



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

Board of Directors Meeting
Thursday, April 17, 2025, at 4:00 p.m.
4000 Main Street, 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.

Call to order.

- 1. Public input - The Board of Directors may receive public input on any of the agenda items listed below.**
- 2. Approval of Minutes: Consider and take action to approve the minutes of the March 17th, 2025, Rowlett Housing Finance Corporation Board meeting.**
- 3. Legal update.**
- 4. Consider and take action to employ Michael Kuhn as Treasurer.**
- 5. Consider action to name the Treasurer and Executive Director as signatories on the HFC Trust banking accounts.**
- 6. Consider action to appoint the Treasurer as the HFC's Investment Officer.**
- 7. Consider action to appoint the Treasurer as the new primary administrative contact for TexPool Prime government pool and appointing the Executive Director and President of the Board as the backup contacts.**
- 8. Consider action to appoint the Treasurer as the new primary administrator for the LOGIC Government Pool accounts and appointing the Executive Director and President of the Board as the backup contacts.**
- 9. Consider action to appoint the Treasurer as the new primary administrator for the JP Morgan Money Market accounts and appointing the Executive Director as the backup contact.**
- 10. Discuss and possibly take action on an invoice from Condon Tobin.**

11. **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.**

**Monday, March 17, 2025, at 4:00 PM
4000 Main Street, Rowlett, Tx 75088**

1. Call to Order:

President Winget called the meeting to order at 4:01 PM with a quorum present (Directors Winget, Holston, Dunnican, Schupp and Kull). Attorney Ryan Bowen with Chapman and Cutler attended by phone. President Winget read into the record the rules for conducting an Executive Session.

2. Public Input:

No members of the public were present, so there was no public input.

3. Approval of Minutes:

Consider and take action to approve the minutes of the February 21, 2025 Rowlett Housing Finance Corporation Board of Directors meeting.

Director Holston made a motion to approve the minutes as submitted. Director Dunnican seconded the motion, and it passed unanimously.

President Winget then said the next Agenda Item, to discuss the employment contract of the Executive Director, will be in Executive Session. He then reread the Rules for Conducting Executive Sessions. Before adjourning, and excusing Executive Director Urrutia from the room, President Winget reminded the Board Members that at the last Board meeting a separation agreement was signed with the Executive Director that provided for a seven day review period. That review has resulted in a request by the Executive Director to be reimbursed for approximately two weeks of work built into the timing of the separation agreement he feels was not included in the amount offered in the agreement, which would raise the separation payment by \$4,110. President Winget said this request would be discussed in the Executive Session.

There being no additional discussion on this matter, President Winget called the RHFC Board into Executive Session at 4:09 PM.

There being no further discussion on this Agenda Item during Executive Session, the RHFC Board adjourned from the Executive Session at 4:28 PM.

No action was taken during the Executive Session.

4. Take Any Action Associated With Executive Session:

The RHFC Board reconvened into regular session at 4:28 PM.

President Winget asked if the Board was ready to make a motion resulting from the Executive Session discussion of the Executive Director's employment contract. Director Schupp made a motion to accept a termination agreement/letter as presented to Executive Director Urrutia. President Winget added the date of termination of employment will be March 17, 2025. Director Dunnican seconded the motion. There was no discussion on the motion, and it passed unanimously.

Rowlett City Manager David Hall joined the HFC Board meeting at this time.

President Winget explained to City Manager Hall that we were about to approve the Rowlett City Manager, or his designee, as Executive Director of the HFC. Director Schupp made a motion to appoint the Rowlett City Manager, or his designee, as Executive Director of the RHFC. Director Holston seconded the motion, there was no discussion, and the motion passed unanimously.

5. Items of Community Interest, Topics for future Agenda:

President Winget asked if there were any other topics to discuss or items for our next agenda, there being none, he recommended adjournment.

6. Adjournment:

The RHFC Board meeting was adjourned at 4:30 PM.

