



# **HOUSTON HOUSING AUTHORITY BOARD OF COMMISSIONERS MEETING JUNE 17, 2025**

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**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, JUNE 17, 2025**

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**BOARD OF COMMISSIONERS MEETING**  
**TUESDAY, JUNE 17, 2025**  
**2:00 PM**  
**Houston Housing Authority Central Office**  
**2640 Fountain View Drive, Houston, TX 77057**

**AGENDA**

- I. Call to Order
- II. Roll Call
- III. Introduction of the Interpreters
- IV. 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)
- V. Approval of the May 20, 2025, Houston Housing Authority Board Meeting Minutes
- VI. CEO Operational Updates
- VII. New Business
  - a. **Resolution No. 3903:** Consideration and/or take action to authorize the President & CEO or designee to write off vacant tenant accounts for January 1, 2025, to March 31, 2025.
  - b. **Resolution No. 3904:** Consideration and/or take action to authorize the President & CEO or designee to submit for approval the updated final draft of the HHA Administrative Plan for the Housing Choice Voucher and related programs, to be effective July 1, 2025.
  - c. **Resolution No. 3905:** 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.
  - d. **Resolution No. 3906:** Consideration and/or take action to authorize the President & CEO or designee to amend Resolution No. 3877 to execute a contract with the Local Initiatives Support Corporation (LISC) for Planning Coordination Services for the Near Northside/Irvinton Village Choice Neighborhood Planning Grant.



- e. **Resolution No. 3907:** Consideration and/or take action to authorize the President & CEO or designee to award and execute a contract with Elmore Public Relations for public relations services.

**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.

- f. **Resolution No. 3908:** Consideration and/or take action to authorize the President & CEO or authorized representative of the Houston Housing Authority, authorizing the acquisition and rehabilitation of those certain apartments located at approximately 20100 Park Row Blvd., Katy, Texas 77449 and known as the Lancaster Apartments, and the execution of all required documents therefor.
- g. **Resolution No. 3909:** Consideration and/or take action to authorize the President & CEO or authorized representative of the Houston Housing Authority to approve HHA Fountainview PFC's Issuance, Sale and Delivery of its Multifamily Housing Governmental Note (Lancaster Apartments), Series 2025, and the execution of all required documents therefor.
- h. **Resolution No. 3910:** Consideration and/or take action to authorize the President & CEO or authorized representative of the Houston Housing Authority, authorizing the acquisition and rehabilitation of those certain apartments located at approximately 11501 West Road, Houston, Texas 77065 and known as the Sugar Creek Apartments, and the execution of all required documents therefor.
- i. **Resolution No. 3911:** Consideration and/or take action to authorize the President & CEO or authorized representative of the Houston Housing Authority to approve HHA Fountainview PFC's Issuance, Sale and Delivery of its Multifamily Housing Governmental Note (Sugar Creek Apartments), Series 2025, and the execution of all required documents therefor.
- j. **Resolution No. 3912:** Consideration and/or take action to authorize the President & CEO or authorized representative of the Houston Housing Authority to facilitate the acquisition of the site, the construction of the apartment complex to include units "affordable" to low and moderate income families and to be known as Orem Circle located at or about 0 Martin Luther King Blvd., Houston, TX 77048, and the execution of all required documents therefor.

**X.** Adjournment



# HOUSTON HOUSING AUTHORITY

Transforming Lives & Communities

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

TUESDAY, MAY 20, 2025

### I. CALL TO ORDER

A Meeting of the Board of Commissioners ("Board") of the Houston Housing Authority ("HHA") was held on Tuesday, May 20, 2025, at the Houston Housing Authority Central Office, 2640 Fountain View Drive, Houston, Texas 77057. The meeting was called to order at 2:00 p.m.

#### LIVE STREAM STATISTICS

May 20, 2025, statistics are unavailable due to technical difficulties.

### II. ROLL CALL

#### Present:

- |  |                                   |
|--|-----------------------------------|
| • Joseph "Jody" Proler, Chairman       | • Eric G. Carter, Commissioner    |
| • Alton Smith, Vice Chairman           | • Kristy Kirkendoll, Commissioner |
| • Cynthia Aceves-Lewis, Commissioner   | • Kenneth C. Li, Commissioner     |
| • Stephanie A.G. Ballard, Commissioner | • Jamie Bryant, Secretary         |

**Absent:** None

Please note that Chairman Proler has chosen to take items out of order from the Agenda.

### 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

Speaker 1: Verdell Ingram, Cuney Homes: Good evening. Everyone, thank you for this opportunity. I would like to address the thing that I want to bring to your attention. When you make a time change to these meetings, remember we have bus riders, and the bus route has changed. So, when you are making the decisions, do not forget your bus riders. I had to walk a block and a half for the bus, where I used to have to walk just across the street. It takes me approximately an hour and a half to two hours to get here, and I'm coming right over here from Cuney, so please keep that in mind when you're making those decisions, that someone who's riding buses, it's not as easy as it is in the car. Thank you for your time.

Chairman Proler and Secretary Bryant: Thank you. Wise words.

Speaker 2: Lacey Lugo, CEO of The Apartment Concierge: We are the premier white-glove leasing service. We specialize in both conventional and Section 8 leasing, and to our knowledge, we are the only housing choice voucher placement service in the nation. We service a high level of Section 8 voucher holders across the state of Texas and are now expanding into additional states.

Commissioner Carter: Please slow down so that we can understand you better.

We service Section 8 voucher placement. We are the only housing choice voucher placement in the country, which means we match voucher holders with inventory that matches their approval amounts. We do all of the processing of the RFTA from start to finish on behalf of the landlord, which typically is a Gray Star or an RPM, any large management group, or ownership group. I'm here to talk a little bit today about what we're implementing in our technology stack. We are currently working with several other housing authorities that have already implemented technology stacks such as digital vouchers, virtual voucher briefings, and things that are making it a little bit easier for Section 8 voucher holders to find inventory and look at the process. So right now, we have actually come up with a way to auto-match voucher holders with inventory with the property management software that the management companies are already using. So, I'm just here today to mention that we are expediting our services, and we would love to talk to housing about how we can consult to increase that. Additionally, I serve with leadership on the Royalty of America office for Single-Family Residential, which also offers not just apartments but single-family residential homes for voucher holders as well, because we all know four-bedroom, five-bedroom apartments are very hard to find. I just wanted to come and introduce myself, or for those of you that already know me, you've seen me several times, and of course, Mr. Bryant, who is new to the staff, I'd like to meet you all and just talk a little bit more about our services. Thank you for your time.

Speaker 3: Lauren Felder: I just wanted to give you guys a little report about the people. I'm talking about my personal case, but I'm also representative of, like the previous lady that was talking about, we both come on the bus and walk, and others who would like to come and talk to you in person, but can't. So, I'm thinking I'm representing thousands of people, 18,000 or 19,000 people on the HCV waitlist.

Anyway, I am a retired Hospice nurse, and a lot of my patients didn't qualify for Medicaid, just barely missed the cutoff, so they were like medically underserved, low-income, but didn't work enough to get a lot of benefits. So I did a lot of social work for them to get them services. When the waitlist was open in 2016, I was at a caseworker's office with a computer and a printer, and I have the information because several of them weren't mobile. And I put their information in for the application, and then it gave them an ID number and an application ID number. I printed it out. Since then, I've gone through 2 hurricanes, the freeze, and multiple moves. I'm homeless right now. Unstable housing. I've only kept track of two of those actual papers that I printed out, but it should have been in the system. So, before RentCafe posted, I came and I talked to Ms. Dixon, and gave her the information because I had tried repeatedly to get the contact info on two of these four people, updated, and she took that information, and I'm sure she gave it to the appropriate people. It didn't update in the old system, and I was only seeing one of the four. So, when RentCafe posted, then I went in and put everybody's information in by the identifier, date of birth, and Social Security. Once again, only one was posted, which shows that they were originally on that waitlist. One of them, a male, is a veteran, elderly, disabled, and low-income. One was an 82-year-old female; her rent was \$907. Her Social Security was \$1078, and she was elderly, disabled, and low-income. The third was disabled, low-income, and elderly. The fourth was just low income. And I'm telling you that because I don't know if you realize the HUD regulations, when the Housing Authority opens up the wait list, they get the wait list, they have all their people, they're supposed to sort it according to HUD standards of priority. So the highest, like however many you have. So the gentleman who's a veteran, elderly, disabled, low-income, was at the top of the list, and the other three were supposed to be up there.

Secretary Bryant: Thank you, Ms. Felder and Kenny. Do you mind chatting with Ms. Felder, especially regarding the gentleman who's a veteran, about whether there's a way to get in contact with the VA for the VASH program and if there is any way to expedite that?

Chairman Proler: Also, let me just remind everyone that we are on television now. You can live stream our meetings if you go to the Housing Authority website. So, for those who have difficulty coming, there is an option now.

## **V. APPROVAL OF THE MINUTES**

Chairman Proler: I'd like to ask for a motion to approve the April 2025 minutes that you all have reviewed as submitted.

On motion by Commissioner Smith and seconded by Commissioner Ballard, the Board unanimously approved the April 15, 2025, Meeting Minutes.

## **VI. CEO OPERATIONAL UPDATES**

Secretary Bryant: Thank you, board commissioners, for your time today. Thank you to the public and everyone who traveled here. I would like to give a handful of updates on some things that have been going on since the last board meeting. But first and foremost, I'll take this opportunity to remind everybody who's listening about our voucher system. You're Save the Spot is still open.

Thank you to our partners, our staff, and the partners at the news, who have been getting the word out. We have extended that deadline to June 30th, but we need you to come in and give us your information and save your spot and formally go through the process and so whether it's going to the website where the very first thing you'll see is a link to RentCafe or contacting us either in our lobby or on the phone through our customer service team, we can help you through that. We just want to make sure everybody's continually aware, like we said, we've extended that deadline another 30 days to June 30th, so please do that if you want to stay on the list.

Community engagement. We've been working on a handful of things, and so big thanks to Joel North over there, who's been a part of it as we've been getting out in the community and touring with folks and getting boots on the ground. We've not had the opportunity to get everywhere, but we are working our way through the city. Joel's been out to just about everything. I'm kind of trailing behind him, but trying to get out and listen and hear and see where the issues are so we can implement some changes. So I thank everybody for their grace and time on that. I spent some time on Friday with Commissioner Ballard and our residents. So we had about 25 residents from our various councils across the campuses, which was good to speak and spend time with them for a few hours on Friday. And so we also had a Mobility Outreach program about 3 weeks ago that Jordan and our team put on to really try to focus and help the community understand the mobility program, which is in place to help those who are on a voucher, if they seek to move into higher opportunity areas. We have a program here that allows them to do that, which works with landlords and helps with moving costs and deposits. So, please, if you're interested in that, check it out on the website. It's a great program for those who want to take advantage of it.

We also opened a new real estate project that was our first partnership with New Hope Housing. We have done quite a bit of work with New Hope over the years, supporting their permanent supportive housing through our voucher program, but this is our first actual partnership with them. New Hope Housing Berry is in the North Line area. It's 180 units, family 100% affordable, all at 60% AMI or less, and it's a beautiful project. We had the ribbon cutting on Friday. Those folks are starting to move in there. It's also a great add-on to what's already happening in that community. Across the street, we have Oxford Place, which is one of our properties that we've owned and operated for a long time, but also there's a big push for education in

that area. So next door to Oxford and to New Hope is a kid academy, K through 12. We actually have an adult opportunity Center where we do job training out of Oxford. Just down the street, Houston Community College has a campus, but the great thing about New Hope is that the Bezos Foundation donated the money to allow us to create the Bezos Academy, which is a free preschool for the residents there. Awesome and great partnership and just definitely on mission and excited to see how that's gonna help that community and move forward.

Also, we got notice a couple of weeks ago that while we while we the board mentioned a couple months ago that we were out of shortfall from the voucher standpoint, we also got off of HUD's hot list for them keeping track of us and kudos to Kenny Coles and Jennine Hovell-Cox and the team who have been working over the last several months to get us and get us back in compliance, to get our systems in place. Our HUD representative, who just actually retired, was very pleased, as Chairman Proler knows, that our team was able to get this accomplished, and she felt really good about where the Housing Authority is and is going forward, as she is now retired from her position. So, thank you again to the team for your work on that.

I want to give one operation update from the last board meeting that the commissioners had asked for. Mike Rogers had brought forth an item about the insurance for the rest of our portfolio, and we had asked him to speak on that. Mike came to me yesterday and gave me the updated numbers. Finally, some good news on the insurance front. We actually, for the first time, have seen some significant settling and decreases in our insurance prices to the extent that we're about \$500,000 under budget on where all the procurement and the insurance prices actually came in on the competitive bids. We have not seen these numbers since 2021-2022 levels. And so finally some good news on that front, and thank you, Mike, and to our consultants and team on that. Thank you, Mike. That's a huge win for us this year, as several of these properties are very tight on cash flow.

Last but not least, I want to introduce a new team member. Over to my right is the Honorable Neal Rackleff. Yes, I'm giving him a hard time about the honorable part, but he was a Senate-confirmed assistant secretary to HUD under Ben Carson in the first Trump administration. However, prior to that, he served for five or six years, was appointed by Anise Parker to be our Director of Housing and Community Development with the City of Houston. He's had a law practice and been involved in affordable housing on multiple levels for the last three decades but a little known fact about Neal, he actually served as general counsel of the Houston Housing Authority over 20 years ago for a short period of time and so Neal has agreed to join us as our Chief Operating Officer and Executive Vice President and help us out the team to strengthen everything from policy to legal and to just about anything and everything where we can lean in on these expertise. So, thank you, Neal, for saying yes.

Neal Rackleff: My pleasure.

Commissioner Smith: Chairman, is there any way we can add comments?

Jonathan Brush: You can have very limited comments. The board can't deliberate on any issue.

Commissioner Smith: Oh, well, the only thing I want to mention is that a few months ago, we were getting a lot of public issues and people were mad at us about various things etc., a negative amount, in my opinion and I don't like that, but recently, there have been lots of positive reports about the housing department and I just want to tell you guys, all of you who were involved with helping correct our image, thank you, and I like I always say when I compliment people, do what you can to maintain that momentum. So let's keep up the good work. Thank you.

Jamie Bryant: Thank you, sir.



Commissioner Carter: Do we have a veteran's outreach program?

Jamie Bryant: I'm not sure. Well, actually, I know we do because I know we bring folks in from the VASH system and help with training on that. A lot of those referrals have to go through the VA because the VA has to verify their status as a veteran.

Commissioner Carter: Do we have someone here who works on that?

Secretary Bryant: We do. But I would be remiss to tell you. Kenny, can you speak to who runs and coordinates with the VASH program here?

Kenny Coles: We do.

Secretary Bryant: Your department does?

Mr. Coles: Yes.

## **VII. NEW BUSINESS**

Chairman Proler: We will now move into New Business and we are going to discuss the first resolution, which is not 3894, but Resolution No. 3902. I have some prepared comments I'd like to read to go into the record. It revolves around a subject matter that has been, well, certainly has kept me up for many nights over the last months, but also, it goes with, all the other board members, so, as commissioners, we are entrusted with the responsibility of governing the Housing Authority and with that comes the duty to ensure that public funds are used properly, efficiently, and in the best interest of our constituents. We take our roles seriously, and we know the public expects nothing less. When concerns were brought to our attention regarding the Housing Authority's contracting and payment approval processes, we listened. We hired an independent investigator to get a clear picture of what was happening. We were not the board that approved or oversaw either of these projects. We wanted to ensure that our actions, and the actions of the new leadership team, were not based on speculation but on facts. That investigation is now complete. We believe that transparency is essential to maintaining the public trust. That's why we intend, today, to release an executive summary of that report. Doing so will allow us to share important information with the public while preserving the confidentiality necessary to ensure the Housing Authority can continue operating effectively. This has been a very constructive process. The investigation has proven extremely helpful to our new President and his new leadership team, who have embraced the opportunity to strengthen our internal processes. This investigation and the actions flowing from it are about continual improvement and commitment to the Housing Authority's mission. With that, I'd like to propose Resolution No. 3902. I'll read the resolution as it is so stated.

