



4113 Main Street, Suite 105
Rowlett, TX 75088
rowletthfc.org

Board of Directors Meeting
Wednesday, October 11th, 2023, at 4:00 p.m.
4000 Main St., Rowlett, TX 75088

AGENDA

As authorized by Section 551.071 of the Texas Government Code, this meeting may be convened into closed Executive Session for the purpose of seeking confidential legal advice from the RHFC legal counsel on any agenda item herein. The Board of Directors reserves the right to reconvene, recess or realign the Regular meeting agenda or called Executive Session or order of business at any time prior to adjournment.

1. **Call to order.**
2. **Public input:**
The Board of Directors may receive public input on any of the agenda items listed below.
3. **Approval of Minutes:**
Consider and take action to approve the minutes of the September 12, 2023, RHFC Board of Directors meeting.
4. **September 2023 financial report.**
 - a. Discussion of creating a reserve fund and what balance it should be.
 - b. Update on the current RHFC Bond Rating
 - c. Invest amounts in the Tex Pool and Logic investments accounts.
 - d. Discussion of the PILOT payments and find out when all the payments are due.
5. **Update on approval of \$3,000 application fee refund request to Opportunity Housing Group.**
6. **JPI update on single family homes development (if JPI is interested in single family-home ownership)**
7. **Update on Lakeview Pointe Seniors**
8. **Items of Community Interest, Topics for future agenda: Members of the Board may request topics to be placed on the agenda for a subsequent meeting. Any deliberation or decision shall be limited to a proposal to place the topic on the agenda for a subsequent meeting.**



4113 Main Street, Suite 105
Rowlett, TX 75088
rowlethfc.org

Board of Directors Meeting
Tuesday, September 12th 2023 at 2:30 p.m.
4000 Main St., Rowlett, TX 75088

MINUTES

DIRECTORS PRESENT: Chair Blake Margolis, Vice Chair Jeff Winget, Secretary Debra Shinder, Directors Schupp and Bowers.

OTHERS PRESENT: Executive Director Peter Urrutia, City of Rowlett Human Resources Director Richard Jones.

1. **Call to order.**

Chair Blake Margolis called the meeting to order at 2:31 pm.

2. **Public Input:**

There was no input from the public.

3. **Approval of Minutes:**

MOTION by Director Schupp, second by Director Bowers to approve the minutes of the August 3, 2023 Board of Directors Meeting. Motion carried unanimously.

4. **July and August 2023 financial report**

Executive Director Peter Urrutia provided the Board with the Jan-July financial report (included in the meeting packet). The Board discussed the budget overage, due to payment of severance to the former executive director. Net position shows \$947,641 unrestricted cash on hand, The Board discussed the need to set up a reserve fund.

Consensus: The executive director will do research to determine the right amount to put in reserves and will bring that back to the Board, along with information about the RHFC bond rating and the amounts invested in TexPool and LOGIC investment pools. The executive director reported that the accounting firm used by the RHFC, Browning Graham, is very good to work with.

5. **Approve \$3,000 application fee refund request to Opportunity Housing Group**

This request from OHG was made regarding Reveal on the Lake. The Board is not approving multifamily projects at this time and rejected the application. The application fee is intended to compensate the RHFC for processing of the application, but this application was not processed.

The RHFC attorney advised that the refund be refunded despite the “no refunds” stipulation on the application.

MOTION by Secretary Shinder, second by Director Schupp to approve the refund on condition that the executive director verify that the refund check was deposited in the RHFC account. Motion carried unanimously.

6. **Review, discuss and take any necessary action on Memoranda of Understanding**

a. **“REVEAL ON THE LAKE”**

The executive director provided background and copies of the documentation. This is a 484 unit multifamily property that was completed in 2019. The MOU was executed on June 14, 2023 by the previous RHFC Board of Directors.

MOTION by Vice Chair Winget, second by Director Bowers to terminate the MOU. Motion carried unanimously.

b. **“JEFFERSON MERRITT PARK – PHASE I”**

The executive director reported that this project includes 594 units, the majority of which are multifamily. This is a \$100 million project. There is a PILOT agreement in place, with a base payment of \$200,000 and a 2.5% annual increase. Further details are included in the Memorandum and Rider. It was the consensus to have the executive director talk with them to see whether they would develop single family homes. If they wish to bring a proposal for single family-owned homes (not built for rental), we might consider that.

c. **“ENCLAVE ON MAIN APARTMENTS”**

These apartments are currently being built so there is not much we can do in regard to this project. The executive director reported that the developer is going to manage it.

