	\$ 675.06	\$ 5,883.84	\$ 8,001.95
HOAPV	\$ -	\$ 16,511.90	\$ 9,880.08	\$ 4,040.97	\$ 30,432.95
HRI	\$ -	\$ -	\$ -	\$ -	\$ -
Independence	\$ -	\$ -	\$ -	\$ -	\$ -
Irvinton Village	\$ 34,170.20	\$ 17,367.36	\$ 13,967.06	\$ 16,144.86	\$ 81,649.48
Kelly Village	\$ 17,789.89	\$ 6,505.68	\$ 13,212.06	\$ 4,619.99	\$ 42,127.62
Kennedy Place	\$ 773.87	\$ -	\$ 7,231.22	\$ 3,023.49	\$ 11,028.58
Lincoln Park	\$ 36.99	\$ 6,797.17	\$ -	\$ 966.35	\$ 7,800.51
Long Drive	\$ 246.10	\$ 94.07	\$ 701.69	\$ 2,703.78	\$ 3,745.64
Lyerly	\$ 453.01	\$ 428.50	\$ 1,187.01	\$ 367.50	\$ 2,436.02
Oxford Place	\$ 298.25	\$ 1,690.55	\$ 2,687.81	\$ 397.50	\$ 5,074.11
Sweetwater	\$ 2,613.29	\$ -	\$ -	\$ -	\$ 2,613.29
Telephone	\$ 211.00	\$ -	\$ -	\$ 49.00	\$ 260.00
Victory Place	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Grand Total</b>	<b>\$ 85,955.03</b>	<b>\$ 98,026.64</b>	<b>\$ 90,601.96</b>	<b>\$ 77,485.09</b>	<b>\$ 352,068.72</b>



**HOUSTON**  
HOUSING AUTHORITY

Transforming Lives & Communities

**REQUEST FOR BOARD AGENDA ITEM**

**1. Brief Description of Proposed Item**

Consideration and/or take action to authorize the President & CEO or designee to write vacant tenant accounts for April 1, 2024, to June 30, 2024.

**2. Date of Board Meeting:** February 18, 2025

**3. Proposed Board Resolution:**

**Resolution:** That the Houston Housing Authority Board of Commissioners authorizes the President & CEO or designee to write off vacated tenant accounts in the amount of \$141,381.33 and make necessary changes and corrections pursuant to the memorandum from Ricardo Harris, Director of Asset Management dated February 14, 2025, to Jamie Bryant, President & CEO.

**4. Department Head Approval**      Signature *Ricardo Harris*  
*Ricardo Harris*  
Signature Ricardo Harris (Feb 14, 2025 08:50 CST)      Date: \_\_\_\_\_

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

Funds Budgeted and Available     Yes     No    Source \_\_\_\_\_

**VP of FO Approval**      Signature *Michael D. Rogers*  
*Michael D. Rogers*  
Signature Michael D. Rogers (Feb 14, 2025 09:04 CST)      Date: \_\_\_\_\_

**6. Approval of President & CEO**      Signature *Jamie Bryant*  
*Jamie Bryant*  
Signature Jamie Bryant (Feb 14, 2025 10:05 CST)      Date: \_\_\_\_\_



**HOUSTON**  
HOUSING AUTHORITY

Transforming Lives & Communities

**MEMORANDUM**

**TO:** JAMIE BRYANT, PRESIDENT & CEO  
**FROM:** RICARDO HARRIS, DIRECTOR OF ASSET MANAGEMENT  
**SUBJECT:** CONSIDERATION AND/OR TAKE ACTION TO AUTHORIZE THE PRESIDENT & CEO OR DESIGNEE TO WRITE VACANT TENANT ACCOUNTS FOR APRIL 1, 2024 TO JUNE 30, 2024  
**DATE:** FEBRUARY 14, 2025

---

This memorandum recommends that the Houston Housing Authority Board of Commissioners authorize the President and CEO or designee to write off \$141,381.33 in vacated tenant accounts designated as uncollectible. This amount captures accounts written off from April 1, 2024, through June 30, 2024.

**BACKGROUND:**

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

To ensure accuracy, the HHA followed up with the property management contractors (PMCs) to confirm their efforts to notify former tenants of their outstanding balances. Their confirmation of the balances also requires the PMCs to report tenant debt totaling \$50.00 and above, to a third-party collection agency (RTR Financial Services). HHA only writes off debt for residents who are no longer participating in the program and for whom the HHA has no reasonable expectation of being able to collect the debt.

HHA executes the following process to collect rent and other charges:

1. Rent statements are provided to public housing tenants on a monthly basis, listing their rent payment and any other financial obligations (i.e., excessive utilities, maintenance, legal fees, unreported income, and other fees). When payments are received and processed by the office, the property manager confirms the accuracy of the payment and records in the system.
2. Tenants who do not submit their payments by the 5<sup>th</sup> business day are sent reminder notices.
3. If payments are not received by the 10<sup>th</sup> day, managements conduct courtesy calls to speak with tenants about their plans to pay their tenant charges. Tenants are reminded about their options to establish a re-payment agreement, pursue rental assistance and/or request an interim change.

Households who openly communicate and cooperate regarding their situations are deemed responsive which allows Management to delay lease enforcement for non-payment of rent.

4. Households that do not honor their financial obligations or respond to Management are deemed non-responsive, resulting in the filing of a formal eviction with the courts. Uncollected debt is accrued when tenants vacate their units without resolving their balances.
5. Upon ending the household's participation and closure of the tenants' account, management proceeds in filing the debt with the RTR Financial Services and to the Public Indian Housing Information Center (PIC) maintained by the Department of Housing & Urban Development. The data is reported every month to ensure timely submission with a desire to ratify the reported uncollected data with quarterly resolutions.

The property names and recommended write-off amounts are as follows:

<b>Property Name</b>	<b>Write Off Amount</b>
APV	\$0.00
Bellerive	\$3,535.64
Clayton Homes	\$0.00
Cuney Homes	\$92,363.82
Ewing	\$0.00
Forest Green	\$0.00
Fulton Village	\$2,317.00
Heatherbrook	\$1,177.31
HOAPV	\$0.00
HRI	\$0.00
Independence Heights	\$5,259.00
Irvinton Village	\$2,084.44
Kelly Village	\$14,232.57
Kennedy Place	\$9,433.49
Lincoln Park	\$2,708.00
Long Drive	\$0.00
Lyerly	\$1,696.06
Oxford Place	\$6,574.00
Sweetwater Point	\$0.00
Telephone Road	\$0.00
Victory Place	\$0.00
<b>Grand Total</b>	<b>\$141,381.33</b>

The following is a breakdown of write-off amounts per category:

<b>Uncollected Debt Categories</b>	<b>2<sup>nd</sup> Quarter Write-off Totals</b>
Rent	\$99,128.68
Retro Rent (Fraud)	\$0.00
Maintenance Charges	\$22,655.43
Legal Charges	\$1,982.00
Utilities	\$11,143.70
Other Fees	\$6,471.52
<b>Grand Total</b>	<b>\$141,381.33</b>

HHA is writing these debts off is consistent with HUD's regulations. Not writing off these debts negatively impacts the agency's scoring on critical HUD management performance criteria.

#### **RECOMMENDATION**

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

**Resolution:** That the Houston Housing Authority Board of Commissioners authorizes the President & CEO or designee to write off vacated tenant accounts in the amount of \$141,381.33 and make necessary changes and corrections pursuant to the memorandum from Ricardo Harris, Director of Asset Management, dated February 14, 2025, to Jamie Bryant, President & CEO.

**PHO WRITE OFFS**

**SECOND QUARTER 2024 WRITE OFF**

Property	Resident	Move Out Date	Rent Owed	Maintenance Fees Owed	Legal Fees Owed	Utilities Owed	Other Fees Owed	Actual Total to be Written Off
APV								\$0.00
APV								\$0.00
APV								\$0.00
APV								\$0.00
<b>TOTAL</b>			<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

Property	Resident	Move Out Date	Rent Owed	Maintenance Fees Owed	Legal Fees Owed	Utilities Owed	Other Fees Owed	Actual Total to be Written Off
Bellerive	Sherman, Billy R.	4/12/2024	\$881.00	\$316.57	\$274.00	\$0.00	\$45.00	\$1,516.57
Bellerive	Taylor, Charles E.	6/17/2024	\$696.71	\$670.47	\$278.00	\$0.00	\$75.00	\$1,720.18
Bellerive	Teamer, Leonard N.	6/13/2024	\$0.00	\$104.71	\$0.00	\$0.00	\$0.00	\$104.71
Bellerive	Zhou, Zhenxia	6/10/2024	\$0.00	\$194.18	\$0.00	\$0.00	\$0.00	\$194.18
Bellerive								\$0.00
<b>TOTAL</b>			<b>\$1,577.71</b>	<b>\$1,285.93</b>	<b>\$552.00</b>	<b>\$0.00</b>	<b>\$120.00</b>	<b>\$3,535.64</b>

Property	Resident	Move Out Date	Rent Owed	Maintenance Fees Owed	Legal Fees Owed	Utilities Owed	Other Fees Owed	Actual Total to be Written Off
Clayton Homes								\$0.00
Clayton Homes								\$0.00
Clayton Homes								\$0.00
<b>TOTAL</b>			<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

Property	Resident	Move Out Date	Rent Owed	Maintenance Fees Owed	Legal Fees Owed	Utilities Owed	Other Fees Owed	Actual Total to be Written Off
Cuney Homes	Benford, Tiffany S.	3/11/2024	\$4,161.00	\$334.06	\$0.00	\$518.64	\$384.00	\$5,397.70
Cuney Homes	Berotte, Ariel L.	4/10/2024	\$7,271.19	\$304.00	\$0.00	\$903.14	\$390.00	\$8,868.33
Cuney Homes	Curry, Janhanselor	7/5/2023	\$577.00	\$324.20	\$0.00	\$23.40	\$0.00	\$924.60
Cuney Homes	Hendrix, Tiesha M.	4/10/2024	\$707.00	\$338.00	\$0.00	\$196.42	\$175.00	\$1,416.42
Cuney Homes	Jones, Lawanda M.	1/26/2024	\$6,498.00	\$239.00	\$0.00	\$1,400.51	\$255.00	\$8,392.51
Cuney Homes	Mcmanus, Gina L.	4/18/2024	\$0.00	\$540.51	\$0.00	\$152.94	\$0.00	\$693.45
Cuney Homes	Poke, Franche	4/12/2024	\$1,928.00	\$1,247.06	\$0.00	\$1,135.91	\$555.00	\$4,865.97
Cuney Homes	Taylor, Tuesday	4/10/2024	\$4,989.57	\$298.00	\$267.00	\$252.06	\$332.00	\$6,138.63
Cuney Homes	Thomas, Kingley	4/4/2024	\$0.00	\$416.87	\$0.00	\$20.13	\$150.00	\$587.00
Cuney Homes	Wilder, Paula J.	4/10/2024	\$174.54	\$264.00	\$0.00	\$137.28	\$240.00	\$815.82
Cuney Homes	Wylie, Tiffany P.	10/18/2023	\$19,642.15	\$1,113.16	\$0.00	\$922.21	\$880.00	\$22,557.52
Cuney Homes	Austin, Tequila	3/29/2024	\$7,495.00	\$0.00	\$0.00	\$562.72	\$180.00	\$8,237.72
Cuney Homes	Banks, Kandance M.	2/5/2024	\$1,439.70	\$0.00	\$0.00	\$1,522.48	\$225.00	\$3,187.18
Cuney Homes	Brown, TaVonda S.	5/15/2024	\$16,034.00	\$0.00	\$0.00	\$254.66	\$300.00	\$16,588.66
Cuney Homes	Crain, Nickolus A.	5/8/2024	\$0.00	\$354.72	\$0.00	\$5.23	\$0.00	\$359.95
Cuney Homes	Eagleton, Jenika I.	5/6/2024	\$1,238.00	\$0.00	\$0.00	\$110.22	\$90.00	\$1,438.22
Cuney Homes	Marshall, Lachel L.	5/17/2024	\$260.00	\$468.00	\$0.00	\$0.00	\$180.00	\$908.00
Cuney Homes	Tatum, Lateia A.	5/7/2024	\$0.00	\$738.06	\$0.00	\$196.04	\$0.00	\$934.10
Cuney Homes	Pickett, Jean	6/11/2024	\$0.00	\$48.02	\$0.00	\$4.02	\$0.00	\$52.04
Cuney Homes								\$0.00
<b>TOTAL</b>			<b>\$72,415.15</b>	<b>\$7,027.66</b>	<b>\$267.00</b>	<b>\$8,318.01</b>	<b>\$4,336.00</b>	<b>\$92,363.82</b>



Property	Resident	Move Out Date	Rent Owed	Maintenance Fees Owed	Legal Fees Owed	Utilities Owed	Other Fees Owed	Actual Total to be Written Off
Ewing								\$0.00
Ewing								\$0.00
Ewing								\$0.00
<b>TOTAL</b>			<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
Property	Resident	Move Out Date	Rent Owed	Maintenance Fees Owed	Legal Fees Owed	Utilities Owed	Other Fees Owed	Actual Total to be Written Off
Forest Green								\$0.00
Forest Green								\$0.00
<b>TOTAL</b>			<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
Property	Resident	Move Out Date	Rent Owed	Maintenance Fees Owed	Legal Fees Owed	Utilities Owed	Other Fees Owed	Actual Total to be Written Off
Fulton Village	Soto, Christina T.	5/29/2024	\$1,076.00	\$1,241.00	\$0.00	\$0.00	\$0.00	\$2,317.00
Fulton Village								\$0.00
Fulton Village								\$0.00
Fulton Village								\$0.00
Fulton Village								\$0.00
<b>TOTAL</b>			<b>\$1,076.00</b>	<b>\$1,241.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$2,317.00</b>
Property	Resident	Move Out Date	Rent Owed	Maintenance Fees Owed	Legal Fees Owed	Utilities Owed	Other Fees Owed	Actual Total to be Written Off
Heatherbrook	Torres, Guadalupe	6/24/2024	\$0.00	\$1,177.31	\$0.00	\$0.00	\$0.00	\$1,177.31
Heatherbrook								\$0.00
<b>TOTAL</b>			<b>\$0.00</b>	<b>\$1,177.31</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,177.31</b>
Property	Resident	Move Out Date	Rent Owed	Maintenance Fees Owed	Legal Fees Owed	Utilities Owed	Other Fees Owed	Actual Total to be Written Off
HOAPV								\$0.00
HOAPV								\$0.00
HOAPV								\$0.00
HOAPV								\$0.00
HOAPV								\$0.00
HOAPV								\$0.00
HOAPV								\$0.00
<b>TOTAL</b>			<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
Property	Resident	Move Out Date	Rent Owed	Maintenance Fees Owed	Legal Fees Owed	Utilities Owed	Other Fees Owed	Actual Total to be Written Off
HRI								\$0.00
HRI								\$0.00
<b>TOTAL</b>			<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
Property	Resident	Move Out Date	Rent Owed	Maintenance Fees Owed	Legal Fees Owed	Utilities Owed	Other Fees Owed	Actual Total to be Written Off
Independence Heights	Lazard, Monique	2/2/2024	\$5,259.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,259.00
<b>TOTAL</b>			<b>\$5,259.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$5,259.00</b>

Property	Resident	Move Out Date	Rent Owed	Maintenance Fees Owed	Legal Fees Owed	Utilities Owed	Other Fees Owed	Actual Total to be Written Off
Irvinton Village	Thomas, Andrea J.	4/11/2024	\$1,095.00	\$684.06	\$129.00	\$56.38	\$120.00	\$2,084.44
Irvinton Village								\$0.00
Irvinton Village								\$0.00
Irvinton Village								\$0.00
Irvinton Village								\$0.00
Irvinton Village								\$0.00
<b>TOTAL</b>			<b>\$1,095.00</b>	<b>\$684.06</b>	<b>\$129.00</b>	<b>\$56.38</b>	<b>\$120.00</b>	<b>\$2,084.44</b>

Property	Resident	Move Out Date	Rent Owed	Maintenance Fees Owed	Legal Fees Owed	Utilities Owed	Other Fees Owed	Actual Total to be Written Off
Kelly Village	Allen, Zynetta	4/24/2024	\$40.00	\$630.75	\$129.00	\$1,433.77	\$80.52	\$2,314.04
Kelly Village	Mchenry, Ebony	4/17/2024	\$492.00	\$219.00	\$0.00	\$233.02	\$135.00	\$1,079.02
Kelly Village	Nunez, Candi R.	3/12/2024	\$0.00	\$394.65	\$0.00	\$74.76	\$0.00	\$469.41
Kelly Village	Page, Jonaya A.	4/30/2024	\$54.00	\$197.01	\$129.00	\$35.99	\$60.00	\$476.00
Kelly Village	Williams, Dynasti D.	5/22/2024	\$0.00	\$279.51	\$0.00	\$51.81	\$0.00	\$331.32
Kelly Village	Harrison, Latoya	6/10/2024	\$2,204.82	\$99.00	\$259.00	\$246.18	\$609.00	\$3,418.00
Kelly Village	Levier, Iobie J.	6/28/2024	\$3,182.00	\$396.00	\$258.00	\$635.34	\$531.00	\$5,002.34
Kelly Village	Simmons, Leche	6/10/2024	\$100.00	\$650.00	\$259.00	\$58.44	\$75.00	\$1,142.44
Kelly Village								\$0.00
Kelly Village								\$0.00
Kelly Village								\$0.00
Kelly Village								\$0.00
Kelly Village								\$0.00
Kelly Village								\$0.00
Kelly Village								\$0.00
<b>TOTAL</b>			<b>\$6,072.82</b>	<b>\$2,865.92</b>	<b>\$1,034.00</b>	<b>\$2,769.31</b>	<b>\$1,490.52</b>	<b>\$14,232.57</b>

Property	Resident	Move Out Date	Rent Owed	Maintenance Fees Owed	Legal Fees Owed	Utilities Owed	Other Fees Owed	Actual Total to be Written Off
Kennedy Place	Bolden, Latonya A.	5/31/2024	\$2,611.00	\$3,964.04	\$0.00	\$0.00	\$390.00	\$6,965.04
Kennedy Place	Thomas, Ericker M.	6/10/2024	\$0.00	\$2,468.45	\$0.00	\$0.00	\$0.00	\$2,468.45
Kennedy Place								\$0.00
Kennedy Place								\$0.00
<b>TOTAL</b>			<b>\$2,611.00</b>	<b>\$6,432.49</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$390.00</b>	<b>\$9,433.49</b>

Property	Resident	Move Out Date	Rent Owed	Maintenance Fees Owed	Legal Fees Owed	Utilities Owed	Other Fees Owed	Actual Total to be Written Off
Lincoln Park	Scott, Laquarie D.	5/1/2024	\$2,390.00	\$318.00	\$0.00	\$0.00	\$0.00	\$2,708.00
Lincoln Park								\$0.00
Lincoln Park								\$0.00
Lincoln Park								\$0.00
<b>TOTAL</b>			<b>\$2,390.00</b>	<b>\$318.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$2,708.00</b>

Property	Resident	Move Out Date	Rent Owed	Maintenance Fees Owed	Legal Fees Owed	Utilities Owed	Other Fees Owed	Actual Total to be Written Off
Long Drive								\$0.00
Long Drive								\$0.00
Long Drive								\$0.00
<b>TOTAL</b>			<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
Property	Resident	Move Out Date	Rent Owed	Maintenance Fees Owed	Legal Fees Owed	Utilities Owed	Other Fees Owed	Actual Total to be Written Off
Lyerly	Garcia Maria C.	4/1/2024	\$0.00	\$44.00	\$0.00	\$0.00	\$0.00	\$44.00
Lyerly	Jones, Sandra	5/1/2024	\$0.00	\$104.50	\$0.00	\$0.00	\$0.00	\$104.50
Lyerly	Jones, Betty J.	6/30/2024	\$58.00	\$0.00	\$0.00	\$0.00	\$15.00	\$73.00
Lyerly	Tensley, Joe	6/18/2024	\$0.00	\$1,474.56	\$0.00	\$0.00	\$0.00	\$1,474.56
Lyerly								\$0.00
Lyerly								\$0.00
<b>TOTAL</b>			<b>\$58.00</b>	<b>\$1,623.06</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$15.00</b>	<b>\$1,696.06</b>
Property	Resident	Move Out Date	Rent Owed	Maintenance Fees Owed	Legal Fees Owed	Utilities Owed	Other Fees Owed	Actual Total to be Written Off
Oxford Place	Torres, Sabrina M.	4/30/2024	\$3,540.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,540.00
Oxford Place	Manuel, Sondra	5/23/2024	\$3,034.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,034.00
Oxford Place								\$0.00
Oxford Place								\$0.00
<b>TOTAL</b>			<b>\$6,574.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$6,574.00</b>
Property	Resident	Move Out Date	Rent Owed	Maintenance Fees Owed	Legal Fees Owed	Utilities Owed	Other Fees Owed	Actual Total to be Written Off
Sweetwater Point								\$0.00
Sweetwater Point								\$0.00
<b>TOTAL</b>			<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
Property	Resident	Move Out Date	Rent Owed	Maintenance Fees Owed	Legal Fees Owed	Utilities Owed	Other Fees Owed	Actual Total to be Written Off
Telephone Road								\$0.00
<b>TOTAL</b>			<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
Property	Resident	Move Out Date	Rent Owed	Maintenance Fees Owed	Legal Fees Owed	Utilities Owed	Other Fees Owed	Actual Total to be Written Off
Victory Place								\$0.00
Victory Place								\$0.00
<b>TOTAL</b>			<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Grand Total</b>			<b>\$99,128.68</b>	<b>\$22,655.43</b>	<b>\$1,982.00</b>	<b>\$11,143.70</b>	<b>\$6,471.52</b>	<b>\$141,381.33</b>

Property Name	Write Off Amount
APV	\$0.00
Bellerive	\$3,535.64
Clayton Homes	\$0.00
Cuney Homes	\$92,363.82
Ewing	\$0.00
Forest Green	\$0.00
Fulton Village	\$2,317.00
Heatherbrook	\$1,177.31
HDAPV	\$0.00
HRI	\$0.00
Independence Heights	\$5,259.00
Irvinton Village	\$2,084.44
Kelly Village	\$14,232.57
Kennedy Place	\$9,433.49
Lincoln Park	\$2,708.00
Long Drive	\$0.00
Lyerly	\$1,696.06
Oxford Place	\$6,574.00
Sweetwater Point	\$0.00
Telephone Road	\$0.00
Victory Place	\$0.00
<b>Grand Total</b>	<b>\$141,381.33</b>