- i. Resolution No. 3902: Consideration and/or take action to (1) authorize the President & CEO or designee to release to the public an executive summary of an investigative report prepared following Resolution No. 3828; and (2) waive the attorney-client privilege only to the extent necessary to release the executive summary.**

Chairman Proler: With that, I'll entertain a motion to approve Resolution No. 3902 as submitted.

Commissioner Carter: So moved.

Chairman Proler: May I have a second?

Commissioner Li: Second.

Chairman Proler: All in favor say aye.

Commissioner Aceves-Lewis: Discussion?

Chairman Proler: No, there's no discussion on this resolution.

Jonathan Brush: There can be limited discussion, but no discussion should reveal any of the contents of the executive summary until the Board's vote, because the summary itself is privileged, but any discussion would be limited essentially to rely, to release the executive summary.

Chairman: So, if your question is why, that's not a question we can answer.

Commissioner Aceves-Lewis: Well, we have a motion on the table, we can discuss.

Chairman Proler: You just heard what he said.

Mr. Brush: You can't reveal the contents of the summary.

Commissioner Aceves-Lewis: But we can discuss it. So, I guess, I wanted to ask the Chair, I was under the assumption that there would be some discussion in executive session, so I wanted to ask if we could have executive session to discuss it before we voted on the resolution.

Chairman Proler: So I consulted with our legal counsel, with other board members, and they all indicated that it was OK to go forward because there's really nothing to discuss. We're prepared to release the summary. We're not going to edit the summary, and we're not going to deliberate over what the summary says or what it doesn't say, so to discuss it in executive session doesn't make any sense.

Commissioner Aceves-Lewis: So you discussed it with other board members?

Chairman Proler: I discussed it with our President and Chief Executive Officer, our Chief Operating Officer, and our Board Counsel.

Commissioner Kirkendoll: You said you mentioned it to other board members.

Chairman Proler: Yes, I mentioned it to our Vice Chair.

Commissioner Aceves-Lewis: Yeah, I guess I was just under the impression. So, you're saying you don't want to discuss this in the executive session, correct?

Chairman Proler: It's not on the agenda to discuss in executive session. Executive session is for personnel matters, real estate matters, and litigation.

Mr. Brush: It is listed under closed session items but the Board does not have to convene on a closed session item. The only thing that could be discussed would be legal advice related to this motion.

Chairman Proler: Thank you, Jonathan. Any other questions?

Commissioner Aceves-Lewis: OK, so no, you do not want to discuss it in executive session?

Chairman Proler: That's correct.

Commissioner Aceves-Lewis: We can, but you prefer not to. Okay, so we can still discuss it after we vote on it. Correct, Jonathan?

Mr. Brush: Once it's been voted on, then the summary will be released. Whether or not there'll be discussion, it wouldn't be germane to a motion, and that would be in the judgment of the presiding officer.

Commissioner Aceves-Lewis: OK, sorry, I was just under a different assumption. So I guess my only comment, and I think it's great that this will be released, I would love to see, and maybe this is already going to happen, just a response by HHA breaking down where controls faltered and remedies of what you're doing differently so that this doesn't happen again.

Secretary Bryant: Absolutely, Commissioner. So this investigation is attorney-client privilege to the board, not me or my staff. While I've had a preview of it, we have not had a chance to actually sit down with staff and divulge it, which is why, yesterday, we could not talk about it. And so once this is released, the next step is myself and our COO, we will be going through this with legal and our staff and procurement, and real estate and talk about the breakdown, the new procedures going forward and how we're going to solve that and can report back at the board next month if you'd like, on that follow up.

Commissioner Aceves-Lewis: Great. Thank you.

Chairman Proler: Any other comments or questions? Anybody else?

Chairman Proler: Thank you. All in favor say aye.

Board: Aye.

Chairman Proler: Any opposed?

None.

Chairman Proler: Thank you. Resolution number 3902 passes.

Chairman Proler: Now we'll move back to the new business and resolution number 3894. Mr. Bryant, I'm going to ask you to present this, please.

- a. Resolution No. 3894: Consideration and/or to take action to authorize the Chairperson, at their discretion, to delegate some or all authority, powers, and duties of presiding over Houston Housing Authority Board Meetings to the Secretary/CEO, Jamie Bryant.**

Secretary Bryant: The purpose of this is to give flexibility to the chairperson. If at the chairperson's discretion, wants to delegate some or all of the administrative duties, such as roll call, taking notes, or reading the resolutions. Again, it's not a statement that it will absolutely happen; it just provides the flexibility. Our current bylaws don't give the chairperson that flexibility. So, if the chairperson wants me to handle some of the administrative duties, going forward, that would be at the chairperson's discretion, but it does not change roles. This is only related to the administrative duties at this meeting.

Commissioner Carter: Question about agendas. Does that include the creation and determination of what goes on the agendas, or does the Chairman retain that?

Chairman Proler: I think, as I understand it, it's my responsibility to retain that right, which is what I exercised today.

Secretary Bryant: Think about it more as Secretarial. If you've watched City Council, the secretary, a lot of times, we'll read the resolutions, but the Mayor will call for votes. It just allows me to take some of the burden off the chairperson if they so desire.

Commissioner Aceves-Lewis: Can we expect that will be at every meeting? Or will we be notified when that is happening?

Secretary Bryant: I think Chairman Proler and I just need to decide how he'd like to proceed going forward. I think the whole idea behind this would be consistency, so it wouldn't be different every meeting. It's just, he and I haven't had a chance to sit down yet and talk about how we divide and conquer this.

Chairman Proler: Thank you. I'll entertain a motion to approve resolution 3894 as submitted.

On motion by Commissioner Carter and seconded by Commissioner Smith, Resolution No. 3894 is approved.

**b. Resolution No. 3895: Consideration and/or to take action to authorize the President & CEO or designee to execute a contract with Dahill Office Technology Corporation, dba Xerox Business Solutions Southwest, for the Leasing of Copiers.**

Resolution Nos. 3895 and 3896 are presented by Roy Spivey, Director of IT.

Mr. Spivey: Good afternoon. As you may know, our leasing contract for our copiers is coming to a close so we went out and resolicited with an RFP to have a new contract. This contract will be a three-year contract with having two additional option years, in one-year increments, not to exceed the value of \$713,573 for all five years. After the resolution, we also did a deeper dive into how we can better be responsible for the spending of federal money, and we found that we could reduce this cost by eliminating four copiers at the headquarters and reducing the color copies of \$250,000 per month to \$220,000 per month and this would give us a savings of about \$77,214.00. So that would bring the contract down to \$636,359. We also did an estimate of the cost of copiers for the last five years, and in the last five years, we spent \$638,375.77. So this would keep our copiers at the same expense with no increase, and it will also give us additional color copiers at the properties to help produce flyers and pamphlets and support our residents.

Secretary Bryant: I want to add one comment to it, and thank you, Roy, for your work on this, and for getting this, and to get a better system, and to be below what we've been spending would be great. One of the things I've been pressing on our team across the board, and you'll continue to see, is that we're working to continue to use technology to reduce our use of paper, ink, and printing at this agency. We should continue the efforts on that part as we as we work to reduce how much waste we have here and the cost associated with. Thank you, Roy, for your work on this.

Commissioner Smith: One of the things that I'm impressed by, I'm impressed with all of it, but one in particular is the elimination of copiers that you felt that we don't need. And that's difficult for people to do and accept. So thank you for doing that.

Secretary Bryant: We're also going to start a Wellness program now where we put the copiers at the far end of the floor so people can get more steps.

Laughter.

Commissioner Aceves-Lewis: You did a great job. I was very impressed with the detailed background and evaluation process. Thank you.

Chairman Proler: Thank you, Roy. May I have a motion to approve resolution number 3895 as submitted.

On motion by Commissioner Smith and seconded by Commissioner Carter, Resolution No. 3895 passed unanimously.

**c. Resolution No. 3896: Consideration and/or to take action to authorize the President & CEO or designee to execute a contract with Azuris Consulting LLC, for turnkey installation of security access and cameras at Irvinton Village.**

Mr. Spivey: Last year we received a grant from HUD to provide security equipment at the Irvinton Village location. Our Director of Security, Brian Terry, went out with the PMC and talked about what would be the best use of that spending, and it was determined at that time that the most effective use would be to have an updated camera system. We went out and evaluated to try to get 100% coverage and the cost of that system would be, well the cost of the grant is \$250,000. The bids actually came in little bit higher than that. The winning bid from Azuris, and Azuris is here at the board meeting if you have any questions from them. The winning bid was for \$345,134.73. Since the grant was only for \$250,000, we took a look at the proposal and what we had sent out the RFP and we decided that we would eliminate the badged door access that we were proposing and that we would reevaluate the cameras to reduce it, to bring it down to the price of the grant of \$250,000.

Commissioner Aceves-Lewis: Do you know how many cameras there will be then?

Mr. Spivey: We don't know yet. We will negotiate that as we go out there with Azuris and we'll look for areas where we can get the most coverage for the price that we have to pay but we don't know that count yet. I know they'll assess some options for us and then we'll we'll work with them in negotiations.

Commissioner Aceves-Lewis: Do you know how many cameras there are currently?

Mr. Spivey: There is currently 11 cameras on campus. The new system that we proposed would be 82 cameras. 22 cameras inside and 60 cameras outside. That actually gets 100% coverage of the whole property. To bring it within the cost of the grant, we will reduce that and still having much better system than what we currently have.

Commissioner Aceves-Lewis: Yeah, so I think my thought was if we have a \$250,000 grant and we currently have 11 cameras, would it have been possible, and Mr. Terry you're the expert, you know, could we have had less cameras and maybe a patrol? Just more preventive control.

Brian Terry: That sounds great but the grant would not allow us to pay for police or security. The only thing we can spend it on is equipment, such as cameras, gates, speed bumps and things like that.

Commissioner Aceves-Lewis: And everything else is fine, the gates and speed bumps?

Mr. Terry: Yes. So we wanted to put the money and use it in the best place we could. The camera system is so old and outdated, and the cameras that we have are only on the inside of the two-story building. We have no coverage on the outside. I take that back. We have one camera that looks outside. So most of these cameras we will have are going to go out throughout the property so you can see outside.

Secretary Bryant: Brian, you'll sign off on the revised plan?



Mr. Terry: Yes, we're going to look at it. We took the staff out there and ran it by the committee and the manager who is here. We walked around the whole property, to decide what was the best coverage for her, because she knows the property and the problems she has been having. We knew at some point we probably have to scale back, so we have a plan to determine where we need to scale back and still have a good bit of coverage on the property.

Secretary Bryant: Thank you, Brian, for maximizing the value of the grant.

Chairman Proler: Thank you. OK, may I have a motion to approve Resolution 3897 as submitted?

On motion by Commissioner Carter and seconded by Commissioner Li, the board approved the resolution.

Chairman Proler: Now we move into executive session:

Secretary Bryant: We have one more.

- d. Resolution No. 3897: Consideration and/or to take action to authorize the President & CEO or designee to execute contracts with Terrain Solutions, Roux, and ERC to perform Environmental Services at HHA's properties.**

This resolution is presented by Jay Mason, Director of REID.

Jay Mason: As part of our ongoing repositioning of our properties, the REID department has decided to bring on several consultants to assist us with developing scopes of work that would be presented to the Board, eventually, for approval. In this case, this resolution is for the approval of Terrain Solutions, Roux and ERC, also known as Environmental Construction Services, Inc., to provide environmental services for the HHA as we develop those scopes of work related to these projects. Staff recommends approval of this resolution.

On motion by Commissioner Li and seconded by Commissioner Carter, the board approved Resolution No. 3897.

## **VIII. EXECUTIVE SESSION**

Chairman Proler suspended the Public Session on Tuesday, May 20, 2025, at 2:43 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 3:56 p.m.

Roll Call: All present

Chairman Proler: Unfortunately, your chairman made a mistake in asking the board to vote on a resolution number that was not accurate. So we need to correct the mistake and the mistake is it should be Resolution No. 3896, which is: Consideration and/or to take action to authorize the President & CEO or designee to execute a contract with Azuris Consulting LLC, for turnkey installation of security access and cameras at Irvinton Village.

So with that, may I have a motion to approve Resolution No. 3896 as submitted?

On motion by Commissioner Carter and seconded by Commissioner Ballard, the board approved Resolution No. 3896.

#### **NEW BUSINESS continued**

- e. **Resolution No. 3898: Consideration and/or to take action to authorize the President & CEO or authorized representative of the Houston Housing Authority, authorizing the acquisition and development of Enclave on Louetta located in Spring, Harris County, Texas 77388, and the execution of all required documents therefor.**
- f. **Resolution No. 3899: Consideration and/or to take action to authorize the President & CEO or authorized representative of the Houston Housing Authority to approve HHA Fountainview PFC's Issuance, Sale and Delivery of its Multifamily Housing Revenue Bonds (Enclave on Louetta), Series 2025A and Taxable Multifamily Housing Revenue Bonds (Enclave on Louetta) Series 2025B, and the execution of all required documents therefor.**

Chairman Proler: We will now move into Resolution No. 3898.

Secretary Bryant: Jay, would you mind presenting Resolution Nos. 3898 and 3899 together? They are the closing and bond issuing on the same project.

Chairman Proler: If we want to do 3898 and 3899, and tag them together.

Secretary Bryant: They're the same project; we're just doing two different resolutions.

Jay Mason: So resolution number 3898 is for the Board to give the President & CEO or authorized representative of the Houston Housing Authority (the "Authority") to take such actions necessary or convenient to take such actions necessary or convenient to facilitate the acquisition and development of Enclave on Louetta pursuant to the memorandum from Jay Mason to Jamie Bryant, President and CEO.

Resolution No. 3899 is to authorize the President & CEO or authorized representative of the Houston Housing Authority to take such actions necessary or convenient in approving the HHA Fountainview PFC's Issuance, Sale and Delivery of its Multifamily Housing Revenue Bonds (Enclave on Louetta), Series 2025A and Taxable Multifamily Housing Revenue Bonds (Enclave on Louetta) Series 2025B, authorizing the execution, delivery of documents and instruments necessary to carry out the financing of such multi family rental residential developments containing other provisions related to the subject and, execution of all required documents therefore pursuant to the memorandum from Jay Mason to Jamie Bryant, President and CEO.

Chairman Proler: May I have a motion to approve Resolution Nos. 3898 and 3899 as submitted?

On motion by Commissioner Carter and seconded by Commissioner Smith, the board approved Resolution Nos. 3898 and 3899.

- g. **Resolution No. 3900: Consideration and/or take action to authorize the President & CEO or authorized representative of the Houston Housing Authority, authorizing the acquisition and rehabilitation of those certain apartments located at approximately 10600 Southdown Trace Trail, Houston, Texas 77034 and known as the Regency Park Apartments, and the execution of all required documents therefor.**

- h. Resolution No. 3901: Consideration and/or to take action to authorize the President & CEO or authorized representative of the Houston Housing Authority to approve HHA Fountainview PFC's Issuance, Sale and Delivery of its Multifamily Housing Revenue Bonds (Regency Apartments), Series 2025, and the execution of all required documents therefor.**

Chairman Proler: Do we need to tag 3900 and 3901 together? Are they the same thing?

Secretary Bryant: Yes, because it's the same. These are 4% tax deals. One resolution is the closing, and one is the finance.

Chairman Proler: I'll ask for a motion to approve Resolution Nos. 3900 and 3901 as submitted.

On motion by Commissioner Carter and seconded by Commissioner Kirkendoll, the board approved Resolution Nos. 3900 and 3901.

## **X. ADJOURNMENT**

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

On motion by Commissioner Carter and seconded by Commissioner Li.

Chairman Proler declared the meeting adjourned at 4:02 p.m.



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## **RESPONSES TO COMMENTS RECEIVED AT THE TUESDAY, MAY 20, 2025 BOARD OF COMMISSIONERS MEETING**

A Meeting of the Board of Commissioners ("Board") of the Houston Housing Authority ("HHA") was held on Tuesday, May 20, 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 =** Verdell Ingram, Cuney Homes: Good evening. Everyone, thank you for this opportunity. I would like to address the thing that I want to bring to your attention. When you make a time change to these meetings, remember we have bus riders, and the bus route has changed. So, when you are making the decisions, do not forget your bus riders. I had to walk a block and a half for the bus, where I used to have to walk just across the street. It takes me approximately an hour and a half to two hours to get here, and I'm coming right over here from Cuney, so please keep that in mind when you're making those decisions, that someone who's riding buses, it's not as easy as it is in the car. Thank you for your time.

