

**MINUTES OF REGULAR MEETING
OF
HARRIS COUNTY HOUSING AUTHORITY
Houston, Texas**

April 21, 2004

THE STATE OF TEXAS)
)
COUNTY OF HARRIS)

The Board of Commissioners of the Harris County Housing Authority met in regular session, open to the public, on the 21st day of April 2004, at the offices of the Authority, 8410 Lantern Point Drive, inside the boundaries of Harris County in the City of Houston, Texas. Mr. Lanier called the meeting to order at 3:00 p.m. and the roll was taken of the duly constituted officers and members of the Board:

Odysseus Lanier	Chairman	Present
Michael Fleming	Vice Chairperson	Present
Walter Jones	Commissioner	Present
Brenda Kirk	Commissioner	Present

Mr. Lanier asked that the Minutes reflect a quorum was present.

Attending all or portions of the meeting were David Turkel, Executive Director of the Harris County Housing Authority and Director of the Community and Economic Development Department of Harris County. Also present were Jim Lemond of the law offices of Winstead Sechrest & Minick, P.C., the Authority's General Counsel. Additional attendees were as follows:

Guy Rankin, Gladys Janda, David Gunter, Melissa Quijano, Paula Sullivan,
Richelle Henderson, Nereyda Vega, Anna Hinojosa, Jocelyn Alexander,
Demetra Davis, Guadalupe Salazar and Belinda Davis; Harris County
Housing Authority
Madeline Santa, Daphne Lemelle, Lora Routt, Nancy Powell, Roby Richards and
Jessica Deculus; Harris County Community and Economic Development
Department
Steve Brewer and Bob Kendrick; Harris County Precinct #3
Olga Rodriguez; Harris County Precinct #2
Pat Lykos; Harris County Judge's Office
Mike Biererstadt; Laramide Companies, Inc.
Jeff Litchfield; Harris County
Robert Deluca, Ted Kerr, Mike Weiderstaff; Coach Realty
Curtis Clerkly and Ed Watkins; Clerkly Watkins Group

APPROVAL OF MINUTES

The Minutes of the Board Retreat meeting of February 7, 2004 were presented for approval. Mr. Lanier asked for a motion to approve the Minutes as written. Ms. Kirk moved to approve the Board Retreat Minutes of February 7, 2004. Mr. Fleming seconded the motion. Mr. Lanier asked if there was any discussion. The Board Members had none. The Board unanimously approved the Minutes. The Minutes of the Board Retreat meeting of March 3, 2004 were presented for approval. Mr. Lanier asked for a motion to approve the Minutes as written. Mr. Fleming moved to approve the Board Retreat Minutes of March 3, 2004 and Ms. Kirk seconded the motion. With no discussion the Minutes were approved unanimously. Lastly, the Minutes of the Board Meeting of March 25, 2004 were presented for approval. Mr. Lanier asked for a motion to approve these Minutes as written. Ms. Kirk moved to and Mr. Jones seconded. The motion carried unanimously.

ADMINISTRATIVE AGENDA

DISCUSSION ITEMS:

Executive Director's Statement:

Mr. Turkel read into the record the Executive Director's Statement, attached hereto as Exhibit "A".

Mr. Lanier commented that, with the release of Mr. Turkel's statement, the Board considers this issued resolved and will move forward with other issues on the agenda, such as working in a collaborative effort with the Hispanic community. The Board of Commissioners, he stated, are leading advocates on collaborative initiatives with the Hispanic community and will diligently its work in this regard, as reflected in the Authority's Mission Statement. Mr. Fleming then asked Mr. Turkel if the Fact Sheet, attached to the Executive Director's Statement, was intended to be part of the Executive Director's Statement. Mr. Turkel said it was. The Fact Sheet is attached hereto as Exhibit "B".

Mr. Turkel went on to inform the Board that the League of United Latin Americans (LULAC) had filed a formal complaint against the Authority with HUD. He stated that he had been informed that HUD had responded to the complaint but that he had not seen a copy of the response.