* UNREPORTED INCOME	\$0.00	0%
RENT	\$99,128.68	70%
MAINTENANCE	\$22,655.43	16%
LEGAL	\$1,982.00	1%
UTILITIES	\$11,143.70	8%
FEES	\$6,471.52	5%
<b>TOTAL</b>	<b>\$141,381.33</b>	<b>100%</b>

	2024				
	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Totals
APV	\$ -	\$ -			\$ -
Bellerive	\$ 7,213.11	\$ 3,535.64			\$ 10,748.75
Clayton Homes	\$ -	\$ -			\$ -
Cuney Homes	\$ 32,093.07	\$ 92,363.82			\$ 124,456.89
Ewing	\$ 2,219.57	\$ -			\$ 2,219.57
Forest Green	\$ -	\$ -			\$ -
Fulton Village	\$ 352.00	\$ 2,317.00			\$ 2,669.00
Heatherbrook	\$ -	\$ 1,177.31			\$ 1,177.31
HOAPV	\$ -	\$ -			\$ -
HRI	\$ -	\$ -			\$ -
Independence	\$ 7,715.00	\$ 5,259.00			\$ 12,974.00
Irvinton Village	\$ 71,983.89	\$ 2,084.44			\$ 74,068.33
Kelly Village	\$ 39,330.23	\$ 14,232.57			\$ 53,562.80
Kennedy Place	\$ 15,548.15	\$ 9,433.49			\$ 24,981.64
Lincoln Park	\$ 9,413.80	\$ 2,708.00			\$ 12,121.80
Long Drive	\$ 1,260.50	\$ -			\$ 1,260.50
Lyerly	\$ 1,198.00	\$ 1,696.06			\$ 2,894.06
Oxford Place	\$ 5,920.78	\$ 6,574.00			\$ 12,494.78
Sweetwater	\$ -	\$ -			\$ -
Telephone	\$ -	\$ -			\$ -
Victory Place	\$ -	\$ -			\$ -
<b>Grand Total</b>	<b>\$ 194,248.10</b>	<b>\$ 141,381.33</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 335,629.43</b>

	2022				
	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Totals
APV	\$ 236.06	\$ 14,147.98	\$ -	\$ -	\$ 14,384.04
Bellerive	\$ 50.00	\$ 204.00	\$ 151.00	\$ 159.00	\$ 564.00
Clayton Homes	\$ 90.81	\$ 12,331.54	\$ 7,698.86	\$ -	\$ 20,121.21
Cuney Homes	\$ 20,444.23	\$ 43,737.08	\$ 27,432.52	\$ 10,335.84	\$ 101,949.67
Ewing	\$ -	\$ 507.00	\$ 724.00	\$ -	\$ 1,231.00
Forest Green	\$ -	\$ -	\$ -	\$ 189.53	\$ 189.53
Fulton Village	\$ -	\$ -	\$ 10,178.50	\$ 9,902.49	\$ 20,080.99
Heatherbrook	\$ 1,749.37	\$ -	\$ 821.05	\$ 618.44	\$ 3,188.86
HOAPV	\$ 5,906.13	\$ 178.00	\$ 185.01	\$ -	\$ 6,269.14
HRI	\$ -	\$ -	\$ -	\$ -	\$ -
Independence	\$ -	\$ 84.00	\$ -	\$ -	\$ 84.00
Irvinton Village	\$ 42,104.04	\$ 59,593.03	\$ 25,159.80	\$ 14,798.45	\$ 141,655.32
Kelly Village	\$ 13,295.31	\$ 28,034.60	\$ 24,016.02	\$ 17,513.85	\$ 82,859.78
Kennedy Place	\$ 2,245.35	\$ 10,099.04	\$ 1,162.81	\$ -	\$ 13,507.20
Lincoln Park	\$ 1,605.00	\$ 2,543.05	\$ 1,756.47	\$ 2,748.48	\$ 8,653.00
Long Drive	\$ -	\$ 10,505.90	\$ 583.25	\$ -	\$ 11,089.15
Lyerly	\$ 3,341.00	\$ 1,938.00	\$ 1,918.60	\$ -	\$ 7,197.60
Oxford Place	\$ 3,804.52	\$ 3,839.75	\$ 12,906.24	\$ 865.00	\$ 21,415.51
Sweetwater	\$ -	\$ 1,263.08	\$ 8,309.00	\$ -	\$ 9,572.08
Telephone	\$ -	\$ -	\$ -	\$ -	\$ -
Victory Place	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Grand Total</b>	<b>\$ 94,871.82</b>	<b>\$ 189,006.05</b>	<b>\$ 123,003.13</b>	<b>\$ 57,131.08</b>	<b>\$ 464,012.08</b>

	2023				
	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Totals
APV	\$ -	\$ -	\$ -	\$ -	\$ -
Bellerive	\$ -	\$ 166.00	\$ 16.00	\$ 381.00	\$ 563.00
Clayton Homes	\$ -	\$ -	\$ -	\$ -	\$ -
Cuney Homes	\$ 27,782.07	\$ 24,286.75	\$ 53,362.62	\$ 100,031.97	\$ 205,463.41
Ewing	\$ -	\$ -	\$ -	\$ -	\$ -
Forest Green	\$ 347.00	\$ -	\$ -	\$ -	\$ 347.00
Fulton Village	\$ 3,555.69	\$ 3,834.00	\$ -	\$ 5,167.89	\$ 12,557.58
Heatherbrook	\$ 530.50	\$ 2,193.11	\$ 480.00	\$ 826.39	\$ 4,030.00
HOAPV	\$ -	\$ -	\$ -	\$ -	\$ -
HRI	\$ -	\$ -	\$ -	\$ -	\$ -
Independence	\$ -	\$ 3,208.00	\$ -	\$ -	\$ 3,208.00
Irvinton Village	\$ 26,535.36	\$ 47,561.43	\$ 43,676.12	\$ 40,492.12	\$ 158,265.03
Kelly Village	\$ 53,730.63	\$ 12,172.89	\$ 23,290.10	\$ 12,739.77	\$ 101,933.39
Kennedy Place	\$ -	\$ 257.00	\$ 2,964.15	\$ 3,942.53	\$ 7,163.68
Lincoln Park	\$ 13,239.54	\$ 662.11	\$ 6,261.02	\$ 192.99	\$ 20,355.66
Long Drive	\$ -	\$ 277.70	\$ -	\$ 803.25	\$ 1,080.95
Lyerly	\$ 182.50	\$ 300.63	\$ 4,075.07	\$ 2,603.01	\$ 7,161.21
Oxford Place	\$ 4,363.00	\$ 5,644.00	\$ 6,474.97	\$ 18,241.37	\$ 34,723.34
Sweetwater	\$ -	\$ -	\$ -	\$ 624.69	\$ 624.69
Telephone	\$ -	\$ -	\$ 64.00	\$ -	\$ 64.00
Victory Place	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Grand Total</b>	<b>\$ 130,266.29</b>	<b>\$ 100,563.62</b>	<b>\$ 140,664.05</b>	<b>\$ 186,046.98</b>	<b>\$ 557,540.94</b>

	2020				
	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Totals
APV	\$ 23,091.55	\$ 4,560.98	\$ 15,374.60	\$ 1,492.51	\$ 44,519.64
Bellerive	\$ 22.00	\$ 661.50	\$ 37.50	\$ -	\$ 721.00
Clayton Homes	\$ 22,555.71	\$ 72.01	\$ 17,584.57	\$ 3,861.52	\$ 44,073.81
Cuney Homes	\$ 34,406.58	\$ 22,849.35	\$ 27,051.26	\$ 7,106.82	\$ 91,414.01
Ewing	\$ -	\$ -	\$ -	\$ 264.00	\$ 264.00
Forest Green	\$ -	\$ -	\$ -	\$ 312.75	\$ 312.75
Fulton Village	\$ 1,039.00	\$ 890.00	\$ 1,063.00	\$ -	\$ 2,992.00
Heatherbrook	\$ 383.00	\$ -	\$ 998.95	\$ 298.00	\$ 1,679.95
HOAPV	\$ 881.26	\$ 1,075.76	\$ 3,055.02	\$ 191.82	\$ 5,203.86
HRI	\$ 2,302.36	\$ -	\$ 3,735.77	\$ -	\$ 6,038.13
Independence	\$ -	\$ 1,771.00	\$ -	\$ -	\$ 1,771.00
Irvinton Village	\$ 6,845.45	\$ 6,245.76	\$ 9,723.98	\$ 3,742.10	\$ 26,557.29
Kelly Village	\$ 8,085.33	\$ 1,099.50	\$ 5,226.68	\$ 356.35	\$ 14,767.86
Kennedy Place	\$ 680.61	\$ -	\$ 507.54	\$ 2,803.36	\$ 3,991.51
Lincoln Park	\$ 9,648.56	\$ 1,036.77	\$ 369.24	\$ -	\$ 11,054.57
Long Drive	\$ 400.00	\$ 475.00	\$ -	\$ -	\$ 875.00
Lyerly	\$ 172.00	\$ -	\$ 1,829.00	\$ 402.00	\$ 2,403.00
Oxford Place	\$ 3,042.09	\$ 87.00	\$ -	\$ 1,389.25	\$ 4,518.34
Telephone Rd	\$ 157.00	\$ 1,343.00	\$ -	\$ -	\$ 1,500.00
Sweetwater	\$ -	\$ 486.00	\$ -	\$ -	\$ 486.00
Victory Place	\$ 13,839.39	\$ -	\$ 5,415.78	\$ -	\$ 19,255.17
<b>Grand Total</b>	<b>\$ 127,551.89</b>	<b>\$ 42,653.63</b>	<b>\$ 91,972.89</b>	<b>\$ 22,220.48</b>	<b>\$ 284,398.89</b>

	2021				
	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Totals
APV	\$ 5,479.26	\$ 9,882.50	\$ 23,637.47	\$ 9,019.19	\$ 48,018.42
Bellerive	\$ 11.00	\$ 59.00	\$ 213.00	\$ 291.50	\$ 574.50
Clayton Homes	\$ 595.98	\$ 451.00	\$ -	\$ 450.14	\$ 1,497.12
Cuney Homes	\$ 20,884.13	\$ 35,139.86	\$ 17,209.50	\$ 27,711.73	\$ 100,945.22
Ewing	\$ 2,059.06	\$ 862.00	\$ -	\$ 1,815.25	\$ 4,736.31
Forest Green	\$ -	\$ -	\$ -	\$ -	\$ -
Fulton Village	\$ -	\$ 1,127.00	\$ -	\$ -	\$ 1,127.00
Heatherbrook	\$ 333.00	\$ 1,110.05	\$ 675.06	\$ 5,883.84	\$ 8,001.95
HOAPV	\$ -	\$ 16,511.90	\$ 9,880.08	\$ 4,040.97	\$ 30,432.95
HRI	\$ -	\$ -	\$ -	\$ -	\$ -
Independence	\$ -	\$ -	\$ -	\$ -	\$ -
Irvinton Village	\$ 34,170.20	\$ 17,367.36	\$ 13,967.06	\$ 16,144.86	\$ 81,649.48
Kelly Village	\$ 17,789.89	\$ 6,505.68	\$ 13,212.06	\$ 4,619.99	\$ 42,127.62
Kennedy Place	\$ 773.87	\$ -	\$ 7,231.22	\$ 3,023.49	\$ 11,028.58
Lincoln Park	\$ 36.99	\$ 6,797.17	\$ -	\$ 966.35	\$ 7,800.51
Long Drive	\$ 246.10	\$ 94.07	\$ 701.69	\$ 2,703.78	\$ 3,745.64
Lyerly	\$ 453.01	\$ 428.50	\$ 1,187.01	\$ 367.50	\$ 2,436.02
Oxford Place	\$ 298.25	\$ 1,690.55	\$ 2,687.81	\$ 397.50	\$ 5,074.11
Sweetwater	\$ 2,613.29	\$ -	\$ -	\$ -	\$ 2,613.29
Telephone	\$ 211.00	\$ -	\$ -	\$ 49.00	\$ 260.00
Victory Place	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Grand Total</b>	<b>\$ 85,955.03</b>	<b>\$ 98,026.64</b>	<b>\$ 90,601.96</b>	<b>\$ 77,485.09</b>	<b>\$ 352,068.72</b>



**HOUSTON**  
HOUSING AUTHORITY

Transforming Lives & Communities

**REQUEST FOR BOARD AGENDA ITEM**

**1. Brief Description of Proposed Item**

Consideration and/or take action to authorize the President & CEO or designee to write off vacant tenant accounts for July 1, 2024, to September 30, 2024.

**2. Date of Board Meeting:** February 18, 2025

**3. Proposed Board Resolution:**

**Resolution:** That the Houston Housing Authority Board of Commissioners authorizes the President & CEO or designee to write off vacated tenant accounts in the amount of \$53,029.71 and make necessary changes and corrections pursuant to the memorandum from Ricardo Harris, Director of Asset Management, dated February 14, 2025, to Jamie Bryant, President & CEO.

**4. Department Head Approval** Signature *Ricardo Harris*  
[Ricardo Harris \(Feb 14, 2025 08:50 CST\)](#) Date: \_\_\_\_\_

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

Funds Budgeted and Available  Yes  No Source \_\_\_\_\_

**VP of FO Approval** Signature *Michael D. Rogers*  
[Michael D. Rogers \(Feb 14, 2025 09:04 CST\)](#) Date: \_\_\_\_\_

**6. Approval of President & CEO** Signature *Jamie Bryant*  
[Jamie Bryant \(Feb 14, 2025 10:05 CST\)](#) Date: \_\_\_\_\_





**HOUSTON**  
HOUSING AUTHORITY

Transforming Lives & Communities

**MEMORANDUM**

**TO:** JAMIE BRYANT, PRESIDENT & CEO  
**FROM:** RICARDO HARRIS, DIRECTOR OF ASSET MANAGEMENT  
**SUBJECT:** CONSIDERATION AND/OR TAKE ACTION TO AUTHORIZE THE PRESIDENT & CEO OR DESIGNEE TO WRITE OFF VACANT TENANT ACCOUNTS FOR JULY 1, 2024 TO SEPTEMBER 30, 2024.  
**DATE:** FEBRUARY 14, 2025

---

This memorandum recommends that the Houston Housing Authority Board of Commissioners authorize the President & CEO or designee to write off vacated tenant accounts designated as uncollectible in the amount of \$53,029.71. This amount captures accounts written off for the months of July 1, 2024, through September 30, 2024.

**BACKGROUND:**

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

To ensure accuracy, the HHA followed up with the property management contractors (PMCs) to confirm their efforts to notify former tenants of their outstanding balances. Their confirmation of the balances also requires the PMCs to report tenant debt totaling \$50.00 and above to a third-party collection agency (RTR Financial Services). HHA only writes off debt for residents who are no longer participating in the program and for whom the HHA has no reasonable expectation of being able to collect the debt.

HHA executes the following process to collect rent and other charges:

1. Rent statements are provided to public housing tenants on a monthly basis, listing their rent payments and any other financial obligations (i.e., excessive utilities, maintenance, legal fees, unreported income, and other fees). When payments are received and processed by the office, the property manager confirms the accuracy of the payment and records in the system.
2. Tenants who do not submit their payments by the 5<sup>th</sup> business day are sent reminder notices.
3. If payments are not received by the 10<sup>th</sup> day, managements conduct courtesy calls to speak with tenants about their plans to pay their tenant charges. Tenants are reminded about their options to establish a re-payment agreement, pursue rental assistance and/or request an interim change.

Households who openly communicate and cooperate regarding their situations are deemed responsive which allows Management to delay lease enforcement for non-payment of rent.

4. Households that do not honor their financial obligations nor respond to Management are deemed non-responsive resulting in the filing of a formal eviction, with the courts. Uncollected debt is accrued when tenants vacate their units without resolving their balances.
5. Upon ending the household's participation and closure of the tenants' account, management proceeds in filing the debt with the RTR Financial Services and to the Public Indian Housing Information Center (PIC) maintained by the Department of Housing & Urban Development. The data is reported every month to ensure timely submission with a desire to ratify the reported uncollected data with quarterly resolutions.

The property names and recommended write-off amounts are as follows:

<b>Property Name</b>	<b>Write Off Amount</b>
APV	\$0.00
Bellerive	\$1,348.60
Clayton Homes	\$0.00
Cuney Homes	\$5,456.38
Ewing	\$0.00
Forest Green	\$0.00
Fulton Village	\$1,565.00
Heatherbrook	\$0.00
HOAPV	\$0.00
HRI	\$0.00
Independence Heights	\$0.00
Irvinton Village	\$12,253.53
Kelly Village	\$7,928.84
Kennedy Place	\$16,381.88
Lincoln Park	\$4,682.98
Long Drive	\$934.82
Lyerly	\$1,909.68
Oxford Place	\$568.00
Sweetwater Point	\$0.00
Telephone Road	\$0.00
Victory Place	\$0.00
<b>Grand Total</b>	<b>\$53,029.71</b>

The following is a breakdown of write-off amounts per category:

<b>Uncollected Debt Categories</b>	<b>3<sup>rd</sup> Quarter Write-off Totals</b>
Rent	\$19,381.37
Retro Rent (Fraud)	\$0.00
Maintenance Charges	\$25,637.16
Legal Charges	\$3,046.00
Utilities	\$3,285.56
Other Fees	\$1,679.62
<b>Grand Total</b>	<b>\$53,029.71</b>

HHA is writing these debts off is consistent with HUD's regulations. Not writing off these debts negatively impacts the agency's scoring on critical HUD management performance criteria.

#### **RECOMMENDATION**

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

**Resolution:** That the Houston Housing Authority Board of Commissioners authorizes the President & CEO or designee to write off vacated tenant accounts in the amount of \$53,029.71 and make necessary changes and corrections pursuant to the memorandum from Ricardo Harris, Director of Asset Management, dated February 14, 2025, to Jamie Bryant, President & CEO.

**PHO WRITE OFFS**

**THIRD QUARTER 2024 WRITE OFF**

Property	Resident	Move Out Date	Rent Owed	Maintenance Fees Owed	Legal Fees Owed	Utilities Owed	Other Fees Owed	Actual Total to be Written Off
APV								\$0.00
APV								\$0.00
APV								\$0.00
APV								\$0.00
APV								\$0.00
APV								\$0.00
APV								\$0.00
<b>TOTAL</b>			<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

Property	Resident	Move Out Date	Rent Owed	Maintenance Fees Owed	Legal Fees Owed	Utilities Owed	Other Fees Owed	Actual Total to be Written Off
Bellerive	Flannel, Charles M.	7/22/2024	\$0.00	\$1,037.54	\$0.00	\$0.00	\$0.00	\$1,037.54
Bellerive	Curry, Steven R.	8/13/2024	\$0.00	\$311.06	\$0.00	\$0.00	\$0.00	\$311.06
Bellerive								\$0.00
Bellerive								\$0.00
Bellerive								\$0.00
<b>TOTAL</b>			<b>\$0.00</b>	<b>\$1,348.60</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,348.60</b>

Property	Resident	Move Out Date	Rent Owed	Maintenance Fees Owed	Legal Fees Owed	Utilities Owed	Other Fees Owed	Actual Total to be Written Off
Clayton Homes								\$0.00
Clayton Homes								\$0.00
Clayton Homes								\$0.00
Clayton Homes								\$0.00
Clayton Homes								\$0.00
Clayton Homes								\$0.00
Clayton Homes								\$0.00
<b>TOTAL</b>			<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

Property	Resident	Move Out Date	Rent Owed	Maintenance Fees Owed	Legal Fees Owed	Utilities Owed	Other Fees Owed	Actual Total to be Written Off
Cuney Homes	Davis, Charles E.	8/6/2024	\$0.00	\$416.06	\$0.00	\$113.31	\$331.00	\$860.37
Cuney Homes	Edwards, Andre D.	8/13/2024	\$409.00	\$0.00	\$0.00	\$343.31	\$15.00	\$767.31
Cuney Homes	Stoudmire, Linda F.	8/6/2024	\$94.00	\$564.06	\$0.00	\$118.25	\$221.00	\$997.31
Cuney Homes	Thomas, Johnny	8/13/2024	\$71.00	\$0.00	\$0.00	\$3.32	\$0.00	\$74.32
Cuney Homes	Cabrera, Sonia D.	9/18/2024	\$1,298.00	\$479.16	\$0.00	\$44.37	\$165.00	\$1,986.53
Cuney Homes	Hicks, Donna F.	9/30/2024	\$597.00	\$0.00	\$0.00	\$143.54	\$30.00	\$770.54
Cuney Homes								\$0.00
Cuney Homes								\$0.00
Cuney Homes								\$0.00
<b>TOTAL</b>			<b>\$2,469.00</b>	<b>\$1,459.28</b>	<b>\$0.00</b>	<b>\$766.10</b>	<b>\$762.00</b>	<b>\$5,456.38</b>

Property	Resident	Move Out Date	Rent Owed	Maintenance Fees Owed	Legal Fees Owed	Utilities Owed	Other Fees Owed	Actual Total to be Written Off
Ewing								\$0.00
Ewing								\$0.00
Ewing								\$0.00
<b>TOTAL</b>			<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
Property	Resident	Move Out Date	Rent Owed	Maintenance Fees Owed	Legal Fees Owed	Utilities Owed	Other Fees Owed	Actual Total to be Written Off
Forest Green								\$0.00
Forest Green								\$0.00
<b>TOTAL</b>			<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
Property	Resident	Move Out Date	Rent Owed	Maintenance Fees Owed	Legal Fees Owed	Utilities Owed	Other Fees Owed	Actual Total to be Written Off
Fulton Village	Gamez, Jessica	7/19/2024	\$0.00	\$1,565.00	\$0.00	\$0.00	\$0.00	\$1,565.00
Fulton Village								\$0.00
Fulton Village								\$0.00
Fulton Village								\$0.00
Fulton Village								\$0.00
<b>TOTAL</b>			<b>\$0.00</b>	<b>\$1,565.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$1,565.00</b>
Property	Resident	Move Out Date	Rent Owed	Maintenance Fees Owed	Legal Fees Owed	Utilities Owed	Other Fees Owed	Actual Total to be Written Off
Heatherbrook								\$0.00
Heatherbrook								\$0.00
<b>TOTAL</b>			<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
Property	Resident	Move Out Date	Rent Owed	Maintenance Fees Owed	Legal Fees Owed	Utilities Owed	Other Fees Owed	Actual Total to be Written Off
HOAPV								\$0.00
HOAPV								\$0.00
HOAPV								\$0.00
HOAPV								\$0.00
HOAPV								\$0.00
HOAPV								\$0.00
<b>TOTAL</b>			<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
Property	Resident	Move Out Date	Rent Owed	Maintenance Fees Owed	Legal Fees Owed	Utilities Owed	Other Fees Owed	Actual Total to be Written Off
HRI								\$0.00
HRI								\$0.00
<b>TOTAL</b>			<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
Property	Resident	Move Out Date	Rent Owed	Maintenance Fees Owed	Legal Fees Owed	Utilities Owed	Other Fees Owed	Actual Total to be Written Off
Independence Heights								\$0.00
<b>TOTAL</b>			<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