Chairman Proler and Secretary Bryant: Thank you. Wise words.

**C =** Lacey Lugo, CEO of The Apartment Concierge: We are the premier white-glove leasing service. We specialize in both conventional and Section 8 leasing, and to our knowledge, we are the only housing choice voucher placement service in the nation. We service a high level of Section 8 voucher holders across the state of Texas and are now expanding into additional states.

Commissioner Carter: Please slow down so that we can understand you better.

We service Section 8 voucher placement. We are the only housing choice voucher placement in the country, which means we match voucher holders with inventory that matches their approval amounts. We do all of the processing of the RFTA from start to finish on behalf of the landlord, which typically is a Gray Star or an RPM, any large management group, or ownership group. I'm here to talk a little bit today about what we're implementing in our technology stack. We are currently working with several other housing authorities that have already implemented technology stacks such as digital vouchers, virtual voucher briefings, and things that are making it a little bit easier for Section 8 voucher holders to find inventory and look at the process. So right now, we have actually come up with a way to auto-match voucher holders with inventory with the property management software that the management companies are already using. So, I'm just here today to mention that we are expediting our services, and we would love to talk to housing about how we can consult to increase that. Additionally, I serve with leadership on the Royalty of America office for Single-Family Residential, which also offers not just

apartments but single-family residential homes for voucher holders as well, because we all know four-bedroom, five-bedroom apartments are very hard to find. I just wanted to come and introduce myself, or for those of you that already know me, you've seen me several times, and of course, Mr. Bryant, who is new to the staff, I'd like to meet you all and just talk a little bit more about our services. Thank you for your time.

**C = Lauren Felder:** I just wanted to give you guys a little report about the people. I'm talking about my personal case, but I'm also representative of, like the previous lady that was talking about, we both come on the bus and walk, and others who would like to come and talk to you in person, but can't. So, I'm thinking I'm representing thousands of people, 18 or 19,000 people on the HCV waitlist.

Anyway, I am a retired Hospice nurse, and a lot of my patients didn't qualify for Medicaid, just barely missed the cutoff, so they were like medically underserved, low-income, but didn't work enough to get a lot of benefits. So I did a lot of social work for them to get them services. When the waitlist was open in 2016, I was at a caseworker's office with a computer and a printer, and I have the information because several of them weren't mobile. And I put their information in for the application, and then it gave them an ID number and an application ID number. I printed it out. Since then, I've gone through 2 hurricanes, the freeze, and multiple moves. I'm homeless right now. Unstable housing. I've only kept track of two of those actual papers that I printed out, but it should have been in the system. So, before RentCafe posted, I came and I talked to Ms. Dixon, and gave her the information because I had tried repeatedly to get the contact info on two of these four people, updated, and she took that information, and I'm sure she gave it to the appropriate people. It didn't update in the old system and I was only seeing one of the four. So, when RentCafe posted, then I went in and put everybody's information in by the identifier, date of birth, and Social Security. Once again, only one was posted, which shows that they were originally on that waitlist. One of them, a male, is a veteran, elderly, disabled, and low-income. One was an 82-year-old female; her rent was \$907. Her Social Security was \$1078, and she was elderly, disabled, and low-income. The third was disabled, low-income, and elderly. The fourth was just low income. And I'm telling you that because I don't know if you realize the HUD regulations, when the Housing Authority opens up the wait list, they get the wait list, they have all their people, they're supposed to sort it according to HUD standards of priority. So the highest, like however many you have. So the gentleman that's a veteran, elderly, disabled, low-income, was at the top of the list, and the other three were supposed to be up there.

**R = Secretary Bryant:** Thank you, Ms. Felder and Kenny. Do you mind chatting with Ms. Felder, especially on the gentleman who's a veteran, if there's a way to get in contact with the VA for the VASH program, and if there is any way to expedite that?





Transforming Lives &amp; 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 January 1, 2025, to March 31, 2025

**2. Date of Board Meeting:** June 17, 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 \$27,773.28 and make necessary changes and corrections pursuant to the memorandum from Ricardo Harris, Director of Asset Management dated June 2, 2025 to Jamie Bryant, President & CEO.

**4. Department Head Approval** Signature *Ricardo Harris* Ricardo Harris (Jun 10, 2025 14:49 CDT) 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 (Jun 10, 2025 15:29 CDT) Date: \_\_\_\_\_

**6. Approval of President & CEO** Signature *Jamie Bryant* Jamie Bryant (Jun 10, 2025 15:53 CDT) Date: \_\_\_\_\_



Transforming Lives &amp; 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, 2025, TO MARCH 31, 2025  
**DATE:** JUNE 2, 2025

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This memorandum recommends that the Houston Housing Authority Board of Commissioners authorizes the President & CEO or designee to write-off vacated tenant accounts designated as uncollectible in the amount of \$27,773.28. This amount captures accounts written off for the months of January 1, 2025 through March 31, 2025.

**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, Inc). HHA only write-offs debt for residents who are no longer participating in the program and for whom the HHA has no reasonable expectation of being able to collect the debt.

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, management conducts courtesy calls to speak with tenants about their plans to pay their tenant charges. Tenants are reminded about their options to establish a repayment agreement, pursue rental assistance and/or request an interim change. Households that 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:

Property Name	Write Off Amount
APV	\$0.00
Bellerive	\$0.00
Clayton Homes	\$0.00
Cuney Homes	\$2,927.18
Ewing	\$0.00
Forest Green	\$0.00
Fulton Village	\$2,323.71
Heatherbrook	\$1,573.43
HOAPV	\$0.00
HRI	\$0.00
Independence Heights	\$0.00
Irvinton Village	\$2,424.02
Kelly Village	\$17,642.94
Kennedy Place	\$0.00
Lincoln Park	\$0.00
Long Drive	\$0.00
Lyerly	\$0.00
Oxford Place	\$882.00
Sweetwater Point	\$0.00
Telephone Road	\$0.00
Victory Place	\$0.00
<b>Grand Total</b>	<b>\$27,773.28</b>

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

Uncollected Debt Categories	1 <sup>st</sup> Quarter Write-off Totals
Rent	\$15,410.38
Retro Rent (Fraud)	\$0.00
Maintenance Charges	\$10,042.21
Legal Charges	\$599.00
Utilities	\$1,211.69
Other Fees	\$510.00
<b>Grand Total</b>	<b>\$27,773.28</b>

HHA is writing these debts off, which is consistent with HUD's regulations. Not writing off these debts negatively impacts the agency's scoring on a 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 \$27,773.28 and make necessary changes and corrections pursuant to the memorandum from Ricardo Harris, Director of Asset Management dated June 2, 2025 to Jamie Bryant, President & CEO.

PHO WRITE OFFS								
FIRST QUARTER 2025 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
<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								\$0.00
Bellerive								\$0.00
Bellerive								\$0.00
Bellerive								\$0.00
Bellerive								\$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
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	Drayton, Jeremy	3/13/2025	\$1,671.77	\$0.00	\$0.00	\$69.00	\$0.00	\$1,740.77
Cuney Homes	Minor, Cecelia	3/13/2025	\$1,023.00	\$0.00	\$0.00	\$83.64	\$0.00	\$1,106.64
Cuney Homes	Russell, Wynikka	3/13/2025	\$79.77	\$0.00	\$0.00	\$0.00	\$0.00	\$79.77
Cuney Homes								\$0.00
Cuney Homes								\$0.00
Cuney Homes								\$0.00
<b>TOTAL</b>			<b>\$2,774.54</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$152.64</b>	<b>\$0.00</b>	<b>\$2,927.18</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>



**PHO WRITE OFFS**  
**FIRST QUARTER 2025 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
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	Muhammad, Maariyah	2/24/2025	\$0.00	\$210.00	\$0.00	\$0.00	\$0.00	\$210.00
Fulton Village	Bell, Marquita	3/7/2025	\$954.55	\$875.00	\$0.00	\$0.00	\$0.00	\$1,829.55
Fulton Village	Torres, Maria	3/21/2025	\$0.00	\$284.16	\$0.00	\$0.00	\$0.00	\$284.16
Fulton Village								\$0.00
Fulton Village								\$0.00
<b>TOTAL</b>			<b>\$954.55</b>	<b>\$1,369.16</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$2,323.71</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	McClain, Latoya	1/27/2025	\$434.52	\$1,078.91	\$0.00	\$0.00	\$60.00	\$1,573.43
Heatherbrook								\$0.00
<b>TOTAL</b>			<b>\$434.52</b>	<b>\$1,078.91</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$60.00</b>	<b>\$1,573.43</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
<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
Irvinton Village	Palmore, Katysa	1/13/2025	\$1,792.72	\$381.56	\$0.00	\$0.00	\$45.00	\$2,219.28
Irvinton Village	Chibalonza, Esperance	2/26/2025	\$0.00	\$10.36	\$0.00	\$0.00	\$0.00	\$10.36
Irvinton Village	Mouton, Mercedes	3/3/2025	\$4.84	\$61.12	\$0.00	\$128.42	\$0.00	\$194.38
Irvinton Village								\$0.00
Irvinton Village								\$0.00
<b>TOTAL</b>			<b>\$1,797.56</b>	<b>\$453.04</b>	<b>\$0.00</b>	<b>\$128.42</b>	<b>\$45.00</b>	<b>\$2,424.02</b>

**PHO WRITE OFFS**  
**FIRST QUARTER 2025 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
Kelly Village	Brown, Brittany	1/13/2025	\$339.17	\$928.06	\$129.00	\$319.19	\$120.00	\$1,835.42
Kelly Village	Jones, Myoshia	1/13/2025	\$512.72	\$514.01	\$0.00	\$316.57	\$30.00	\$1,373.30
Kelly Village	Burks, Parys	1/2/2025	\$153.23	\$416.96	\$0.00	\$111.47	\$45.00	\$726.66
Kelly Village	Hale, Kendrick	1/27/2025	\$4,851.35	\$148.01	\$0.00	\$0.00	\$0.00	\$4,999.36
Kelly Village	Hilliard, Robin	1/13/2025	\$70.97	\$3,013.08	\$129.00	\$88.50	\$30.00	\$3,331.55
Kelly Village	Ruiz, Dierdre	1/13/2025	\$2,660.52	\$920.06	\$341.00	\$17.08	\$165.00	\$4,103.66
Kelly Village	Dawson Jr, Lloyd	2/21/2025	\$861.25	\$130.00	\$0.00	\$77.82	\$15.00	\$1,084.07
Kelly Village	Shaw, Phillip	3/11/2025	\$0.00	\$67.01	\$0.00	\$0.00	\$0.00	\$67.01
Kelly Village	Seahorn-Bullis, Martinique	3/14/2025	\$0.00	\$121.91	\$0.00	\$0.00	\$0.00	\$121.91
Kelly Village								\$0.00
Kelly Village								\$0.00
<b>TOTAL</b>			<b>\$9,449.21</b>	<b>\$6,259.10</b>	<b>\$599.00</b>	<b>\$930.63</b>	<b>\$405.00</b>	<b>\$17,642.94</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								\$0.00
Kennedy Place								\$0.00
Kennedy Place								\$0.00
Kennedy 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>
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								\$0.00
Lincoln Park								\$0.00
Lincoln Park								\$0.00
Lincoln Park								\$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
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								\$0.00
Lyerly								\$0.00
Lyerly								\$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>

PHO WRITE OFFS								
FIRST QUARTER 2025 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
Oxford Place	Hickman, Janesha	3/11/2025	\$0.00	\$882.00	\$0.00	\$0.00	\$0.00	\$882.00
Oxford Place								\$0.00
<b>TOTAL</b>			<b>\$0.00</b>	<b>\$882.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$882.00</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>\$15,410.38</b>	<b>\$10,042.21</b>	<b>\$599.00</b>	<b>\$1,211.69</b>	<b>\$510.00</b>	<b>\$27,773.28</b>

Property Name	Write Off Amount
APV	\$0.00
Bellerive	\$0.00
Clayton Homes	\$0.00
Cuney Homes	\$2,927.18
Ewing	\$0.00
Forest Green	\$0.00
Fulton Village	\$2,323.71
Heatherbrook	\$1,573.43
HOAPV	\$0.00
HRI	\$0.00
Independence Heights	\$0.00
Irvinton Village	\$2,424.02
Kelly Village	\$17,642.94
Kennedy Place	\$0.00
Lincoln Park	\$0.00
Long Drive	\$0.00
Lyerly	\$0.00
Oxford Place	\$882.00
Sweetwater Point	\$0.00
Telephone Road	\$0.00
Victory Place	\$0.00
<b>Grand Total</b>	<b>\$27,773.28</b>

*UNREPORTED INCOME	\$0.00	0%
RENT	\$15,410.38	55%
MAINTENANCE	\$10,042.21	36%
LEGAL	\$599.00	2%
UTILITIES	\$1,211.69	4%
FEES	\$510.00	2%
<b>TOTAL</b>	<b>\$27,773.28</b>	<b>100%</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>

	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>

	2024				
	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Totals
APV	\$ -	\$ -	\$ -	\$ -	\$ -
Bellerive	\$ 7,213.11	\$ 3,535.64	\$ 1,348.60	\$ 3,067.08	\$ 15,164.43
Clayton Homes	\$ -	\$ -	\$ -	\$ -	\$ -
Cuney Homes	\$ 32,093.07	\$ 92,363.82	\$ 5,456.38	\$ 18,984.48	\$ 148,897.75
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	\$ -	\$ 420.32	\$ 1,597.63
HOAPV	\$ -	\$ -	\$ -	\$ -	\$ -
HRI	\$ -	\$ -	\$ -	\$ -	\$ -
Independence	\$ 7,715.00	\$ 5,259.00	\$ -	\$ -	\$ 12,974.00
Irvinton Village	\$ 71,983.89	\$ 2,084.44	\$ 12,253.53	\$ 5,815.85	\$ 92,137.71
Kelly Village	\$ 39,330.23	\$ 14,232.57	\$ 7,928.84	\$ 13,518.50	\$ 75,010.14
Kennedy Place	\$ 15,548.15	\$ 9,433.49	\$ 16,381.88	\$ 407.00	\$ 41,770.52
Lincoln Park	\$ 9,413.80	\$ 2,708.00	\$ 4,682.98	\$ 2,436.37	\$ 19,241.15
Long Drive	\$ 1,260.50	\$ -	\$ 934.82	\$ 1,046.00	\$ 3,241.32
Lyerly	\$ 1,198.00	\$ 1,696.06	\$ 1,909.68	\$ 1,175.31	\$ 5,979.05
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>\$ 46,870.91</b>	<b>\$ 435,530.05</b>

	2025				
	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Totals
APV	\$ -				\$ -
Bellerive	\$ -				\$ -
Clayton Homes	\$ -				\$ -
Cuney Homes	\$ 2,927.18				\$ 2,927.18
Ewing	\$ -				\$ -
Forest Green	\$ -				\$ -
Fulton Village	\$ 2,323.71				\$ 2,323.71
Heatherbrook	\$ 1,573.43				\$ 1,573.43
HOAPV	\$ -				\$ -
HRI	\$ -				\$ -
Independence	\$ -				\$ -
Irvinton Village	\$ 2,424.02				\$ 2,424.02
Kelly Village	\$ 17,642.94				\$ 17,642.94
Kennedy Place	\$ -				\$ -
Lincoln Park	\$ -				\$ -
Long Drive	\$ -				\$ -
Lyerly	\$ -				\$ -
Oxford Place	\$ 882.00				\$ 882.00
Sweetwater	\$ -				\$ -
Telephone	\$ -				\$ -
Victory Place	\$ -				\$ -
<b>Grand Total</b>	<b>\$ 27,773.28</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 27,773.28</b>



Transforming Lives &amp; 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 submit for approval the updated final draft of the HHA Administrative Plan for the Housing Choice Voucher and related programs, to be effective July 1, 2025.