Preliminary Budget

Mr. Rankin presented a copy of the budget from 2003-2004 and the preliminary budget for 2004-2005, not including costs estimates for any of the proposed tax credit projects. Detailed budget information will be provided at the May Budget Workshop, the

date for which has not been set. Ms. Kirk asked that the final budget contain a detailed explanation of any miscellaneous items carried as a line item.

RFP for Audit Services

Mr. Turkel reported that the Housing Authority recently completed its first full year of operation since restructuring and that HUD requires an audit be conducted. The first step toward selecting a firm is the issuance of a Request For Proposal (RFP). The second is to contact the Texas Housing Agency to obtain a list of approved auditors, and third, to publish notice of issuance of the RFP in the Houston Chronicle. Mr. Lanier and Ms. Kirk agreed that the audit should be initiated not later than thirty (30) days after the advertisement. Mr. Rankin stated that the Board would be kept informed as things progressed.

FINANCIAL REPORTS

March Financials and Balance Sheet

The March Financials and Balance Sheet were presented by Mr. Rankin and Mr. Gunter. After some discussion, Mr. Lanier requested certain changes to the form of the financials. Staff was directed to incorporate those changes.

OTHER BUSINESS

Report by Executive Search Committee:

Ms. Kirk reported that the Search Committee had not met formally to date, but expects to do so shortly. Her recommendation was that the committee proceed to complete its work soon so as to allow Mr. Turkel to return full time to his position as the director of the county's Community and Economic Development Department. Ms. Kirk also commented that, in respect to the Authority's search for an Executive Director, any organization that wished to volunteer its services to the search effort was welcome to do so on a pro bono basis.

Mr. Jones added that he was interested in maintaining continuity of program operations during the transition period from Mr. Turkel to the new Director.

Mr. Lanier directed the staff to coordinate the development of the next Board meeting's agenda with Ms. Kirk so as to incorporate any reports of the search committee's deliberations.

Mr. Fleming inquired as to whether it was really necessary to conduct a formal search for an Executive Director. Mr. Lanier responded that it was in the best interests of the Authority to adhere to the process detailed in the Board's Policy and Procedures

Manual relating to filling a vacancy in the position of Executive Director. The Board was advised by counsel that it could vote to waive any portion of its adopted policies and procedures, so long as that vote did not violate any federal or state statutes or regulations.

Mr. Jones voiced concern, as indicated earlier, over the need for continuity in the program operations of the Authority as the Board sought to hire a new person as the Executive Director of the agency. Mr. Turkel offered a strong endorsement of Mr. Rankin as the appropriate choice for the position. Mr. Lanier responded that his support for following the process outlined in the Manual was not based on personal choices or possibilities; rather, he said, it was important to demonstrate to the community that the process for choosing a new director was fair, impartial and based solely on merit.

Mr. Lanier then inquired of Ms. Kirk as to the search committee's timetable for selection of a person to serve as Director. Ms. Kirk indicated that the Authority would properly advertise and post notice of the intent of the Authority to seek candidates to fill the position. Thereafter, the committee would evaluate applications received, interview the two best-qualified candidates by June 15th, and recommend a finalist to the full Board by June 30th.

After further discussion, the staff was directed to schedule the June Board meeting for June 30th in order to coincide with the search committee's timetable.

Mr. Jones sought assurance that Harris County would allow Mr. Turkel to continue to provide advice and counsel to the Authority on program operations for at least some period of time. Mr. Lanier assured Mr. Jones that he was confident the Board could negotiate an agreement with Harris County which would allow Mr. Turkel to be available to the Authority as an unpaid consultant on an as-needed basis.