Approved on _____, 2025

Jeff Winget, President

Richard Kull, Secretary



Resolution Amending Authorized Representatives

Please complete this form to amend or designate Authorized Representatives. *This document supersedes all prior Authorized Representative forms.*

* Required Fields

1. Resolution

WHEREAS,

("Participant") is a local government of the State of Texas and is empowered to delegate to a public funds investment pool the authority to invest funds and to act as custodian of investments purchased with local investment funds; and

WHEREAS, it is in the best interest of the Participant to invest local funds in investments that provide for the preservation and safety of principal, liquidity, and yield consistent with the Public Funds Investment Act; and

WHEREAS, the Texas Local Government Investment Pool ("TexPool / Texpool Prime"), a public funds investment pool, were created on behalf of entities whose investment objective in order of priority are preservation and safety of principal, liquidity, and yield consistent with the Public Funds Investment Act.

NOW THEREFORE, be it resolved as follows:

- A. That the individuals, whose signatures appear in this Resolution, are Authorized Representatives of the Participant and are each hereby authorized to transmit funds for investment in TexPool / TexPool Prime and are each further authorized to withdraw funds from time to time, to issue letters of instruction, and to take all other actions deemed necessary or appropriate for the investment of local funds.
- B. That an Authorized Representative of the Participant may be deleted by a written instrument signed by two remaining Authorized Representatives provided that the deleted Authorized Representative (1) is assigned job duties that no longer require access to the Participant's TexPool / TexPool Prime account or (2) is no longer employed by the Participant; and
- C. That the Participant may by Amending Resolution signed by the Participant add an Authorized Representative provided the additional Authorized Representative is an officer, employee, or agent of the Participant;

List the Authorized Representative(s) of the Participant. Any new individuals will be issued personal identification numbers to transact business with TexPool Participant Services.

1. Resolution (continued)

List the name of the Authorized Representative listed above that will have primary responsibility for performing transactions and receiving confirmations and monthly statements under the Participation Agreement.

In addition and at the option of the Participant, one additional Authorized Representative can be designated to perform only inquiry of selected information. *This limited representative cannot perform transactions.* If the Participant desires to designate a representative with inquiry rights only, complete the following information.

D. That this Resolution and its authorization shall continue in full force and effect until amended or revoked by the Participant, and until TexPool Participant Services receives a copy of any such amendment or revocation. This Resolution is hereby introduced and adopted by the Participant at its regular/special meeting held on the 17 day of April, 2025.

Note: Document is to be signed by your Board President, Mayor or County Judge and attested by your Board Secretary, City Secretary or County Clerk.

SIGNED

Signature*

Jeffery Winget

Printed Name*

President, Board of Directors

Title*

ATTEST

Signature*

Richard Kull

Printed Name*

Secretary, Board of Directors

Title*

2. Delivery Instructions

Please return this document to **TexPool Participant Services:**

Email: texpool@dstsystems.com

Fax: 866-839-3291

**RESOLUTION CHANGING AUTHORIZED REPRESENTATIVES FOR LOCAL
GOVERNMENT INVESTMENT COOPERATIVE**

WHEREAS, [REDACTED]

(the "Government Entity") by authority of that certain Local Government Investment Cooperative Resolution [REDACTED] (the "Resolution") entered into that certain Interlocal Agreement, as amended pursuant to its terms and subsequently designated Participation Agreement and Trust Instrument (the "Agreement") and has become a participant in the public funds investment pool created thereunder known as Local Government Investment Cooperative ("LOGIC");

WHEREAS, the Resolution designated on one or more "Authorized Representatives" within the meaning of the Agreement;

WHEREAS, the Government Entity now wishes to update and designate the following persons as the "Authorized Representatives" within the meaning of the Agreement;

NOW, THEREFORE, BE IT RESOLVED:

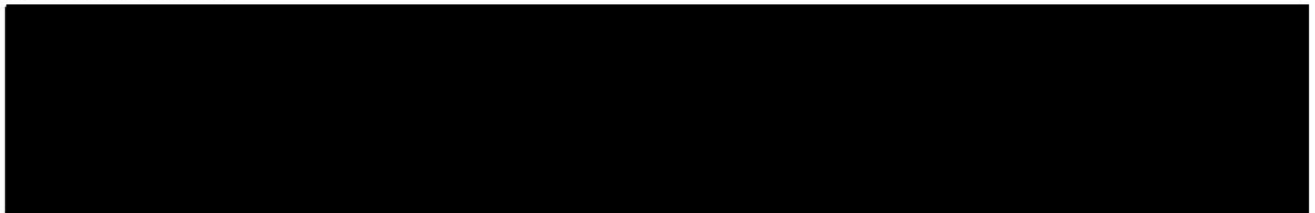
The following officers, officials or employees of the Government Entity are hereby designated as "Authorized Representatives" within the meaning of the Agreement, with full power and authority to: deposit money to and withdraw money from the Government Entity's LOGIC account or accounts from time to time in accordance with the Agreement and the Information Statement describing the Agreement and to take all other actions deemed necessary or appropriate for the investment of funds of the Government Entity in LOGIC;

[REDACTED]

{REQUIRED} PRIMARY CONTACT: List the name of the Authorized Representative listed above that will be designated as the Primary Contact and will receive all LOGIC correspondence including transaction confirmations and monthly statements



{OPTIONAL} INQUIRY ONLY CONTACT: In addition, the following additional Participant representative (not listed above) is designated as an *Inquiry Only* Representative authorized to obtain account information:



Applicant may designate other authorized representatives by written instrument signed by an existing Applicant Authorized Representative or Applicant's chief executive officer.

The foregoing supersedes and replaces the Government Entity's previous designation of officers, officials or employees of the Government Entity as Authorized Representatives under the Agreement pursuant to paragraph 4 of the Resolution. Except as hereby modified, the Resolution shall remain in full force and effect.

PASSED AND APPROVED this 17th day of April, 2025.



(NAME OF ENTITY/APPLICANT)

SIGNED BY: _____
(Signature of official)

Jeffery Winget, Board President

(Printed name and title)

ATTESTED BY: _____
(Signature of official)

Richard Kull, Board Secretary

(Printed name and title)

OFFICIAL SEAL OF PARTICIPANT (REQUIRED)

Institutional Account Application Money Market Mutual Funds

☐ Client Services: 1-800-839-7827
☐ Fax: 1-214-953-8777

This application is for institutional investors opening accounts in any of the J.P. Morgan Money Market Funds, (the "Funds") through Hilltop Securities, Inc. ("HTS") as financial intermediary, and serves as the institutional investor's account agreement with J.P. Morgan Institutional Investments Inc. ("JPIM"). The terms "I", "me", "my", "you" and "your" as used in this application refer to the registered owner of the account. This account application is intended for institutional investors who are investing on their own behalf. If you have questions or need assistance completing this application, please call 1-800-839-7827.

IMPORTANT INFORMATION ABOUT PROCEDURES FOR OPENING A NEW ACCOUNT - These requirements cannot be waived.

- Federal law requires all financial institutions to obtain, verify, and record information that identifies each investor who opens an account.
- A valid IRS Form W-9 (October 2018 or more recent version posted on the IRS website) must be returned with this application. A blank form is provided at the end of this application. Instructions for completion can be obtained upon request or by visiting the IRS.gov website.
- When you open an account, we will ask for your name, legal address, tax identification number and other information that will allow us to identify you.

Account Registration

Please select the appropriate category and note the documentation requirements.

Entity Type

- ☒ **Government Agency or Instrumentality** – You must provide an Authorizing Resolution or Investment Policy dated within past 365 days.
- ☐ **Public Corporation** – You must provide an Authorizing Resolution or Investment Policy dated within past 365 days.
- ☐ **Non-Profit Corporation or Charitable Organization** – See Appendix A for instructions and additional required information.
- ☐ **Foundation** – See Appendix A for instructions and additional required information.
- ☐ **Limited Liability Corporation** – See Appendix A for instructions and additional required information.
- ☐ **Other** – See Appendix A for instructions and additional required information.

Entity Information

Authorized Representatives

The Entity has designated the following persons to act on its behalf as Authorized Representatives with full power and authority to: deposit money to and withdraw money from the Entity's money market fund account; to agree to the terms for use of the website for online transactions; and to take other actions deemed necessary or appropriate for the investment of funds of the Entity:

Fund Selection

Please indicate in which fund you wish to invest from the list included in Exhibit A.