**2. Date of Board Meeting:** June 17, 2025**3. Proposed Board Resolution:**

**Resolution:** That the Houston Housing Authority Board of Commissioners authorizes approval of the updated final draft of the HHA Administrative Plan for the Housing Choice Voucher and related programs, to be effective July 1, 2025, pursuant to the memorandum from Kenny Coles, Sr. Vice President, Voucher Program Operations, dated May 30, 2025, to Jamie Bryant, President & CEO.

**4. Department Head Approval** Signature Kenneth Coles Kenneth Coles (Jun 10, 2025 14:52 CDT) Date: \_\_\_\_\_**5. Statement regarding availability of funds by VP of Fiscal Operations**

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

**VP of FO Approval** Signature \_\_\_\_\_ Date: \_\_\_\_\_

**6. Approval of President & CEO** Signature Jamie Bryant Jamie Bryant (Jun 10, 2025 15:53 CDT) Date: \_\_\_\_\_



**HOUSTON**  
HOUSING AUTHORITY

Transforming Lives & Communities

**MEMORANDUM**

**TO:** JAMIE BRYANT, PRESIDENT & CEO  
**FROM:** KENNY COLES, SR. VICE PRESIDENT, VOUCHER PROGRAM OPERATIONS  
**SUBJECT:** CONSIDERATION AND/OR TAKE ACTION TO AUTHORIZE THE PRESIDENT & CEO OR DESIGNEE TO SUBMIT FOR APPROVAL THE UPDATED FINAL DRAFT OF THE HHA ADMINISTRATIVE PLAN FOR THE HOUSING CHOICE VOUCHER AND RELATED PROGRAMS, TO BE EFFECTIVE JULY 1, 2025  
**DATE:** MAY 30, 2025

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This memorandum recommends that the Houston Housing Authority Board of Commissioners authorize the President & CEO or designee to submit for approval the updated final draft of the HHA Administrative Plan for the Housing Choice Voucher and related programs, to be effective July 1, 2025.

**BACKGROUND:**

The PHA must adopt a written Administrative Plan that establishes local policies for the administration of the Housing Choice Voucher and related programs in accordance with HUD requirements. The Administrative Plan and any revisions of the plan must be formally adopted by the PHA Board of Commissioners or other authorized PHA officials. The Administrative Plan states PHA policy on matters for which the PHA has discretion to establish local policies.

The Administrative Plan must be in accordance with HUD regulations and requirements. The Administrative Plan is a supporting document to the PHA Plan, and must be available for public review. The PHA must revise the Administrative Plan, if needed, to comply with HUD requirements.

**RECOMMENDATION**

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

**Resolution:** That the Houston Housing Authority Board of Commissioners authorizes approval of the updated final draft of the HHA Administrative Plan for the Housing Choice Voucher and related programs, to be effective July 1, 2025, pursuant to the memorandum from Kenny Coles, Sr. Vice President, Voucher Program Operations dated May 30, 2025, to Jamie Bryant, President & CEO.



## Summary Table of Administrative Plan Changes

April 23, 2025

This table accounts for changes in policy and does not identify minor changes in text, reorganization of chapters/sections, or prior non-substantive changes.

	Section Name	Source	Existing Admin Plan	Proposed Admin Plan
<b>Chapter 1: Overview of the Program and Plan</b>				
1.	1.12 Housing Opportunity Through Modernization Act (HOTMA) of 2016	<ul style="list-style-type: none"> <li>Notice PIH 2024-38</li> <li>Notice PIH 2024-34</li> </ul>	<ul style="list-style-type: none"> <li>1.12 Housing Opportunity Through Modernization Act (HOTMA) of 2016</li> </ul>	<ul style="list-style-type: none"> <li>Provides update on current HUD guidance concerning certain HOTMA provisions.</li> </ul>
<b>Chapter 6: Subsidy Standards, Briefings, and Voucher Issuance</b>				
2.	Chapter 6: Subsidy Standards, Briefings, and Voucher Issuance	<ul style="list-style-type: none"> <li>24 CFR 982.301</li> <li>HOTMA HCV and PBV Implementation; Additional Streamlining Changes (FR 89 FR 31500)</li> </ul>	<ul style="list-style-type: none"> <li>Chapter 6: Subsidy Standards, Briefings, and Voucher Issuance</li> </ul>	<ul style="list-style-type: none"> <li>Revises language for consistency with new regulatory requirements concerning oral briefings and briefing packets.</li> </ul>
3.	6.5 Voucher Term	<ul style="list-style-type: none"> <li>Notice PIH 2025-08</li> <li>Notice PIH 2024-30</li> <li>FR-6476-N-01 HUD-VASH Operating Requirements</li> </ul>	<ul style="list-style-type: none"> <li>6.5 Voucher Term</li> </ul>	<ul style="list-style-type: none"> <li>6.5.2 Special Purpose Voucher Program Issuance and Extension Requirements: Updates requirements for initial voucher term and extensions for Mainstream, VASH, and FUP/FYI applicants and participants, per updated HUD guidance.</li> </ul>
<b>Chapter 8: Income and Adjusted Income</b>				
4.	8.4 Determining Certain Types of Income	<ul style="list-style-type: none"> <li>Notice PIH 2023-27</li> <li>Notice PIH 2024-38</li> </ul>	<ul style="list-style-type: none"> <li>8.4 Determining Certain Types of Income</li> </ul>	<ul style="list-style-type: none"> <li>8.4.3 Periodic Payments: updates language to reflect that workers' compensation is now excluded as income, regardless of how long the income will last.</li> <li>8.4.4 Student Financial Assistance: adds additional detail including examples of Title IV HEA Assistance programs, reference to HUD's HOTMA Student Financial Assistance Resource sheet, and guidance on additional limitations on student financial assistance when specified in HUD appropriations.</li> </ul>
<b>Chapter 11: Inspections</b>				
5.	Chapter 11 Inspections (General)	<ul style="list-style-type: none"> <li>HHA</li> </ul>	<ul style="list-style-type: none"> <li>Chapter 11 Inspections (General)</li> </ul>	<ul style="list-style-type: none"> <li>Updates regulatory references.</li> <li>Note: this chapter generally refers to "housing quality standards" as redefined under the National Standards for the Physical Inspection of Real Estate (NSPIRE), which differ from prior "HQS" standards.</li> <li>Note: As of the date of this Plan, HUD has released guidance extending the compliance date for implementation of NSPIRE until October 1, 2025. HHA will establish an NSPIRE compliance date that is on or prior to October 1, 2025. In</li> </ul>

	Section Name	Source	Existing Admin Plan	Proposed Admin Plan
				the meantime, HHA will continue to utilize the prior Housing Quality Standards (HQS) methodology and policies outlined in the FY 2024 Board-Approved Administrative Plan. The NSPIRE-related provisions referenced in this chapter will become effective as of the HHA-established NSPIRE compliance date.
6.	11.2.6 Family and Owner Responsibilities	<ul style="list-style-type: none"> <li>HOTMA</li> <li>Notice PIH 2024-19</li> <li>24 CFR 982.404</li> <li>24 CFR 983.208</li> </ul>	<ul style="list-style-type: none"> <li>11.2.6 Family and Owner Responsibilities</li> </ul>	<ul style="list-style-type: none"> <li>Adds new HOTMA policies regarding family vs. owner responsibilities for correcting deficiencies. Includes a chart to highlight the differing policies for HAP contracts executed or renewed June 5, 2024 or earlier vs. HAP contracts executed June 6, 2024 or later.</li> <li>Per HOTMA, for HAP contracts executed or renewed June 6, 2024 or later, HHA may waive the owner's responsibility to remedy tenant-caused violations. In cases where HHA has waived the owner's responsibility, the tenant will be responsible for ensuring the deficiency is corrected within required timeframes, and if not corrected then HHA shall not withhold or abate the HAP to the owner and may terminate the family's assistance.</li> </ul>
7.	11.3.8 Special/Interim Inspections	<ul style="list-style-type: none"> <li>24 CFR 982.405(d)</li> </ul>	<ul style="list-style-type: none"> <li>11.3.8 Special Inspections</li> </ul>	<ul style="list-style-type: none"> <li>Details requirements for special/interim inspections including the timeframe for the correction of repairs for life-threatening vs. non-life-threatening deficiencies.</li> </ul>
8.	11.4.2 Notification of Corrective Actions	<ul style="list-style-type: none"> <li>24 CFR 982.404(d)(1)</li> </ul>	<ul style="list-style-type: none"> <li>11.4.2 Notification of Corrective Actions</li> </ul>	<ul style="list-style-type: none"> <li>Adds new HOTMA policies regarding requirements for notification of corrective actions for inspections deficiencies. Includes a chart to highlight the differing policies for HAP contracts executed or renewed June 5, 2024 or earlier vs. HAP contracts executed June 6, 2024 or later.</li> </ul>
9.	11.5 Enforcing Owner Compliance	<ul style="list-style-type: none"> <li>24 CFR 982.404(d)(1)</li> <li>24 CFR 982.404(d)(2)</li> </ul>	<ul style="list-style-type: none"> <li>11.5 Enforcing Owner Compliance</li> </ul>	<ul style="list-style-type: none"> <li>Adds new HOTMA policies regarding enforcing owner compliance with inspections standards. Includes a chart to highlight the differing policies for HAP contracts executed or renewed June 5, 2024 or earlier vs. HAP contracts executed June 6, 2024 or later.</li> <li><b>HAP Withholding:</b> Introduces new policy whereby, for HAP contracts executed June 6, 2024 or later, HHA may withhold HAP immediately after notifying owner in writing of deficiencies. If repairs are made during the cure period, withheld payments are released and paid to the owner.</li> <li><b>HAP Abatement:</b> For HAP contracts executed June 6, 2024 or later, if repairs are not made during the cure period, both withheld and ongoing HAP are abated.</li> <li><b>HAP Contract Termination:</b> For HAP contracts executed June 6, 2024 or later, updates requirements for terminating a HAP contract due to inspections deficiencies.</li> </ul>

10.	11.6 Enforcing Family Compliance	<ul style="list-style-type: none"> <li>24 CFR 982.404(b)</li> </ul>	<ul style="list-style-type: none"> <li>11.6 Enforcing Family Compliance</li> </ul>	<ul style="list-style-type: none"> <li>Adds new HOTMA policies regarding enforcing family compliance with inspections standards. Includes a chart to highlight the differing policies for HAP contracts executed or renewed June 5, 2024 or earlier vs. HAP contracts executed June 6, 2024 or later.</li> <li>For HAP contracts executed June 6, 2024 or later, adds policy whereby the owner may bill the family for the cost of the repairs made by the owner for tenant-caused deficiencies, and may enter into a repayment agreement with the family.</li> </ul>
<b>Chapter 17: Payment Standards and Utility Allowances</b>				
11.	17.1.7 Exception Payment Standards	<ul style="list-style-type: none"> <li>24 CFR 982.503</li> <li>Notice PIH 2024-34</li> </ul>	<ul style="list-style-type: none"> <li>17.1.7 Exception Payment Standards</li> </ul>	<ul style="list-style-type: none"> <li>Revises language regarding options for exception payment standards.</li> </ul>
<b>Chapter 20: Program Integrity</b>				
12.	20.4 De Minimis Errors	<ul style="list-style-type: none"> <li>HOTMA</li> <li>Notice PIH 2023-26</li> </ul>	<ul style="list-style-type: none"> <li>Not in prior Plan</li> </ul>	<ul style="list-style-type: none"> <li>Adds language whereby HHA will not be considered out of compliance solely due to “de minimis errors” – defined as determinations of income that deviate from the correct income determination by no more than \$30 per month in monthly adjusted income (or \$360 in annual adjusted income) – and related requirements.</li> </ul>
<b>Chapter 22: Project-Based Vouchers</b>				
13.	Chapter 22: Project Based Vouchers (General)	<ul style="list-style-type: none"> <li>24 CFR 983</li> <li>HOTMA HCV and PBV Implementation; Additional Streamlining Changes (FR 89 FR 31500)</li> <li>Notice PIH 2024-19</li> <li>Notice PIH 2017-21</li> </ul>	<ul style="list-style-type: none"> <li>Chapter 22: Project Based Vouchers</li> </ul>	<ul style="list-style-type: none"> <li>This entire chapter has been updated per new HOTMA requirements. In addition, some sections have been reorganized for clarity.</li> </ul>
14.	22.3 Proposal and Project Selection	<ul style="list-style-type: none"> <li>24 CFR 983 Subpart B</li> <li>HOTMA</li> <li>Notice PIH 2024-19</li> <li>Notice PIH 2017-21</li> <li>HUD-VASH Operating Requirements Final Notice (FR Notice 8/13/24)</li> </ul>	<ul style="list-style-type: none"> <li>22.3 PBV Selection Process for HHA-Owned Units</li> <li>22.4 PBV Owner Proposals</li> </ul>	<ul style="list-style-type: none"> <li>Renames and reorganizes sections into two categories: (1) Non-Competitive Project Selection, and (2) Competitive Selection of Proposals.</li> <li>22.3.1 Non-Competitive Project Selection: updates list of circumstances in which HHA may select units for PBV assistance without following a competitive process.</li> <li>22.3.5 Project or Proposal Selection: Adds language regarding requirements prior to project or proposal selection, including inspection of the site and requirements specific to the written notice of proposal or project selection.</li> <li>22.3.6 Ineligible Units: section has been reorganized for clarity and revised per updated requirements.</li> <li>22.3.7 Commencement of Construction or Rehabilitation: Adds language regarding the circumstances under which HHA may or may not enter into a HAP contract for PBV units.</li> </ul>

15.	22.4 Subsidy Layering Requirement	<ul style="list-style-type: none"> <li>• 24 CFR 983.11(d)</li> <li>• HOTMA</li> </ul>	<ul style="list-style-type: none"> <li>• 22.4 Subsidy Layering Requirement</li> </ul>	<ul style="list-style-type: none"> <li>• Adds language requiring owners of newly constructed or rehabilitated PBV units to certify that no additional public assistance has been or will be received beyond what was disclosed in the original subsidy layering review, unless newly received assistance is disclosed to HHA. If such additional assistance meets HUD's threshold, a new subsidy layering review may be required, and HHA shall adjust HAP payments accordingly to prevent excess subsidy.</li> </ul>
16.	22.6 Environmental Review	<ul style="list-style-type: none"> <li>• 24 CFR 983.56</li> <li>• HOTMA</li> </ul>	<ul style="list-style-type: none"> <li>• 22.6 Environmental Review</li> </ul>	<ul style="list-style-type: none"> <li>• Per HOTMA, adds language that for projects selected under 24 CFR 983.55 on or after June 6, 2024, no environmental review is required before executing a HAP contract for existing housing, unless required by other federal funding laws or regulations.</li> <li>• Adds language regarding the requirements relative to 24 CFR Parts 50 or 58, as applicable, prior to execution of an AHAP or HAP contract.</li> </ul>
17.	22.7.4 Inspecting Units	<ul style="list-style-type: none"> <li>• 24 CFR 983.103(b)</li> <li>• HOTMA</li> </ul>	<ul style="list-style-type: none"> <li>• 22.7.4 Inspecting Units</li> </ul>	<ul style="list-style-type: none"> <li>• Updates requirements related to the initial inspections of units for newly constructed and rehabilitated projects and units that underwent substantial improvement to be added to a HAP contract.</li> </ul>
18.	22.8 Rehabilitated and Newly Constructed Units	<ul style="list-style-type: none"> <li>• 24 CFR 983 Subpart D</li> <li>• HOTMA</li> </ul>	<ul style="list-style-type: none"> <li>• 22.8 Rehabilitated and Newly Constructed Units</li> </ul>	<ul style="list-style-type: none"> <li>• Updates regulatory citation and revises/updates language for clarity.</li> <li>• Adds regulatory requirements related to accessibility and broadband infrastructure.</li> <li>• Adds language regarding requirements for evidence of completion for HHA-owned units, until/unless waived pursuant to an approved MTW waiver.</li> <li>• Adds language regarding requirements for HHA acceptance of completed units.</li> </ul>
19.	22.9 Housing Assistance Payments Contract (HAP)	<ul style="list-style-type: none"> <li>• 24 CFR 983 Subpart E</li> <li>• HOTMA</li> </ul>	<ul style="list-style-type: none"> <li>• 22.9 Housing Assistance Payments Contract (HAP)</li> </ul>	<ul style="list-style-type: none"> <li>• Updates and clarifies requirements regarding HAP contract term, termination of HAP contracts, and addition or substitution of units.</li> <li>• Updates section on remedies for inspections violations per new HOTMA requirements.</li> </ul>
20.	22.10 Selection of PBV Program Participants	<ul style="list-style-type: none"> <li>• 24 CFR 983.251(c)</li> <li>• HOTMA Section 106(a)(7)-(9)</li> </ul>	<ul style="list-style-type: none"> <li>• 22.10 Selection of PBV Program Participants</li> </ul>	<ul style="list-style-type: none"> <li>• Adds language allowing HHA to establish owner-maintained waiting lists; and related requirements.</li> </ul>
21.	22.12 Offer of PBV Assistance	<ul style="list-style-type: none"> <li>• 24 CFR 983.251</li> </ul>	<ul style="list-style-type: none"> <li>• 22.15 Offer of PBV Assistance</li> </ul>	<ul style="list-style-type: none"> <li>• Updates language concerning a family's placement on the tenant-based voucher (TBV) waiting list when a family refuses an offer of PBV assistance or the owner rejects a family for admission.</li> <li>• Updates the definition of a good cause refusal.</li> </ul>
22.	22.14.7 Overcrowded, Under-Occupied, and Accessible Units	<ul style="list-style-type: none"> <li>• 24 CFR 983.260</li> </ul>	<ul style="list-style-type: none"> <li>• 22.17.7 Overcrowded, Under-Occupied, and Accessible Units</li> </ul>	<ul style="list-style-type: none"> <li>• Updates language addressing families in wrong-sized PBV units.</li> </ul>
23.	22.15 Determining Rent to Owner	<ul style="list-style-type: none"> <li>• 24 CFR 983.302</li> </ul>	<ul style="list-style-type: none"> <li>• 22.18 Determining Rent to Owner</li> </ul>	<ul style="list-style-type: none"> <li>• Adds language regarding the option for automatic rent adjustments by the Operating Cost Adjustment Factor (OCAF), and related requirements.</li> </ul>