Property	Resident	Move Out Date	Rent Owed	Maintenance Fees Owed	Legal Fees Owed	Utilities Owed	Other Fees Owed	Actual Total to be Written Off
Ivinton Village	Hickman, Brittany L.	7/16/2024	\$0.00	\$730.07	\$259.00	\$157.69	\$8.62	\$1,155.38
Ivinton Village	Owo, Shanika D.	7/16/2024	\$1,608.97	\$402.59	\$259.00	\$216.08	\$60.00	\$2,546.64
Ivinton Village	Wright, Quinita M.	7/16/2024	\$635.00	\$635.23	\$259.00	\$245.24	\$60.00	\$1,837.47
Ivinton Village	Brown, Rayann M.	8/6/2024	\$0.00	\$239.50	\$129.00	\$95.44	\$0.00	\$463.94
Ivinton Village	Lowe, Cherise A.	8/5/2024	\$0.00	\$414.06	\$0.00	\$11.70	\$0.00	\$425.76
Ivinton Village	Thomas, Nadia M.	8/20/2024	\$0.00	\$105.89	\$0.00	\$0.00	\$0.00	\$105.89
Ivinton Village	Harris, Shilinda	9/25/2024	\$692.42	\$135.01	\$259.00	\$105.13	\$60.00	\$1,254.56
Ivinton Village	Mckinney, Laquisha S.	9/16/2024	\$77.00	\$575.18	\$388.00	\$149.30	\$75.00	\$1,264.48
Ivinton Village	Tyler, Tameshia C.	9/10/2024	\$2,368.00	\$135.22	\$258.00	\$213.78	\$75.00	\$3,053.00
Ivinton Village	Williams, Jermaine L.	9/6/2024	\$0.00	\$90.48	\$0.00	\$65.93	\$0.00	\$146.41
Ivinton Village								\$0.00
Ivinton Village								\$0.00
Ivinton Village								\$0.00
Ivinton Village								\$0.00
Ivinton Village								\$0.00
Ivinton Village								\$0.00
<b>TOTAL</b>			<b>\$5,381.39</b>	<b>\$3,462.23</b>	<b>\$1,811.00</b>	<b>\$1,260.29</b>	<b>\$338.62</b>	<b>\$12,253.53</b>

Property	Resident	Move Out Date	Rent Owed	Maintenance Fees Owed	Legal Fees Owed	Utilities Owed	Other Fees Owed	Actual Total to be Written Off
Kelly Village	Allen, Wilbert	7/17/2024	\$0.00	\$270.00	\$0.00	\$11.18	\$0.00	\$281.18
Kelly Village	Brisco, Garcia S.	7/31/2024	\$653.00	\$66.05	\$0.00	\$65.06	\$30.00	\$814.11
Kelly Village	Brown, Erica T.	7/31/2024	\$315.00	\$582.39	\$259.00	\$207.76	\$99.00	\$1,463.15
Kelly Village	Brown, Terrica D.	8/30/2024	\$28.00	\$505.30	\$0.00	\$137.16	\$60.00	\$730.46
Kelly Village	Rogers, Wendell L.	8/15/2024	\$0.00	\$0.00	\$0.00	\$117.69	\$0.00	\$117.69
Kelly Village	Washington, Michael D.	8/21/2024	\$81.00	\$4.14	\$0.00	\$0.00	\$15.00	\$100.14
Kelly Village	Gamboia, Brittany N.	9/24/2024	\$1,130.00	\$1,220.73	\$129.00	\$312.12	\$75.00	\$2,866.85
Kelly Village	Rosa, Olga I.	9/9/2024	\$165.00	\$748.06	\$129.00	\$408.20	\$105.00	\$1,555.26
Kelly Village								\$0.00
Kelly Village								\$0.00
Kelly Village								\$0.00
Kelly Village								\$0.00
Kelly Village								\$0.00
Kelly Village								\$0.00
Kelly Village								\$0.00
Kelly Village								\$0.00
<b>TOTAL</b>			<b>\$2,372.00</b>	<b>\$3,396.67</b>	<b>\$517.00</b>	<b>\$1,259.17</b>	<b>\$384.00</b>	<b>\$7,928.84</b>

Property	Resident	Move Out Date	Rent Owed	Maintenance Fees Owed	Legal Fees Owed	Utilities Owed	Other Fees Owed	Actual Total to be Written Off
Kennedy Place	Shepherd, Vinesha J.	7/26/2024	\$2,005.00	\$4,026.00	\$0.00	\$0.00	\$45.00	\$6,076.00
Kennedy Place	James, Alisha M.	8/23/2024	\$3,591.50	\$6,165.38	\$459.00	\$0.00	\$90.00	\$10,305.88
Kennedy Place								\$0.00
Kennedy Place								\$0.00
<b>TOTAL</b>			<b>\$5,596.50</b>	<b>\$10,191.38</b>	<b>\$459.00</b>	<b>\$0.00</b>	<b>\$135.00</b>	<b>\$16,381.88</b>

Property	Resident	Move Out Date	Rent Owed	Maintenance Fees Owed	Legal Fees Owed	Utilities Owed	Other Fees Owed	Actual Total to be Written Off
Lincoln Park	Smith, Chandra L.	7/19/2024	\$454.00	\$0.00	\$0.00	\$0.00	\$0.00	\$454.00
Lincoln Park	Andrus, Kyrie	9/6/2024	\$603.00	\$795.00	\$0.00	\$0.00	\$0.00	\$1,398.00
Lincoln Park	Kizzee, Veronica	9/30/2024	\$305.99	\$318.00	\$0.00	\$0.00	\$0.00	\$623.99
Lincoln Park	Martin, Jeanette M.	9/6/2024	\$0.00	\$259.00	\$0.00	\$0.00	\$0.00	\$259.00
Lincoln Park	Rucker, Gen E.	9/2/2024	\$0.00	\$279.00	\$0.00	\$0.00	\$0.00	\$279.00
Lincoln Park	Thompson, Ireonne D.	9/2/2024	\$408.99	\$1,260.00	\$0.00	\$0.00	\$0.00	\$1,668.99
<b>TOTAL</b>			<b>\$1,771.98</b>	<b>\$2,911.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$4,682.98</b>
Property	Resident	Move Out Date	Rent Owed	Maintenance Fees Owed	Legal Fees Owed	Utilities Owed	Other Fees Owed	Actual Total to be Written Off
Long Drive	Sanchez, Sandra	8/30/2024	\$0.00	\$242.07	\$0.00	\$0.00	\$0.00	\$242.07
Long Drive	Conklin, Mattie	9/4/2024	\$656.00	\$36.75	\$0.00	\$0.00	\$0.00	\$692.75
Long Drive								\$0.00
<b>TOTAL</b>			<b>\$656.00</b>	<b>\$278.82</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$934.82</b>
Property	Resident	Move Out Date	Rent Owed	Maintenance Fees Owed	Legal Fees Owed	Utilities Owed	Other Fees Owed	Actual Total to be Written Off
Lyerly	Williams Crosby, Jurlee	7/30/2024	\$537.00	\$114.06	\$259.00	\$0.00	\$30.00	\$940.06
Lyerly	Yomaah, Linda G.	7/31/2024	\$9.00	\$494.06	\$0.00	\$0.00	\$15.00	\$518.06
Lyerly	Jefferson, Carol E.	8/31/2024	\$20.50	\$416.06	\$0.00	\$0.00	\$15.00	\$451.56
Lyerly								\$0.00
Lyerly								\$0.00
Lyerly								\$0.00
<b>TOTAL</b>			<b>\$566.50</b>	<b>\$1,024.18</b>	<b>\$259.00</b>	<b>\$0.00</b>	<b>\$60.00</b>	<b>\$1,909.68</b>
Property	Resident	Move Out Date	Rent Owed	Maintenance Fees Owed	Legal Fees Owed	Utilities Owed	Other Fees Owed	Actual Total to be Written Off
Oxford Place	Lott, Danielle T.	6/30/2024	\$568.00	\$0.00	\$0.00	\$0.00	\$0.00	\$568.00
Oxford Place								\$0.00
Oxford Place								\$0.00
Oxford Place								\$0.00
<b>TOTAL</b>			<b>\$568.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$568.00</b>
Property	Resident	Move Out Date	Rent Owed	Maintenance Fees Owed	Legal Fees Owed	Utilities Owed	Other Fees Owed	Actual Total to be Written Off
Sweetwater Point								\$0.00
Sweetwater Point								\$0.00
<b>TOTAL</b>			<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
Property	Resident	Move Out Date	Rent Owed	Maintenance Fees Owed	Legal Fees Owed	Utilities Owed	Other Fees Owed	Actual Total to be Written Off
Telephone Road								\$0.00
Telephone Road								\$0.00
<b>TOTAL</b>			<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
Property	Resident	Move Out Date	Rent Owed	Maintenance Fees Owed	Legal Fees Owed	Utilities Owed	Other Fees Owed	Actual Total to be Written Off
Victory Place								\$0.00
Victory Place								\$0.00
<b>TOTAL</b>			<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Grand Total</b>			<b>\$19,381.37</b>	<b>\$25,637.16</b>	<b>\$3,046.00</b>	<b>\$3,285.56</b>	<b>\$1,679.62</b>	<b>\$53,029.71</b>

Property Name	Write Off Amount
APV	\$0.00
Bellerive	\$1,348.60
Clayton Homes	\$0.00
Cuney Homes	\$5,456.38
Ewing	\$0.00
Forest Green	\$0.00
Fulton Village	\$1,565.00
Heatherbrook	\$0.00
HOAPV	\$0.00
HRI	\$0.00
Independence Heights	\$0.00
Irvinton Village	\$12,253.53
Kelly Village	\$7,928.84
Kennedy Place	\$16,381.88
Lincoln Park	\$4,682.98
Long Drive	\$934.82
Lyerly	\$1,909.68
Oxford Place	\$568.00
Sweetwater Point	\$0.00
Telephone Road	\$0.00
Victory Place	\$0.00
<b>Grand Total</b>	<b>\$53,029.71</b>

*UNREPORTED INCOME	\$0.00	0%
RENT	\$19,381.37	37%
MAINTENANCE	\$25,637.16	48%
LEGAL	\$3,046.00	6%
UTILITIES	\$3,285.56	6%
FEES	\$1,679.62	3%
<b>TOTAL</b>	<b>\$53,029.71</b>	<b>100%</b>



	2024				
	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Totals
APV	\$ -	\$ -	\$ -		\$ -
Bellerive	\$ 7,213.11	\$ 3,535.64	\$ 1,348.60		\$ 12,097.35
Clayton Homes	\$ -	\$ -	\$ -		\$ -
Cuney Homes	\$ 32,093.07	\$ 92,363.82	\$ 5,456.38		\$ 129,913.27
Ewing	\$ 2,219.57	\$ -	\$ -		\$ 2,219.57
Forest Green	\$ -	\$ -	\$ -		\$ -
Fulton Village	\$ 352.00	\$ 2,317.00	\$ 1,565.00		\$ 4,234.00
Heatherbrook	\$ -	\$ 1,177.31	\$ -		\$ 1,177.31
HOAPV	\$ -	\$ -	\$ -		\$ -
HRI	\$ -	\$ -	\$ -		\$ -
Independence	\$ 7,715.00	\$ 5,259.00	\$ -		\$ 12,974.00
Irvinton Village	\$ 71,983.89	\$ 2,084.44	\$ 12,253.53		\$ 86,321.86
Kelly Village	\$ 39,330.23	\$ 14,232.57	\$ 7,928.84		\$ 61,491.64
Kennedy Place	\$ 15,548.15	\$ 9,433.49	\$ 16,381.88		\$ 41,363.52
Lincoln Park	\$ 9,413.80	\$ 2,708.00	\$ 4,682.98		\$ 16,804.78
Long Drive	\$ 1,260.50	\$ -	\$ 934.82		\$ 2,195.32
Lyerly	\$ 1,198.00	\$ 1,696.06	\$ 1,909.68		\$ 4,803.74
Oxford Place	\$ 5,920.78	\$ 6,574.00	\$ 568.00		\$ 13,062.78
Sweetwater	\$ -	\$ -	\$ -		\$ -
Telephone	\$ -	\$ -	\$ -		\$ -
Victory Place	\$ -	\$ -	\$ -		\$ -
<b>Grand Total</b>	<b>\$ 194,248.10</b>	<b>\$ 141,381.33</b>	<b>\$ 53,029.71</b>	<b>\$ -</b>	<b>\$ 388,659.14</b>

<b>Grand Total</b>	\$ 85,955.03	\$ 98,026.64	\$ 90,601.96	\$ 77,485.09	\$ 352,068.72
--------------------	--------------	--------------	--------------	--------------	---------------

	2022				
	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Totals
APV	\$ 236.06	\$ 14,147.98	\$ -	\$ -	\$ 14,384.04
Bellerive	\$ 50.00	\$ 204.00	\$ 151.00	\$ 159.00	\$ 564.00
Clayton Homes	\$ 90.81	\$ 12,331.54	\$ 7,698.86	\$ -	\$ 20,121.21
Cuney Homes	\$ 20,444.23	\$ 43,737.08	\$ 27,432.52	\$ 10,335.84	\$ 101,949.67
Ewing	\$ -	\$ 507.00	\$ 724.00	\$ -	\$ 1,231.00
Forest Green	\$ -	\$ -	\$ -	\$ 189.53	\$ 189.53
Fulton Village	\$ -	\$ -	\$ 10,178.50	\$ 9,902.49	\$ 20,080.99
Heatherbrook	\$ 1,749.37	\$ -	\$ 821.05	\$ 618.44	\$ 3,188.86
HOAPV	\$ 5,906.13	\$ 178.00	\$ 185.01	\$ -	\$ 6,269.14
HRI	\$ -	\$ -	\$ -	\$ -	\$ -
Independence	\$ -	\$ 84.00	\$ -	\$ -	\$ 84.00
Irvinton Village	\$ 42,104.04	\$ 59,593.03	\$ 25,159.80	\$ 14,798.45	\$ 141,655.32
Kelly Village	\$ 13,295.31	\$ 28,034.60	\$ 24,016.02	\$ 17,513.85	\$ 82,859.78
Kennedy Place	\$ 2,245.35	\$ 10,099.04	\$ 1,162.81	\$ -	\$ 13,507.20
Lincoln Park	\$ 1,605.00	\$ 2,543.05	\$ 1,756.47	\$ 2,748.48	\$ 8,653.00
Long Drive	\$ -	\$ 10,505.90	\$ 583.25	\$ -	\$ 11,089.15
Lyerly	\$ 3,341.00	\$ 1,938.00	\$ 1,918.60	\$ -	\$ 7,197.60
Oxford Place	\$ 3,804.52	\$ 3,839.75	\$ 12,906.24	\$ 865.00	\$ 21,415.51
Sweetwater	\$ -	\$ 1,263.08	\$ 8,309.00	\$ -	\$ 9,572.08
Telephone	\$ -	\$ -	\$ -	\$ -	\$ -
Victory Place	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Grand Total</b>	\$ 94,871.82	\$ 189,006.05	\$ 123,003.13	\$ 57,131.08	\$ 464,012.08

	2023				
	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Totals
APV	\$ -	\$ -	\$ -	\$ -	\$ -
Bellerive	\$ -	\$ 166.00	\$ 16.00	\$ 381.00	\$ 563.00
Clayton Homes	\$ -	\$ -	\$ -	\$ -	\$ -
Cuney Homes	\$ 27,782.07	\$ 24,286.75	\$ 53,362.62	\$ 100,031.97	\$ 205,463.41
Ewing	\$ -	\$ -	\$ -	\$ -	\$ -
Forest Green	\$ 347.00	\$ -	\$ -	\$ -	\$ 347.00
Fulton Village	\$ 3,555.69	\$ 3,834.00	\$ -	\$ 5,167.89	\$ 12,557.58
Heatherbrook	\$ 530.50	\$ 2,193.11	\$ 480.00	\$ 826.39	\$ 4,030.00
HOAPV	\$ -	\$ -	\$ -	\$ -	\$ -
HRI	\$ -	\$ -	\$ -	\$ -	\$ -
Independence	\$ -	\$ 3,208.00	\$ -	\$ -	\$ 3,208.00
Irvinton Village	\$ 26,535.36	\$ 47,561.43	\$ 43,676.12	\$ 40,492.12	\$ 158,265.03
Kelly Village	\$ 53,730.63	\$ 12,172.89	\$ 23,290.10	\$ 12,739.77	\$ 101,933.39
Kennedy Place	\$ -	\$ 257.00	\$ 2,964.15	\$ 3,942.53	\$ 7,163.68
Lincoln Park	\$ 13,239.54	\$ 662.11	\$ 6,261.02	\$ 192.99	\$ 20,355.66
Long Drive	\$ -	\$ 277.70	\$ -	\$ 803.25	\$ 1,080.95
Lyerly	\$ 182.50	\$ 300.63	\$ 4,075.07	\$ 2,603.01	\$ 7,161.21
Oxford Place	\$ 4,363.00	\$ 5,644.00	\$ 6,474.97	\$ 18,241.37	\$ 34,723.34
Sweetwater	\$ -	\$ -	\$ -	\$ 624.69	\$ 624.69
Telephone	\$ -	\$ -	\$ 64.00	\$ -	\$ 64.00
Victory Place	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Grand Total</b>	\$ 130,266.29	\$ 100,563.62	\$ 140,664.05	\$ 186,046.98	\$ 557,540.94

	2020				
	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Totals
APV	\$ 23,091.55	\$ 4,560.98	\$ 15,374.60	\$ 1,492.51	\$ 44,519.64
Bellerive	\$ 22.00	\$ 661.50	\$ 37.50	\$ -	\$ 721.00
Clayton Homes	\$ 22,555.71	\$ 72.01	\$ 17,584.57	\$ 3,861.52	\$ 44,073.81
Cuney Homes	\$ 34,406.58	\$ 22,849.35	\$ 27,051.26	\$ 7,106.82	\$ 91,414.01
Ewing	\$ -	\$ -	\$ -	\$ 264.00	\$ 264.00
Forest Green	\$ -	\$ -	\$ -	\$ 312.75	\$ 312.75
Fulton Village	\$ 1,039.00	\$ 890.00	\$ 1,063.00	\$ -	\$ 2,992.00
Heatherbrook	\$ 383.00	\$ -	\$ 998.95	\$ 298.00	\$ 1,679.95
HOAPV	\$ 881.26	\$ 1,075.76	\$ 3,055.02	\$ 191.82	\$ 5,203.86
HRI	\$ 2,302.36	\$ -	\$ 3,735.77	\$ -	\$ 6,038.13
Independence	\$ -	\$ 1,771.00	\$ -	\$ -	\$ 1,771.00
Irvinton Village	\$ 6,845.45	\$ 6,245.76	\$ 9,723.98	\$ 3,742.10	\$ 26,557.29
Kelly Village	\$ 8,085.33	\$ 1,099.50	\$ 5,226.68	\$ 356.35	\$ 14,767.86
Kennedy Place	\$ 680.61	\$ -	\$ 507.54	\$ 2,803.36	\$ 3,991.51
Lincoln Park	\$ 9,648.56	\$ 1,036.77	\$ 369.24	\$ -	\$ 11,054.57
Long Drive	\$ 400.00	\$ 475.00	\$ -	\$ -	\$ 875.00
Lyerly	\$ 172.00	\$ -	\$ 1,829.00	\$ 402.00	\$ 2,403.00
Oxford Place	\$ 3,042.09	\$ 87.00	\$ -	\$ 1,389.25	\$ 4,518.34
Telephone Rd	\$ 157.00	\$ 1,343.00	\$ -	\$ -	\$ 1,500.00
Sweetwater	\$ -	\$ 486.00	\$ -	\$ -	\$ 486.00
Victory Place	\$ 13,839.39	\$ -	\$ 5,415.78	\$ -	\$ 19,255.17
<b>Grand Total</b>	<b>\$ 127,551.89</b>	<b>\$ 42,653.63</b>	<b>\$ 91,972.89</b>	<b>\$ 22,220.48</b>	<b>\$ 284,398.89</b>

	2021				
	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Totals
APV	\$ 5,479.26	\$ 9,882.50	\$ 23,637.47	\$ 9,019.19	\$ 48,018.42
Bellerive	\$ 11.00	\$ 59.00	\$ 213.00	\$ 291.50	\$ 574.50
Clayton Homes	\$ 595.98	\$ 451.00	\$ -	\$ 450.14	\$ 1,497.12
Cuney Homes	\$ 20,884.13	\$ 35,139.86	\$ 17,209.50	\$ 27,711.73	\$ 100,945.22
Ewing	\$ 2,059.06	\$ 862.00	\$ -	\$ 1,815.25	\$ 4,736.31
Forest Green	\$ -	\$ -	\$ -	\$ -	\$ -
Fulton Village	\$ -	\$ 1,127.00	\$ -	\$ -	\$ 1,127.00
Heatherbrook	\$ 333.00	\$ 1,110.05	\$ 675.06	\$ 5,883.84	\$ 8,001.95
HOAPV	\$ -	\$ 16,511.90	\$ 9,880.08	\$ 4,040.97	\$ 30,432.95
HRI	\$ -	\$ -	\$ -	\$ -	\$ -
Independence	\$ -	\$ -	\$ -	\$ -	\$ -
Irvinton Village	\$ 34,170.20	\$ 17,367.36	\$ 13,967.06	\$ 16,144.86	\$ 81,649.48
Kelly Village	\$ 17,789.89	\$ 6,505.68	\$ 13,212.06	\$ 4,619.99	\$ 42,127.62
Kennedy Place	\$ 773.87	\$ -	\$ 7,231.22	\$ 3,023.49	\$ 11,028.58
Lincoln Park	\$ 36.99	\$ 6,797.17	\$ -	\$ 966.35	\$ 7,800.51
Long Drive	\$ 246.10	\$ 94.07	\$ 701.69	\$ 2,703.78	\$ 3,745.64
Lyerly	\$ 453.01	\$ 428.50	\$ 1,187.01	\$ 367.50	\$ 2,436.02
Oxford Place	\$ 298.25	\$ 1,690.55	\$ 2,687.81	\$ 397.50	\$ 5,074.11
Sweetwater	\$ 2,613.29	\$ -	\$ -	\$ -	\$ 2,613.29
Telephone	\$ 211.00	\$ -	\$ -	\$ 49.00	\$ 260.00
Victory Place	\$ -	\$ -	\$ -	\$ -	\$ -



**HOUSTON**  
HOUSING AUTHORITY

Transforming Lives & Communities

**REQUEST FOR BOARD AGENDA ITEM**

**1. Brief Description of Proposed Item**

Consideration and/or take action to authorize the President & CEO or designee to negotiate, execute and make necessary changes and corrections to a contract with Waste Management for Solid Waste Removal Services.