Update on Pending Housing Investments:

Mr. Turkel reported that the Hettig and Kahn Bayforest and Baybrook projects were progressing according to schedule. The Barron Rush Fair Mist proposal, however, appeared to be no longer achievable, given the developer's inability to obtain needed zoning variances from the City of La Porte. Mr. Turkel advised the Board that the Authority was evaluating several additional projects. He cautioned, however, that the number of available tax credit projects in the area were limited.

Presentation of Housing Investment Proposals:

Mr. Bob DeLuca, with Coach Realty, was introduced. Mr. DeLuca presented information about his company and an affordable seniors housing project known as Cornerstone Village. Coach Realty is proposing to joint venture with the Authority in developing this seniors project to be constructed near FM 1960 and T. C. Jester in northwest Harris County. Mr. DeLuca then introduced architect Curtis Clerkly of the Clerkly Watkins Group, the designer of the facility, similar in many ways to several

others the firm has designed in past years. Following the presentation the staff was directed to bring additional information for the Board's consideration at a later date.

OTHER INFORMATION ITEMS

No other informational items were presented.

EXECUTIVE SESSION

No Executive Session was held.

PUBLIC COMMENT

No one appeared to present public comments to the Board.

COMMENTS BY COMMISSIONERS

There were no comments from the commissioners.

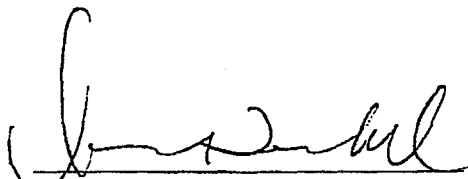
COMMENTS OR ANNOUNCEMENTS BY CHAIR

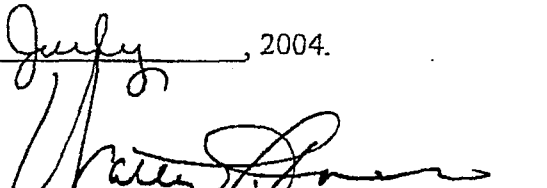
Mr. Lanier had no further comments.

AJOURNMENT

Mr. Lanier invited a motion to adjourn. Mr. Fleming so moved, Mr. Jones seconded, the motion carried and the meeting was adjourned at 4:30 p.m.

Adopted and approved this 21st day of July, 2004.


David Turkel, Secretary


Odysseus Lanier, Chairman, acting
Walter L. Jones

MINUTES OF REGULAR MEETING
OF
HARRIS COUNTY HOUSING AUTHORITY
Houston, Texas

June 9, 2004

THE STATE OF TEXAS)
)
COUNTY OF HARRIS)

The Board of Commissioners of the Harris County Housing Authority met in regular session, open to the public, on the 9th day of June 2004, at the offices of the Authority, 8410 Lantern Point Drive, inside the boundaries of Harris County in the City of Houston, Texas. Mr. Lanier called the meeting to order at 3:01 p.m. and the roll was taken of the duly constituted officers and members of the Board:

Odysseus Lanier	Chairman	Present
Michael Fleming	Vice Chairperson	Present
Walter Jones	Commissioner	Present
Brenda Kirk	Commissioner	Present
Jorge Casimiro	Commissioner	Present

Mr. Lanier asked that the minutes reflect a quorum was present.

Attending all or portions of the meeting were David Turkel, Executive Director of the Harris County Housing Authority and Director of the Community and Economic Development Department of Harris County. Also present were Jim Lemond and Gail McDonald of the law offices of Winstead Sechrest & Minick, P.C., the Authority's General Counsel. Additional attendees were as follows:

Guy Rankin, Gladys Janda, David Gunter, and Melissa Quijano; Harris County Housing Authority
Jessica Deculus, Nancy Powell, Jean Ann Spivey, and Katherine Partida; Harris County Community and Economic Development Department
Bob Kendrick; Harris County Precinct #3
Olga Rodriguez; Harris County Precinct #2
Pat Lykos; Harris County Judge's Office
Rise Montrell and Deepak Sulakhe; Southwest Housing
Robert Deluca; Coach Realty
Jeremy Ratcliff, Harris County Precinct #1
Tom Lord and Earl Hatcher; the Housing Corporation of Greater Houston