Chapter 23: Rental Assistance Demonstration (RAD) Program				
24.	Chapter 23: Rental Assistance Demonstration (RAD) Program	<ul style="list-style-type: none"> <li>RAD Supplemental Notice 4C (PIH 2025-03/H 2025-01)</li> <li>HOTMA</li> </ul>	<ul style="list-style-type: none"> <li>Chapter 24: Rental Assistance Demonstration (RAD) Program</li> </ul>	<ul style="list-style-type: none"> <li>Updates chapter to comply with new/revised requirements outlined in RAD Supplemental Notice 4C (PIH 2025-03/H 2025-01).</li> </ul>
Chapter 24: Special Purpose Vouchers				
25.	Chapter 24: Special Purpose Vouchers	<ul style="list-style-type: none"> <li>Applicable SPV guidance, regulations, and FAQs.</li> </ul>	<ul style="list-style-type: none"> <li>Not in current Plan</li> </ul>	<ul style="list-style-type: none"> <li>Adds chapter on specific policies for Special Purpose Vouchers including: Mainstream, Non-Elderly Disabled (NED), Family Unification Program (FUP), Foster Youth to Independence (FYI), and Veterans Affairs Supportive Housing (VASH)</li> </ul>
Chapter 24: Emergency Housing Vouchers				
26.	Chapter 24: Emergency Housing Vouchers	<ul style="list-style-type: none"> <li>Notice PIH 2023-14</li> </ul>	<ul style="list-style-type: none"> <li>Chapter 23</li> </ul>	<ul style="list-style-type: none"> <li>Updated chapter to remove referral and eligibility sections, as the program is no longer accepting new applicants/referrals.</li> </ul>



# 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: June 17, 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 Mike Rogers, VP of Fiscal and Business Operations dated June 5, 2025 to Jamie Bryant, President and CEO.

### 4. Department Head Approval      Signature \_\_\_\_\_ 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 (Jun 11, 2025 13:40 CDT)      Date: \_\_\_\_\_

### 6. Approval of President & CEO

Signature *Jamie Bryant*  
Jamie Bryant (Jun 11, 2025 14:11 CDT)      Date: \_\_\_\_\_



**HOUSTON**  
HOUSING AUTHORITY

Transforming Lives & Communities

**MEMORANDUM**

**TO:** JAMIE BRYANT, PRESIDENT & CEO  
**FROM:** MIKE ROGERS, VP OF FISCAL AND BUSINESS OPERATIONS  
**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:** JUNE 5, 2025

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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, approximately \$7,800,000, for the Project (the "**Existing Loan**") by obtaining a new loan in an aggregate principal amount not to exceed \$10,800,000 ("**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 Mike Rogers, VP of Fiscal and Business Operations dated June 5, 2025 to Jamie Bryant, President and CEO.



**RESOLUTION NO. 3905**

**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, approximately \$7,800,000 for the Project (the "**Existing Loan**") by obtaining a new loan in an aggregate principal amount not to exceed \$10,800,000 ("**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 17th day of June, 2025.

ATTEST:

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CHAIR

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Secretary



Transforming Lives &amp; Communities

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

Consideration and/or take action to authorize the Interim President & CEO or designee to amend Resolution No. 3877 to execute a contract with the Local Initiatives Support Corporation (LISC) for Planning Coordination Services for the Near Northside/Irvinton Village Choice Neighborhood Planning Grant.

**2. Date of Board Meeting:** June 17, 2025**3. Proposed Board Resolution:**

**Resolution:** That the Houston Housing Authority Board of Commissioners authorizes the President & CEO, or his designee, to make any necessary changes and corrections and to enter into a contract with the Local Initiatives Support Corporation (LISC) for Planning Coordination Services amending Resolution 3877 for the Near Northside/Irvinton Village Choice Neighborhood Planning Grant for the grant period of three years in an amount not to exceed the HUD-approved CNI budget of \$290,000 in grant funds and \$100,000 from HHA to fund the Planning Coordinator's work pursuant to the memorandum from Lynn Henson, Choice Neighborhood Director, dated June 4, 2025, to Jamie Bryant, President & CEO.

**4. Department Head Approval** Signature  Lynn Henson (Jun 10, 2025 16:46 CDT) Date: \_\_\_\_\_

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

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

**VP of FO Approval** Signature \_\_\_\_\_ Date: \_\_\_\_\_

**6. Approval of President & CEO**   
Signature Jamie Bryant (Jun 10, 2025 15:53 CDT) Date: \_\_\_\_\_



Transforming Lives & Communities

## MEMORANDUM

**TO:** JAMIE BRYANT, PRESIDENT & CEO  
**FROM:** LYNN HENSON, CHOICE NEIGHBORHOOD DIRECTOR  
**SUBJECT:** CONSIDERATION AND/OR TAKE ACTION TO AUTHORIZE THE PRESIDENT & CEO OR DESIGNEE TO AMEND RESOLUTION NO. 3877 TO EXECUTE A CONTRACT WITH THE LOCAL INITIATIVES SUPPORT CORPORATION (LISC) FOR PLANNING COORDINATION SERVICES FOR THE NEAR NORTHSIDE/IRVINTON VILLAGE CHOICE NEIGHBORHOOD PLANNING GRANT.  
**DATE:** JUNE 4, 2025

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This memorandum recommends that the Houston Housing Authority Board of Commissioners authorize the President & CEO or designee to

### BACKGROUND:

The Board of Commissioners approved the HUD Grant Agreement for the Near Northside/Irvinton Village Choice Neighborhood Initiative (CNI) Planning grant on October 15, 2024. The CNI Planning grant was approved to develop a Transformation Plan for the Near Northside and Irvinton Village.

The Board of Commissioners approved Resolution No. 3877 on March 18, 2025 authorizing the President and CEO to sign a Memorandum of Understanding with the Local Initiatives Support Corporation (LISC) for Planning Coordination Services. The amendment authorizes a contract with LISC for Planning Coordination Services in accordance with the Board of Commissioners' previously approved Scope of Work.

### 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 his designee, to make any necessary changes and corrections and to enter into a contract with the Local Initiatives Support Corporation (LISC) for Planning Coordination Services amending Resolution 3877 for the Near Northside/Irvinton Village Choice Neighborhood Planning Grant for the grant period of three years in an amount not to exceed the HUD-approved CNI budget of \$290,000 in grant funds and \$100,000 from HHA to fund the Planning Coordinator's work pursuant to the memorandum from Lynn Henson, Choice Neighborhood Director, dated June 4, 2025, to Jamie Bryant, President & CEO.



Transforming Lives &amp; 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 award and execute a contract with Elmore Public Relations for Public Relations Services.

**2. Date of Board Meeting:** June 17, 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 one-year contract, with an option to extend the contract two additional years in one-year increments, to Elmore Public Relations on an as-needed basis, in an amount up to and not to exceed \$750,000 through December 2026, pursuant to the memorandum dated June 3, 2025, from Rizvan Quadri, Director of Human Resources, Training & Development, to Jamie Bryant, President & CEO.

**4. Department Head Approval**

Signature *Rizvan Quadri*  
Rizvan Quadri (Jun 10, 2025 15:10 CDT) 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 (Jun 10, 2025 15:29 CDT) Date: \_\_\_\_\_

**6. Approval of President & CEO**

Signature *Jamie Bryant*  
Jamie Bryant (Jun 10, 2025 15:53 CDT) Date: \_\_\_\_\_



Transforming Lives & Communities

## MEMORANDUM

**TO:** JAMIE BRYANT, PRESIDENT & CEO  
**FROM:** RIZVAN QUADRI, DIRECTOR OF HUMAN RESOURCES, TRAINING & DEVELOPMENT  
**SUBJECT:** CONSIDERATION AND/OR TAKE ACTION TO AUTHORIZE THE PRESIDENT & CEO OR DESIGNEE TO AWARD AND EXECUTE A CONTRACT WITH ELMORE PUBLIC RELATIONS FOR PUBLIC RELATIONS SERVICES.  
**DATE:** JUNE 3, 2025

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This memorandum recommends that the Houston Housing Authority Board of Commissioners authorize the President & CEO or designee to award and execute a contract with Elmore.

### BACKGROUND:

Elmore Public Relations is a Houston-based, full-service strategic communications firm with over 30 years of experience. Elmore provides public relations, crisis communication, stakeholder engagement, and social media strategy to public and nonprofit entities. The agency delivers measurable results through integrated media and community outreach. For HHA, Elmore proposes a dedicated team, offering expertise in crisis management, media training, and employee/internal communications to support strategic, proactive, and responsive public relations.

The Houston Housing Authority has experienced a high volume of media requests and visibility due to heightened public interest in a number of agency initiatives that require public relations support to assist in media responses, crisis prevention strategy, and proactive agency messaging to fortify the reputation of the HHA.

### ADVERTISEMENT:

On April 16, 2025, a legal notice advertising RFP 25-10 Agency-Wide Public Relations Services was posted in the Houston Chronicle and Forward Times Newspapers, and in the Houston Business Journal.

In addition to posting RFP 25-10 on OpenGov.com, e-mails noting the solicitation was posted were issued to Firms registered on OpenGov.com. The Bidder's list was created using vendors' registration data on OpenGov.com.

Interested parties were also able to access RFP 25-10 by going to the websites of the City of Houston Office of Business Opportunity ("OBO"), the Greater Houston Black Chamber of Commerce ("GHBCC"), the Houston Minority Supplier Development Council ("HMSDC"), and the Houston Chapter of the National Association of Minority Contractors ("NAMC").

**EVALUATION PROCESS:**

On May 1, 2025, HHA's Procurement Department opened three (3) sealed proposals, which were evaluated independently by the following HHA staff members:

1. Neal Rackleff – Executive Vice President & Chief Operations Officer
2. Joel North, Jr. – Senior Vice President of Asset Management & Development
3. Rizvan Quadri – Director of Human Resources, Training & Development

Each proposal was reviewed against the following evaluation criteria:

Evaluation/Selection Criteria	Maximum Score
General Public Relations Experience and Qualifications	45
Fees	25
Specific Knowledge of Affordable Housing Development, HHA Communities, Historical Impacts, Programs, and Policies	15
References	15
<b>Total Points Possible</b>	<b>100</b>

After each scoresheet was submitted, the totals were averaged as follows:

Rank	Firm/Company	M/WBE	Evaluation Rating
<b>1</b>	Elmore Public Relations, Inc. d/b/a Elmore	WBE	87
<b>2</b>	Outreach Strategists, LLC	MBE	72
<b>3</b>	Gud Marketing	WBE	63

The Evaluation Committee, after analyzing the scores, determined a shortlist was not needed, and recommended the award to Elmore Public Relations.

The agency goal is to have all contracts utilizing subcontractors to spend at least 30% of the project funds with M/WBE businesses. Elmore intends to self-perform and does not intend to utilize subcontractors for this contract.

References have been checked and returned positive. There are no conflicts of interest and firm 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 one-year contract, with an option to extend the contract two additional years in one-year increments, to Elmore Public Relations on an as-needed basis, in an amount up to and not to exceed \$750,000 through December 2026, pursuant to the memorandum dated June 3, 2025 from Rizvan Quadri, Director of Human Resources, Training & Development to Jamie Bryant, President & CEO.




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**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, authorizing the acquisition and rehabilitation of those certain apartments located at approximately 20100 Park Row Blvd., Katy, Texas 77449 and known as the Lancaster Apartments, and the execution of all required documents therefor.

**2. Date of Board Meeting:** June 17, 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 take such actions necessary or convenient to facilitate the acquisition and rehabilitation of the Lancaster Apartments (the "Project") pursuant the memorandum from Jay Mason, Director of REID date June 4, 2025 to Jamie Bryant, President & CEO.

**4. Department Head Approval**

Signature *Jay Mason*  
Jay Mason (Jun 10, 2025 16:58 CDT) 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 \_\_\_\_\_ Date: \_\_\_\_\_

**6. Approval of President & CEO**

Signature *Jamie Bryant*  
Jamie Bryant (Jun 10, 2025 15:53 CDT) Date: \_\_\_\_\_





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, AUTHORIZING THE ACQUISITION AND REHABILITATION OF THE LANCASTER APARTMENTS, LOCATED AT APPROXIMATELY 20100 PARK ROW BLVD., KATY, HARRIS COUNTY, TEXAS 77449, AND THE EXECUTION OF ALL REQUIRED DOCUMENTS THEREFOR.  
**DATE:** JUNE 4, 2025

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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 and rehabilitation of the Lancaster Apartments, located at 20100 Park Row Blvd., Katy, Harris County, Texas 77449 (the "Project").

### BACKGROUND:

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

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

The Project is expected to have a total public benefit of 412.15%.

### 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 and rehabilitation of the Lancaster Apartments, located at 20100 Park Row Blvd., Katy, Texas 77449 (the "Project") pursuant the memorandum from Jay Mason, Director of REID date June 4, 2025 to Jamie Bryant, President & CEO.

**EXHIBIT A**  
**Formal Resolution**

**RESOLUTION NO. 3908**

**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 AND REHABILITATION OF THE LANCASTER APARTMENTS, LOCATED AT 20100 PARK ROW BLVD., KATY, TEXAS 77449 (THE “PROJECT”)**

WHEREAS, the Authority plans to acquire the Project, inclusive the land upon which it is constructed (the “**Land**”);

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

WHEREAS, to facilitate financing of the acquisition and development of the Project, the Authority will be required to join in the execution of documents, including but not limited to the mortgages, assignments of rents, security agreements, fixture filing statements, indemnity agreements, guaranties, development agreements, certificates, directions, approvals, waivers, notices, and other instruments evidencing and/or securing the loans (collectively, the “**Financing Documents**”);

WHEREAS, the Project is expected to have a total public benefit of 412.15%;

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

BE IT RESOLVED, that the President and Chief Executive Officer of the Authority and/or his designee is hereby authorized to review, approve and execute all certificates, affidavits, agreements, documents and other writings related to the transactions described herein, including without limitation, the Ground Lease, the Financing Documents, and any and all documents contemplated in connection with the Authority’s acquisition of the Land (collectively, the “**Agreements**”), which 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 or his designee, in connection with the foregoing matters, are hereby ratified and confirmed as the valid actions of the Authority, effective as of the date such actions were taken; and

BE IT FURTHER RESOLVED, that the 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 17<sup>th</sup> day of June, 2025.