**2. Date of Board Meeting:** February 18, 2025

**3. Proposed Board Resolution:**

**Resolution:** That the Houston Housing Authority Board of Commissioners authorizes the President & CEO or designee to negotiate, execute and make necessary changes and corrections to a contract with Waste Management for Solid Waste Removal Services in the amount of \$467,578.56 annually for two (2) years with an option to extend the contract one (1) additional year pursuant to the memorandum from Ricardo Harris, Director of Asset Management, dated February 14, 2025 to Jamie Bryant, President & CEO.

**4. Department Head Approval** Signature *Ricardo Harris*  
[Ricardo Harris \(Feb 14, 2025 08:50 CST\)](#) Date: \_\_\_\_\_

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

Funds Budgeted and Available  Yes  No Source Property Operating Funds

**VP of FO Approval** Signature *Michael D. Rogers*  
[Michael D. Rogers \(Feb 14, 2025 09:04 CST\)](#) Date: \_\_\_\_\_

**6. Approval of President & CEO**

Signature *Jamie Bryant*  
[Jamie Bryant \(Feb 14, 2025 10:05 CST\)](#) Date: \_\_\_\_\_



**HOUSTON**  
HOUSING AUTHORITY

Transforming Lives & Communities

**MEMORANDUM**

**TO:** JAMIE BRYANT, PRESIDENT & CEO  
**FROM:** RICARDO HARRIS, DIRECTOR OF ASSET MANAGEMENT  
**SUBJECT:** CONSIDERATION AND/OR TAKE ACTION TO AUTHORIZE THE PRESIDENT & CEO OR DESIGNEE TO NEGOTIATE, EXECUTE AND MAKE NECESSARY CHANGES AND CORRECTIONS TO A CONTRACT WITH WASTE MANAGEMENT FOR SOLID WASTE REMOVAL SERVICES.  
**DATE:** FEBRUARY 14, 2025

---

This memorandum recommends that the Houston Housing Authority Board of Commissioners authorize the President & CEO or designee to negotiate, execute, and make necessary changes to a contract with Waste Management for Solid Waste Removal Services.

**BACKGROUND**

In 2017, HHA completed the construction of a portfolio-wide energy improvement program which allows for tracking and assessment of energy usage consumption and cost. A component of the EPA Portfolio Manager tracking module used by the HHA Energy Manager allows for the tracking of solid waste disposal costs. An invitation for bids was drafted for Solid Waste Removal from properties for ongoing tracking through the energy module and possible cost reduction.

**ADVERTISEMENT**

In October of 2024, HHA’s Procurement Department issued a legal notice advertising IFB 24-40 Solid Waste Management Services (“IFB 24-40”) in the Houston Chronicle and Forward Times Newspapers, and in the Houston Business Journal.

In addition to posting “IFB 24-40” on the website of HHA’s Procurement Department, HHA’s Procurement Department sent e-mails advertising this solicitation to potential Firms on its Bidder’s List and from previous participation.

Interested parties were also able to access “IFB 24-40” by going to the websites of the City of Houston Office of Business Opportunity (OBO); the Greater Houston Black Chamber of Commerce (GHBC); the Houston Minority Supplier Development Council (HMSDC); and the Houston Chapter of the National Association of Minority Contractors (NAMC).

**EVALUATION PROCESS**

On November 21, 2024, HHA's Procurement Department opened the following sealed bids in response to "IFB 21-29":

Rank	Firm/Company	M/WBE	Evaluation Rating
1	Waste Management	N/A	467,578.56
2	Republic Services	N/A	532,812.96

The lowest responsive and responsible bid is Waste Management. References for Waste Management have been checked and returned positive. There are no conflicts of interest and Waste Management is not on the HUD Debarment List.

**RECOMMENDATION**

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

**Resolution:** That the Houston Housing Authority Board of Commissioners authorizes the President & CEO or designee to negotiate, execute and make necessary changes and corrections to a contract with Waste Management for Solid Waste Removal Services in the amount of \$467,578.56 annually for two (2) years with an option to extend the contract one (1) additional year pursuant to the memorandum from Ricardo Harris, Director of Asset Management dated February 14, 2025, to Jamie Bryant, President & CEO



**HOUSTON**  
HOUSING AUTHORITY

Transforming Lives & Communities

**REQUEST FOR BOARD AGENDA ITEM**

**1. Brief Description of Proposed Item**

Consideration and/or take action to authorize the President & CEO or designee to authorize the implementation of a Credit Card Policy to ensure transparency and prevent abuse as it relates to Houston Housing Authority (HHA) operations.

**2. Date of Board Meeting:** February 18, 2025

**3. Proposed Board Resolution:**

**Resolution:** That the Houston Housing Authority Board of Commissioners authorizes the President & CEO or designee to implement the Credit Card Policy pursuant to the memorandum from Austin Crotts, Procurement Manager, dated February 14, 2025, to Jamie Bryant, President & CEO.

**4. Department Head Approval**      Signature *Austin Crotts*  
[Austin Crotts \(Feb 14, 2025 08:37 CST\)](#)      Date: \_\_\_\_\_

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

Funds Budgeted and Available     Yes     No    Source \_\_\_\_\_

**VP of FO Approval**      Signature *Michael D. Rogers*  
[Michael D. Rogers \(Feb 14, 2025 09:04 CST\)](#)      Date: \_\_\_\_\_

**6. Approval of President & CEO**

Signature *Jamie Bryant*  
[Jamie Bryant \(Feb 14, 2025 10:05 CST\)](#)      Date: \_\_\_\_\_



**HOUSTON**  
HOUSING AUTHORITY

Transforming Lives & Communities

**MEMORANDUM**

**TO:** JAMIE BRYANT, PRESIDENT & CEO  
**FROM:** AUSTIN CROTTS, PROCUREMENT MANAGER  
**SUBJECT:** HOUSTON HOUSING AUTHORITY CREDIT CARD POLICY  
**DATE:** FEBRUARY 14, 2025

---

This memorandum recommends that the Houston Housing Authority Board of Commissioners authorize the President & CEO or designee to authorize the implementation of a Credit Card Policy to ensure transparency and prevent abuse as it relates to the Houston Housing Authority (HHA) operations.

**BACKGROUND:**

The Houston Housing Authority is committed to creating a transparent process as the stewards of public funding. Part of this process includes having valid expenditures for credit card purchases that align with HHA's Procurement Policy and operational needs.

This policy aims to maintain integrity and compliance within the organization, ensuring that all credit card purchases are valid agency needs and do not attempt to bypass the standard procurement process as outlined by HHA's Procurement Policy.

**RECOMMENDATION**

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

**Resolution:** That the Houston Housing Authority Board of Commissioners authorizes the President & CEO or designee to implement the Credit Card Policy pursuant to the memorandum from Austin Crotts, Procurement Manager, dated February 14, 2025, to Jamie Bryant, President & CEO.



# Credit Card POLICY

# TABLE OF CONTENTS

Section 1 Introduction	3
Section 2 General Provisions	3
Section 3 Eligibility	4
Section 4 Credit Card Usage	5
Section 5 Credit Card Limits	7
Section 6 Additional Procedures	7
Section 7 Violations	7
Section 8 Amendments	7
Exhibit A User Agreement	8

*Adopted by Board of Commissioners 02.18.2025*

## SECTION 1.0 - INTRODUCTION

### I. General

This Credit Card Policy (the “Policy”) has been established for the Houston Housing Authority (hereinafter, “HHA”) by Action of the HHA Board of Commissioners (Board) on February 18, 2025. This Policy complies with the Annual Contributions Contract (ACC) between the HHA and the United States Department of Housing and Urban Development (HUD), Federal Regulations at 2 CFR 200.317 – 200.327, the procurement standards of the Procurement Handbook for Public Housing Authorities (PHAs), HUD Handbook 7460.8, REV 2, and applicable State and Local laws.

## SECTION 2.0 - GENERAL PROVISIONS

### I. General.

The Credit Card Program (the “Program”) is established for the payment of goods and services procured by authorized HHA Commissioners, President/CEO and Employees using Purchasing Cards. The Program is designed to promote purchasing efficiency, flexibility and convenience, and is not intended to avoid or bypass appropriate purchasing procedures, procurement, or as a replacement for effective procurement planning.

This Policy supports the use of Credit Cards for appropriate business transactions and purposes, while assuring that the appropriate internal controls are in place.

### II. Application

This Policy governs the use and administration of HHA’s Credit Card Program. President/CEO and Employees who participate in the Program are governed by this Policy.

### III. Definitions

“Board of Commissioners” collectively refers to members of HHA’s appointed governing body.

“Cardholder” refers to an individual to whom a Credit Card has been issued.

“Commissioner” refers to a member of the Board of Commissioners.

“Department” refers to a department of HHA.

“Director” refers to the head of a HHA Department.

“Employee” refers to a HHA employee.

“Monthly Credit Limit(s)” refers to a dollar limitation of purchasing authority assigned to a Cardholder for the total of all charges made during each monthly billing cycle.

“Policy” refers to this Statement of Credit Card Policy.

---

“President/CEO” refers to HHA’s President and Chief Executive Officer.

“Procedures” refers to the procedures approved by the President/CEO for the implementation of the Program.

“Credit Card Administrator” refers to the Department or individual(s) within the Department designated by the Procedures as the Credit Card Administrator responsible for the administration of the Program.

“Purchasing Card” refers to a credit card issued to a Cardholder for the procurement of goods and services on HHA’s behalf.

“Credit Card Program” refers to the program established by this Policy for the payment of goods and services procured with Purchasing Cards by Cardholders.

“Transaction Limit(s)” refers to a dollar limitation of purchasing authority assigned to a Cardholder for each purchase transaction made with a Purchasing Card. A single transaction/charge may include multiple items but cannot exceed the Transaction Limit.

“HHA Standard Means of Payment” refers to a Net 30 payment upon receipt of complete and correct invoice via printed check.

## **SECTION 3.0 – ELIGIBILITY**

### **I. General**

The following outlines eligibility of a company Credit Card:

#### **1. President/CEO**

The President/CEO is eligible to receive a Purchasing Card following his or her appointment to office, subject to the written approval of the Board of Commissioners.

The Board of Commissioners reserves the right to suspend or revoke the Purchasing Card privileges of the President/CEO if he or she fails to comply with this Policy. The President/CEO is required to surrender the Purchasing Card upon vacating the office.

#### **2. Senior Vice President/Vice President**

Upon the approval of the President/CEO, the Senior Vice Presidents and Vice Presidents of the different departments can be assigned a Credit Card if necessary for the performance of their duties.

#### **3. Procurement Manager**

As the designated agent responsible for the acquisition of goods and services, the Procurement Manager may be assigned a Credit Card.

A Purchasing Card is not a benefit of employment. An Employee’s Purchasing Card privileges may be suspended or revoked by his or her Vice President or by the

President/CEO at any time, with or without cause, including transfer or reassignment of duties. An Employee shall be required to surrender his or her Purchasing Card upon termination of employment.

## II. USER AGREEMENT

All authorized card holders must review and sign the User Agreement (See Exhibit A).

## SECTION 4.0 – CREDIT CARD USAGE

### I. General

Use of a Credit Card is a payment method that does not change or modify existing HHA procurement policies or procedures. Credit Cards shall be used for the official use or benefit of HHA and in a manner that complies with HHA's policies, regulations, contractual obligations, and applicable local, state and federal laws and regulations.

### II. Permissible Uses

Credit Cards **may** be used by authorized cardholders to purchase authorized goods and services on behalf of HHA, including, but not limited to, the following:

- Approved travel related expenses;
- Goods and services required to complete in-progress jobs that are being performed by HHA personnel when HHA's standard means of payment is not accepted;
- Goods and services required to satisfy procurement needs in times of Emergency, as defined in HHA's Procurement Policy, when HHA's standard means of payment is not accepted; and,
- Micro Purchases, as defined in HHA's Procurement Policy, when HHA's standard means of payment is not accepted.

### III. Prohibited Uses

Prohibited uses for Credit Cards include, but are not limited to the following:

- Alcoholic beverages
- Tobacco products
- Any merchant or product or service normally considered to be an inappropriate use of HHA funds
- Cash advances
- Construction/remodeling/renovations
- Consultants
- Equipment leases (unless no other form of payment is accepted)
- Flowers and/or gifts for personal occasions (birthdays, funerals, illnesses, weddings, etc.) other than for official HHA business
- Furniture
- Gasoline (except for authorized travel-related expenses)
- Leases or rentals of real property
- Maintenance agreements for service (unless no other form of payment is accepted)

- Medical drugs, narcotic drugs, supplies
- Personal Purchases – all purchases MUST be for the official use or direct benefit of HHA.
- Political contributions
- Telephone, cellular or telephone/pager services
- Tuition reimbursement
- Cash in-lieu of credit back to the Purchasing Card
- Purchases under contracts, unless an emergency exception is granted
- Separate, sequential, and component purchases or transactions made with the intent to circumvent applicable HHA policies and procedures or state and federal laws and regulations
- Purchases that are split to stay within Purchasing Card transaction limits
- Transaction amounts greater than Cardholder’s transaction limit
- Purchases specifically excluded by applicable HHA policies and procedures, or applicable state and federal laws and regulations

The President/CEO shall have the discretion to prohibit use of Credit Cards for the purchase of goods and services not listed above.

#### **IV. Recording Credit Card Purchases**

All Credit Card purchases must be recorded in the finance system of record per the following:

- Purchases for goods and/or services, including Micro Purchases, must be submitted as a Purchase Order request and approved by the responsible parties for the requesting department, the Procurement Department and, if the transaction exceeds the authorized limits, the President/CEO prior to placing any order.
- Travel expenses must be submitted with a fully executed approval for travel form, as outlined in the Travel Policy, and itemized receipts of all purchases made while traveling that are reimbursable per the Travel Policy.
  - Meals are based on the per diem provided as outlined in the Travel Policy; however, any meals purchased utilizing the company credit card must have itemized receipts attached to the travel expense report.

#### **V. Dispute of Charges**

Card holder is responsible for disputing any charges that were not authorized on their card by contact the card issuer. Any questionable charges must be reported to Procurement and Finance.

#### **VI. Reconciliation of Charges**

All charges must be reconciled within the system within two weeks of the end of the billing period to ensure that payment is processed for all purchases made using the credit card. Failure to provide supporting documentation for charges may lead to disciplinary action.

**VII. Additional Requirements and Restrictions**

The following are additional requirements and restrictions to the use of the company credit card:

- The Credit Card is not a replacement for normal procurement actions and processes and should only be utilized for goods and services when HHA's primary payment method (Net 30 by Check) is not accepted or if circumstances warrant the use of the Credit Card.
- Credit Cards are assigned to individuals, not departments. Credit Card shall not be transferred from one person to another. Card holder is responsible for all transactions.
- Credit Card transactions, except travel, shall have a purchase order number and the invoice shall reflect payment made by credit card with all necessary receipts, slips and/or any other relevant information regarding the transaction and services being purchased.
- Credit Card transactions related to travel shall be submitted as an invoice with all required travel approval forms and receipts for all related transactions.

**SECTION 5.0 – CREDIT CARD LIMITS****I. General**

This applies to all Credit Card holders. Credit Cards should not be utilized for any transactions exceeding \$5,000.00 without prior approval from the President/CEO; however, no single transaction can exceed the agency approved Micro Purchase limit. The monthly maximum aggregate credit limit is \$75,000.00.

**SECTION 6.0 – ADDITIONAL PROCEDURES****I. General**

In addition to the duties and responsibilities described herein, the President/CEO shall oversee and provide for the following internal control measures:

- Monitoring Purchasing Card usage at multiple levels to ensure charges are verified, appropriate and reconciled by someone other than the Cardholder and providing for the reporting of Purchasing Card misuse or abuse;
- Requiring Cardholders to sign an agreement assuming responsibility for the Purchasing Card, and acknowledging an understanding of the terms, conditions and restrictions of Purchasing Card use;
- Requiring Cardholders to provide documentation in support of all Purchasing Card charges and assigning recordkeeping responsibilities; and
- Providing for routine audits of Purchasing Card transactions, which shall be designed to verify Purchasing Card transactions are authorized and appropriate, and required documentation has been properly accumulated, approved, and filed.
- President/CEO to be provided monthly statement for review.

## **SECTION 7.0 - VIOLATIONS**

### **I. General**

Failure to comply with this Policy may result in the permanent revocation of a Cardholder's Credit Card privileges. Intentional, fraudulent or grossly negligent misuse of a Credit Card by an Employee may result in formal disciplinary action, up to and including termination of employment.

## **SECTION 8.0 - AMENDMENTS**

### **I. General**

Any amendments to this Policy must be approved by the Board of Commissioners.



**EXHIBIT A – USER AGREEMENT**

**USER AGREEMENT**

The following user agreement must be signed by all employees of The Houston Housing Authority (HHA) that are issued a credit card.

This Credit Card Use Agreement is between HHA and \_\_\_\_\_  
(Employee Name as shown on credit card). By my signature on this Agreement, I will agree to comply with and be bound by the terms and conditions which follow.

1. I understand this Card is the property of HHA and I will be making financial commitments on behalf of the Housing Authority when using this Card. I agree that use of this Card is limited to business purposes authorized by the Housing Authority.
2. I agree this Card must not be used for any personal, unauthorized, or illegal charges and any such misuse will result in cancellation of this Card may further result in disciplinary action up to and including termination of my employment.
3. I will not use the card to obtain cash advances.
4. I understand that all purchases shall be made in accordance with the applicable Housing Authority procurement, financial, and credit card policies and procedures.
5. I understand that I will be responsible for the timely reconciliation of all credit card transactions charged to my card.
6. I understand that I am responsible to provide appropriate documentation for credit card transactions charged to the card.
7. I understand that any points, rewards, or cash back accrued from purchases made using the credit card belongs to the agency or program budget that is charged.
8. I understand that I am required to use the Housing Authority-issued credit card for permitted Agency business. Use of a personal credit card for permitted Agency business is not allowed unless it is an emergency or prior approval has been obtained from the President/CEO.
9. I will surrender the card to the Housing Authority in the event of my separation from the agency.
10. I understand that the Housing Authority may review and investigate the use of this Card and I have no expectation of privacy concerning any charges incurred. I will cooperate with any such review or investigation. I understand that any charges against the credit card that are not properly identified or not allowed by the Housing Authority shall be paid by me by check, United States currency or salary deduction. I further understand that any employee who has been issued a card shall not use the card if any disallowed charges are outstanding and shall surrender the card upon demand of the Housing Authority.
11. I will immediately report a stolen or lost card to the Housing Authority and to the Bank at the following number.

\_\_\_\_\_ (Bank)  
Please identify card as a \_\_\_\_\_ (MC, Visa, etc.)

I understand that any variance and/or violation of the above conditions will result in cancellation of my credit card. Misuse of the card could result in disciplinary action and/or personal liability for unapproved charges.

The Housing Authority shall have unlimited authority to revoke use of any credit card issued and upon such revocation shall not be liable for any cost subsequently charged to the credit card.

**I HAVE READ AND I UNDERSTAND THE ABOVE CONDITIONS.**

Name \_\_\_\_\_ Credit Card # \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_



**HOUSTON**  
HOUSING AUTHORITY

Transforming Lives & Communities

**REQUEST FOR BOARD AGENDA ITEM**

**1. Brief Description of Proposed Item**

Consideration and/or take action to authorize the President & CEO or designee to authorize the implementation of a Fleet Policy to ensure that the Houston Housing Authority (HHA) vehicle rules are followed and that the use of the vehicles adheres to guidelines and policy.

**2. Date of Board Meeting:** February 18, 2025

**3. Proposed Board Resolution:**

**Resolution:** That the Houston Housing Authority Board of Commissioners authorizes the President & CEO or designee to implement the Fleet Policy pursuant to the memorandum from Austin Crotts, Procurement Manager, dated February 14, 2024, to Jamie Bryant, President & CEO.

**4. Department Head Approval**      Signature *Austin Crotts*  
*Austin Crotts (Feb 14, 2025 08:37 CST)*      Date: \_\_\_\_\_

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

Funds Budgeted and Available     Yes     No    Source \_\_\_\_\_

**VP of FO Approval**      Signature *Michael D. Rogers*  
*Michael D. Rogers (Feb 14, 2025 09:04 CST)*      Date: \_\_\_\_\_

**6. Approval of President & CEO**      Signature *Jamie Bryant*  
*Jamie Bryant (Feb 14, 2025 10:05 CST)*      Date: \_\_\_\_\_



**HOUSTON**  
HOUSING AUTHORITY

Transforming Lives & Communities

**MEMORANDUM**

**TO:** JAMIE BRYANT, PRESIDENT & CEO  
**FROM:** AUSTIN CROTTS, PROCUREMENT MANAGER  
**SUBJECT:** CONSIDERATION AND/OR TAKE ACTION TO AUTHORIZE THE PRESIDENT & CEO OR DESIGNEE TO AUTHORIZE THE IMPLEMENTATION OF A FLEET POLICY TO ENSURE THAT THE HOUSTON HOUSING AUTHORITY (HHA) VEHICLE RULES ARE FOLLOWED AND THAT THE USE OF THE VEHICLES ADHERES TO GUIDELINES AND POLICY  
**DATE:** FEBRUARY 14, 2025

---

This memorandum recommends that the Houston Housing Authority Board of Commissioners authorize the President & CEO or designee to authorize the implementation of a Fleet Policy to ensure that the Houston Housing Authority (HHA) vehicle rules are followed and that the use of the vehicles adheres to guidelines and policy.

