

**Housing Finance Authority of Leon County  
June 9, 2022  
Meeting Minutes**

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**MEMBERS PRESENT:** Dr. Jeffrey Sharkey, Chair  
Mr. Mike Rogers, Vice-Chair  
Mr. Chuck White, Secretary  
Ms. Marnie George  
Mr. Tom Lewis  
Ms. Gail Milon

**ADMINISTRATOR:** Mr. Mark Hendrickson  
Ms. Susan Leigh

**HFA LEGAL COUNSEL:** Mark Mustian

**HFA BOND COUNSEL:** George Smith

**COUNTY STAFF:** Shington Lamy  
Matthew Wyman

**COUNTY ATTORNEY:** None

**GUESTS PRESENT:** None

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**Call to Order by Chair Sharkey**

Chairman Sharkey called the meeting to order at 12:00 P.M.

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**Agenda Item #1: Membership Roll Call**

Staff called the Membership Roll and attending members were Chair Sharkey, Vice-Chair Rogers, Secretary White, Ms. George, Mr. Lewis. Ms. Milon arrived after the roll call. The Chair noted that a quorum of the Board was physically present at the meeting location. Treasurer Gay had an excused absence.

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**Agenda Item #2: Approval of the June 9, 2022, Agenda**

**Action Taken: #2** Chair Sharkey called for a motion for approval of the June 9, 2022, Meeting Agenda. Mr. White motioned to approve, and it was 2<sup>nd</sup> by Ms. George. Motion passed unanimously.

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**Agenda Item #3: Approval of the April 26, 2022, Minutes**

**Action Taken: #3** Chair Sharkey called for a motion for approval of April 26, 2022, Minutes. Ms. George motioned to approve, and it was 2<sup>nd</sup> by Mr. Lewis. Motion passed unanimously.

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**Agenda Item #4: Public Comment**

There was no public comment.

**Action Taken: #4**                      No action taken

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**Agenda Items #5A, 5B & 5C    Financial Reports, Budget & Expenditure Approvals**

Mr. Hendrickson presented the Financial Reports, including the May 31 balance sheet, year-to-date expenditures and income, the backup materials, and the proposed expenditure and debit card approvals.

**Action Taken:**  
**5A, 5B & 5C**                      Mr. Rogers motioned to accept the May 31, 2022, Financial Statement, the Income and Expense Report, and the proposed Expenditure and Debit Card Approval List, and it was 2<sup>nd</sup> by Ms. George Motion passed unanimously..

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**Agenda Item #6 :                      County Update and Budget Request**

Mr. Lamy, Mr. Wyman and Mr. Hendrickson the County’s budget request for FY 22-23.

**Action Taken: #6**                      Mr. Rogers motioned that the HFA approve the County’s budget request of \$75,000 for Emergency Repair Program, \$1,500 for Leon County Home Expo, and \$1,500 for 9/11 Day of Service, and it was 2<sup>nd</sup> by Ms. George. Motion passed unanimously.

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**Agenda Item #7A:                      TEFRA & HFA Process Change**

Mr. Hendrickson noted that the changes approved last meeting would be implemented in the future, except that the item referred to Mr. Mustian related to required public engagement would not be added, as Mr. Mustian, after consultation with the County Attorney, had determined that it could be a Fair Housing Act violation.

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**Agenda Item #7B:                      Magnolia Family—Final Approval**

Mr. Hendrickson presented the final approvals for the Magnolia Family transaction, with Mr. Smith presenting a Resolution drafted by bond counsel granting final approval for the transaction. Mr. Hendrickson stated that the bond issue was scheduled to close in mid-July.

Mr. Hendrickson and Mr. Lamy also updated the Board on the need for HFA funds to supplement the approximately \$1 million of ARPA funds that were committed to this development by the County.

**Action Taken #7B:**                      Ms. George motioned that the HFA Board approve the Resolution prepared by bond counsel granting final approval for the Magnolia Family bond sale, and it was 2<sup>nd</sup> by Mr. Rogers. Motion passed unanimously.

Mr. Rogers motioned that the HFA commit the necessary funds required by ARPA/Treasury rules in conjunction with the County’s

ARPA loan to the development, estimated to be \$90,000 to \$200,000, and it was 2<sup>nd</sup> by Mr. Lewis. Motion passed unanimously.