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CHAIR

ATTEST:

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Secretary



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 approve HHA Fountainview PFC's Issuance, Sale and Delivery of its Multifamily Housing Governmental Note (Lancaster Apartments), Series 2025, and the execution of all required documents therefor.

**2. Date of Board Meeting:** June 17, 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 approving HHA Fountainview PFC's Issuance, Sale and Delivery of Multifamily Housing Governmental Note (Lancaster Apartments), Series 2025; approving the form and substance of and authorizing the execution and delivery of documents and instruments necessary to carry out the financing of such multifamily rental residential development; and containing other provisions relating to the subject, and the execution of all required documents therefor, pursuant to the memorandum from Jay Mason, Director of REID dated June 4, 2025, to Jamie Bryant, President & CEO.

**4. Department Head Approval** Signature *Jay Mason* Jay Mason (Jun 10, 2025 16:58 CDT) 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 \_\_\_\_\_ Date: \_\_\_\_\_

**6. Approval of President & CEO** Signature *Jamie Bryant* Jamie Bryant (Jun 10, 2025 15:53 CDT) Date: \_\_\_\_\_



Transforming Lives &amp; 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 APPROVE HHA FOUNTAINVIEW PFC'S ISSUANCE, SALE AND DELIVERY OF ITS MULTIFAMILY HOUSING GOVERNMENTAL NOTE (LANCASTER APARTMENTS) SERIES 2025, AND THE EXECUTION OF ALL REQUIRED DOCUMENTS THEREFOR.  
**DATE:** JUNE 4, 2025

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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 approve HHA Fountainview PFC's Issuance, Sale and Delivery of its Multifamily Housing Governmental Note (Lancaster Apartments) Series 2025, and the execution of all required documents therefor.

**BACKGROUND**

HHA Fountainview PFC (the "Issuer") was created by the Authority pursuant to the provisions of the Public Facility Corporation Act, Chapter 303, Texas Local Government Code, as amended (the "Act"). Section 303.071 of the Act requires that the governing body of the Sponsor approve by resolution any issuance of the Issuer's tax-exempt debt. The Issuer is issuing the tax-exempt debt to provide financing for the acquisition and rehabilitation of the Lancaster Apartments.

The Project is expected to have a total public benefit of 412.15%.

**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 approving HHA Fountainview PFC's Issuance, Sale and Delivery of Multifamily Housing Governmental Note (Lancaster Apartments) Series 2025; approving the form and substance of and authorizing the execution and delivery of documents and instruments necessary to carry out the financing of such multifamily rental residential development; and containing other provisions relating to the subject, and the execution of all required documents therefor, pursuant to the memorandum from Jay Mason, Director of REID dated June 4, 2025, to Jamie Bryant, President & CEO.

**RESOLUTION NO. 3909**

RESOLUTION APPROVING HHA FOUNTAINVIEW PFC'S ISSUANCE, SALE AND DELIVERY OF MULTIFAMILY HOUSING GOVERNMENTAL NOTE (LANCASTER APARTMENTS) SERIES 2025; APPROVING THE FORM AND SUBSTANCE OF AND AUTHORIZING THE EXECUTION AND DELIVERY OF DOCUMENTS AND INSTRUMENTS NECESSARY TO CARRY OUT THE FINANCING OF SUCH MULTIFAMILY RENTAL RESIDENTIAL DEVELOPMENT; AND CONTAINING OTHER PROVISIONS RELATING TO THE SUBJECT

WHEREAS, HHA Fountainview PFC (the "Governmental Lender") was created by the Housing Authority of the City of Houston d/b/a Houston Housing Authority (the "Sponsor") pursuant to the provisions of the Public Facility Corporation Act, Chapter 303, Texas Local Government Code, as amended (the "Act"); and

WHEREAS, Section 303.071 of the Act requires that the governing body of the Sponsor approve by resolution any issuance of the Governmental Lender's tax-exempt debt;

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

WHEREAS, the Project is expected to have a total public benefit of 412.15%;

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

Section 1. The Sponsor authorizes the issuance by the Governmental Lender of its HHA Fountainview PFC Multifamily Housing Governmental Note (Lancaster Apartments) Series 2025 in substantial accordance with the resolution of even date herewith adopted by the Board of Directors of the Governmental Lender (the "Governmental Lender Resolution"), a copy of which is attached hereto as Exhibit A and made a part hereof for all purposes.

Section 2. The Governmental Note, which will be issued in an aggregate principal amount not to exceed \$30,000,000, to finance the acquisition and rehabilitation of a multifamily housing residential rental development located at approximately 20100 Park Row, Katy, Texas 77449, including, without limitation, utilities, foundation, structures and equipment (collectively, the "Project"), are hereby approved pursuant to Section 303.071 of the Act.

Section 3. The approval herein given is in accordance with the provisions of Section 303.071 of the Act and is not to be construed as any undertaking by the Sponsor, and the Governmental Note shall never constitute any indebtedness or pledge of the Sponsor, the City of Houston or the State of Texas, within the meaning of any constitutional or statutory provision, and the holders of the Governmental Note shall never be paid in whole or in part out of any funds raised or to be raised by taxation or any other revenues of the Governmental Lender, the Sponsor, the City of Houston or the State of Texas except those revenues assigned and pledged by the Governmental Lender in the Funding Loan Agreement (as defined in the Governmental Lender Resolution).

Section 4. The issuance of the Governmental Note to assist in the financing of the Project will promote the public purposes set forth in Section 303.002 of the Act, will accomplish a valid public purpose of the Sponsor by providing for the acquisition, rehabilitation, rehabilitation,



renovation, repair, equipping, furnishing and placement in service of public facilities, and will provide decent, safe, and sanitary urban housing for persons of low income.

Section 5. An income that is greater than 140% of median gross income for the Houston area is the amount of income that the Sponsor considers necessary for families or persons to live, without financial assistance, in decent, safe and sanitary housing without overcrowding.

Section 6. The programs and expenditures authorized and contemplated by the Governmental Lender Resolution are hereby in all respects approved.

Section 7. The President and CEO, Vice President and Secretary of the Sponsor and the other officers of the Sponsor are hereby authorized, jointly and severally, to execute and deliver such endorsements, instruments, certificates, documents, or papers, including without limitation, a ground lease between the Sponsor and Pillar Lancaster, LP, as such officers deem to be necessary and advisable to carry out the intent and purposes of this Resolution.

Section 8. This resolution shall be in full force and effect from and upon its adoption.

PASSED this 17th day of June, 2025.

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Chair

ATTEST:

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Secretary

**Exhibit A**

**GOVERNMENTAL LENDER RESOLUTION**

*[To be attached]*

**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, authorizing the acquisition and rehabilitation of those certain apartments located at approximately 11501 West Road, Houston, Texas 77065 and known as the Sugar Creek Apartments, and the execution of all required documents therefor.

**2. Date of Board Meeting:** June 17, 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 take such actions necessary or convenient to facilitate the acquisition and rehabilitation of the Sugar Creek Apartments (the "Project") pursuant to the memorandum from Jay Mason, Director of REID dated June 4, 2025, to Jamie Bryant, President & CEO.

**4. Department Head Approval** Signature Jay Mason Jay Mason (Jun 10, 2025 16:58 CDT) 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 \_\_\_\_\_ Date: \_\_\_\_\_

**6. Approval of President & CEO**

Signature Jamie Bryant Jamie Bryant (Jun 10, 2025 15:53 CDT) Date: \_\_\_\_\_



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, AUTHORIZING THE ACQUISITION AND REHABILITATION OF THE SUGAR CREEK APARTMENTS, LOCATED AT 11501 WEST ROAD, HOUSTON, HARRIS COUNTY, TEXAS 77065, AND THE EXECUTION OF ALL REQUIRED DOCUMENTS THEREFOR.  
**DATE:** JUNE 4, 2025

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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 and rehabilitation of the Sugar Creek Apartments, located at 11501 West Road, Houston, Harris County, Texas 77065 (the "Project").

### BACKGROUND:

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

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

The Project is expected to have a total public benefit of 428.33%.

### 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 and rehabilitation of the Sugar Creek Apartments, located at 11501 West Road, Houston, TX 77065 (the "Project") pursuant to the memorandum from Jay Mason, Director of REID dated June 4, 2025, to Jamie Bryant, President & CEO.

**EXHIBIT A**  
**Formal Resolution**

**RESOLUTION NO. 3910**

**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 AND REHABILITATION OF THE SUGAR CREEK APARTMENTS, LOCATED AT 11501 WEST ROAD, HOUSTON, TEXAS 77065 (THE “PROJECT”)**

WHEREAS, the Authority plans to acquire the Project, inclusive the land upon which it is constructed (the “**Land**”);

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

WHEREAS, to facilitate financing of the acquisition and development of the Project, the Authority will be required to join in the execution of documents, including but not limited to the mortgages, assignments of rents, security agreements, fixture filing statements, indemnity agreements, guaranties, development agreements, certificates, directions, approvals, waivers, notices, and other instruments evidencing and/or securing the loans (collectively, the “**Financing Documents**”);

WHEREAS, the Project is expected to have total public benefit of 428.33%;

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

BE IT RESOLVED, that the President and Chief Executive Officer of the Authority and/or his designee is hereby authorized to review, approve and execute all certificates, affidavits, agreements, documents and other writings related to the transactions described herein, including without limitation, the Ground Lease, the Financing Documents, and any and all documents contemplated in connection with the Authority’s acquisition of the Land (collectively, the “**Agreements**”), which 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 or his designee, in connection with the foregoing matters, are hereby ratified and confirmed as the valid actions of the Authority, effective as of the date such actions were taken; and

BE IT FURTHER RESOLVED, that the 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 17<sup>th</sup> day of June, 2025.

ATTEST:

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CHAIR

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Secretary





Transforming Lives &amp; 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 approve HHA Fountainview PFC's Issuance, Sale and Delivery of its Multifamily Housing Governmental Note (Sugar Creek Apartments), Series 2025, and the execution of all required documents therefor.

**2. Date of Board Meeting:** June 17, 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 approving HHA Fountainview PFC's Issuance, Sale and Delivery of Multifamily Housing Governmental Note (Sugar Creek Apartments), Series 2025; approving the form and substance of and authorizing the execution and delivery of documents and instruments necessary to carry out the financing of such multifamily rental residential development; and containing other provisions relating to the subject, and the execution of all required documents therefor, pursuant to the memorandum from Jay Mason, Director of REID dated June 4, 2025, to Jamie Bryant, President & CEO.

**4. Department Head Approval** Signature Jay Mason Date: \_\_\_\_\_  
Jay Mason (Jun 10, 2025 16:58 CDT)

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

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

**VP of FO Approval** Signature \_\_\_\_\_ Date: \_\_\_\_\_

**6. Approval of President & CEO**

Signature Jamie Bryant Date: \_\_\_\_\_  
Jamie Bryant (Jun 10, 2025 15:53 CDT)



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 APPROVE HHA FOUNTAINVIEW PFC'S ISSUANCE, SALE AND DELIVERY OF ITS MULTIFAMILY HOUSING GOVERNMENTAL NOTE (SUGAR CREEK APARTMENTS) SERIES 2025, AND THE EXECUTION OF ALL REQUIRED DOCUMENTS THEREFOR.  
**DATE:** JUNE 4, 2025

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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 approve HHA Fountainview PFC's Issuance, Sale and Delivery of its Multifamily Housing Governmental Note (Sugar Creek Apartments) Series 2025, and the execution of all required documents therefor.

### BACKGROUND

HHA Fountainview PFC (the "Issuer") was created by the Authority pursuant to the provisions of the Public Facility Corporation Act, Chapter 303, Texas Local Government Code, as amended (the "Act"). Section 303.071 of the Act requires that the governing body of the Sponsor approve by resolution any issuance of the Issuer's tax-exempt debt. The Issuer is issuing the tax-exempt debt to provide financing for the acquisition and rehabilitation of the Sugar Creek Apartments.

The Project is expected to have a total public benefit of 428.33%.

### 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 approving HHA Fountainview PFC's Issuance, Sale and Delivery of Multifamily Housing Governmental Note (Sugar Creek Apartments) Series 2025; approving the form and substance of and authorizing the execution and delivery of documents and instruments necessary to carry out the financing of such multifamily rental residential development; and containing other provisions relating to the subject, and the execution of all required documents therefor, pursuant to the memorandum from Jay Mason, Director of REID dated June 4, 2025, to Jamie Bryant, President & CEO.

**RESOLUTION NO. 3911**

RESOLUTION APPROVING HHA FOUNTAINVIEW PFC'S ISSUANCE, SALE AND DELIVERY OF MULTIFAMILY HOUSING GOVERNMENTAL NOTE (SUGAR CREEK APARTMENTS) SERIES 2025; APPROVING THE FORM AND SUBSTANCE OF AND AUTHORIZING THE EXECUTION AND DELIVERY OF DOCUMENTS AND INSTRUMENTS NECESSARY TO CARRY OUT THE FINANCING OF SUCH MULTIFAMILY RENTAL RESIDENTIAL DEVELOPMENT; AND CONTAINING OTHER PROVISIONS RELATING TO THE SUBJECT

WHEREAS, HHA Fountainview PFC (the "Governmental Lender") was created by the Housing Authority of the City of Houston d/b/a Houston Housing Authority (the "Sponsor") pursuant to the provisions of the Public Facility Corporation Act, Chapter 303, Texas Local Government Code, as amended (the "Act"); and

WHEREAS, Section 303.071 of the Act requires that the governing body of the Sponsor approve by resolution any issuance of the Governmental Lender's tax-exempt debt;

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

WHEREAS, the Project is expected to have total public benefit of 428.33%;

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

Section 1. The Sponsor authorizes the issuance by the Governmental Lender of its HHA Fountainview PFC Multifamily Housing Governmental Note (Sugar Creek Apartments) Series 2025 in substantial accordance with the resolution of even date herewith adopted by the Board of Directors of the Governmental Lender (the "Governmental Lender Resolution"), a copy of which is attached hereto as Exhibit A and made a part hereof for all purposes.

Section 2. The Governmental Note, which will be issued in an aggregate principal amount not to exceed \$28,000,000, to finance the acquisition and rehabilitation of a multifamily housing residential rental development located at approximately 11501 West Road, Houston, Texas 77065, including, without limitation, utilities, foundation, structures and equipment (collectively, the "Project"), are hereby approved pursuant to Section 303.071 of the Act.

Section 3. The approval herein given is in accordance with the provisions of Section 303.071 of the Act and is not to be construed as any undertaking by the Sponsor, and the Governmental Note shall never constitute any indebtedness or pledge of the Sponsor, the City of Houston or the State of Texas, within the meaning of any constitutional or statutory provision, and the holders of the Governmental Note shall never be paid in whole or in part out of any funds raised or to be raised by taxation or any other revenues of the Governmental Lender, the Sponsor, the City of Houston or the State of Texas except those revenues assigned and pledged by the Governmental Lender in the Funding Loan Agreement (as defined in the Governmental Lender Resolution).

Section 4. The issuance of the Governmental Note to assist in the financing of the Project will promote the public purposes set forth in Section 303.002 of the Act, will accomplish a valid public purpose of the Sponsor by providing for the acquisition, rehabilitation, rehabilitation, renovation, repair, equipping, furnishing and placement in service of public facilities, and will provide decent, safe, and sanitary urban housing for persons of low income.

Section 5. An income that is greater than 140% of median gross income for the Houston area is the amount of income that the Sponsor considers necessary for families or persons to live, without financial assistance, in decent, safe and sanitary housing without overcrowding.

Section 6. The programs and expenditures authorized and contemplated by the Governmental Lender Resolution are hereby in all respects approved.