APPROVAL OF MINUTES

Mr. Lanier asked if there were any changes to the April 21, 2004 Minutes, as written. Mr. Lanier pointed out that on page 4 of the Minutes the word "issued" should be "issue". Mr. Jones asked counsel if Mr. Turkel's statement could simply be appended to the Minutes as an exhibit, rather than being included in the Minutes as a verbatim statement. Mr. Lemond indicated that could be done. Mr. Lanier asked for a motion to be made on the corrected Minutes. Mr. Jones moved to approve the Board Minutes of April 21, 2004, as corrected, and Mr. Casimiro seconded. The motion carried.

ADMINISTRATIVE AGENDA

DISCUSSION ITEMS:

Presentation of 2004-2005 Operating Budget

Mr. Rankin presented the 2004-2005 Operating Budget. Mr. Turkel stated that the budget as presented required further modification and that it should be withdrawn and resubmitted for consideration at the next Board meeting. Mr. Lanier invited comments from other Board members and sought clarification of the line item for the salaries of both an Executive Director and a Deputy Director. He also inquired about organizational structure and span of control. After further discussion, Mr. Turkel agreed to revise the budget and submit it to all Board members prior to the next meeting. The matter was tabled until the next Board meeting.

Cornerstone Village Low Income Housing Tax Credit Project

Mr. Turkel reported that the Coach Realty Cornerstone Village seniors project was proceeding as planned. Discussion then focused on the role of the Authority as a co-developer, owner and principal with Coach Realty and Tom Scott. Ms. McDonald explained the relative roles of all parties involved in the project. Mr. Turkel assured the Board that Cornerstone Village would remain an affordable housing project for a minimum of 20 years, in accordance with the requirements of the Texas Department of Housing and Community Affairs, which administers the Low Income Housing Tax Credit program for the state of Texas. Mr. Casimiro asked several questions of Mr. DeLuca and Mr. Turkel with respect to feasibility studies and due diligence. Mr. Lanier asked counsel to advise as to the action required to be taken by the Board. Mr. Lemond then summarized the Board Resolutions (attached as Exhibit "A") necessary to authorize the Authority to proceed with participation in the project. The Resolutions would also ratify the actions already undertaken by the developer in applying for the tax credits and give the Executive Director and the Deputy Director authority to execute all documents necessary to effect the intent of the Resolutions. Ms. McDonald informed the Board that closing would have to occur no later than August 16th so as to meet the TDHCA timetable for the project. Mr. Fleming moved to approve the Cornerstone Village project

and the Board Resolutions as presented. Mr. Casimiro seconded the motion and the motion carried unanimously.

Presentation of a Partnership with the non-profit Housing Corporation of Greater Houston to develop Jackson Hinds Gardens Single Room Occupancy (SRO)

Mr. Turkel introduced Mr. Tom Lord, with the Housing Corporation of Greater Houston, a 501 (c) (3) non-profit corporation. Mr. Lord reminded the Board that it had previously approved participation in an SRO project with the non-profit entity New Directions of Houston. New Directions, he reported, was now unable to follow through on the project and HCGC was here to request that it be substituted as the Authority's partner in the SRO project. The organizational name for the project would be Jackson Hinds Gardens SRO and a contract for a ten (10) year commitment would be entered into with the Authority. Ms. Kirk moved to substitute HCGC for New Directions as the Authority's partner in the project, seconded by Mr. Jones. The motion carried unanimously.

Executive Director Search Committee Report

Ms. Kirk reported that approximately seventy (70) resumes from individuals seeking the position of Executive Director had been received by the Search Committee. Ms. Kirk then requested that a meeting be scheduled with the other Search Committee members, Mr. Jones and Mr. Casimiro, to review all resumes so that the recommendation of a finalist for the position could be made at the next Board Meeting of the Authority.