7. **Update on Lakeview Pointe**

The executive director reported that according to property manager Robert Starnes, there were 9 move-ins in August with 4 being local Rowlett residents. There are 2 units left to lease in building 1 and they have 45 residents in building 3. The property is 68.50% occupied between buildings 1 and 3 (excluding building 2, which is still under construction). There were 10 new applicants, with 3 denied and 4 that cancelled. They report a total of 94 new prospects. Mr. Starnes stated that they are waiting for the City of Rowlett to issue the CO for the clubhouse and pool work has begun again, with the expectation that the pool will be completed by the end of September. The month of June closed with 73.90% leased. As of September 5, they are reporting 74.50% leased. We are waiting on the PILOT payment. The auditor will check on the funds.

8. **Update on TX Homebuyer Program**

This is a state program. The RHFC’s role is to refer people to it. The state agency chooses who to

approve within qualifying zip codes and administers the program. If we want to create our own down payment assistance program, we can. The programs can be stacked. The Board discussed a preference that going forward, we focus on assisting homebuyers who want to invest long-term in Rowlett, rather than developers of multifamily projects.

Consensus: The executive director will look into the down payment program possibilities and bring this back to the Board at the November RHFC meeting.

9. Update on TRIO program

The executive director reported that this is another state program to which we refer interested parties. It is a lease-to-own program. There was discussion regarding the RHFC's role beyond simply referring people to the state contacts.

Consensus: The executive director will help applicants we refer by helping with paperwork and reaching out to state contacts to advocate for them.

10. Presentation by Richard Jones, City of Rowlett Human Resources Director: Cost of professional liability insurance through TML

Mr. Jones presented a quote from the Texas Municipal League to include the RHFC general liability and professional liability coverage with a \$3 million limit and \$6 million aggregate for \$182 annually. The executive director reported that this is substantially lower than what the RHFC is currently paying with State Farm.

MOTION by Secretary Shinder, second by Vice Chair Winget to accept the quote from TML and have Richard Jones add the RHFC to the policy, effective immediately. Motion carried unanimously.

11. Presentation and any necessary action regarding a travel/expense policy.

Vice Chair Winget presented a draft policy to govern travel expense coverage and reimbursement for RHFC staff and Board members. After discussion, two revisions were made to the document:

- Section 6 – change the amount of the per-diem meal allowance from \$75 to \$100.
- Section 9 – delete the last sentence (“For extended trips, personnel should use off-airport facilities”) and delete the word “short” from the previous sentence, to read “On-airport parking is permitted for business trips.”

MOTION by Vice Chair Winget, second by Secretary Shinder to approve the travel/expense policy as revised. Motion carried unanimously.

12. Discuss attendance at TALHFA-Texas Association of Local Housing Finance Agencies Annual Conference in Fort Worth, October 18-20, 2023

The executive director requested approval to attend the TALHFA conference and asked if any of the Board members would like to attend. The Board discussed guidelines for which conferences are appropriate to attend.

Consensus: The executive director has the discretion to decide which conferences will be beneficial within the parameters of the budget, with a preference for those that focus specifically on housing finance issues. The executive director will attend the TALHFA conference. If any Board members wish to attend, they will get with the executive director to register and make plans.

13. Topics for future agenda: Members of the Board may request topics to be placed on an agenda for a subsequent meeting. Any deliberation or decision shall be limited to a proposal to place the topic on the agenda for a subsequent meeting.

The Board agreed to place the following items on future agendas:

- Revise and define the RHFC mission statement and define the scope of that mission (Secretary Shinder).
- Establish a reserves fund (Chair Margolis).
- Establish criteria for the future appointment of Board members (Executive Director Urrutia).
- Discuss the lease for the RHFC office (Director Bowers)
- November meeting – discuss down payment program possibilities (Vice Chair Winget)

14. Adjournment

Chair Margolis adjourned the meeting at 3:50 pm.

