

## Rowlett Housing Finance Corporation

### Board of Directors' Meeting Minutes: December 16, 2020, 9:00 a.m. Video Conference

#### Board Members:

*Present by Zoom Conference:* President Barbara Holst, Vice-President Karl Crawley, Riki Harper, Dan Pence, Debby Bobbitt, and Rick Sheffield, Past President and Executive Director,

*Absent:* None

*Quorum present?* Yes

*Others Present via conf:* Ryan Bowen, Chapman Cutler; Claire Merritt, Hilltop Securities; Mark Malveaux, McCall, Parkhurst, and Horton, L.L.P.

#### 1. Call to order.

The meeting was called to order at 9:04 a.m. by President Barbara Holst.

#### 2. Consider action to approve the November 18, 2020 meeting minutes.

The minutes were passed by unanimous consent.

#### 3. Hear presentation on November 2020 financials.

Staff presented the operating cash flows for the month of October 2020, noting minimal activity.

#### 4. Consider action to approve a Limited Partnership Agreement (LPA) with Integrated Real Estate Group (IREG) for the Enclave on Main (One90 Main) development project.

Ryan Bowen presented to the Board and discussed the structure of the deal as to being similar to the Lakeview Pointe Senior deal with the exception that the HFC will not act as Co-Developer on the project. The HFC will function as a tax-exempt partner to facilitate the construction. The LPA is still under review, but the comments sent to the developer were minor in nature. Riki Harper made a motion that the Board authorize the Executive Director to sign the LPA once all parties have agreed to terms. The motion was seconded by Karl Crawley and passed unanimously.

#### 5. Consider action to approve income limits, unit mix, marketing, and sales plan for the Creekside Village single family development.

Bill Fisher with Sonoma Investments joined the call for this item. After a review of the project, consisting of 36 single family homes with two and three bedroom options, the Board was requested to consider the affordability limits that should be marketed to. The goal is to keep the sales price as close to \$200,000 as possible. The Board might

also consider selling some of the properties at a market rate price and using some of the funds received to subsidize buyers to be able to purchase at a price below \$200,000. There were discussions about how to deed restrict the lots so that someone could not come in and quickly flip the home to a rental property. Staff agreed to provide more research into what the market sales price could be on these homes as well as gather information about deed restrictions.

Karl Crawley made a motion to set the income limits between 80% and 140% of the average family median income and to bifurcate the properties between market and below market to provide as much affordability as possible. Dan Pence seconded the motion which passed 4-0 with one abstention (Riki Harper).

6. The Board will enter into Executive Session to deliberate the Executive Director's 2020 performance and consider an employment contract extension through FY2021.
7. Consider any actions as a result of the Executive Session.

The Board announced that the Executive Director's contract has been extended through FY2021 and will have two weeks' paid vacation.

8. Consider action to approve the FY2021 operating budget.

Staff presented the proposed FY2021 budget, noting a 9.4% decrease in operating expenses. The main areas reduced included travel and office operating expenses. Karl Crawley made a motion to accept the proposed FY2021 budget. Riki Harper seconded the motion which passed unanimously.

9. New/Other Business

Staff advised the Board that the Cypress Creek Apartment rezoning request was unanimously denied at the December 15, 2020 City Council Meeting.

Staff also provided pictures and feedback regarding the fire at the Lakeview Pointe Independent Senior development that happened over the December 12-13 weekend. It is still in the early stages and more information regarding date changes, amount of damage that must be repaired, and exact cause is required.

Staff also asked for the Board to respond regarding committee requests for the upcoming TALHFA fiscal year.

10. Adjourn

The meeting adjourned at 10:47 a.m.

DocuSigned by:

*Barbara Holst*

Barbara HOIST, President

DocuSigned by:

*Rick Sheffield*

Rick Sheffield, Secretary

Date approved: 1/27/2021