FINANCIAL REPORTS

May Financials and Balance Sheet

Mr. Lanier requested that the Statement of Revenue and Expenditure be revised to include line items for Current Month, Year-To-Date and Remaining Balance. Staff was directed to incorporate those additional items.

OTHER BUSINESS

Presentation of Housing Investment Proposals

Mr. Turkel introduced Bob DeLuca of Coach Realty, who presented information about a second seniors project it was interested in developing with the Authority as a partner. The project would be known as the Village at Louetta, located near the intersection of Louetta Road and I-45. This project has similarities to Cornerstone Village and is also a seniors affordable housing project. After discussion about the Tax

Credit application ranking process, the price of the land for the project and its location, Mr. DeLuca assured the Board that detailed cost information would be supplied to the Authority as soon as possible.

Mr. Deepak Sulakhe, Vice-President of Development with Southwest Housing Development, Inc. of Dallas, presented information on a project known as Primrose Houston. Mr. Sulakhe asked that the Board consider participating as a joint developer with Southwest Housing in this project. This is also a seniors affordable housing project and would be constructed near the intersection of FM 249 and Bammel North-Houston Road in northwest Harris County.

No action was taken by the Board on either project.

Other Informational Items

No other informational items were presented.

EXECUTIVE SESSION

No Executive Session was held.

PUBLIC COMMENT

No one appeared to present public comments to the Board.

Comments by Commissioners:

There were no comments from the commissioners.

Comments or Announcement by Chair:

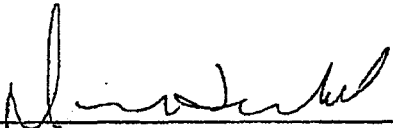
Mr. Lanier had no comments.

Mr. Rankin informed the Board that the Authority's annual audit would be conducted by Null-Larison, CPA's, this year and suggested that two Board members be designated as Board contacts for the auditors. Mr. Lanier volunteered to serve as a Board contact.

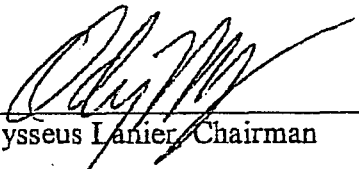
AJOURNMENT

Mr. Lanier invited a motion to adjourn. Mr. Jones so moved and Ms. Kirk seconded. The motion carried and the meeting was adjourned at 4:42 p.m.

Adopted and approved this 9th day of June, 2004.



David Turkel, Secretary



Odysseus Lanier, Chairman

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**MINUTES OF REGULAR MEETING
OF
HARRIS COUNTY HOUSING AUTHORITY
Houston, Texas**

June 30, 2004

THE STATE OF TEXAS)
)
COUNTY OF HARRIS)

The Board of Commissioners of the Harris County Housing Authority met in regular session, open to the public, on the 30th day of June 2004, at the offices of the Authority, 8410 Lantern Point Drive, inside the boundaries of Harris County in the City of Houston, Texas. Mr. Lanier called the meeting to order at 3:12 p.m. and the roll was taken of the duly constituted officers and members of the Board:

Odysseus Lanier	Chairman	Present
Michael Fleming	Vice Chairperson	Absent
Walter Jones	Commissioner	Present
Brenda Kirk	Commissioner	Present
Jorge Casimiro	Commissioner	Absent

Mr. Lanier asked that the Minutes reflect a quorum was present.

Attending all or portions of the meeting were David Turkel, Executive Director of the Harris County Housing Authority and Director of the Community and Economic Development Department of Harris County. Also present was Jim Lemond of the law offices of Winstead Sechrest & Minick, P.C., the Authority's General Counsel. Additional attendees were as follows:

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Bob Kendrick; Harris County Precinct #3

Olga Rodriguez; Harris County Precinct #2

Pat Lykos; Harris County Judge's Office

Jeremy Ratcliffe, Harris County Precinct #1

Charles Yapple, Null-Lairson, CPAs