APPROVED:

ATTEST:

Blake Margolis, Chair

Debra Shinder, Secretary

DATE: _____

Rowlett HFC Bond Rating

The Rowlett HFC does not have a bond rating. HFCs do not issue general obligation bonds, don't have taxing power, etc. so none carry a bond rating. Bonds issued by HFCs on a publicly offered basis would typically have a bond rating, but that rating is based on the security for the bonds and not the HFC's financial position. To date, the HFC has only issued one series of bonds and it was an unrated, privately placed issuance.



ROWLETT HOUSING FINANCE CORP
 ATTN PETER URRUTIA
 4113 MAIN ST STE 105
 ROWLETT TX 75088-5256

MONTHLY STATEMENT OF ACCOUNT

ACCOUNT: 2670986001

ACCOUNT NAME: OPERATING ACCOUNT

STATEMENT PERIOD: 09/01/2023 - 09/30/2023

LOGIC MONTHLY SUMMARY: THE AVERAGE MONTHLY RATE WAS 5.5168%. THE AVERAGE WEIGHTED AVERAGE MATURITY WAS 39 DAYS AND THE NET ASSET VALUE FOR 9/30/23 WAS 0.999858.

MONTHLY ACTIVITY DETAIL

TRANSACTION DATE	DESCRIPTION	CONFIRMATION NUMBER	TRANSACTION AMOUNT	BALANCE
	BEGINNING BALANCE			578,678.95
09/29/2023	MONTHLY POSTING	9999888	2,623.94	581,302.89
	ENDING BALANCE			581,302.89

MONTHLY ACCOUNT SUMMARY

BEGINNING BALANCE	578,678.95
TOTAL DEPOSITS	0.00
TOTAL WITHDRAWALS	0.00
TOTAL INTEREST	2,623.94
ENDING BALANCE	581,302.89
AVERAGE BALANCE	578,678.95

ACTIVITY SUMMARY (YEAR-TO-DATE)

ACCOUNT NAME	DEPOSITS	WITHDRAWALS	INTEREST
OPERATING ACCOUNT	0.00	0.00	21,687.90



TexPool Participant Services
 1001 Texas Avenue, Suite 1150
 Houston, TX 77002



ROWLETT HOUSING FINANCE CORPORATION
 ATTN PETER URRUTIA
 4113 MAIN ST STE 105
 ROWLETT TX 75088-5256

Participant Statement

Statement Period **09/01/2023 - 09/30/2023**

Customer Service 1-866-TEX-POOL
 Location ID 000079581
 Investor ID 000024613

TexPool Update

Keep up to date with the latest market talk from our portfolio managers and strategists by visiting the Insights page of TexPool.com.

TexPool Summary

Pool Name	Beginning Balance	Total Deposits	Total Withdrawals	Total Interest	Current Balance	Average Balance
Texpool Prime	\$95,040.59	\$0.00	\$0.00	\$433.69	\$95,474.28	\$95,069.50
Total Dollar Value	\$95,040.59	\$0.00	\$0.00	\$433.69	\$95,474.28	

Portfolio Value

Pool Name	Pool/Account	Market Value (09/01/2023)	Share Price (09/30/2023)	Shares Owned (09/30/2023)	Market Value (09/30/2023)
Texpool Prime	590/7958100001	\$95,040.59	\$1.00	95,474.280	\$95,474.28
Total Dollar Value		\$95,040.59			\$95,474.28

Interest Summary

Pool Name	Pool/Account	Month-to-Date Interest	Year-to-Date Interest
Texpool Prime	590/7958100001	\$433.69	\$6,528.56
Total		\$433.69	\$6,528.56

Transaction Detail

Texpool Prime

Pool/Account: 590/7958100001

Participant: ROWLETT HOUSING FINANCE CORPORATION

Transaction Date	Settlement Date	Transaction Description	Transaction Dollar Amount	Share Price	Shares This Transaction	Shares Owned
09/01/2023	09/01/2023	BEGINNING BALANCE	\$95,040.59	\$1.00		95,040.590
09/29/2023	09/29/2023	MONTHLY POSTING	\$433.69	\$1.00	433.690	95,474.280
Account Value as of 09/30/2023			\$95,474.28	\$1.00		95,474.280

Lakeview Pointe Sept Update

We had a total of 10 move ins for Sept and 2 move outs. 2 were local Rowlett residents. We have only 2 units left to lease in bld 1, and we have 55 residents in bld 3 and 9 leased units making bld 3 66.67% leased. We are 48.90% (lowered because we have added bld 2 to the status as we are leasing that building now) occupied on the property. We also had 11 new applicants, with 3 denied and 1 cancelled, leaving a net of 7. We had around a total of 85 new prospects. We have been able to lease 2 units in bld 2 so far.