Dividend Option

You may reinvest your capital gains and/or dividend income in additional fund shares or take these distributions in cash. Cash dividends will be wired to the bank instructions noted in the section below.

Capital Gains ☐ Reinvest ☐ Cash

Dividend Income ☐ Reinvest ☐ Cash

Instructions for Redemptions and Distributions

MORGAN MONEY

☒ By checking here, I request on-line access to my J.P. Morgan Funds accounts through MORGAN MONEY. I agree that my use of MORGAN MONEY is subject to the terms and conditions contained on or within the MORGAN MONEY portal and the MORGAN MONEY Application and Authorization

Signature Authorization/Certification

By signing this application, the authorized representative of the registered owner certifies on behalf of the registered owner that:

1. I have full right, power and authority to make the investment applied for pursuant to this application and that the individuals signing on my behalf are duly authorized to sign this application, to purchase and redeem Fund shares on my behalf and to change bank wiring instructions and account information (with the proper documentation). I have received and read the current prospectus for each Fund in which I am investing and this application. I agree to be bound by the terms of each Fund's registration statement as supplemented or amended by filings with the Securities and Exchange Commission, including, but not limited to, terms concerning placement of orders and payments for purchases.
2. All transactions made for you are subject to the constitution, rules, regulations, customs, usages, rulings and interpretations of the exchange or market, and its clearing house, if any, where the transactions are executed, as well as the mandates of the NYSE, FINRA, the United States Securities and Exchange Commission (SEC), and the Federal Reserve Board. The transactions shall also be subject to all applicable federal and state laws, rules and regulations. It is important that you understand that your property may be transferred to the applicable State if no activity occurs in your account within the time period specified by State law.
3. I acknowledge that the Funds are authorized to accept any instruction from HTS provided by me to HTS. Confirmations of orders and statements of my account(s) shall be conclusive unless I object in writing within ten days after transmittal to me.
4. I agree that neither any Fund, nor JPMII nor HTS will be liable for any loss, cost, expense or other liability arising out of any instructions transmitted by telephone, electronically, in writing or by any other means believed by it to be genuine and in accordance with the procedures described in the Fund's prospectus. Neither any Fund, nor JPMII nor HTS will be liable for the fraudulent use of a signature specified by the application or other authorized document, whether such signature be authentic or forged nor for any instructions purportedly from me which are fraudulent, signed or otherwise.
5. I understand that I automatically have the ability to give instructions by telephone to exchange shares between identically registered Fund accounts and/or redeem shares and transfer the proceeds to the bank account(s) designated on this document or to my address of record. The Funds, JPMII and HTS use reasonable procedures to confirm that instructions given by telephone are genuine. These procedures include recording telephone instructions and asking for account identification. In addition, if I have chosen on-line access to my Fund account(s), I can give such instructions electronically. Neither any Fund, nor JPMII nor HTS will be responsible for any loss, liability, cost or expense of acting upon unauthorized or fraudulent instructions, and I will bear risk of the loss.
6. If any authorized person ceases to have authority to act on my behalf, I will immediately notify HTS. I acknowledge and agree that neither any Fund, nor JPMII nor HTS, nor any of their respective agents or employees will be liable for any loss, liability, cost or expense arising from my failure to provide such notification or from acting on instructions they believe to be genuine.

INSTITUTIONAL ACCOUNT APPLICATION



7. I agree that in no event shall any Fund, JPMI or HTS be liable for any indirect or consequential damages, even if advised of the possibility of such damages, or for loss caused directly or indirectly by war, natural disasters, acts of terrorism, government restrictions or other conditions beyond their control.

8. Proceeds of Municipal Securities - Affirmatively indicate a response below by checking one of the two boxes and initialing the election:

(initial)_____ The amounts to be invested in my Fund account(s) MAY include or constitute proceeds of municipal securities as defined in Section 15B of the Securities Exchange Act of 1934 (the "Municipal Advisor Rule").

(initial)_____ The amounts to be invested in my Fund account(s) DO NOT include or constitute proceeds of municipal securities as defined in the Municipal Advisor Rule.