**BACKGROUND:**

The Houston Housing Authority Procurement Department manages and maintains a fleet of 16 vehicles that include:

- |                                     |                               |
|-------------------------------------|-------------------------------|
| 3 Chevrolet Silverado 1500 (Leased) | 1 Ford Edge (Leased)          |
| 1 Chevrolet Silverado 2500          | 1 Toyota Prius                |
| 1 Chevrolet Silverado 3500          | 1 Chevrolet Trax (Leased)     |
| 2 Chevrolet Equinox (Leased)        | 1 Chevrolet Tahoe (Leased)    |
| 2 Buick Enclave (Leased)            | 1 Chevrolet Traverse (Leased) |
| 2 Ford 250 Econoline Buses          |                               |

These vehicles have been made available to all permanent HHA staff to facilitate operational needs outside of the main office at 2640 Fountain View Drive. These vehicles are also utilized by HHA departments to assist with transporting residents to and from scheduled appointments. Therefore, the Houston Housing Authority Procurement Department submits the Fleet Vehicle Policy which outlines the proper use of the vehicles, accident reporting and other rules and requirements.

This policy aims to ensure that vehicles are utilized for proper business reasons, maintained and that the use of the vehicles adhere to guidelines and policy.

**RECOMMENDATION**

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

**Resolution:** That the Houston Housing Authority Board of Commissioners authorizes the President & CEO or designee to implement the Fleet Policy pursuant to the memorandum from Austin Crotts, Procurement Manager, dated February 14, 2024, to Jamie Bryant, President & CEO.

# Fleet POLICY

# TABLE OF CONTENTS

Section 1 Introduction	3
Section 2 General Provisions	3
Section 3 Permitted Uses	4
Section 4 Drive Qualifications	4
Section 5 Vehicle Assignment	4
Section 6 Taking HHA Vehicles Home	5
Section 7 Check-out / Check-in	5
Section 8 Accident	6
Section 9 Moving/Toll/Parking Violations	7
Section 10 Revocation of Privileges	7
Section 11 Acknowledgement	7
Exhibit A Accident Report Form	9
Exhibit B Employee Acknowledgement Form	14

## SECTION 1.0 - INTRODUCTION

### I. General

The Houston Housing Authority (HHA) makes vehicles available for qualified employees to drive in order to conduct HHA designated business according to the guidelines below.

## SECTION 2.0 - GENERAL PROVISIONS

### I. General

Employees may not drive any business vehicles until they are cleared by HR. Prior to approving a driver and periodically thereafter, the human resources department must check the employee's driving record. Employees approved to drive on company business are required to immediately inform their supervisor, in writing, of any changes that may affect either their legal or physical ability to drive or their continued insurability.

Employees holding jobs at HHA requiring regular driving for business as an essential job function must, as a condition of employment, be able to always meet the driver approval standards of this policy.

Employees who drive a vehicle on HHA company business must, in addition to meeting the approval requirements, exercise due diligence at all times to drive safely and to maintain the security of the vehicle and its contents. The use of cell phones (including texting) or any other distracting devices while behind the wheel of a moving vehicle being used on HHA company business is strictly prohibited. Employees are responsible, financially, and otherwise, for any driving infractions or fines because of their driving.

Employees who are on call on a 24-hour basis may be allowed to take a company vehicle home so they can respond to HHA business needs as soon as possible. Such employees must receive written permission from the President and CEO and provide a written acknowledgement that they fully understand that the vehicle is used only as part of an emergency response and is not for personal use.

### II. Application

This policy applies to all HHA employees and supersedes all prior policies. HHA retains the right to amend or terminate this policy at any time.

### III. Definition

The terms "HHA Vehicle", as used in this policy, includes any motorized vehicle, leased, owned, borrowed, or rented by HHA for business purposes, such as cars, trucks, SUVs, buses, golf carts, etc. The term "Supervisor", as used in this policy includes an authorized designee.

### IV. Exclusions

Contract and/or temporary employees of HHA are not permitted to drive company vehicles. Employees are not permitted, under any circumstances, to operate a HHA company vehicle or a personal vehicle for HHA company business while under any physical or mental impairment.

Additionally, HHA employees shall not operate any company vehicle at any time or operate any personal vehicle while on HHA company business (during any work period including lunch or breaks), while using or consuming any amount of alcohol, illegal drugs or prescription medications that may affect their ability to drive.

### **SECTION 3.0 – Permitted Uses**

#### **I. General**

Only HHA employees may drive or operate HHA vehicles and equipment. The Procurement Manager may authorize, in writing, persons other than HHA employees to pick up and return vehicles for repair.

#### **II. Business**

HHA owned vehicles shall be for HHA business only.

### **SECTION 4.0 – Driver Qualification**

#### **I. General**

Each driver of any HHA owned vehicle must have a valid driver's license or in some instance with prior written approval from HHA Human Resources in writing, limited driving privileges with a valid state issued driver's license. HHA employees who are employed as drivers of vehicles must comply with all specifications of the commercial driver's licensing law.

#### **II. Fiscal Responsibility**

Employees are responsible, financially, and otherwise, for any intentional damage to any vehicle or equipment assigned to them which results from improper or careless operation on their part in accordance with the Accident Policy Section of this document.

#### **III. Department Responsibility**

All HHA Department Heads are responsible for personnel in their departments and shall periodically check employees to determine they are properly licensed (request is made to HR for execution)

#### **IV. Driver Responsibility**

HHA employees who are required to drive must notify HHA Human Resources and their department head in writing if at any time their driver's license is suspended.

### **SECTION 5.0 – Vehicle Assignment**

#### **I. General**

With the exception of one vehicle assigned to the President and CEO, all vehicles are available on a first come, first serve basis for use by HHA employees to conduct business outside of the primary office.

**II. Assignment of Vehicles**

At the discretion of the President and CEO, a vehicle may be assigned specifically to an individual or department to conduct HHA business. Reasons for a vehicle assignment can be, but not limited to:

- Funding purposes requires a specific department(s) to utilize a specific vehicle; or
- For work purposes an employee is required to take a vehicle home.

Any vehicle assignments must be provided, in writing, to HHA Procurement Department. Request must state the reason for the assignment and signed by the President and CEO.

**SECTION 6.0 – Taking HHA Vehicles Home****I. General**

HHA vehicles may not be taken home without written permission from the President and CEO. If authorized the President and CEO must provide notice via email or by written statement that the employee can take the vehicle home due to work purposes preventing them from returning to the office to return the vehicle.

An employee's title or position will not be regarded as justification for taking HHA vehicles home.

**II. Vehicle Parking Requirements**

If an employee is authorized to take a vehicle home, the vehicle must be parked in the drive way of the employee or within a designated parking space. An HHA vehicle cannot be parked in the street overnight.

**SECTION 7.0 – Check – In/Check – Out****I. General**

All vehicles are checked in and out through the Procurement Department.

**II. First Time Check-Out**

The first time an employee checks out a vehicle they must provide their current, valid, driver's license and a copy of their current, valid, auto insurance. Procurement staff may periodically ask to make copies of updated documents.

**III. Check – Out**

Vehicles must be checked out at time of departure. HHA employees will NOT be permitted to check out a vehicle and then return to their work station for departure at a later time of the day. Checking vehicles out that are not for immediate use can lead to suspension of vehicle privileges.

**IV. Check – In**

Vehicles must be checked back in upon return. If employee has additional business outside of the primary office, they can check a vehicle out again at the time they are departing. Employees cannot hold onto vehicle keys. Failure to return a vehicle upon return may lead to suspension of



privileges.

**V. Condition of Vehicle**

Employees are responsible for the condition of the vehicle the moment they move the vehicle from its parking space. Before leaving Employees should make note of any damage to the exterior of the vehicle and/or any trash or damage to the interior of the vehicle. Before moving the vehicle return the key to the procurement office and report on the issues with the vehicle that were visually present.

Upon return of the vehicle, employees must remove all personal effects and trash from the interior of the vehicle and report any damage or issues with the vehicle to the Procurement Department. Failure to do so may result in suspension of vehicle privileges.

**VI. Vehicle Security**

Employees are responsible for the security of the vehicle when in use/possession. Vehicles should be locked and key shall be removed when leaving vehicle unattended.

**SECTION 8.0 – Accident**

**I. General**

In the event an employee is involved in an accident while in a company vehicle the following actions must be performed.

**II. Police Notification**

Employee must contact the police and request an office be dispatched to the scene.

**III. Insurance**

A copy of the company insurance can be found in the glove box. If permitted, take a picture of the other driver's insurance and driver license.

**IV. HHA Accident Report**

Complete the HHA accident report form and submit to Human Resources and the Procurement Department upon completion.

**V. Drug Testing**

A medical assessment and/or drug screen will be required following a substantial on-the-job injury. "Substantial on-the-job injuries" always include automobile accidents, whether an employee is injured or not. This "For Cause/Accident" screening may consist of test of urine, blood, hair, saliva, and/or breath and will be conducted as outlined in the HHA Employee Handbook. Personnel involved in a vehicle accident must report to HR for instructions on where to report for the drug screening.

**VI. Loss of Privileges**

Any employee responsible for more than two accidents while driving HHA owned vehicles within a twelve-month period may lose driving privileges.

**VII. Driving Record**

HHA reserves the right to review the driving record of any employee that is utilizing company vehicles.

**SECTION 9.0 – Moving/Toll/Parking Violations****I. General**

Employees operating agency vehicles shall be responsible for any fines and/or penalties as a result of a violation of the Texas Motor Vehicle Laws. This includes Moving, Toll and Parking fines.

**II. Moving Violations**

Moving violations may be subject to disciplinary action. Employee should report any moving violations received to the Procurement Department and Human Resources. The employee is responsible for any fines incurred.

**III. Toll Violations**

Toll roads should be avoided at all times. Any fines and penalties incurred from a toll road may be charged to the employee. If a toll road was utilized, it must be reported to the Procurement Department. Excessive toll violations will result in loss of vehicle privileges.

**IV. Parking Violations**

If payment is required for parking, the employee is responsible for the cost at time of the vehicle being parked. Upon return, the employee may submit a reimbursement request for any parking fees paid. Failure to pay the parking fees at time of incident may result in additional fees that the employee will be responsible to cover.

**SECTION 10.0 - Revocation of Privileges****V. General**

HHA reserves the right to revoke the privilege of checking out vehicles for the violation of any part of this policy and/or for any other reason found to be in the best interest of HHA.

**VI. Return of Privileges**

In the event an employee's privileges are revoked, depending on the reason the following approvals may be required in order for them to be returned:

- Head of Procurement – minor infractions to the policy (cleanliness of returned vehicle, failure to return keys, etc.),
- Human Resource Department – Accidents and other infractions,
- President and CEO – Severe infractions to the policy

**SECTION 11.0 - Acknowledgement****I. General**

All employees that wish to utilize HHA vehicles for company business are required to review this policy and sign an acknowledgement from, Exhibit B, that they understand the policy and agree

to adhere to conditions laid out within.

**EXHIBIT A – ACCIDENT REPORT FORM**



**ACCIDENT REPORT FORM**

Date of Report: \_\_\_\_\_

Employee Name: \_\_\_\_\_ Employee's TDL # \_\_\_\_\_

Position: \_\_\_\_\_ Department: \_\_\_\_\_

Name of Supervisor: \_\_\_\_\_

Location of Accident: \_\_\_\_\_

Weather/Road Conditions: \_\_\_\_\_

**HHA Vehicle:**

License Plate: \_\_\_\_\_

Year: \_\_\_\_\_ Make: \_\_\_\_\_ Model: \_\_\_\_\_

Description of Damage:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Vehicle 2

License Plate: \_\_\_\_\_

Year: \_\_\_\_\_ Make: \_\_\_\_\_ Model: \_\_\_\_\_

Driver's Name: \_\_\_\_\_ Driver's DL#: \_\_\_\_\_

Address: \_\_\_\_\_

Insurance Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Policy #: \_\_\_\_\_ Agent's Name: \_\_\_\_\_

Description of Damage:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name, Address and Phone Number of Other Passengers

Name: \_\_\_\_\_ Name: \_\_\_\_\_

Address: \_\_\_\_\_ Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Name: \_\_\_\_\_

Address: \_\_\_\_\_ Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Phone: \_\_\_\_\_

**Property Damage**

Damage to property other than vehicles (Name object and state nature of damage)

---

---


---

Name of Property Owner: \_\_\_\_\_

Address of Property: \_\_\_\_\_  
\_\_\_\_\_

**Sketch the Accident Scene:**

Indicate on this diagram what happened. Use one of these outlines to sketch the scene of your accident, writing in street or highway names or numbers. Show signs, signals, warning and traffic controls.



Describe events leading up to the accident:

\_\_\_\_\_  
\_\_\_\_\_

Describe events during the accident:

\_\_\_\_\_  
\_\_\_\_\_

Describe events during emergency medical needs:

\_\_\_\_\_  
\_\_\_\_\_

Describe events after the accident:

\_\_\_\_\_  
\_\_\_\_\_

Did Police investigate:	YES	NO		
If "Yes" Which Department:	CITY	SHERIFF	CONSTABLE	STATE
Police Report Made:	YES	NO		

Police Report #: \_\_\_\_\_

If Police were not contact, explain why (Police must be contacted for all accidents involving HHA vehicles):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Citation Issued:                    YES                    NO

Citation #: \_\_\_\_\_

Person that received citation: \_\_\_\_\_

Reason for citation: \_\_\_\_\_

**If the citation is issued to an HHA Employee, a copy must be attached to this report. If the citation is issued to other party, provide all possible information regarding the citation.**

Additional Comments/Information:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Notice:

**Employee is responsible for ensuring that an accident report is provided by the Police**

**Employee must replace this form in the vehicle**

**Any Employee involved in a vehicle accident while operating an HHA vehicle must report to HR for drug test information.**



---

**EXHIBIT B – EMPLOYEE ACKNOWLEDGEMENT FORM (SAMPLE)**

# EMPLOYEE ACKNOWLEDGEMENT FORM

I have received and reviewed the Houston Housing Authority Fleet Policy, and I agree to comply with it as it pertains to my position.

Employee Name (Please Print)

---

Employee Signature

---

Date

---

Manager Name (Please Print)

---

Manager Signature

---

Date

---

Department

---



**HOUSTON**  
HOUSING AUTHORITY

Transforming Lives & Communities

**REQUEST FOR BOARD AGENDA ITEM**

**1. Brief Description of Proposed Item**

Consideration and/or take action to authorize the President & CEO or designee to execute a contract with Omega Builders Group LP to replace the Trash Chute located at 75 Lyerly Senior Development in the amount of \$142,655.00.

**2. Date of Board Meeting:** February 18, 2025

**3. Proposed Board Resolution:**

**Resolution:** That the Houston Housing Authority Board of Commissioners authorizes the President & CEO or designee to negotiate, execute and make necessary changes and corrections to a contract with Omega Builders Group LP to replace the Trash Chute located at 75 Lyerly Senior Development in the amount of \$142,655.00. pursuant to the memorandum from Jay Mason, Director of REID, dated February 14, 2025, to Jamie Bryant, President & CEO.

**4. Department Head Approval**      Signature *Jay Mason*  
Jay Mason (Feb 14, 2025 09:06 CST)      Date: \_\_\_\_\_

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

Funds Budgeted and Available  Yes  No      Source Capital Funds

**VP of FO Approval**      Signature *Michael D. Rogers*  
Michael D. Rogers (Feb 14, 2025 09:04 CST)      Date: \_\_\_\_\_

**6. Approval of President & CEO**      *Jamie Bryant*  
Signature Jamie Bryant (Feb 14, 2025 10:05 CST)      Date: \_\_\_\_\_



**HOUSTON**  
HOUSING AUTHORITY

Transforming Lives & Communities

**MEMORANDUM**

**TO:** JAMIE BRYANT, PRESIDENT & CEO  
**FROM:** JAY MASON, DIRECTOR OF REID  
**FROM:** WILLIAM BRYANT, ENERGY MANAGER  
**SUBJECT:** CONSIDERATION AND/OR TAKE ACTION TO AUTHORIZE THE PRESIDENT & CEO OR DESIGNEE TO EXECUTE A CONTRACT WITH OMEGA BUILDERS GROUP LP TO REPLACE THE TRASH CHUTE LOCATED AT 75 LYERLY SENIOR DEVELOPMENT IN THE AMOUNT OF \$142,655.00.  
**DATE:** FEBRUARY 14, 2025

---

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 a contract with Omega Builders Inc. In the amount of \$142,655.00 for the replacement of the Trash Chute located at 75 Lyerly.

**BACKGROUND:**

Lyerly is a 200-unit, five-story, mid-rise public housing development providing housing to senior residents. The replacement of the Trash Chute is needed because of the poor condition of the existing one. The current Trash Chute has issues such as corrosion that has created holes in the chute, The trash chute doors are not operating correctly. The trash chute was originally installed in 1994 and it is at the end of its functional life.

**ADVERTISEMENT:**

In July of 2024, a legal notice advertising IFB 24-30 Replacement of Trash Chute at Lyerly Senior Living (FB 24-30) was posted in the Houston Chronicle and Forward Times Newspapers, and in the Houston Business Journal.

In addition to posting IFB 24-30 on its website, HHA's Procurement Department sent e-mails advertising this solicitation to potential Firms on its Bidder's List and previous companies that have participated in demolition solicitations.

Interested parties were also able to access IFB 24-30 by going to the websites of the City of Houston Office of Business Opportunity ("OBO"); the Greater Houston Black Chamber of Commerce ("GHBC"); the Houston Minority Supplier Development Council ("HMSDC"); and the Houston Chapter of the National Association of Minority Contractors ("NAMC").

Interested parties were invited to attend a non-mandatory pre-bid conference held in-person to review the site. Additional site visits were arranged for interested parties that were unable to attend the pre-bid conference.

**EVALUATION PROCESS:**

On September 13, 2024, the Procurement Department opened two (2) sealed bids received in response to IFB 24-30.

Rank	Firm/Company	M/WBE	Total Cost
1	Omega Builders Group, L.P.	N/A	\$142,655.00
2	Prestige Building Group, LLC	MBE	\$635,000.00

Omega Builders Group is the lowest Responsive and Responsible bidder per the requirements set forth in the solicitation documents. The ICE provided by the third-party consultant, PCI, was \$140,000.00. PCI reviewed the responses and concurred that Omega was the lowest responsible bidder.

References have been checked and returned positive. There are no conflicts of interest, and the firm(s) are not on the HUD Debarment List

**RECOMMENDATION**

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

**Resolution:** That the Houston Housing Authority Board of Commissioners authorizes the President & CEO or designee to negotiate, execute and make necessary changes and corrections to a contract with Omega Builders Group LP to replace the Trash Chute located at 75 Lyerly Senior Development in the amount of \$142,655.00. pursuant to the memorandum from Jay Mason, Director of REID, dated February 14, 2025, to Jamie Bryant, President & CEO.



**HOUSTON**  
HOUSING AUTHORITY

Transforming Lives & Communities

**REQUEST FOR BOARD AGENDA ITEM**

**1. Brief Description of Proposed Item**

Consideration and/or take action to authorize Houston Housing Authority’s refinance of The Peninsula Park Apartments, located at 4855 West Fuqua Street, Houston, Harris County, Texas 77045.

**2. Date of Board Meeting:** February 18, 2025

**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 Peninsula Park Apartments pursuant to the memorandum from Jay Mason, Director of REID, dated February 14, 2025, to Jamie Bryant, President & CEO.

**4. Department Head Approval**      Signature *Jay Mason*      Date: \_\_\_\_\_  
Jay Mason (Feb 14, 2025 09:06 CST)

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

Funds Budgeted and Available     Yes     No      Source Third Party Funding

**VP of FO Approval**      Signature *Michael D. Rogers*      Date: \_\_\_\_\_  
Michael D. Rogers (Feb 14, 2025 09:04 CST)

**6. Approval of President & CEO**      Signature *Jamie Bryant*      Date: \_\_\_\_\_  
Jamie Bryant (Feb 14, 2025 10:05 CST)



**HOUSTON**  
HOUSING AUTHORITY

Transforming Lives & Communities

**MEMORANDUM**

**TO:** JAMIE BRYANT, PRESIDENT & CEO  
**FROM:** JAY MASON, DIRECTOR OF REID  
**SUBJECT:** CONSIDERATION AND/OR TAKE ACTION TO AUTHORIZE HOUSTON HOUSING AUTHORITY'S REFINANCE OF THE PENINSULA PARK APARTMENTS, LOCATED AT 4855 WEST FUQUA STREET, HOUSTON, HARRIS COUNTY, TEXAS 77045.  
**DATE:** FEBRUARY 14, 2025

---

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 Peninsula Park Apartments.

**BACKGROUND:**

The Authority owns the land on which the Project is constructed and entered into that certain Ground Lease dated August 1, 2003 (the "**Ground Lease**") granting site control of the land to The Peninsula Apartments, L.P., a Texas limited partnership (the "**Partnership**").

The Partnership desires to refinance the existing financing for the Project (the "**Existing Loan**") by obtaining a new loan in an aggregate principal amount not to exceed \$9,000,000 ("**Refinance Loan**") from Citibank, N.A., a national banking association, as assigned to Federal Home Loan Mortgage Corporation, (collectively, the "**Lender**") to pay off the Existing Loan and release the associated documents securing the Existing Loan; and in connection therewith, Lender may require the Authority 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 President and Chief Executive Officer of the Authority and/or his/her designee to review, approve and execute all certificates, affidavits, agreements, documents and other writings (collectively the "**Agreements**") the President and Chief Executive Officer shall deem to be necessary or desirable in the consummation of the transactions herein contemplated.

The Board authorizes that all acts, transactions, or agreements undertaken prior hereto by the President and Chief Executive Officer of the Authority or his/her 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 President and Chief Executive Officer is hereby authorized and directed for and on behalf of, and as the act and deed of the Authority, to take such further action in the

consummation of the transactions herein contemplated and to do any and all other acts and things necessary or proper in furtherance thereof, as the President and Chief Executive Officer shall deem to be necessary or desirable, and all acts heretofore taken by the designee of the President and Chief Executive Officer to such end are hereby expressly ratified and confirmed as the acts and deeds of the Authority.