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**Agenda Item #7C: Update on Existing Rental Applications**

Mr. Hendrickson updated the Board on other financings.

**Action Taken #7C:** No action taken.

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**Agenda Item #7D: Emergency Repair Program**

Mr. Wyman updated the Board on the progress of the program, noting that all funds were encumbered.

**Action Taken #7D:** No action taken.

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**Agenda Item #7E: Real Estate**

Mr. Hendrickson updated the Board on recent land parcel sales, and the potential for additional properties being added to the list.

**Action Taken #7E:** No action taken.

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**Agenda Item #7F: Legal Update**

Mr. Mustian stated that he had met with the County Attorney's office related to potential Fair Housing issues and a requirement for public engagement on affordable housing developments that was not required of other developments.

**Action Taken #7F:** No action taken.

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**Agenda Item #7G: Occupancy**

Mr. Hendrickson reported that all HFA properties had occupancy levels of 98% to 100%.

**Action Taken #7G:** No action taken.

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**Agenda Item #7H: To-Do List**

Mr. Hendrickson updated the Board on the status of items on the To-Do list.

**Action Taken #7G:** No action taken.

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**Agenda Item #7I: State Legislative Update**

Mr. Hendrickson informed the Board that work had begun for the 2023 legislative session. He discussed an issue with the Division of Bond Finance that could directly and negatively impact HFA's in smaller regions such as the HFA of Leon County, and the need for potential legislative remedies.

**Action Taken #7I:** No action taken.

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**Agenda Item #8: Other Business**

Ms. Milon inquired about Ridge Road Apartments. Mr. Lamy reported that the neighborhood meeting had been held for the Ridge Road Apartments.

**Action Taken #8:** No action taken.

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**Agenda Item # 9: Adjournment**

Without objection, Chair Sharkey adjourned the meeting at 12:47 PM.

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Jeffrey Sharkey, Chair

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Charles White, Secretary

Date:

**EXPENDITURE & DEBIT CARD APPROVALS: June 9, 2022**

CHECK NUMBER	PAYMENT TO	PAYMENT FOR	Dates	AMOUNT
	The Hendrickson Company	Administrator	5-1-22 to 5-31-22	\$ 4,116.67
<b>EFT</b>	<b>The Hendrickson Company</b>	<b>Administrator</b>	<b>5/19/2022</b>	<b>\$ 4,116.67</b>
	The Hendrickson Company	Administrator	6-1-22 to 6-30-22	\$ 4,116.67
<b>EFT</b>	<b>The Hendrickson Company</b>	<b>Administrator</b>	<b>6/9/2022</b>	<b>\$ 4,116.67</b>
	Nabors Giblin & Nickerson	Legal	2-23-22 to 5-6-22	\$ 537.50
<b>EFT</b>	<b>Nabors Giblin &amp; Nickerson</b>	<b>Legal</b>	<b>5/19/2022</b>	<b>\$ 537.50</b>
	Nabors Giblin & Nickerson	Legal	5-13-22 to 6-2-22	\$ 62.70
<b>EFT</b>	<b>Nabors Giblin &amp; Nickerson</b>	<b>Legal</b>	<b>6/2/2022</b>	<b>\$ 62.70</b>
	Auto-Owners Insurance	Insurance		\$ 402.02
<b>EFT</b>	<b>Auto-Owners Insurance</b>	<b>Insurance</b>	<b>5/6/2022</b>	<b>\$ 402.02</b>
	Ancient City Capital LLC (Tallahassee Affordable Housing Portfolio Developer)	Application Fee Refund (Paid twice; trustee error at closing)	5/19/2022	\$ 7,500.00
<b>Wire</b>	<b>Ancient City Capital</b>	<b>Application Fee Refund</b>	<b>5/19/2022</b>	<b>\$ 7,500.00</b>
<b>DEBIT CARD</b>	<b>PAYMENT TO</b>	<b>PAYMENT FOR</b>	<b>Dates</b>	<b>AMOUNT</b>
	Jersey Mike's Subs	Operating Supplies: Lunch	4/26/2022	\$ 170.99
	Office Depot	Copying	6/8/2022	\$ 67.20
	Office Depot	Office Supplies: clips	6/8/2022	\$ 8.09
	Jersey Mike's Subs	Operating Supplies: Lunch	6/9/2022	\$ 188.84