9. I understand that this application serves as my account agreement with JPMI through HTS as financial Intermediary, who will serve as the broker dealer of record on my fund account(s), as well as my application to open my Fund account which will hold my shares of the Funds. HTS, JPMI and/or the Funds may at any time, without prior notice, terminate my account with the Funds.

10. I understand that investments in the Funds are not bank deposits and are not guaranteed by the FDIC or any other government agency, nor are they obligations of or guaranteed by JP Morgan Chase Bank, NA, or any of its affiliates. Investments in mutual funds, including money market funds, involve risk including possible loss of the principal amount invested. Retail and government money market funds seek to maintain a constant net asset value of \$1.00 per share, however, it is possible to lose money by investing in a money market fund. The share price of institutional money market funds will fluctuate.

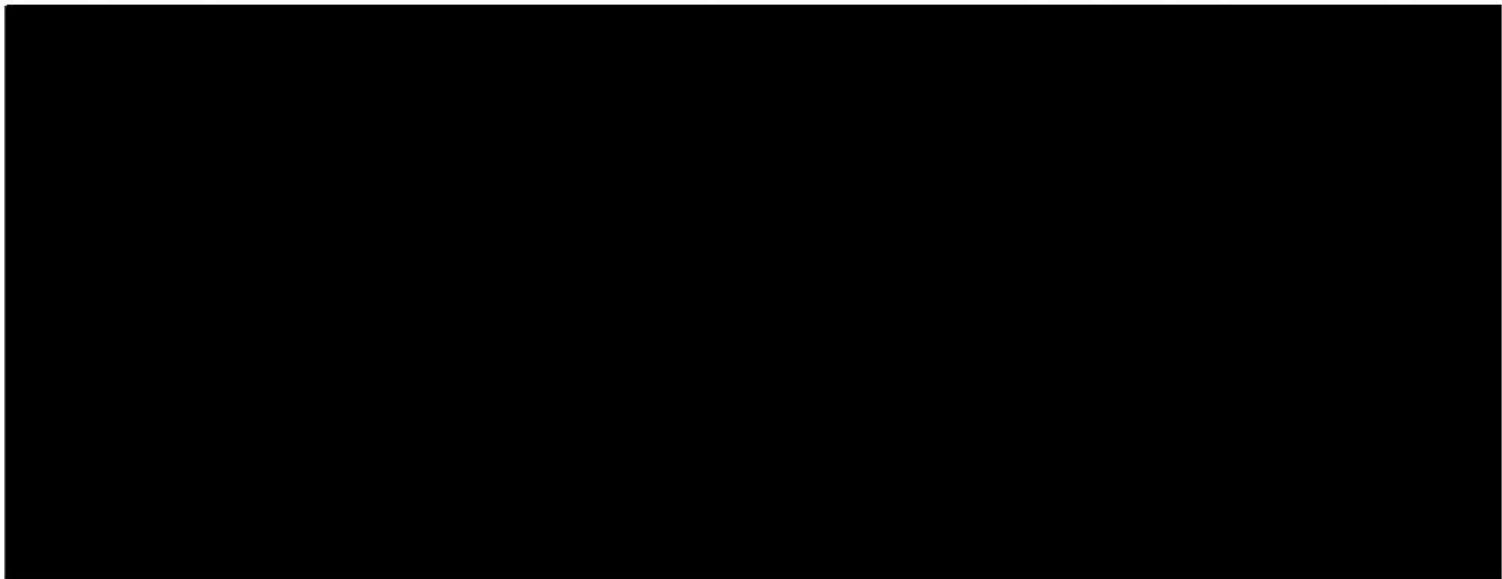
11. I am qualified to open an Institutional Account as defined in FINRA Rule 4512(c); I am capable of evaluating investment risks independently, both in general and with regard to all transactions and investment strategies involving a security or securities; I will exercise independent judgment in evaluating the recommendations of JPMI and HTS and associated persons associated with JPMI and HTS, unless I have otherwise notified JPMI and HTS in writing; and I will notify JPMI and HTS if any of the aforementioned representations ceases to be true. The representations made in this provision shall apply with respect to all recommended transactions and investment strategies involving securities that are entered into by the registered owner, whether for the account of the registered owner or for the account of any beneficial owner that has delegated decision making authority to the registered owner.