We are just waiting for City of Rowlett to give CO for clubhouse. Pool work has begun again, so expecting pool to be completed by end of Oct.

We closed the month of Sept at 52.60% leased for entire property.



655-13-01-00 10350 3 C 001 30 S 66 002
ROWLETT HOUSING FINANCE CORPORATION
4113 MAIN ST STE 105
ROWLETT TX 75088-5256

Your account statement

For 05/31/2023

Contact us



Truist.com



(844) 4TRUIST or
(844) 487-8478

■ BUSINESS VALUE 500 CHECKING 1440003161777

Account summary

Your previous balance as of 04/28/2023	\$20,050.74
Checks	- 11,515.84
Other withdrawals, debits and service charges	- 12,970.55
Deposits, credits and interest	+ 53,050.00
Your new balance as of 05/31/2023	= \$48,614.35

Checks

DATE	CHECK #	AMOUNT(\$)	DATE	CHECK #	AMOUNT(\$)	DATE	CHECK #	AMOUNT(\$)	
05/19	1267	10,878.88	05/16	1268	86.96	05/30	*1270	550.00	
								Total checks	= \$11,515.84

* indicates a skip in sequential check numbers above this item

Other withdrawals, debits and service charges

DATE	DESCRIPTION	AMOUNT(\$)
05/05	ACH CORP DEBIT USATAXPYMT IRS ROWLETT HOUSING FINANC CUSTOMER ID 225352550016068	1,760.80
05/08	BUS ONLINE CREDIT CARD PMT PAYMENT TO CREDIT CARD 4046011201609794 05-08-23	1,454.77
05/09	BUS ONLINE CREDIT CARD PMT PAYMENT TO CREDIT CARD 4046011201609794 05-09-23	3,330.64
05/12	ACH CORP DEBIT QUICKBOOKS INTUIT PAYROLL S ROWLETT HOUSING FINANC CUSTOMER ID 822670986	3,212.17
05/30	ACH CORP DEBIT QUICKBOOKS INTUIT PAYROLL S ROWLETT HOUSING FINANC CUSTOMER ID 822670986	3,212.17

Total other withdrawals, debits and service charges = \$12,970.55

Deposits, credits and interest

DATE	DESCRIPTION	AMOUNT(\$)
05/09	INVESTMENT 590: TXPRIM 0001 ROWLETT HOUSING FINANC	50,000.00
05/18	DEPOSIT	3,000.00
05/24	COUNTER DEPOSIT	50.00
Total deposits, credits and interest		= \$53,050.00

DATE:05/16/2023 CK#:254 TOTAL:\$3,000.00*** BANK:Opportunity Housing Group LLC(ohgllcch)
PAYEE:Rowlett Housing Finance Corporation(row01)

Property Address - Code	Invoice - Date	Description	Amount
Opportunity Housing Group LLC - o 20230516 - 05/16/2023			3,000.00
			3,000.00

Opportunity Housing Group LLC
550 Hartz Avenue, Suite 200
Danville, CA 94526
(925) 272-0917

Heritage Bank of Commerce
300 Main Street
Pleasanton, CA 94566-7325
(888) 494-4599
90-4228-1211

254

PAY ***** THREE THOUSAND AND 00/100 DOLLARS

05/16/2023 \$3,000.00***

TO THE
ORDER OF

Rowlett Housing Finance Corporation
4113 Main Street, Suite 105
Rowlett, TX 75088



⑈000254⑈ ⑆121142287⑆ 523018042⑈

DATE:05/16/2023 CK#:254 TOTAL:\$3,000.00*** BANK:Opportunity Housing Group LLC(ohgllcch)
PAYEE:Rowlett Housing Finance Corporation(row01)

Property Address - Code	Invoice - Date	Description	Amount
Opportunity Housing Group LLC - o 20230516 - 05/16/2023			3,000.00
			3,000.00