**RECOMMENDATION**

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

**Resolution:** That the Houston Housing Authority Board of Commissioners authorizes the Houston Housing Authority (the “**Authority**”) to take such actions necessary or convenient to refinance The Peninsula Park Apartments pursuant to the memorandum from Jay Mason, Director of REID, dated February 514, 2025, to Jamie Bryant, President & CEO.

**RESOLUTION NO. 3869**

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

WHEREAS, the Authority owns the land on which the Project is constructed and entered into that certain Ground Lease dated August 1, 2003 (the "**Ground Lease**") granting site control of the land to The Peninsula Apartment, L.P., a Texas limited partnership (the "**Partnership**");

WHEREAS, the Partnership desires to refinance the existing financing for the Project (the "**Existing Loan**") by obtaining a new loan in an aggregate principal amount not to exceed \$9,000,000 ("**Refinance Loan**") from Citibank, N.A., a national banking association, as assigned to Federal Home Lona Mortgage Corporation (collectively, the "**Lender**") to pay off the Existing Loan and release the associated documents securing the Existing Loan; and in connection therewith, the Lender may require the Authority 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 President and Chief Executive Officer of the Authority and/or his/her designee is hereby authorized to review, approve and execute all certificates, affidavits, agreements, documents and other writings (collectively the "**Agreements**") the President and Chief Executive Officer shall deem to be necessary or desirable in the consummation of the transactions herein contemplated;

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

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

*[Remainder of page intentionally left blank for signature]*



PASSED this 18th day of February, 2025.

ATTEST:

\_\_\_\_\_  
CHAIR

\_\_\_\_\_  
Secretary



**HOUSTON**  
HOUSING AUTHORITY

Transforming Lives & Communities

**REQUEST FOR BOARD AGENDA ITEM**

**1. Brief Description of Proposed Item**

Consideration and/or take action to authorize the update of the previously approved lender in Resolution No. 3808 for the August Friendswood transaction.

**2. Date of Board Meeting:** February 18, 2025

**3. Proposed Board Resolution:**

**Resolution:** That the Houston Housing Authority Board of Commissioners authorizes the update of the previously approved lender in Resolution No. 3808 for the August Friendswood transaction pursuant to the memorandum from Jay Mason, Director of REID, dated February 14, 2025 to Jamie Bryant, President and CEO.

**4. Department Head Approval**      Signature *Jay Mason*  
Jay Mason (Feb 14, 2025 09:06 CST)      Date: \_\_\_\_\_

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

Funds Budgeted and Available     Yes     No    Source Third Party Funding

**VP of FO Approval**      Signature *Michael D. Rogers*  
Michael D. Rogers (Feb 14, 2025 09:04 CST)      Date: \_\_\_\_\_

**6. Approval of President & CEO**      *Jamie Bryant*  
Signature Jamie Bryant (Feb 14, 2025 10:05 CST)      Date: \_\_\_\_\_



**HOUSTON**  
HOUSING AUTHORITY

Transforming Lives & Communities

**MEMORANDUM**

**TO:** JAMIE BRYANT, PRESIDENT AND CEO  
**FROM:** JAY MASON, DIRECTOR OF REID  
**SUBJECT:** CONSIDERATION AND/OR ACTION TO AUTHORIZE THE UPDATE OF THE PREVIOUSLY APPROVED LENDER IN RESOLUTION NO. 3808 FOR THE AUGUST FRIENDSWOOD TRANSACTION.  
**DATE:** FEBRUARY 14, 2025

---

This memorandum recommends that the Houston Housing Authority Board of Commissioners authorizes the update of the previously approved lender in Resolution No. 3808 for the August Friendswood transaction.

**BACKGROUND**

On August 27, 2024, the Houston Housing Authority Board of Commissioners passed a resolution (No. 3808) for the August Friendswood transaction which authorized the Houston Housing Authority (the “**Authority**”) President & CEO or designee to take all actions necessary or convenient to facilitate the acquisition of August Friendswood located at or about 2911 W El Dorado Blvd, Friendswood, Texas 77546 (the “**Project**”), and the execution of all required documents therefor, pursuant to the memorandum from Jay Mason, Director of REID, dated August 13, 2024, to David A. Northern, Sr., President & CEO.

The lender authorized in Resolution No. 3808 should be updated to reflect such loan described therein (the “**Loan**”) to be made by the Federal Home Loan Mortgage Corporation (“**Freddie Mac**”) with Arbor Realty Trust, Inc., its successors and/or assigns, as the loan servicer, or such other servicer as approved by Freddie Mac and APV (the “**Lender**”).

Resolution No. 3808 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 lender in Resolution No. 3808 for the August Friendswood transaction pursuant to the memorandum from Jay Mason, Director of REID, dated February 14, 2025 to Jamie Bryant, President and CEO.

**RESOLUTION NO. 3870**

**RESOLUTION AUTHORIZING THE UPDATE OF THE PREVIOUSLY APPROVED LENDER IN RESOLUTION NO. 3808 FOR THE AUGUST FRIENDSWOOD TRANSACTION.**

WHEREAS, on August 27, 2024, the Houston Housing Authority Board of Commissioners passed a resolution (No. 3808) for the August Friendswood transaction which authorized the Houston Housing Authority (the “**Authority**”) President & CEO or designee to take all actions necessary or convenient to facilitate the acquisition of August Friendswood located at or about 2911 W El Dorado, Friendswood, Texas 77546 (the “**Project**”), and the execution of all required documents therefor; and

WHEREAS, the Authority now desires to authorize the update of the lender authorized in Resolution No. 3808 to reflect such loan described therein (the “**Loan**”) to be made by the Federal Home Loan Mortgage Corporation (“**Freddie Mac**”) with Arbor Realty Trust, Inc., its successors and/or assigns, as the loan servicer, or such other servicer as approved by Freddie Mac and an affiliate of the Authority (the “**Lender**”); and

WHEREAS, Resolution No. 3808 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 loan amount and lender authorized in Resolution No. 3808 to reflect the Loan from Lender is hereby approved, ratified and confirmed; and it is further

RESOLVED, that Resolution No. 3808 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 the President and Chief Executive Officer of the Authority and/or 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 loan amount and lender in Resolution No. 3808.

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

*[Remainder of page intentionally left blank for signature]*

PASSED 18<sup>th</sup> of February, 2025.

---

CHAIR

ATTEST:

---

Secretary



**HOUSTON**  
HOUSING AUTHORITY

Transforming Lives & Communities

**REQUEST FOR BOARD AGENDA ITEM**

**1. Brief Description of Proposed Item**

Consideration and/or take action to authorize the update of the previously approved lender in Resolution No. 3807 for the Augusta North transaction.

**2. Date of Board Meeting:** February 18, 2025

**3. Proposed Board Resolution:**

**Resolution:** That the Houston Housing Authority Board of Commissioners authorizes the update of the previously approved lender in Resolution No. 3807 for the Augusta North transaction pursuant to the memorandum from Jay Mason, Director of REID, dated February 14, 2025 to Jamie Bryant, President and CEO.

**4. Department Head Approval**      Signature *Jay Mason*      Date: \_\_\_\_\_  
Jay Mason (Feb 14, 2025 09:06 CST)

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

Funds Budgeted and Available     Yes     No    Source Third Party Funding

**VP of FO Approval**      Signature *Michael D. Rogers*      Date: \_\_\_\_\_  
Michael D. Rogers (Feb 14, 2025 09:04 CST)

**6. Approval of President & CEO**  
Signature *Jamie Bryant*      Date: \_\_\_\_\_  
Jamie Bryant (Feb 14, 2025 10:05 CST)



**HOUSTON**  
HOUSING AUTHORITY

Transforming Lives & Communities

**MEMORANDUM**

**TO:** JAMIE BRYANT, PRESIDENT & CEO  
**FROM:** JAY MASON, DIRECTOR OF REID  
**SUBJECT:** CONSIDERATION AND/OR TAKE ACTION TO AUTHORIZE THE UPDATE OF THE PREVIOUSLY APPROVED LENDER IN RESOLUTION NO. 3807 FOR THE AUGUSTA NORTH TRANSACTION.  
**DATE:** FEBRUARY 14, 2025

---

This memorandum recommends that the Houston Housing Authority Board of Commissioners authorizes the update of the previously approved lender in Resolution No. 3807 for the Augusta North transaction.

**BACKGROUND**

On August 27, 2024, the Houston Housing Authority Board of Commissioners passed a resolution (No. 3807) for the Augusta North transaction which authorized Houston Housing Authority (the “**Authority**”) President & CEO or designee to take all actions necessary or convenient to facilitate the acquisition of, and placement of affordable units within, Augusta North to be located at or about approximately 12655 Kuykendahl Rd., Houston, Texas 77090 (the “**Project**”), and the execution of all required documents therefor, pursuant to the memorandum from Jay Mason, Director of REID, dated August 15, 2024, to David A. Northern, Sr., President & CEO.

The lender authorized in Resolution No. 3807 should be updated to reflect such loan described therein (the “**Loan**”) to be made by the Federal Home Loan Mortgage Corporation (“**Freddie Mac**”) with Ready Capital Mortgage Financing, 2022-FL8, LLC, its successors and/or assigns, as the loan servicer, or such other servicer as approved by Freddie Mac and APV (the “**Lender**”).

Resolution No. 3807 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 lender in Resolution No. 3807 for the Augusta North transaction pursuant to the memorandum from Jay Mason, Director of REID, dated February 14, 2025 to Jamie Bryant, President and CEO.

**RESOLUTION NO. 3871**

**RESOLUTION AUTHORIZING THE UPDATE OF THE PREVIOUSLY APPROVED LENDER IN RESOLUTION NO. 3807 FOR THE AUGUSTA NORTH TRANSACTION.**

WHEREAS, on August 27, 2024, the Houston Housing Authority Board of Commissioners passed a resolution (No. 3807) for the Augusta North transaction which authorized the Houston Housing Authority (the “**Authority**”) President & CEO or designee to take all actions necessary or convenient to facilitate the acquisition of, and placement of affordable units within, Augusta North to be located at or about approximately 12655 Kuykendahl Rd., Houston, Texas 77090 (the “**Project**”), and the execution of all required documents therefor; and

WHEREAS, the Authority now desires to authorize the update of the lender authorized in Resolution No. 3807 to reflect such loan described therein (the “**Loan**”) to be made by the Federal Home Loan Mortgage Corporation (“**Freddie Mac**”) with Ready Capital Mortgage Financing, 2022-FL8, LLC, its successors and/or assigns, as the loan servicer, or such other servicer as approved by Freddie Mac and an affiliate of the Authority (the “**Lender**”); and

WHEREAS, Resolution No. 3807 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 lender authorized in Resolution No. 3807 to reflect the Loan from Lender is hereby approved, ratified and confirmed; and it is further

RESOLVED, that Resolution No. 3807 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 the President and Chief Executive Officer of the Authority and/or 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 foregoing matters the Executing Officer shall deem to be necessary or desirable in the consummation of the update of the lender in Resolution No. 3807.

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

*[Remainder of page intentionally left blank for signature]*



PASSED 18<sup>th</sup> of February, 2025.

---

CHAIR

ATTEST:

---

Secretary



**HOUSTON**  
HOUSING AUTHORITY

Transforming Lives & Communities

**REQUEST FOR BOARD AGENDA ITEM**

**1. Brief Description of Proposed Item**

Consideration and/or take action to authorize the update of the previously approved lender in Resolution No. 3804 for the Mia LXMI Westchase East transaction.

**2. Date of Board Meeting:** February 18, 2025

**3. Proposed Board Resolution:**

**Resolution:** That the Houston Housing Authority Board of Commissioners authorizes the update of the previously approved lender in Resolution No. 3804 for the Mia LXMI Westchase East transaction pursuant to the memorandum from Jay Mason, Director of REID, dated February 14, 2025, to Jamie Bryant, President & CEO.

**4. Department Head Approval**    Signature *Jay Mason*    Date: \_\_\_\_\_  
Jay Mason (Feb 14, 2025 09:06 CST)

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

Funds Budgeted and Available     Yes     No    Source Third Party Funding

**VP of FO Approval**    Signature *Michael D. Rogers*    Date: \_\_\_\_\_  
Michael D. Rogers (Feb 14, 2025 09:04 CST)

**6. Approval of President & CEO**    Signature *Jamie Bryant*    Date: \_\_\_\_\_  
Jamie Bryant (Feb 14, 2025 10:05 CST)



**HOUSTON**  
HOUSING AUTHORITY

Transforming Lives & Communities

**MEMORANDUM**

**TO:** JAMIE BRYANT, PRESIDENT & CEO  
**FROM:** JAY MASON, DIRECTOR OF REID  
**SUBJECT:** CONSIDERATION AND/OR TAKE ACTION TO AUTHORIZE THE UPDATE OF THE PREVIOUSLY APPROVED LENDER IN RESOLUTION NO. 3804 FOR THE MIA LXMI WESTCHASE EAST TRANSACTION.  
**DATE:** FEBRUARY 14, 2025

---

This memorandum recommends that the Houston Housing Authority Board of Commissioners authorizes the update of the previously approved lender in Resolution No. 3804 for the Mia LXMI Westchase East transaction.

**BACKGROUND**

On August 27, 2024, the Houston Housing Authority Board of Commissioners passed a resolution (No. 3804) for the Mia LXMI Westchase East transaction which authorized Houston Housing Authority (the “**Authority**”) President & CEO or designee to take all actions necessary or convenient to facilitate the acquisition of, and placement of affordable units within, Mia LXMI Westchase East to be located at or about approximately 3950 Ashburnham Drive, Houston, Texas 77082 (the “**Project**”), and the execution of all required documents therefor, pursuant to the memorandum from Jay Mason, Interim Director of REID, dated August 13, 2024, to David A. Northern, Sr., President & CEO.

The lender authorized in Resolution No. 3804 should be updated to reflect such loan described therein (the “**Loan**”) to be made by Argentic Real Estate Finance 2 LLC, its successors and/or assigns (the “**Lender**”).

Resolution No. 3804 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 consider this resolution, which states:

**Resolution:** That the Houston Housing Authority Board of Commissioners authorizes the update of the previously approved lender in Resolution No. 3804 for the Mia LXMI Westchase East transaction pursuant to the memorandum from Jay Mason, Director of REID, dated February 14, 2025, to Jamie Bryant, President & CEO.

**RESOLUTION NO. 3872**

**RESOLUTION AUTHORIZING THE UPDATE OF THE PREVIOUSLY APPROVED LENDER IN RESOLUTION NO. 3804 FOR THE MIA LXMI WESTCHASE EAST TRANSACTION.**

WHEREAS, on August 27, 2024, the Houston Housing Authority Board of Commissioners passed a resolution (No. 3804) for the Mia LXMI Westchase East transaction which authorized the Houston Housing Authority (the “**Authority**”) President & CEO or designee to take all actions necessary or convenient to facilitate the acquisition of, and placement of affordable units within, Mia LXMI Westchase East to be located at or about approximately 3950 Ashburnham Drive, Houston, Texas 77082 (the “**Project**”), and the execution of all required documents therefor; and

WHEREAS, the Authority now desires to authorize the update of the lender authorized in Resolution No. 3804 to reflect such loan described therein (the “**Loan**”) to be made by Argentic Real Estate Finance 2 LLC, its successors and/or assigns (the “**Lender**”); and

WHEREAS, Resolution No. 3804 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 lender authorized in Resolution No. 3804 to reflect the Loan from Lender is hereby approved, ratified and confirmed; and it is further

RESOLVED, that Resolution No. 3804 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 the President and Chief Executive Officer of the Authority and/or 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 lender in Resolution No. 3804.

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

*[Remainder of page intentionally left blank for signature]*

PASSED 18<sup>th</sup> of February, 2025.

ATTEST:

---

CHAIR

---

Secretary



**HOUSTON**  
HOUSING AUTHORITY

Transforming Lives & Communities

**REQUEST FOR BOARD AGENDA ITEM**

**1. Brief Description of Proposed Item**

Consideration and/or take action to authorize the update of the previously approved lender in Resolution No. 3805 for the Mia LXMI Westchase West transaction.

**2. Date of Board Meeting:** February 18, 2025

**3. Proposed Board Resolution:**

**Resolution:** That the Houston Housing Authority Board of Commissioners authorizes the update of the previously approved lender in Resolution No. 3805 for the Mia LXMI Westchase West transaction pursuant to the memorandum from Jay Mason, Director of REID, dated February 14, 2025, to Jamie Bryant, President & CEO.

**4. Department Head Approval**    Signature *Jay Mason*    Date: \_\_\_\_\_  
Jay Mason (Feb 14, 2025 09:06 CST)

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

Funds Budgeted and Available     Yes     No    Source Third Party Funding

**VP of FO Approval**    Signature *Michael D. Rogers*    Date: \_\_\_\_\_  
Michael D. Rogers (Feb 14, 2025 09:04 CST)

**6. Approval of President & CEO**    Signature *Jamie Bryant*    Date: \_\_\_\_\_  
Jamie Bryant (Feb 14, 2025 10:05 CST)



**HOUSTON**  
HOUSING AUTHORITY

Transforming Lives & Communities

**MEMORANDUM**

**TO:** JAMIE BRYANT, PRESIDENT & CEO  
**FROM:** JAY MASON, DIRECTOR OF REID  
**SUBJECT:** CONSIDERATION AND/OR TAKE ACTION TO AUTHORIZE THE UPDATE OF THE PREVIOUSLY APPROVED LENDER IN RESOLUTION NO. 3805 FOR THE MIA LXMI WESTCHASE WEST TRANSACTION.  
**DATE:** FEBRUARY 14, 2025

---

This memorandum recommends that the Houston Housing Authority Board of Commissioners authorizes the update of the previously approved lender in Resolution No. 3805 for the Mia LXMI Westchase West transaction.

**BACKGROUND**

On August 27, 2024, the Houston Housing Authority Board of Commissioners passed a resolution (No. 3805) for the Mia LXMI Westchase West transaction which authorized Houston Housing Authority (the “**Authority**”) President & CEO or designee to take all actions necessary or convenient to facilitate the acquisition of, and placement of affordable units within, Mia LXMI Westchase West to be located at or about approximately 12903 Brant Rock Dr., Houston, Texas 77082 (the “**Project**”), and the execution of all required documents therefor, pursuant to the memorandum from Jay Mason, Director of REID, dated August 13, 2024, to David A. Northern, Sr., President & CEO.

The lender authorized in Resolution No. 3805 should be updated to reflect such loan described therein (the “**Loan**”) to be made by Argentic Real Estate Finance 2 LLC, its successors and/or assigns (the “**Lender**”).

Resolution No. 3805 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 consider this resolution, which states:

**Resolution:** That the Houston Housing Authority Board of Commissioners authorizes the update of the previously approved lender in Resolution No. 3805 for the Mia LXMI Westchase West transaction pursuant to the memorandum from Jay Mason, Director of REID, dated February 14, 2025, to Jamie Bryant, President & CEO.

**RESOLUTION NO. 3873**

**RESOLUTION AUTHORIZING THE UPDATE OF THE PREVIOUSLY APPROVED LENDER IN RESOLUTION NO. 3805 FOR THE MIA LXMI WESTCHASE WEST TRANSACTION.**

WHEREAS, on August 27, 2024, the Houston Housing Authority Board of Commissioners passed a resolution (No. 3805) for the Mia LXMI Westchase West transaction which authorized the Houston Housing Authority (the “**Authority**”) President & CEO or designee to take all actions necessary or convenient to facilitate the acquisition of, and placement of affordable units within, Mia LXMI Westchase West to be located at or about approximately 12903 Brant Rock Dr., Houston, Texas 77082 (the “**Project**”), and the execution of all required documents therefor; and

WHEREAS, the Authority now desires to authorize the update of the lender authorized in Resolution No. 3805 to reflect such loan described therein (the “**Loan**”) to be made by Argentic Real Estate Finance 2 LLC, its successors and/or assigns (the “**Lender**”); and

WHEREAS, Resolution No. 3805 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 lender authorized in Resolution No. 3805 to reflect the Loan from Lender is hereby approved, ratified and confirmed; and it is further

RESOLVED, that Resolution No. 3805 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 the President and Chief Executive Officer of the Authority and/or 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 lender in Resolution No. 3805.

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

*[Remainder of page intentionally left blank for signature]*



PASSED 18<sup>th</sup> of February, 2025.

---

CHAIR

ATTEST:

---

Secretary



**HOUSTON**  
HOUSING AUTHORITY

Transforming Lives & Communities

**REQUEST FOR BOARD AGENDA ITEM**

**1. Brief Description of Proposed Item**

Consideration and/or take action to authorize the President & CEO or authorized representative of the Houston Housing Authority to facilitate the acquisition of The Henry at Jones Road located at or about approximately 11925 Jones Rd., Houston, Texas 77070, and the execution of all required documents therefor.

**2. Date of Board Meeting:** February 18, 2025

**3. Proposed Board Resolution:**

**Resolution:** That the Houston Housing Authority Board of Commissioners authorizes the President & CEO or authorized representative of the Houston Housing Authority (the “**Authority**”) to take such actions necessary or convenient to facilitate the acquisition of The Henry at Jones Road located at or about approximately 11925 Jones Rd., Houston, Texas 77070 (the “**Project**”) using an ownership structure under Chapter 392 of the Texas Local Government Code and the execution of all required documents therefor, pursuant to the memorandum from Jay Mason, Director of REID, dated February 14, 2025, to Jamie Bryant, President & CEO.