12. Arbitration Agreement. I understand that any controversy between the parties arising out of this Agreement shall be submitted to arbitration conducted before FINRA Dispute Resolution before a panel of three arbitrators, and in accordance with FINRA rules. Arbitration must be commenced by service upon the other Party of a written demand for arbitration or a written notice of intention to arbitrate. Both parties waive any right either of them may have to institute or conduct litigation or arbitration in any other forum or location, or before any other body. Arbitration is final and binding on both parties. An award rendered by the arbitrator(s) may be entered in any court of applicable jurisdiction over the parties. Each party shall bear its own expenses, including legal fees and disbursements, and the costs of that arbitrator shall be borne one half by each party. Each party shall choose one arbitrator and the chosen arbitrators shall select the third arbitrator; provided that if the chosen arbitrator are unable to select the third arbitrator such arbitrator shall be selected in accordance with the rules of FINRA. An awarded render by the arbitrator(s) shall be selected in any court of applicate jurisdiction of the parties.

HTS is hereby authorized to accept and act upon instructions to change the bank wiring instructions, the authorized persons or the account information listed in this application only from an individual authorized by a corporate resolution or other evidence of such authority. If an authorized person no longer has such authority, you must notify HTS. HTS may rely conclusively on, and will be protected in acting upon, instructions which HTS believes to be genuine and properly presented and will have no responsibility, duty or obligation to inquire into the authority, enforceability or any other aspect of any of the instructions execution or the propriety or truth of its provision contained therein. HTS shall have no obligation to request or require proof of authority of any person authorized to act on behalf of the registered owner of the account and shall be fully protected and indemnified from any liability whatsoever.

Attention: Please attach a copy of an Authorizing Resolution dated within the past 365 days or other evidence of the authority of the below individuals to act on this account. Signature specimens are required for all authorized signers.

By signing below, I hereby certify, to the best of my knowledge, that the information provided in this application is complete and correct.



Products and services are provided by J.P. Morgan Institutional Investments Inc. member FINRA. J.P. Morgan Funds are distributed by Hilltop Securities Inc. Hilltop Securities Inc. receives fees for providing distribution services to the Funds. J.P. Morgan Institutional Investments Inc. is an affiliate of JPMorgan Chase & Co.

Please return the completed by application to:

✉ Email to:
clientservices@hilltopsecurities.com

Fax to:
1-214-953-8777
Attn: Client Services

Mailing Address:
Hilltop Securities Inc.
1201 Elm Street, Ste 3500
Dallas Texas 75270