Section 7. The President and CEO, Vice President and Secretary of the Sponsor and the other officers of the Sponsor are hereby authorized, jointly and severally, to execute and deliver such endorsements, instruments, certificates, documents, or papers, including without limitation, a ground lease between the Sponsor and Pillar Sugar Creek, LP, as such officers deem to be necessary and advisable to carry out the intent and purposes of this Resolution.

Section 8. This resolution shall be in full force and effect from and upon its adoption.

PASSED this 17th day of June, 2025.

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Chair

ATTEST:

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Secretary

**Exhibit A**

**GOVERNMENTAL LENDER RESOLUTION**

*[To be attached]*



Transforming Lives &amp; 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 site, the construction of the apartment complex to include units "affordable" to low and moderate income families and to be known as Orem Circle located at or about 0 Martin Luther King Blvd., Houston, TX 77048, and the execution of all required documents therefor.

**2. Date of Board Meeting:** June 17, 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 site, the construction of the apartment complex to include units "affordable" to low and moderate income families and to be known as Orem Circle located at or about 0 Martin Luther King Blvd., Houston, TX 77048 (the "**Project**"), pursuant to the memorandum from Jay Mason, Director of REID dated June 4, 2025, to Jamie Bryant, President & CEO.

**4. Department Head Approval** Signature *Jay Mason* Jay Mason (Jun 10, 2025 16:58 CDT) 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 \_\_\_\_\_ Date: \_\_\_\_\_

**6. Approval of President & CEO**

Signature *Jamie Bryant* Jamie Bryant (Jun 10, 2025 15:53 CDT) Date: \_\_\_\_\_



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 SITE, THE CONSTRUCTION OF THE APARTMENT COMPLEX TO INCLUDE UNITS "AFFORDABLE" TO LOW AND MODERATE INCOME FAMILIES AND TO BE KNOWN AS OREM CIRCLE LOCATED AT OR ABOUT 0 MARTIN LUTHER KING BLVD., HOUSTON, TX 77048, AND THE EXECUTION OF ALL REQUIRED DOCUMENTS THEREFOR.  
**DATE:** JUNE 4, 2025

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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 site, the construction of the apartment complex to include units "affordable" to low and moderate income families and to be known as Orem Circle located at or about 0 Martin Luther King Blvd., Houston, TX 77048 (the "**Project**"), and the execution of all required documents therefor.

### BACKGROUND

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

The Authority desires for LPPFC to purchase the Project.

LPPFC and Orem Circle, LP, a Texas limited partnership (the "**Owner**"), will enter into a lease agreement (the "**Lease Agreement**") granting site control of the Project to the Owner.

Pursuant to the terms of the Lease Agreement and regulatory agreement recorded against the property upon which the Project is constructed, no less than 30% of the units in the Project will be reserved for or occupied by individuals or families earning less than 60% of area median income and no less than 30% of the units in the Project will be reserved for or occupied by individuals or families earning less than 80% of area median income.

The Owner will obtain a loan in an aggregate principal amount not to exceed \$40,000,000 (the "**Loan**") from HS Orem Houston, LLC, a Texas limited liability company ("**Lender**"), to finance the Project and, in connection with the making of the Loan, Lender may require LPPFC to join in the execution of documents evidencing and/or securing the Loan (collectively, the "**Loan Documents**").

## APPROVALS

The Board of Commissioners of the Authority (the “**Board**”) authorizes the President and Chief Executive Officer of the Authority and/or his designee to review, approve and execute all certificates, affidavits, agreements, documents and other writings necessary and/or related to the foregoing 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 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 the acquisition of the site, the construction of the apartment complex to include units “affordable” to low and moderate income families and to be known as Orem Circle located at or about 0 Martin Luther King Blvd., Houston, TX 77048 (the “**Project**”), and the execution of all required documents therefor, pursuant to the memorandum from Jay Mason, Director of REID dated June 4, 2025, to Jamie Bryant, President & CEO.



**RESOLUTION NO. 3912**

**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 SITE, THE CONSTRUCTION OF THE APARTMENT COMPLEX TO INCLUDE UNITS “AFFORDABLE” TO LOW AND MODERATE INCOME FAMILIES AND TO BE KNOWN AS OREM CIRCLE LOCATED AT OR ABOUT 0 MARTIN LUTHER KING BLVD., HOUSTON, TX 77048 (THE “PROJECT”), AND THE EXECUTION OF ALL REQUIRED DOCUMENTS THEREFOR.**

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

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

WHEREAS, LPPFC and Orem Circle, LP, a Texas limited partnership (the “**Owner**”), will enter into a lease agreement (the “**Lease Agreement**”) granting site control of the Project to the Owner;

WHEREAS, pursuant to the terms of the Lease Agreement and regulatory agreement recorded against the property upon which the Project is constructed, no less than 30% of the units in the Project will be reserved for or occupied by individuals or families earning less than 60% of area median income and no less than 30% of the units in the Project will be reserved for or occupied by individuals or families earning less than 80% of area median income;

WHEREAS, the Owner will obtain a loan in an aggregate principal amount not to exceed \$40,000,000 (the “**Loan**”) from HS Orem Houston, LLC, a Texas limited liability company (“**Lender**”), to finance the Project and, in connection with the making of the Loan, Lender may require LPPFC to join in the execution of documents evidencing and/or securing the Loan (collectively, the “**Loan Documents**”);

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

BE IT RESOLVED, that the President and Chief Executive Officer of the Authority and/or his designee is hereby authorized to review, approve and execute all certificates, affidavits, agreements, documents and other writings necessary and/or related to the foregoing matters the 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 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 17th of June, 2025.

ATTEST:

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CHAIR

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Secretary

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

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## EXECUTIVE SUMMARY

### LOW-INCOME PUBLIC HOUSING

On May 31, 2025, the Low-Income Public Housing (LIPH) program had an adjusted vacancy rate of 4.8%. As of June 1, 2025, rent collection for May was 95.9% of rents billed on an adjusted cash accounting basis.

There are currently 24,532 active applications for the Public Housing Waiting List, which represents a decrease of 0.0% from last month.

Low-Income Public Housing						
	March		April		May	
Vacancy Rate	4.1%		4.6%		4.8%	
Rent Collection	76.1%		77.8%		95.9%	
Unit Turnaround Time (Days)	71		78		77	
Avg. Non-Emergency Work Order Days	11.73		6.83		6.59	
Waiting Lists	Duplicated	Unduplicated	Duplicated	Unduplicated	Duplicated	Unduplicated
	24,542	10,247	24,542	10,247	24,532	10,247

### VOUCHER PROGRAM OPERATIONS

During May 2025, the VPO staff completed 944 annual re-examinations. The VPO department also completed 343 interims, 155 change of units (moves), 41 New Admissions and 12 portability move-in transactions.

As of May 31, 2025, 389 families are enrolled in the Family Self-Sufficiency (FSS) program; 200 of the 389 (51%) 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 May 31, 2025, was 94%.

Voucher Program Operations			
	March 2025	April 2025	May 2025
Households	19,111	19,108	19,120
ABA Utilization/Unit Utilization	90.7%/95%	91.7%/94.7%	90.4%/93.9%
Reporting Rate	96%	96%	94%
Annual Reexaminations Completed	1,693	1,030	944
HQS Inspections	1,615	1,487	1,614
Waitlist	18,276	18,276	18,276

## PROPERTY MANAGEMENT SUMMARY

PMC	Vacancy						Unit Turnaround Time (YTD)					
	March		April		May		March		April		May	
	%	Grade	%	Grade	%	Grade	Days	Grade	Days	Grade	Days	Grade
Orion	0.0	A	0.0	A	0.0	A	33.0	D	33.0	D	33.0	D
Lynd	2.7	B	2.6	B	2.4	B	79.4	F	58.7	F	57.9	F
J. Allen	3.5	C	4.4	D	2.6	B	88.6	F	106.1	F	93.4	F
Dorchester	1.9	A	1.5	A	2.3	B	57.7	F	51.3	F	50.5	F
Tarantino	5.2	E	5.4	E	6.8	F	66.0	F	114.0	F	114.0	F

PMC	Emergency Work Orders (Completed within 24 hours)						Routine Work Orders					
	March		April		May		March		April		May	
	%	Grade	%	Grade	%	Grade	Days	Grade	Days	Grade	Days	Grade
Orion	100	A	100	A	100	A	31.0	C	8.0	A	0.0	A
Lynd	100	A	100	A	100	A	16.8	A	4.5	A	3.7	A
J. Allen	100	A	100	A	100	A	12.9	A	11.4	A	13.2	A
Dorchester	100	A	100	A	100	A	2.9	A	1.9	A	2.0	A
Tarantino	100	A	100	A	100	A	6.4	A	1.0	A	2.9	A

PMC	Rent Collection					
	March		April		May	
	%	Grade	%	Grade	%	Grade
Orion	14.3	F	40.0	F	100	A
Lynd	75.4	F	85.7	F	96.3	B
J. Allen	88.3	F	82.9	F	99.3	A
Dorchester	83.1	F	79.3	F	100	A
Tarantino	60.4	F	61.1	F	87.2	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

<b>VACANCY RATE</b>  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.	Goal 2.0%      Actual 4.8%	A 0 to 2 B 2.1 to 3 C 3.1 to 4 <b>D 4.1 to 5</b> E 5.1 to 6 F ≥6.1
<b>RENT COLLECTION (YTD)</b>  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.	Goal 98%      Actual 95.9%	A 98 to 100 B 96 to 97.9 <b>C 94 to 95.9</b> D 92 to 93.9 E 90 to 91.9 F ≤89.9
<b>EMERGENCY WORK ORDERS</b>  This indicator examines the average number of days that it takes for an emergency work order to be completed. Emergency work orders are to be completed within 24 hours or less and must be tracked.	Goal 100%      Actual 100%	<b>A 99 to 100</b> B 98 to 98.9 C 97 to 97.9 D 96 to 96.9 E 95 to 95.9 F ≤94.9
<b>NON-EMERGENCY WORK ORDERS</b>  This indicator examines the average number of days that it takes for a work order to be completed. Implicit in this indicator is the adequacy of HHA's work order system in terms of how HHA accounts for and controls its work orders and its timeliness in preparing/issuing work orders.	Goal 3 Days      Actual 6.59 Days	<b>A ≤24</b> B 25 to 30 C 31 to 40 D 41 to 50 E 51 to 60 F ≥61
<b>ANNUAL INSPECTIONS</b>  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.  *PMCs have discretionary authority to select the number of units to inspect each month, as long as all inspections are completed by September.	Goal 100%      Actual 51.9%	A 100 B 97 to 99 C 95 to 96.9 D 93 to 94.9 E 90 to 92.9 <b>F ≥89.9*</b>

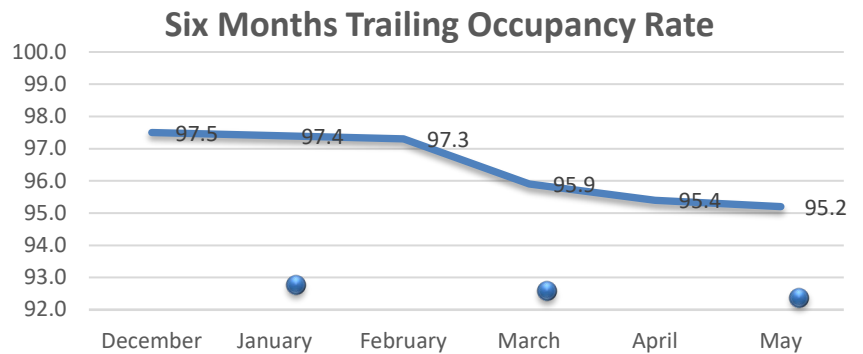
## VACANCY RATE AND TURNAROUND DAYS

Low-Income Public Housing Development	PMC	ACC Units	Approved Units Offline	Total Available ACC Units	Occupied Units	Vacant Units	Occupancy Percentage	Grade	Total Vacant Days	Units Turned YTD	Avg. Total Turnaround Days YTD	Grade
Bellerive	J. Allen	210	0	210	209	1	99.5%	A	593	9	66	F
Cuney Homes	Lynd	553	0	553	505	48	91.3%	F	202	3	67	F
Ewing	Lynd	40	0	40	40	0	100.0%	A	0	0	0	A
Irvinton Village	Tarantino	308	0	308	286	22	92.9%	F	340	3	113	F
Kelly Village	Dorchester	270	0	270	260	10	96.3%	C	610	13	47	E
Kennedy Place	Dorchester	108	0	108	107	1	99.1%	A	249	4	62	F
Lyerly	J. Allen	199	0	199	194	5	97.5%	B	1,946	19	102	F
<b>Mixed-Income Developments</b>												
Fulton Village	Lynd	108	0	108	107	1	99.1%	A	287	5	57	F
Heatherbrook	Lynd	53	0	53	53	0	100.0%	A	148	3	49	E
Independence Heights	Orion	36	0	36	36	0	100.0%	A	33	1	33	D
Lincoln Park	Tarantino	200	0	200	187	13	93.5%	F	344	3	115	F
Oxford Place	J. Allen	230	0	230	219	11	95.2%	D	357	3	119	F
<b>Totals</b>		<b>2,315</b>	<b>0</b>	<b>2,315</b>	<b>2,203</b>	<b>112</b>	<b>95.2%</b>	<b>D</b>	<b>5,109</b>	<b>66</b>	<b>77</b>	<b>F</b>

Section 8 New Construction Development	PMC	S8 NC Units	Units Offline	Total Available S8 NC Units	Occupied Units	Vacant Units	Occupancy Percentage	Grade	Total Vacant Days	Units Turned YTD	Avg. Total Turnaround Days YTD	Grade
Long Drive	Tarantino	100	0	100	99	1	99.0%	A	38	1	38	D
<b>Totals</b>		<b>100</b>	<b>0</b>	<b>100</b>	<b>99</b>	<b>1</b>	<b>99.0%</b>	<b>A</b>	<b>38</b>	<b>1</b>	<b>38</b>	<b>D</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

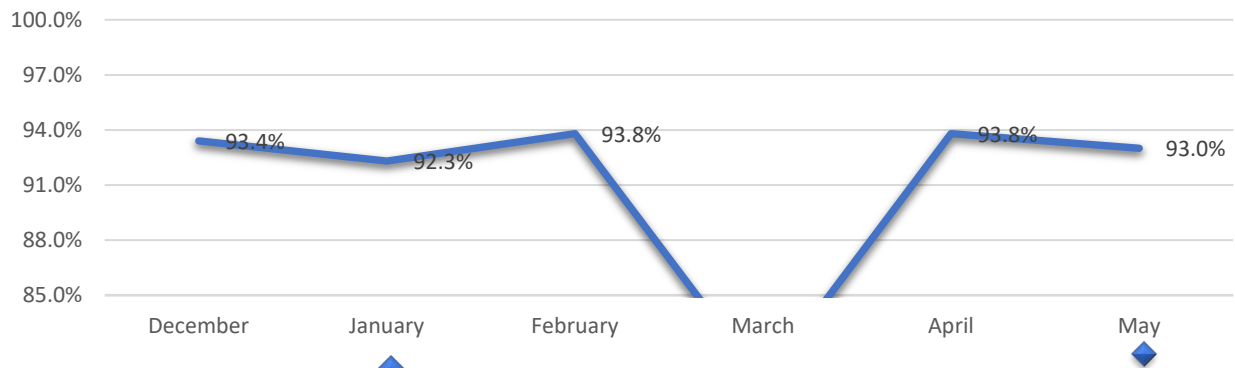




## TAX CREDIT APARTMENT LEASING/OCCUPANCY INFORMATION

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	50	80.2%
Peninsula Park	Orion	280	0	280	0	13	95.4%
Pinnacle at Wilcrest	Embrey	250	0	250	0	9	96.4%
Uvalde Ranch	Hettig-Kahn	244	0	244	0	30	87.7%
Willow Park	Embrey	260	0	260	0	2	99.2%
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>104</b>	<b>93.0%</b>
<b>RAD-PBV</b>							
Allen Parkway Village	Orion	278		278	0	223	22.7%
Historic Oaks of APV	Orion	222		222	0	222	0.0%
HRI-Victory	Orion	140		140	0	9	92.9%
Sweetwater Point	Lynd	260		260	0	28	89.2%
<b>TOTAL</b>		<b>900</b>		<b>900</b>	<b>0</b>	<b>482</b>	<b>50.6%</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	\$63,411	\$63,411	100.00%	A	\$316,336	\$297,489	94.04%	C
Cuney Homes	Lynd	\$115,649	\$110,985	95.97%	B	\$591,107	\$457,276	77.36%	F
Ewing	Lynd	\$9,803	\$9,803	100.00%	A	\$49,571	\$44,662	90.10%	E
Irvinton Village	Tarantino	\$66,261	\$58,905	88.90%	F	\$346,180	\$283,259	81.82%	F
Kelly Village	Dorchester	\$56,645	\$56,645	100.00%	A	\$300,541	\$262,060	87.20%	F
Kennedy Place	Dorchester	\$38,870	\$38,870	100.00%	A	\$184,603	\$158,080	85.63%	F
Lyerly	J. Allen	\$59,456	\$58,508	98.40%	A	\$289,434	\$286,056	98.83%	A
<b>Mixed-Income Housing Development</b>									
Fulton Village	Lynd	\$37,076	\$37,076	100.00%	A	\$194,713	\$161,579	82.98%	F
Heatherbrook	Lynd	\$13,349	\$11,439	85.69%	F	\$61,643	\$55,667	90.31%	E
Independence Heights	Orion	\$6,332	\$6,332	100.00%	A	\$42,650	\$18,670	43.77%	F
Lincoln Park	Tarantino	\$44,580	\$37,733	84.64%	F	\$225,547	\$90,075	39.94%	F
Oxford Place	J. Allen	\$20,408	\$20,408	100.00%	A	\$169,961	\$116,446	68.51%	F
<b>Totals</b>		<b>\$531,840</b>	<b>\$510,114</b>	<b>95.91%</b>	<b>C</b>	<b>\$2,772,284</b>	<b>\$2,231,317</b>	<b>80.49%</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	\$21,034	\$21,034	100.00%	A	\$105,539	\$75,900	71.92%	F
<b>Totals</b>		<b>\$21,034</b>	<b>\$21,034</b>	<b>100.00%</b>	<b>A</b>	<b>\$105,539</b>	<b>\$75,900</b>	<b>71.92%</b>	<b>F</b>