**4. Department Head Approval**      Signature *Jay Mason*  
*Jay Mason*  
Signature Jay Mason (Feb 14, 2025 09:06 CST)      Date: \_\_\_\_\_

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

Funds Budgeted and Available     Yes     No    Source Third Party Funding

**VP of FO Approval**      Signature *Michael D. Rogers*  
*Michael D. Rogers*  
Signature Michael D. Rogers (Feb 14, 2025 09:04 CST)      Date: \_\_\_\_\_

**6. Approval of President & CEO**

Signature *Jamie Bryant*  
*Jamie Bryant*  
Signature Jamie Bryant (Feb 14, 2025 10:05 CST)      Date: \_\_\_\_\_



**HOUSTON**  
HOUSING AUTHORITY

Transforming Lives & Communities

**MEMORANDUM**

**TO:** JAMIE BRYANT, PRESIDENT & CEO  
**FROM:** JAY MASON, DIRECTOR OF REID  
**SUBJECT:** CONSIDERATION AND/OR TAKE ACTION TO AUTHORIZE THE PRESIDENT & CEO OR AUTHORIZED REPRESENTATIVE OF THE HOUSTON HOUSING AUTHORITY TO FACILITATE THE ACQUISITION OF THE HENRY AT JONES ROAD LOCATED AT OR ABOUT APPROXIMATELY 11925 JONES RD., HOUSTON, TEXAS 77070, AND THE EXECUTION OF ALL REQUIRED DOCUMENTS THEREFOR.  
**DATE:** FEBRUARY 14, 2025

---

This memorandum recommends that the Houston Housing Authority Board of Commissioners authorizes the President & CEO or authorized representative of the Houston Housing Authority (the “**Authority**”) to take such actions necessary or convenient to facilitate the acquisition of The Henry at Jones Road located at or about approximately 11925 Jones Rd., Houston, Texas 77070 (the “**Project**”) using an ownership structure under Chapter 392 of the Texas Local Government Code and the execution of all required documents therefor.

**BACKGROUND**

The Authority plans to acquire the site on which the Project is (the “**Land**”) pursuant to certain assignments, a conveyance deed, and any other documentation required to consummate the acquisition of the Land (the “**Acquisition Documents**”).

Upon such acquisition, the Authority and Momentum Jones Road Borrower DE LLC, a Delaware limited liability company (the “**Company**”), that of which the managing member will be APV Henry at Jones Road MM, LLC, a Texas limited liability company (the “**Managing Member**”), that of which is wholly owned by APV Redevelopment Corporation, a Texas nonprofit corporation and sponsored affiliate of the Authority, will enter into a ground lease (the “**Ground Lease**”) granting site control of the Land to the Company.

Pursuant to the terms of the Ground Lease, no less than 50% of the units in the Project will be reserved for or occupied by individuals or families earning less than 80% of the area median income (“**AMI**”). At least 25% of the units (currently anticipated to be 29 units) in the Project will be reserved for occupancy by individuals and families earning less than 80% of AMI, and at least 25% of the units (currently anticipated to be 29 units) in the Project will be reserved for occupancy by individuals and families earning less than 60% of AMI.

The Project is expected to have total public benefit of 99.26%.

The Company desires to obtain a loan from AREIT 2023-CRE8 LTD., an exempted company incorporated in Bermuda, its successors and/or assigns (the “**Lender**”), in an aggregate principal amount not to exceed

\$13,000,000 (the “**Loan**”), and in connection therewith, the Lender will require the Company to execute documents evidencing and/or securing the Loan (the “**Loan Documents**”).

**RECOMMENDATION**

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

**Resolution:** That the Houston Housing Authority Board of Commissioners authorizes the President & CEO or authorized representative of the Houston Housing Authority (the “**Authority**”) to take such actions necessary or convenient to facilitate the acquisition of The Henry at Jones Road located at or about approximately 11925 Jones Rd., Houston, Texas 77070 (the “**Project**”) using an ownership structure under Chapter 392 of the Texas Local Government Code and the execution of all required documents therefor, pursuant to the memorandum from Jay Mason, Director of REID, dated February 14, 2025, to Jamie Bryant, President & CEO.

**RESOLUTION NO. 3874**

**RESOLUTION AUTHORIZING THE PRESIDENT & CEO OR AUTHORIZED REPRESENTATIVE OF THE HOUSTON HOUSING AUTHORITY (THE “AUTHORITY”) TO TAKE SUCH ACTIONS NECESSARY OR CONVENIENT TO FACILITATE THE ACQUISITION OF THE HENRY AT JONES ROAD LOCATED AT OR ABOUT APPROXIMATELY 11925 JONES RD., HOUSTON, TEXAS 77070 (THE “PROJECT”) USING AN OWNERSHIP STRUCTURE UNDER CHAPTER 392 OF THE TEXAS LOCAL GOVERNMENT CODE AND THE EXECUTION OF ALL REQUIRED DOCUMENTS THEREFOR.**

WHEREAS, the Authority plans to acquire the site on which the Project is (the “**Land**”) pursuant to certain assignments, a conveyance deed, and any other documentation required to consummate the acquisition of the Land (the “**Acquisition Documents**”);

WHEREAS, upon such acquisition, the Authority and Momentum Jones Road Borrower DE LLC, a Delaware limited liability company (the “**Company**”), that of which the managing member will be APV Henry at Jones Road MM, LLC, a Texas limited liability company (the “**Managing Member**”), that of which is wholly owned by APV Redevelopment Corporation, a Texas nonprofit corporation and sponsored affiliate of the Authority, will enter into a ground lease (the “**Ground Lease**”) granting site control of the Land to the Company.

WHEREAS, pursuant to the terms of the Ground Lease, no less than 50% of the units in the Project will be reserved for or occupied by individuals or families earning less than 80% of area median income (“**AMI**”);

WHEREAS, at least 25% of the units (currently anticipated to be 29 units) in the Project will be reserved for occupancy by individuals and families earning less than 80% of AMI, and at least 25% of the units (currently anticipated to be 29 units) in the Project will be reserved for occupancy by individuals and families earning less than 60% of AMI;

WHEREAS, the Project is expected to have total public benefit of 99.26%; and

WHEREAS, the Company desires to obtain a loan from AREIT 2023-CRE8 LTD., an exempted company incorporated in Bermuda, its successors and/or assigns (the “**Lender**”), in an aggregate principal amount not to exceed \$13,000,000 (the “**Loan**”), and in connection therewith, the Lender will require the Company to execute documents evidencing and/or securing the Loan (the “**Loan Documents**”);

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

BE IT RESOLVED, that the President and CEO of the Authority and/or 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 transactions herein contemplated, including, without limitation the Ground Lease, the Acquisition Documents, the Loan Documents, and any and all other documents contemplated in connection with the Authority's acquisition of the Land, the Loan, and any other Project financing that requires the Authority's signature (collectively, the "Agreements"); and

BE IT FURTHER RESOLVED, that all acts, transactions, or agreements undertaken prior hereto by the Executing Officer 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 Executing 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 Executing Officer shall deem to be necessary or desirable, and all acts heretofore taken by the Executing 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 18<sup>th</sup> of February, 2025.

---

CHAIR

ATTEST:

---

Secretary



**HOUSTON**  
HOUSING AUTHORITY

Transforming Lives & Communities

**REQUEST FOR BOARD AGENDA ITEM**

**1. Brief Description of Proposed Item**

Consideration and/or take action to authorize the President & CEO or authorized representative of the Houston Housing Authority to facilitate the acquisition of The Henry at Woodland Hills located at or about approximately 14807 Woodland Hills Dr., Humble, Texas 77396 and the execution of all required documents therefor.

**2. Date of Board Meeting:** February 18, 2025

**3. Proposed Board Resolution:**

**Resolution:** That the Houston Housing Authority Board of Commissioners authorizes the President & CEO or authorized representative of the Houston Housing Authority (the “**Authority**”) to take such actions necessary or convenient to facilitate the acquisition of The Henry at Woodland Hills located at or about approximately 14807 Woodland Hills Dr., Humble, Texas 77396 (the “**Project**”) using an ownership structure under Chapter 392 of the Texas Local Government Code and the execution of all required documents therefor, pursuant to the memorandum from Jay Mason, Director of REID, dated February 14, 2025, to Jamie Bryant, President & CEO.

**4. Department Head Approval**      Signature *Jay Mason*  
*Jay Mason* (Feb 14, 2025 09:06 CST)      Date: \_\_\_\_\_

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

Funds Budgeted and Available     Yes     No    Source Third Party Funding

**VP of FO Approval**      Signature *Michael D. Rogers*  
*Michael D. Rogers* (Feb 14, 2025 09:04 CST)      Date: \_\_\_\_\_

**6. Approval of President & CEO**

Signature *Jamie Bryant*  
*Jamie Bryant* (Feb 14, 2025 10:05 CST)      Date: \_\_\_\_\_





**HOUSTON**  
HOUSING AUTHORITY

Transforming Lives & Communities

**MEMORANDUM**

**TO:** JAMIE BRYANT, PRESIDENT & CEO  
**FROM:** JAY MASON, DIRECTOR OF REID  
**SUBJECT:** CONSIDERATION AND/OR TAKE ACTION TO AUTHORIZE THE PRESIDENT & CEO OR AUTHORIZED REPRESENTATIVE OF THE HOUSTON HOUSING AUTHORITY TO FACILITATE THE ACQUISITION OF THE HENRY AT WOODLAND HILLS LOCATED AT OR ABOUT APPROXIMATELY 14807 WOODLAND HILLS DR., HUMBLE, TEXAS 77396, AND THE EXECUTION OF ALL REQUIRED DOCUMENTS THEREFOR.  
**DATE:** FEBRUARY 14, 2025

---

This memorandum recommends that the Houston Housing Authority Board of Commissioners authorizes the President & CEO or authorized representative of the Houston Housing Authority (the “**Authority**”) to take such actions necessary or convenient to facilitate the acquisition of The Henry at Woodland Hills located at or about approximately 14807 Woodland Hills Dr., Humble, Texas 77396 (the “**Project**”) using an ownership structure under Chapter 392 of the Texas Local Government Code and the execution of all required documents therefor.

**BACKGROUND**

The Authority plans to acquire the site on which the Project is (the “**Land**”) pursuant to certain assignments, a conveyance deed, and any other documentation required to consummate the acquisition of the Land (the “**Acquisition Documents**”).

Upon such acquisition, the Authority and Momentum Generation Park Owner DE LLC, a Delaware limited liability company (the “**Company**”), that of which the managing member is VRC Henry at Woodland Hills MM, LLC, a Texas limited liability company (the “**Managing Member**”), that of which is wholly owned by Victory Redevelopment Corporation, a Texas nonprofit corporation and sponsored affiliate of the Authority, will enter into a ground lease (the “**Ground Lease**”) granting site control of the Land to the Company.

Pursuant to the terms of the Ground Lease, no less than 50% of the units in the Project will be reserved for or occupied by individuals or families earning less than 80% of area median income (“**AMI**”). At least 25% of the units (currently anticipated to be 65 units) in the Project will be reserved for occupancy by individuals and families earning less than 80% of AMI, and at least 25% of the units (currently anticipated to be 65 units) in the Project will be reserved for occupancy by individuals and families earning less than 60% of AMI.

The Project is expected to have total public benefit of 95.10%.

The Company desires to obtain a loan from BSP ODF II Finance LLC, a Delaware limited liability company, its successors and/or assigns (the “**Lender**”), in an aggregate principal amount not to exceed \$31,000,000

(the “**Loan**”), and in connection therewith, the Lender will require the Company to execute documents evidencing and/or securing the Loan (the “**Loan Documents**”).

**RECOMMENDATION**

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

**Resolution:** That the Houston Housing Authority Board of Commissioners authorizes the President & CEO or authorized representative of the Houston Housing Authority (the “**Authority**”) to take such actions necessary or convenient to facilitate the acquisition of The Henry at Woodland Hills located at or about approximately 14807 Woodland Hills Dr., Humble, Texas 77396 (the “**Project**”) using an ownership structure under Chapter 392 of the Texas Local Government Code and the execution of all required documents therefor, pursuant to the memorandum from Jay Mason, Director of REID, dated February 14, 2025, to Jamie Bryant, President & CEO.

**RESOLUTION NO. 3875**

**RESOLUTION AUTHORIZING THE PRESIDENT & CEO OR AUTHORIZED REPRESENTATIVE OF THE HOUSTON HOUSING AUTHORITY (THE “AUTHORITY”) TO TAKE SUCH ACTIONS NECESSARY OR CONVENIENT TO FACILITATE THE ACQUISITION OF THE HENRY AT WOODLAND HILLS LOCATED AT OR ABOUT APPROXIMATELY 14807 WOODLAND HILLS DR., HUMBLE, TEXAS 77396 (THE “PROJECT”) USING AN OWNERSHIP STRUCTURE UNDER CHAPTER 392 OF THE TEXAS LOCAL GOVERNMENT CODE AND THE EXECUTION OF ALL REQUIRED DOCUMENTS THEREFOR.**

WHEREAS, the Authority plans to acquire the site on which the Project is (the “**Land**”) pursuant to certain assignments, a conveyance deed, and any other documentation required to consummate the acquisition of the Land (the “**Acquisition Documents**”);

WHEREAS, upon such acquisition, the Authority and Momentum Generation Park Owner DE LLC, a Delaware limited liability company (the “**Company**”), that of which the managing member is VRC Henry at Woodland Hills MM, LLC, a Texas limited liability company (the “**Managing Member**”), that of which is wholly owned by Victory Redevelopment Corporation, a Texas nonprofit corporation and sponsored affiliate of the Authority, will enter into a ground lease (the “**Ground Lease**”) granting site control of the Land to the Company.

WHEREAS, pursuant to the terms of the Ground Lease, no less than 50% of the units in the Project will be reserved for or occupied by individuals or families earning less than 80% of area median income (“**AMI**”);

WHEREAS, at least 25% of the units (currently anticipated to be 65 units) in the Project will be reserved for occupancy by individuals and families earning less than 80% of AMI, and at least 25% of the units (currently anticipated to be 65 units) in the Project will be reserved for occupancy by individuals and families earning less than 60% of AMI;

WHEREAS, the Project is expected to have total public benefit of 95.10%;

WHEREAS, the Company desires to obtain a loan from BSP ODF II Finance LLC, a Delaware limited liability company, its successors and/or assigns (the “**Lender**”), in an aggregate principal amount not to exceed \$31,000,000 (the “**Loan**”), and in connection therewith, the Lender will require the Authority to join in the execution of documents evidencing and/or securing the Loan (the “**Loan Documents**”);

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

BE IT RESOLVED, that the President and CEO of the Authority and/or 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 transactions herein contemplated, including, without limitation the Ground Lease, the Acquisition Documents, the Loan Documents, and any and all other documents contemplated in connection with the Authority's acquisition of the Land, the Loan, and any other Project financing that requires the Authority's signature (collectively, the "Agreements"); and

BE IT FURTHER RESOLVED, that all acts, transactions, or agreements undertaken prior hereto by the Executing Officer 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 Executing 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 Executing Officer shall deem to be necessary or desirable, and all acts heretofore taken by the Executing 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 18<sup>th</sup> of February, 2025.

---

CHAIR

ATTEST:

---

Secretary

## PRESIDENT AND CEO REPORT FOR THE MONTH ENDING JANUARY 31, 2025

<b>I.</b>	Executive Summary .....	142
<b>II.</b>	Low-Income Public Housing.....	143
<b>III.</b>	Housing Choice Voucher Program .....	151
<b>IV.</b>	Real Estate, Investment and Development .....	152
<b>V.</b>	Addendum: Open Solicitation Log .....	154
<b>VI.</b>	Addendum: Operating Statements .....	155

## EXECUTIVE SUMMARY

### LOW-INCOME PUBLIC HOUSING

The Low-Income Public Housing (LIPH) program had an adjusted vacancy rate of 2.6% on January 31, 2024. As of February 1, 2025, rent collection for January was 73.2% of rents billed on an adjusted cash accounting basis.

There are currently 24,542 active applications for the Public Housing Waiting List, which represents a decrease of 0.0% from last month.

Low-Income Public Housing						
	November		December		January	
Vacancy Rate	2.9%		2.5%		2.6%	
Rent Collection	75.7%		89.5%		73.2%	
Unit Turnaround Time (Days)	54		22		39	
Avg. Non-Emergency Work Order Days	1.13		6.40		7.34	
Waiting Lists	<b>Duplicated</b>	<b>Unduplicated</b>	<b>Duplicated</b>	<b>Unduplicated</b>	<b>Duplicated</b>	<b>Unduplicated</b>
	25,089	11,002	24,542	10,270	24,542	10,270

### VOUCHER PROGRAM OPERATIONS

During January 2025 the VPO staff completed 1,144 annual re-examinations. The VPO department also completed 384 interims, 355 change of units (moves), 105 New Admissions and 117 portability move-in transactions.

As of January 31, 2025, 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 January 31, 2025 was 98%.

Voucher Program Operations			
	November 2024	December 2024	January 2025
Households	19,108	19,182	19,170
ABA Utilization/Unit Utilization	109.7%/95.9%	106.5%/95.7%	111.6%/95.7%
Reporting Rate	99%	99%	98%
Annual Reexaminations Completed	1,635	935	1,144
HQS Inspections	1,063	866	1,142
Waitlist	18,276	18,276	18,276

## PROPERTY MANAGEMENT SUMMARY

PMC	Vacancy						Unit Turnaround Time (YTD)					
	November		December		January		November		December		January	
	%	Grade	%	Grade	%	Grade	Days	Grade	Days	Grade	Days	Grade
Orion	2.9	B	3.4	C	0.0	A	66.7	F	31.5	D	0.0	A
Lynd	0.5	A	1.4	A	2.0	A	41.0	E	0.0	A	0.0	A
J. Allen	3.2	C	2.2	B	2.7	B	37.6	D	19.1	A	40.0	D
Dorchester					1.6	A					37.0	D
Tarantino					5.1	E					0.0	A

PMC	Emergency Work Orders (Completed within 24 hours)						Routine Work Orders					
	November		December		January		November		December		January	
	%	Grade	%	Grade	%	Grade	Days	Grade	Days	Grade	Days	Grade
Orion	100	A	100	A	100	A	3.0	A	13.2	A	0.0	A
Lynd	100	A	100	A	100	A	0.0	A	15.4	A	15.3	A
J. Allen	100	A	100	A	100	A	2.5	A	5.5	A	6.2	A
Dorchester					100	A					2.8	A
Tarantino					100	A					10.6	A

PMC	Rent Collection					
	November		December		January	
	%	Grade	%	Grade	%	Grade
Orion	65.6	F	86.8	F	41.5	F
Lynd	79.2	F	88.5	F	66.7	F
J. Allen	86.0	F	92.1	D	92.8	D
Dorchester					78.2	F
Tarantino					55.1	F

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



## PUBLIC HOUSING MANAGEMENT ASSESSMENT

<p><b>VACANCY RATE</b></p> <p>Goal 2.0%      Actual 2.6%</p> <p>This indicator examines the vacancy rate, a PHA's progress in reducing vacancies, and unit turnaround time. Implicit in this indicator is the adequacy of the PHA's system to track the duration of vacancies and unit turnaround, including downtime, make-ready time, and lease-up time.</p>	<p>A 0 to 2</p> <p>B 2.1 to 3</p> <p>C 3.1 to 4</p> <p>D 4.1 to 5</p> <p>E 5.1 to 6</p> <p>F ≥6.1</p>
<p><b>RENT COLLECTION (YTD)</b></p> <p>Goal 98%      Actual 73.2%</p> <p>This report examines the housing authority's ability to collect dwelling rent owed by residents in possession of units during the current fiscal year by measuring the balance of uncollected dwelling rents as a percentage of total dwelling rents to be collected.</p>	<p>A 98 to 100</p> <p>B 96 to 97.9</p> <p>C 94 to 95.9</p> <p>D 92 to 93.9</p> <p>E 90 to 91.9</p> <p>F ≤89.9</p>
<p><b>EMERGENCY WORK ORDERS</b></p> <p>Goal 100%      Actual 100%</p> <p>This indicator examines the average number of days that it takes for an emergency work order to be completed. Emergency work orders are to be completed within 24 hours or less and must be tracked.</p>	<p>A 99 to 100</p> <p>B 98 to 98.9</p> <p>C 97 to 97.9</p> <p>D 96 to 96.9</p> <p>E 95 to 95.9</p> <p>F ≤94.9</p>
<p><b>NON-EMERGENCY WORK ORDERS</b></p> <p>Goal 3 Days      Actual 7.34 Days</p> <p>This indicator examines the average number of days that it takes for a work order to be completed. Implicit in this indicator is the adequacy of HHA's work order system in terms of how HHA accounts for and controls its work orders and its timeliness in preparing/issuing work orders.</p>	<p>A ≤24</p> <p>B 25 to 30</p> <p>C 31 to 40</p> <p>D 41 to 50</p> <p>E 51 to 60</p> <p>F ≥61</p>
<p><b>ANNUAL INSPECTIONS</b></p> <p>Goal 100%      Actual 5.5%</p> <p>This indicator examines the percentage of units that HHA inspects annually to determine the short-term maintenance needs and long-term modernization needs. Implicit in this indicator is the adequacy of HHA's inspection program in terms of the quality of HHA's inspections and how HHA tracks both inspections and needed repairs.</p> <p>*PMCs have discretionary authority to select the number of units to inspect each month, as long as all inspections are completed by September.</p>	<p>A 100</p> <p>B 97 to 99</p> <p>C 95 to 96.9</p> <p>D 93 to 94.9</p> <p>E 90 to 92.9</p> <p>F ≥89.9*</p>

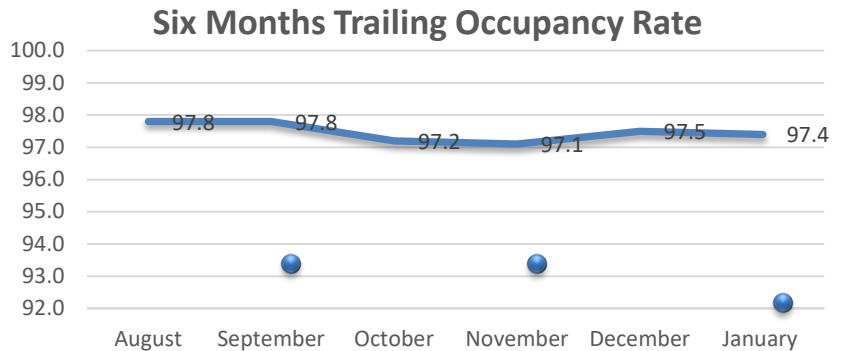
## VACANCY RATE AND TURNAROUND DAYS

Low-Income Public Housing Development	PMC	ACC Units	Approved	Total Available ACC Units	Occupied Units	Vacant Units	Occupancy Percentage	Grade	Total Vacant Days	Units Turned YTD	Avg. Total	Grade
			Units Offline								Turnarou	
Bellerive	J. Allen	210	0	210	201	9	95.7%	D	0	0	0	A
Cuney Homes	Lynd	553	0	553	538	15	97.3%	B	0	0	0	A
Ewing	Lynd	40	0	40	39	1	97.5%	B	0	0	0	A
Irvinton Village	Tarantino	308	0	308	303	5	98.4%	A	0	0	0	A
Kelly Village	Dorchester	270	0	270	269	1	99.6%	A	74	2	37	D
Kennedy Place	Dorchester	108	0	108	105	3	97.2%	B	0	0	0	A
Lyerly	J. Allen	199	0	199	195	4	98.0%	A	80	2	40	D
<b>Mixed-Income Developments</b>												
Fulton Village	Lynd	108	0	108	107	1	99.1%	A	0	0	0	A
Heatherbrook	Lynd	53	0	53	52	1	98.1%	A	0	0	0	A
Independence Heights	Orion	36	0	36	36	0	100.0%	A	0	0	0	A
Lincoln Park	Tarantino	200	0	200	183	17	91.5%	F	0	0	0	A
Oxford Place	J. Allen	230	0	230	226	4	98.3%	A	0	0	0	A
<b>Totals</b>		<b>2,315</b>	<b>0</b>	<b>2,315</b>	<b>2,254</b>	<b>61</b>	<b>97.4%</b>	<b>B</b>	<b>154</b>	<b>4</b>	<b>39</b>	<b>D</b>

Section 8 New Construction Development	PMC	S8 NC Units	Units	Total Available S8 NC Units	Occupied Units	Vacant Units	Occupancy Percentage	Grade	Total Vacant Days	Units Turned YTD	Avg. Total	Grade
			Offline								Turnarou	
Long Drive	Tarantino	100	0	100	98	98	98.0%	A	0	0	0	A
<b>Totals</b>		<b>100</b>	<b>0</b>	<b>100</b>	<b>98</b>	<b>98</b>	<b>98.0%</b>	<b>A</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>A</b>

\*YTD Unit turnaround historical data is not available; the chart is reflecting December only.

