

## Rowlett Housing Finance Corporation

### Board of Directors' Meeting Minutes: March 16, 2022, 8:30 a.m. Video Conference

#### Board Members:

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

*Absent:* None

*Quorum present?* Yes

*Others Present via conf:* Claire Merritt, Hilltop Securities

#### 1. Call to order.

The meeting was called to order at 8:32 a.m. by President Karl Crawley.

#### 2. Consider action to approve the minutes from the February 16, 2021, Board of Directors' meeting.

Dan Pence made a motion, seconded by Barbara Holst, to approve the minutes as presented. The motion passed unanimously by all members present.

#### 3. Hear a presentation on the February 2022 financials.

Staff presented the operating budget financials for February 2022. Expenses were fairly normal: payroll, payroll taxes, Dropbox renewal, and accounting fees. The accounting fees were higher than normal as they included additional tax preparation work from December 2021.

#### 4. Consider action to approve a Single Family Bond/MCC program partnership with TDHCA.

Staff briefed the Board on this new product, produced as part of a partnership between TDHCA and the BRB. DPA is also available through this program. Claire Merritt with Hilltop Securities explained the details of the plan: the HFC would apply for PAB volume cap, PABs are issued (can be carried over for up to three years), and TDHCA distributes the funds as below-market mortgages to qualified homebuyers through their network of approved lenders. TDHCA manages all reporting and compliance. The HFC is not required to qualify homebuyers, service loans or do anything beyond applying for PAB cap for \$500 and executing an agreement with TDHCA. Borrowers who use this program have access to TDHCAs down payment assistance program (DPA), but the HFC can also fund additional DPA. The program will be used for 1st time homebuyers and the income and purchase price limits can be found in the attached PDF. The HFC will receive a to be determined annual admin fee based upon production, we believe it will

be around 4-5 bps of the aggregate outstanding balance of HFC loans. Staff inquired if the HFC would be able to use the SETH-5 Star DPA program in conjunction with the TDHCA program. Ms. Merritt will investigate this option and report back to the Board.

Barbara Holst made a motion, seconded by Riki Harper, to approve a resolution regarding delegation of bond issuance authority and assignment of private activity bond authority to TDHCA. The motion passed unanimously by those members present.

Barbara Holst made a second motion, seconded by Debby Bobbitt, to approve a resolution authorizing the filing of an application for reservation with the Texas BRB with respect to qualified mortgage bonds or mortgage credit certificates. The motion passed unanimously by those members present.

5. Consider action to authorize the Executive Director to pursue the purchase of a vacant single family lot.

Staff briefed the Board regarding letters sent to the previously identified lots that have remained vacant since the tornado went through Rowlett in December 2015. To date, there have been no responses. However, one property has been identified that is listed for sale in the MLS network, 6818 Windward View Drive in the Spinnaker Cover subdivision. The lot is listed for sale at \$75,000. Staff is working on a plan to partner with Habitat for Humanity and the Veteran's Resource Outreach Center to construct a home for a needy veteran.

Staff is in the process of coordinating a meeting with Habitat to discuss the property. There is an HOA which could have a negative impact on the affordability of the home based on architectural and/or other requirements. However, staff wanted the Board to review and approve the plan contingent upon Habitat's agreement to partner with the HFC. Given that the next Board meeting is one month away, staff requested the flexibility to act before April's meeting if Habitat approves.

After discussion, Debby Bobbitt made a motion, seconded by Dan Pence, to authorize the Executive Director to proceed with the lot purchase, contingent upon Habitat for Humanity's agreement to participate in the build. The motion passed unanimously by those members present.

6. Discuss and select members to attend the 2022 Texas Housing Conference July 25-27, 2022.

Staff asked the Board to make a determination regarding who will attend this year's housing conference. Historically, the Executive Director and President have attended this conference. After discussion, the Board members attending the conference will be Karl Crawley and Debby Bobbitt.

7. New/Other Business

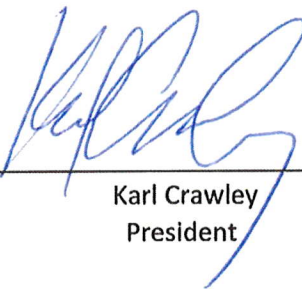
Staff briefed the Board on current projects: Lakeview Senior Living, Jefferson Merritt Park, Enclave on Main, and Creekside Village.

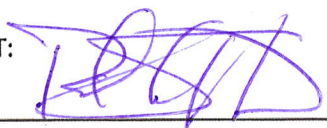
Debby Bobbitt raised the question regarding the HFC offering environmentally friendly products in addition to, and to compliment housing. She asked if the Board felt it was worth looking into rain water collection systems that could be included with the home purchase. All members thought that this was a good idea and would help increase the HFC's exposure in the community as not just an apartment developer.

Staff took action to further investigate actions and report back to the Board.

8. Adjourn

The meeting adjourned at 9:34 a.m.

By:   
Karl Crawley  
President

ATTEST:   
By: \_\_\_\_\_  
Rick Sheffield  
Secretary

Date approved: April 20, 2022