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	0	0	N/A	A
Cuney Homes	Lynd	1	1	100.0%	A
Ewing	Lynd	0	0	N/A	A
Irvinton Village	Tarantino	86	86	100.0%	A
Kelly Village	Dorchester	12	12	100.0%	A
Kennedy Place	Dorchester	1	1	100.0%	A
Lyerly	J. Allen	11	11	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	4	4	100.0%	A
Lincoln Park	Tarantino	11	11	100.0%	A
Oxford Place	J. Allen	18	18	100.0%	A
<b>Totals</b>		<b>144</b>	<b>144</b>	<b>100.0%</b>	<b>A</b>

Section 8 New Construction Development	PMC	Emergency Work Orders Generated	Emergency W/O Completed within 24 hours	Percentage Completed within 24 hours	Grade
Long Drive	Tarantino	0	0	N/A	A
<b>Totals</b>		<b>0</b>	<b>0</b>	<b>N/A</b>	<b>A</b>

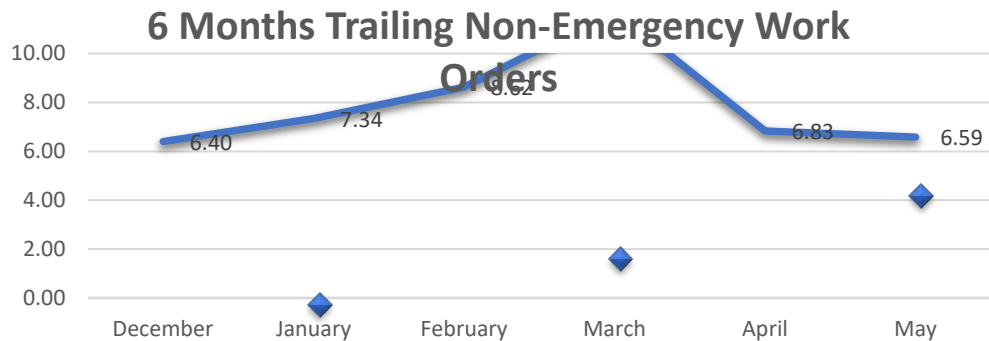
PHAS Score	Avg. W/O Days
A	99 to 100
B	98 to 98.9
C	97 to 97.9
D	96 to 96.9
E	95 to 95.9
F	≤94.9

## NON-EMERGENCY WORK ORDERS

Low-Income Public Housing Development	PMC	Work Orders Generated	Average Completion Time (Days)	Grade
Bellerive	J. Allen	232	2.84	A
Cuney Homes	Lynd	282	2.33	A
Ewing	Lynd	30	14.00	A
Irvinton Village	Tarantino	135	4.79	A
Kelly Village	Dorchester	217	2.00	A
Kennedy Place	Dorchester	4	1.00	A
Lyerly	J. Allen	152	2.33	A
<b>Mixed-Income Housing Development</b>				
Fulton Village	Lynd	4	16.00	A
Heatherbrook	Lynd	4	11.00	A
Independence Heights	Orion	0	0.00	A
Lincoln Park	Tarantino	136	1.00	A
Oxford Place	J. Allen	470	21.76	A
<b>Totals</b>		<b>1,666</b>	<b>6.59</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

<b>Low-Income Public Housing Development</b>	<b>PMC</b>	<b>YTD Inspections Due</b>	<b>YTD Inspections Performed</b>	<b>Percentage Complete</b>
Bellerive	J. Allen	210	210	100.0%
Cuney Homes	Lynd	553	124	22.4%
Ewing	Lynd	40	28	70.0%
Irvinton Village	Tarantino	308	0	0.0%
Kelly Village	Dorchester	270	66	24.4%
Kennedy Place	Dorchester	108	108	100.0%
Lyerly	J. Allen	199	199	100.0%
<b>Mixed-Income Housing Development</b>				
Fulton Village	Lynd	108	0	0.0%
Heatherbrook	Lynd	53	0	0.0%
Independence Heights	Orion	36	36	100.0%
Lincoln Park	Tarantino	200	200	100.0%
Oxford Place	J. Allen	230	230	100.0%
<b>Totals</b>		<b>2,315</b>	<b>1,201</b>	<b>51.9%</b>

<b>Section 8 New Construction Development</b>	<b>PMC</b>	<b>Inspections Due</b>	<b>Inspections Performed</b>	<b>Percentage Complete</b>
Long Drive	Tarantino	100	77	77.0%
<b>Totals</b>		<b>100</b>	<b>77</b>	<b>77.0%</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.

## HOUSING CHOICE VOUCHER HUD-GRADED SEMAP INDICATORS

			Score	Performance
<b>ANNUAL REEXAMINATION REPORTING RATE</b>	Goal 96%	Actual 94%	10	≥96
This Indicator shows whether the Agency completes a re-examination for each participating family at least every twelve (12) months.			5	90 to 95
			0	≤89
<b>CORRECT TENANT RENT CALCULATIONS</b>	Goal 98%	Actual 100%	5	98 to 100
This Indicator shows whether the Agency correctly calculates the family's share of rent to owner in the Rental Voucher Program.			0	≤97
<b>PRECONTRACT HQS INSPECTIONS</b>	Goal 100%	Actual 100%	5	98 to 100
This Indicator shows whether newly leased units pass HQS inspection on or before the beginning date of the Assisted Lease and HAP Contract.			0	≤97
<b>FSS ENROLLMENT</b>	Goal 80%	Actual 108%	10	≥80
This Indicator shows whether the Agency has enrolled families in the FSS Program as required. To achieve the full points for this Indicator, a housing authority must have 80% or more of its mandatory FSS slots filled. There are currently 361 mandatory slots on the FSS Program; 389 families are currently enrolled.			8	60 to 79
			5	≤59
<b>FSS ESCROW</b>	Goal 30%	Actual 51%	10	≥30
This Indicator shows the extent of the Agency's progress in supporting FSS by measuring the percentage 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 389 families participating in the FSS program. Out of the 389 families, 200 (51%) of the families are eligible for escrow and currently have an FSS escrow balance.			5	≤29

## REAL ESTATE, INVESTMENT, AND DEVELOPMENT

JUNE 2025

### PUBLIC HOUSING DEFERRED MAINTENANCE AND CAPITAL IMPROVEMENTS

- **Major Capital Projects**

- **License Plate Reader (LPR) Cameras** – On June 20, 2024, the Houston Housing Authority (HHA) signed a contract with Flock Safety to install 110 License Plate Reader (LPR) cameras on or near HHA properties. As of now, 108 cameras have been successfully installed, with 2 installations still pending due to permitting delays.

Since the start of 2024, these cameras have identified and reported 17,940 hits to law enforcement. An ongoing audit is currently reviewing cameras with no reported activity (hits). If any cameras are found to be inactive, they will be removed, which will reduce the annual fees charged for each camera. The Houston Housing Authority is working closely with Flock Safety and the Houston Police Department to gather data and assess the overall benefits of this program. However, due to delays in data collection, the completion of the final report has been pushed to May 2025. Upon the final completion, it will be determined if the flock cameras will be removed.

Update

The Flock camera contract will be up for renewal in August. At this time the HHA is reviewing changing the contract.

- **HRI- Siding and Exterior Repairs to Historic Homes in Freeman’s Town (4<sup>th</sup> Ward)**

Update

The solicitation has been approved by Finance. REID has submitted to open.gov and currently waiting on procurement approval. The HHA is currently reviewing options based on the budget.

### **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.

Update

Construction is 54% complete for APV and 56% complete for HOAPV. Phases A and B construction are running concurrently, with an anticipated completion of units as follows:

- Phase A:
  - APV - Started March of 2025;
  - HOAPV – Starting June 2025;
- Phase B:
  - APV – Starting June 2025;
  - HOAPV - Starting July 2025;

*Note units will be released for occupancy as the respective buildings have been completed.*

The Houston Housing Authority and Franklin Development are finalizing an expedited construction schedule for Phases C & D. The anticipated completion dates are HOAPV in December of 2025 and APV in February of 2026.

Phase A has received substantial completion on five buildings 201, 203, and 204, 206 and 208. Relocation is working with inspections in order to relocate our remaining tenants from phases C and D back into Phase A. Relocation has begun and 16 families have been relocated to phase A to date.

## **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 have 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.

### **Update**

The project is currently working toward a groundbreaking in late September 2025.



## OPEN SOLICITATION LOG

JUNE 2025

HHA'S PROCUREMENT DEPT.

Type	Solicitation #	Status	Department(s)	Description	Advertisement Date	Due Date
RFP	25-13	Open	REID	Building Envelope Consultant	4-28-2025	6-2-2025
RFP	25-19	Open	Legal	Legal Services for Employment-Related Matters	6-5-2025	7-1-2025
RFP	25-20	Open	Legal	Legal Services for Construction Litigation	6-5-2025	7-1-2025
RFP	25-21	Open	Legal	Legal Service for Residential Landlord-Tenant Matters	6-5-2025	7-1-2025
RFP	25-22	Open	Legal	Legal Services for Public Finance and Affordable Housing Development Acquisitions	6-5-2025	7-1-2025
RFP	25-23	Open	Legal	Legal Services for Civil Rights Matters	6-5-2025	7-1-2025

RFP	25-24	Open	Legal	Legal Services for Fair Housing and Public Housing Policy Matters	6-5-2025	7-1-2025
RFP	25-25	Open	Legal	Legal Support Services for the HHA Board of Commissioners	6-5-2025	7-1-2025
RFP	25-26	Open	Legal	Legal Services for Tort Claims	6-5-2025	7-1-2025
RFP	25-27	Open	Legal	Legal Services for Commercial Litigation	6-5-2025	7-1-2025
RFP	25-28	Open	Legal	Legal Services for Texas Public Information Act Matters	6-5-2025	7-1-2025
RFP	25-29	Open	Legal	Legal Services for Commercial Landlord-Tenant Matter	6-5-2025	7-1-2025

## OPERATING STATEMENTS: 4 MONTH ENDING APRIL 30, 2025

Central Office	Annual Budget 2025		MONTHLY	Year to Date Budget	Year to Date Actual	Favorable (Unfav) Variance
<b>Operating Income</b>						
Total Operating Income	9,750,000		814,220	3,250,000	3,226,155	(23,845)
<b>Operating Expenses</b>						
Salaries and Benefits	5,487,500		457,938	1,829,167	1,818,562	10,605
Facilities and Other Administrative Expenses	3,870,000		325,278	1,290,000	1,271,154	18,846
Total Central Office Expenses	9,357,500		783,216	3,119,167	3,089,716	29,451
Surplus/(Use) of Business Activities Funds for COCC	392,500		31,004	130,833	136,439	5,606

Housing Choice Voucher Program	Annual Budget 2025		MONTHLY	Year to Date Budget	Year to Date Actual	Favorable (Unfav) Variance
<b>Administrative Operating Income</b>						
Total Operating Income	16,344,100		1,359,359	5,448,034	5,404,635	(43,399)
<b>Operating Expenses</b>						
Salaries and Benefits	9,398,269		786,917	3,132,756	3,095,678	37,078
Administrative Expenses	2,186,100		178,641	728,700	714,892	13,808
COCC-Management Fees	4,618,062		381,191	1,539,354	1,522,467	16,887
Total Operating Costs Expenses	16,202,431		1,346,749	5,400,810	5,333,037	67,773
Cash Flow (Deficit) from Operations	141,669		12,610	47,223	71,598	24,375
<b>Housing Assistance Payments (HAP)</b>						
<b>Housing Assistance Payment Subsidy</b>	245,000,000		20,301,054	81,666,667	81,806,927	140,260
Investment Income on HAP Reserves	0		0	0	0	0
<b>Housing Assistance Payments</b>	245,000,000		20,292,816	81,666,667	81,489,273	177,394
HAP Current Year Excess (Use)	0		8,238	0	317,654	317,654

## OPERATING STATEMENTS: 4 MONTH ENDING APRIL 30, 2025

Affordable Housing Rental Programs	Annual Budget 2025		MONTHLY	Year to Date Budget	Year to Date Actual	Favorable (Unfav) Variance
<b>Operating Income</b>						
HUD Subsidy - Low Rent Housing2826	15,038,095		1,255,893	5,012,698	4,991,527	(21,171)
Tenant Rental Income	12,987,245		1,081,383	4,329,082	4,321,659	(7,423)
Other Income	747,500		62,202	249,167	249,631	464
Capital Funds / Replacement Reserves	4,575,000		381,799	1,525,000	1,526,075	1,075
<b>Total Operating Income</b>	<b>33,347,840</b>		<b>2,781,277</b>	<b>11,115,947</b>	<b>11,088,892</b>	<b>(27,055)</b>
<b>Operating Expenses</b>						
Administrative Expenses	9,284,011		771,792	3,094,670	3,076,624	18,046
Tenant Services	462,474		38,803	154,158	152,094	2,064
Utilities	3,365,337		282,758	1,121,779	1,115,672	6,107
Maintenance	9,204,940		772,573	3,068,313	3,051,948	16,365
Protective Services	2,224,127		185,738	741,376	738,675	2,701
Insurance Expense	2,145,000		179,046	715,000	710,671	4,329
Other General Expense	250,000		21,191	83,333	81,673	1,660
<b>Total Routine Operating Expenses</b>	<b>26,935,889</b>		<b>2,251,901</b>	<b>8,978,630</b>	<b>8,927,357</b>	<b>51,273</b>
<b>Net Income from Operations</b>	<b>6,411,951</b>		<b>529,376</b>	<b>2,137,317</b>	<b>2,161,535</b>	<b>24,218</b>
Non-routine Maintenance (Capital Funds)	4,275,000		353,128	1,425,000	1,398,765	26,235
Debt Service, including ESCO	1,905,875		159,252	635,292	632,894	2,398
<b>Cash Flow (Deficit) from Operations</b>	<b>231,076</b>		<b>16,996</b>	<b>77,025</b>	<b>129,876</b>	<b>(4,415)</b>