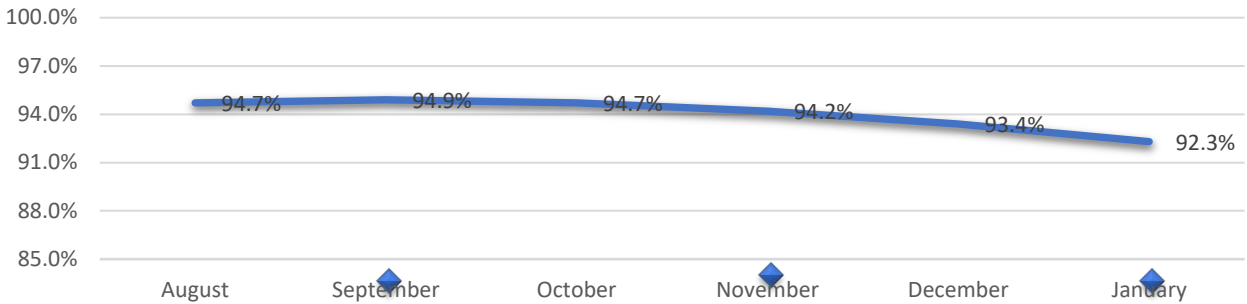
PHAS Score	Occupancy Rate	Avg. Total Turnaround Days
A	98 to 100	1 to 20
B	97 to 97.9	21 to 25
C	96 to 96.9	26 to 30
D	95 to 95.9	31 to 40
E	94 to 94.9	41 to 50
F	≤93.9	≥51



## TAX CREDIT APARTMENT LEASING/OCCUPANCY INFORMATION

Property	Property Manager	Total Units	Public Housing Units	Total Tax Credit Units	Market Units	Vacant Tax Credit/Market Units	Occupied (%)
2100 Memorial	<b>*CURRENTLY BEING REDEVELOPED</b>						
Mansions at Turkey Creek	Orion	252	0	252	0	66	73.8%
Peninsula Park	Orion	280	0	280	0	9	96.8%
Pinnacle at Wilcrest	Embrey	250	0	250	0	7	97.2%
Uvalde Ranch	Hettig-Kahn	244	0	244	0	28	88.5%
Willow Park	Embrey	260	0	260	0	4	98.5%
Telephone Rd	Tarantino	200	0	200	0	0	100.0%
<b>TOTALS</b>		<b>1,486</b>	<b>0</b>	<b>1,486</b>	<b>0</b>	<b>114</b>	<b>92.3%</b>
<b>RAD-PBV</b>							
Allen Parkway Village	Orion	278		278	0	208	25.2%
Historic Oaks of APV	Orion	222		222	0	222	0.0%
HRI-Victory	Orion	140		140	0	9	93.6%
Sweetwater Point	Lynd	260		260	0	23	91.2%
<b>TOTAL</b>		<b>900</b>		<b>900</b>	<b>0</b>	<b>462</b>	<b>52.5%</b>

### 6 Month Trailing Occupancy Rate



## RENT COLLECTION

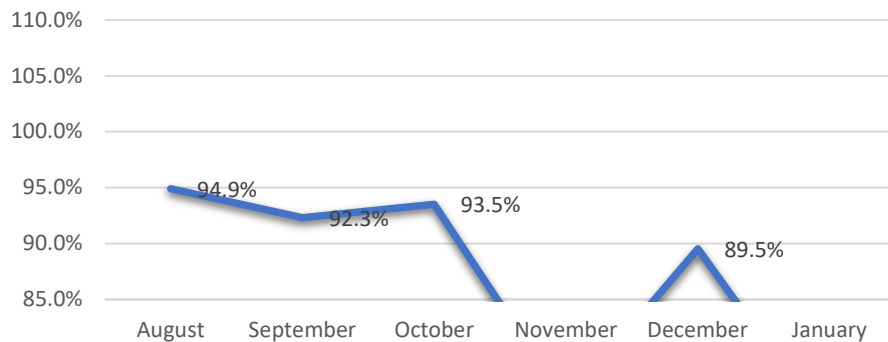
Low-Income Public Housing Development	PMC	Month Billed	Month Collected	% Collected	Grade	YTD Billed	YTD Collected	% YTD Collected	Grade
Bellerive	J. Allen	\$59,596	\$58,772	98.62%	A	\$59,596	\$58,772	98.62%	A
Cuney Homes	Lynd	\$129,059	\$84,915	65.80%	F	\$129,059	\$84,915	65.80%	F
Ewing	Lynd	\$9,522	\$9,345	98.14%	A	\$9,522	\$9,345	98.14%	A
Irvinton Village	Tarantino	\$68,231	\$54,851	80.39%	F	\$68,231	\$54,851	80.39%	F
Kelly Village	Dorchester	\$60,142	\$47,547	79.06%	F	\$60,142	\$47,547	79.06%	F
Kennedy Place	Dorchester	\$34,906	\$26,767	76.68%	F	\$34,906	\$26,767	76.68%	F
Lyerly	J. Allen	\$56,859	\$56,824	99.94%	A	\$56,859	\$56,824	99.94%	A
<b>Mixed-Income Housing Development</b>									
Fulton Village	Lynd	\$39,734	\$21,325	53.67%	F	\$39,734	\$21,325	53.67%	F
Heatherbrook	Lynd	\$10,442	\$10,303	98.67%	A	\$10,442	\$10,303	98.67%	A
Independence Heights	Orion	\$6,761	\$2,809	41.55%	F	\$6,761	\$2,809	41.55%	F
Lincoln Park	Tarantino	\$44,720	\$7,377	16.50%	F	\$44,720	\$7,377	16.50%	F
Oxford Place	J. Allen	\$36,232	\$26,026	71.83%	F	\$36,232	\$26,026	71.83%	F
<b>Totals</b>		<b>\$556,204</b>	<b>\$406,860</b>	<b>73.15%</b>	<b>F</b>	<b>\$556,204</b>	<b>\$406,860</b>	<b>73.15%</b>	<b>F</b>

Section 8 New Construction Development	PMC	Month Billed	Month Collected	% Collected	Grade	YTD Billed	YTD Collected	% YTD Collected	Grade
Long Drive	Tarantino	\$19,824	\$0	0.00%	F	\$19,824	\$0	0.00%	F
<b>Totals</b>		<b>\$19,824</b>	<b>\$0</b>	<b>0.00%</b>	<b>F</b>	<b>\$19,824</b>	<b>\$0</b>	<b>0.00%</b>	<b>F</b>

\*Due to Yardi system conversion some numbers may not be accurate.

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

### 6 Months Trailing Rent Collection Rate



## 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	13	13	100.0%	A
Cuney Homes	Lynd	17	17	100.0%	A
Ewing	Lynd	1	1	100.0%	A
Irvinton Village	Tarantino	67	67	100.0%	A
Kelly Village	Dorchester	6	6	100.0%	A
Kennedy Place	Dorchester	0	0	N/A	A
Lyerly	J. Allen	3	3	100.0%	A
<b>Mixed-Income Housing Development</b>					
Fulton Village	Lynd	0	0	N/A	A
Heatherbrook	Lynd	0	0	N/A	A
Independence Heights	Orion	0	0	N/A	A
Lincoln Park	Tarantino	1	1	100.0%	A
Oxford Place	J. Allen	13	13	100.0%	A
<b>Totals</b>		<b>121</b>	<b>121</b>	<b>100.0%</b>	<b>A</b>

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	
<b>Totals</b>		<b>0</b>	<b>0</b>	<b>N/A</b>	

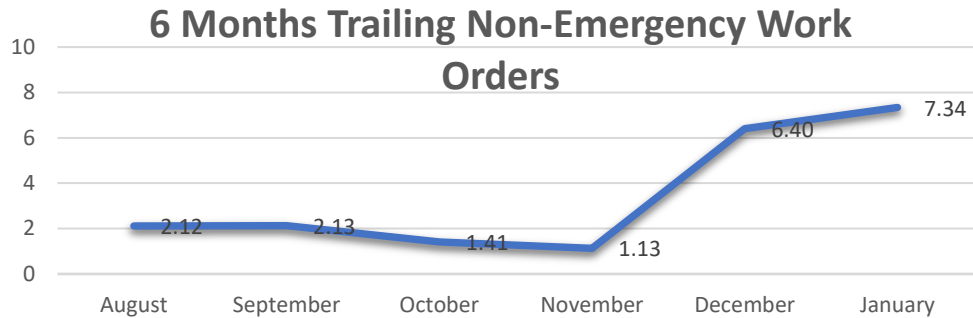
PHAS Score	Avg. W/O Days
A	99 to 100
B	98 to 98.9
C	97 to 97.9
D	96 to 96.9
E	95 to 95.9
F	≤94.9

## NON-EMERGENCY WORK ORDERS

Low-Income Public Housing Development	PMC	Work Orders Generated	Average Completion Time (Days)	Grade
Bellerive	J. Allen	165	1.52	A
Cuney Homes	Lynd	14	1.00	A
Ewing	Lynd	34	10.06	A
Irvinton Village	Tarantino	179	11.93	A
Kelly Village	Dorchester	196	3.09	A
Kennedy Place	Dorchester	28	1.00	A
Lyerly	J. Allen	192	16.51	A
Mixed-Income Housing Development				
Fulton Village	Lynd	3	12.33	A
Heatherbrook	Lynd	35	26.29	B
Independence Heights	Orion	0	0.00	A
Lincoln Park	Tarantino	26	1.42	A
Oxford Place	J. Allen	358	2.89	A
<b>Totals</b>		<b>1,230</b>	<b>7.34</b>	<b>A</b>

Section 8 New Construction Development		Work Orders Generated	Average Completion Time (Days)	Grade
Long Drive	Tarantino	0	0.00	A
<b>Totals</b>		<b>0</b>	<b>0.00</b>	<b>A</b>

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



## ANNUAL INSPECTIONS

Low-Income Public Housing Development	PMC	YTD Inspections Due	YTD Inspections Performed	Percentage Complete	Grade
Bellerive	J. Allen	210	0	0.0%	A
Cuney Homes	Lynd	553	0	0.0%	A
Ewing	Lynd	40	0	0.0%	A
Irvinton Village	Tarantino	308	0	0.0%	A
Kelly Village	Dorchester	270	0	0.0%	A
Kennedy Place	Dorchester	108	0	0.0%	A
Lyerly	J. Allen	199	128	64.3%	A
<b>Mixed-Income Housing Development</b>					
Fulton Village	Lynd	108	0	0.0%	A
Heatherbrook	Lynd	53	0	0.0%	A
Independence Heights	Orion	36	0	0.0%	A
Lincoln Park	Tarantino	200	0	0.0%	A
Oxford Place	J. Allen	230	0	0.0%	A
<b>Totals</b>		<b>2,315</b>	<b>128</b>	<b>5.5%</b>	<b>A</b>

Section 8 New Construction Development	PMC	Inspections Due	Inspections Performed	Percentage Complete	Grade
Long Drive	Tarantino	100	0	0.0%	A
<b>Totals</b>		<b>100</b>	<b>0</b>	<b>0.0%</b>	<b>A</b>

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

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

## HOUSING CHOICE VOUCHER HUD-GRADED SEMAP INDICATORS

			Score	Performance
<p><b>ANNUAL REEXAMINATIONS REPORTING RATE</b></p> <p>This Indicator shows whether the Agency completes a re-examination for each participating family at least every twelve (12) months.</p>	<p>Goal 96%</p>	<p>Actual 98%</p>	<p>10</p> <p>5</p> <p>0</p>	<p>≥96</p> <p>90 to 95</p> <p>≤89</p>
<p><b>CORRECT TENANT RENT CALCULATIONS</b></p> <p>This Indicator shows whether the Agency correctly calculates the family's share of rent to owner in the Rental Voucher Program.</p>	<p>Goal 98%</p>	<p>Actual 100%</p>	<p>5</p> <p>0</p>	<p>98 to 100</p> <p>≤97</p>
<p><b>PRECONTRACT HQS INSPECTIONS</b></p> <p>This Indicator shows whether newly leased units pass HQS inspection on or before the beginning date of the Assisted Lease and HAP Contract.</p>	<p>Goal 100%</p>	<p>Actual 100%</p>	<p>5</p> <p>0</p>	<p>98 to 100</p> <p>≤97</p>
<p><b>FSS ENROLLMENT</b></p> <p>This Indicator shows whether the Agency has enrolled families in the FSS Program as required. To achieve the full points for this Indicator, a housing authority must have 80% or more of its mandatory FSS slots filled. There are currently 361 mandatory slots on the FSS Program; 392 families are currently enrolled.</p>	<p>Goal 80%</p>	<p>Actual 109%</p>	<p>10</p> <p>8</p> <p>5</p>	<p>≥80</p> <p>60 to 79</p> <p>≤59</p>
<p><b>FSS ESCROW</b></p> <p>This Indicator shows the extent of the Agency's progress in supporting FSS by measuring the percent of current FSS participants with FSS progress reports entered in the PIC system that have had increases in earned income which resulted in escrow account balances. To achieve the full points for this Indicator, at least 30% of a housing authority's enrolled families must have an escrow balance. There are 392 families participating in the FSS program. Out of the 392 families, 243 (61%) of the families are eligible for escrow and currently have an FSS escrow balance.</p>	<p>Goal 30%</p>	<p>Actual 61%</p>	<p>10</p> <p>5</p>	<p>≥30</p> <p>≤29</p>



## **RENOVATION PROJECTS**

### **PUBLIC HOUSING DEFERRED MAINTENANCE AND CAPITAL IMPROVEMENTS**

- **Major Capital Projects**

- **License Plate Reader (LPR) Cameras** – On June 20<sup>th</sup>, 2024, a contract was signed with Flock Safety to install 110 License Plate Reader (LPR) Cameras on or near HHA Properties. To date, 108 cameras have been installed, with two pending installation. Waiting on permitting. From Year to date, in 2024, these cameras have identified and reported to law enforcement 17,940 identifiers (hits) from the cameras. Currently, an audit is underway to identify cameras where there has not been any activity (hits). These cameras can be removed and will reduce the annual fee being charged for each camera. This report will be completed this month, February 2025.
- **Oxford Place Apartments** – For exterior repairs, including roof replacement, exterior wall and sidewalk repairs, and replacing damaged windows and screens – Construction is complete including punch walks. The REID Department has completed its portion of the closeout documents and sent to the respective departments for their input.
- **Bellerive Senior Living Apartments**—Roof replacement and associated work; this work is 100% complete, and the engineer and consultants are completing the final closeout.
- **Heatherbrook Apartments** – Construction is at 100% complete. REID is working on the closeout documents with the engineer.
- **Fulton Place**- Roof and building Envelope repairs. This project is in the close-out process.
- **HRI**- Siding and Exterior Repairs- An architect has been onboarded to provide the additional documentation required by the Historical Commission. The architect is currently working on an initial assessment followed by a final construction document package, which will be completed by the middle of March. The project permitting and historical commission review are on hold until updated drawings can be provided. We will resubmit a new solicitation for a contractor once the architect updates the drawings to complete the bid package.

## **NEW DEVELOPMENT**

- **Standard on the River:** (Replacement Housing for Clayton Homes)
  - Construction is 100% Complete. Lease-up is currently ongoing and tracking at around 58% to date.

## **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 46% complete for APV and 39% complete for HOAPV. Phases A and B construction are running concurrently, with an anticipated completion of phase A by March 2025 and phase B in June 2025. In phase A, we have achieved substantial completion on 4 of 9 buildings in APV to date (32 units). Housing Quality Standards (HQS) inspections are being scheduled for move-in. In Phase B completion of HOAPV units is expected to reach substantial completion in March of 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 development at the intersection of Yale and Crosstimbers. The 260 units previously noted ha been reduced to 221 units to meet TDHCA requirements. The HHA has coordinated with FEMA to reallocate the dollars earmarked for Forest Green and Clayton to develop the project. The project is anticipated to close/start construction in the middle of 2025.

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. The final appraisal timeline has shifted to March 2025.

OPEN SOLICITATION LOG

FEBRUARY 2025

HHA'S PROCUREMENT DEPT.

Type	Solicitation #	Status	Department(s)	Description	Advertisement Date	Due Date
QBS	25-03	Open	REID	Affordable Housing Houston – Development Partnerships	2-12-2025	3-6-2025

## OPERATING STATEMENTS: 12 MONTHS ENDING DECEMBER 31, 2024

Central Office	Annual Budget 2024	MONTHLY	Year to Date Budget	Year to Date Actual	Favorable (Unfav) Variance
<b>Operating Income</b>					
Total Operating Income	9,316,900	775,114	9,316,900	9,319,482	2,582
<b>Operating Expenses</b>					
Salaries and Benefits	5,024,710	422,044	5,024,710	4,991,287	33,423
Facilities and Other Administrative Expenses	3,920,000	330,758	3,920,000	3,899,683	20,317
Total Central Office Expenses	8,944,710	752,802	8,944,710	8,890,970	53,740
Surplus/(Use) of Business Activities Funds for COCC	372,190	22,312	372,190	428,512	56,322

Housing Choice Voucher Program	Annual Budget 2024	MONTHLY	Year to Date Budget	Year to Date Actual	Favorable (Unfav) Variance
<b>Administrative Operating Income</b>					
Total Operating Income	16,042,000	1,327,863	16,042,000	15,956,257	(85,743)
<b>Operating Expenses</b>					
Salaries and Benefits	8,548,269	723,108	8,548,269	8,465,425	82,844
Administrative Expenses	2,712,600	224,754	2,712,600	2,692,246	20,354
COCC-Management Fees	4,468,062	368,979	4,468,062	4,416,824	51,238
Total Operating Costs Expenses	15,728,931	1,316,841	15,728,931	15,574,495	154,436
Cash Flow (Deficit) from Operations	313,069	11,022	313,069	381,762	68,693
<b>Housing Assistance Payments (HAP)</b>					
<b>Housing Assistance Payment Subsidy</b>	195,000,000	25,153,529	195,000,000	244,785,374	49,785,374
Investment Income on HAP Reserves	0	0	0	0	0
<b>Housing Assistance Payments</b>	195,000,000	25,236,679	195,000,000	244,672,158	(49,672,158)
HAP Current Year Excess (Use)	0	(83,150)	0	113,216	113,216

**OPERATING STATEMENTS: 12 MONTHS ENDING DECEMBER 31, 2024**

<b>Affordable Housing Rental Programs</b>	<b>Annual Budget 2024</b>	<b>MONTHLY</b>	<b>Year to Date Budget</b>	<b>Year to Date Actual</b>	<b>Favorable (Unfav) Variance</b>
<b>Operating Income</b>					
HUD Subsidy - Low Rent Housing2826	13,800,158	1,140,794	13,800,158	13,795,645	(4,513)
Tenant Rental Income	23,698,812	1,975,978	23,698,812	23,682,457	(16,355)
Other Income	1,023,249	87,041	1,023,249	1,001,654	(21,595)
Capital Funds / Replacement Reserves	10,531,263	860,536	10,531,263	10,524,387	(6,876)
<b>Total Operating Income</b>	<b>49,053,482</b>	<b>4,064,349</b>	<b>49,053,482</b>	<b>49,004,143</b>	<b>(49,339)</b>
<b>Operating Expenses</b>					
Administrative Expenses	13,370,005	1,107,200	13,370,005	13,298,567	71,438
Tenant Services	618,078	57,185	618,078	587,653	30,425
Utilities	4,232,148	340,349	4,232,148	4,201,698	30,450
Maintenance	12,048,420	981,231	12,048,420	11,814,359	234,061
Protective Services	2,572,201	202,311	2,572,201	2,545,932	26,269
Insurance Expense	2,930,015	235,619	2,930,015	2,917,543	12,472
Other General Expense	293,430	20,752	293,430	272,284	21,146
<b>Total Routine Operating Expenses</b>	<b>36,064,297</b>	<b>2,944,647</b>	<b>36,064,297</b>	<b>35,638,036</b>	<b>426,261</b>
<b>Net Income from Operations</b>	<b>12,989,185</b>	<b>1,119,702</b>	<b>12,989,185</b>	<b>13,366,107</b>	<b>376,922</b>
Non-Routine Maintenance (Capital Funds)	5,125,673	430,332	5,125,673	5,077,649	48,024
Debt Service, including ESCO	2,633,809	217,779	2,633,809	2,625,324	8,485
<b>Cash Flow (Deficit) from Operations</b>	<b>5,229,703</b>	<b>471,591</b>	<b>5,229,703</b>	<b>5,663,134</b>	<b>320,413</b>