For Internal Use Only

X _____ Date (MMDDYYYY)
Regional Sales Rep Signature

Regional Sales Rep Print Name

X _____ Date (MMDDYYYY)
Principal Signature

Principal Print Name

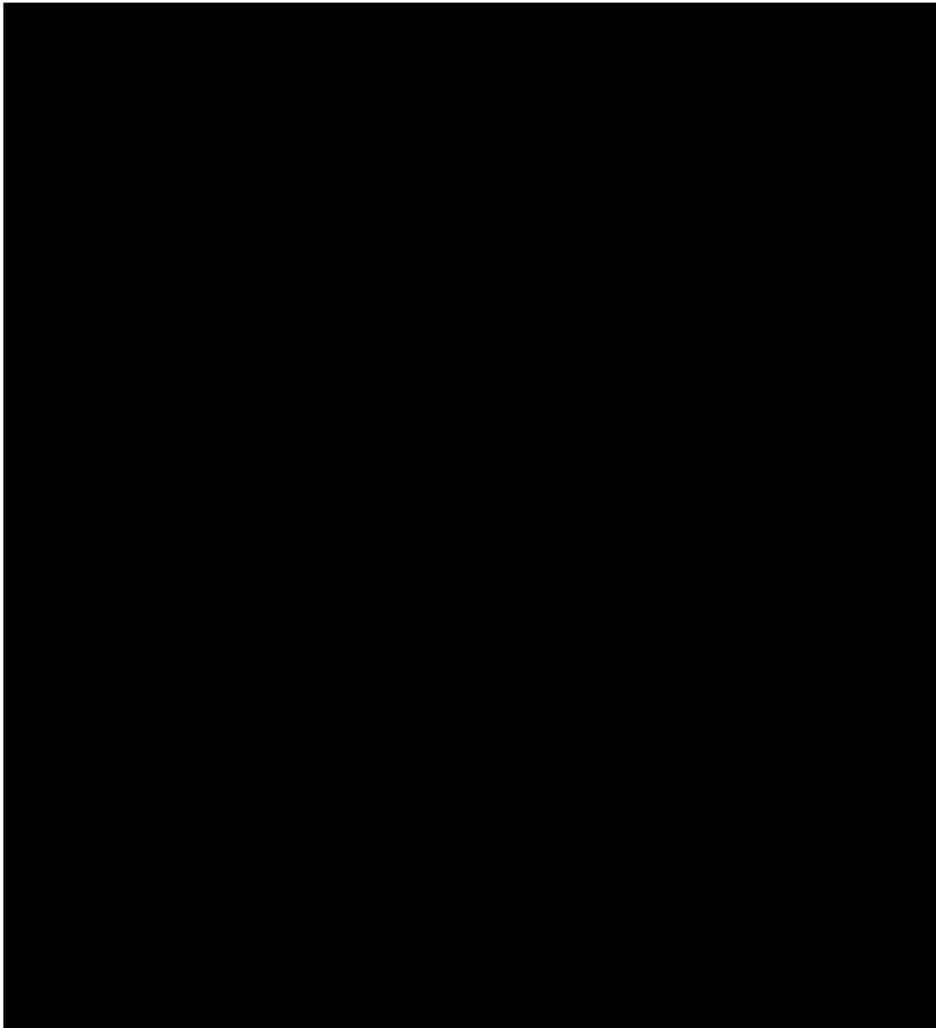


Rowlett

Housing Finance Corporation

April 17, 2025

This application is for all existing accounts under Rowlett Housing Finance Corporation. The requested changes apply to the below accounts:



Michael Kuhn
Treasurer



As of March 31, 2025

Reminder Statement

Savannah at Lakeview Holdings, LLC and Savannah at
Lakeview GP, LLC
c/o David T. B. Audley
audley@chapman.com

99880.002.00 Ashley Novy as next of friend of S.N., a minor

Total Current Billing:	\$0.00
Previous Balance Due:	\$28,942.89
Total Payments/Credits:	\$0.00
Total Amount Due:	\$28,942.89

Trust Account Balance: \$5,000.00

**THIS STATEMENT IS PAYABLE UPON RECEIPT.
PLEASE RETURN THIS PAGE WITH YOUR REMITTANCE.
THANK YOU.**

Savannah at Lakeview Holdings, LLC and Savannah at
Lakeview GP, LLC
c/o David T. B. Audley
audley@chapman.com

Invoice No. 207989
Date: 3/31/2025
Matter ID: 99880.002.00

Amount Due: 28,942.89

PLEASE REMIT TO:

Condon Tobin Sladek Thornton Nerenberg PLLC
8080 Park Lane, Suite 700
Dallas TX 75231

Wire Funds as Follows:

Prosperity Bank
ABA No. 113 122 655
5851 Legacy Circle, 4th Floor
Plano, TX 75024

For Credit To:

Condon Tobin Sladek Thornton Nerenberg PLLC
Acct No. 70160221

PRIVACY NOTICE:

Condon Tobin Sladek Thornton Nerenberg PLLC (the "Firm") may acquire and collect nonpublic personal information about clients and former clients in the course of providing legal services. Such information may be obtained from the client; may be generated as a result of the services provided; or may be received from third parties involved in, or affiliated with, the services provided. The Firm does not disclose, nor does the Firm reserve the right to disclose, any nonpublic personal information about clients or former clients, except as permitted by law. The Firm restricts access to nonpublic personal information to those employees who need to know that information to provide the applicable services. The Firm maintains physical, electronic and procedural safeguards that comply with federal regulations to guard the nonpublic personal information of clients and former clients.