

Housing Finance Authority of Leon County
June 1, 2023
Meeting Minutes

MEMBERS PRESENT: Dr. Jeffrey Sharkey, Chair
Mr. Mike Rogers, Vice-Chair
Mr. Chuck White, Secretary
Mr. Andrew Gay, Treasurer
Ms. Christic Henry

ADMINISTRATOR: Mr. Mark Hendrickson
Ms. Susan Leigh

HFA LEGAL COUNSEL: Alex Fischer
Junious Brown

HFA BOND COUNSEL: Jason Breth

COUNTY STAFF: Shington Lamy
Jelani Marks
Chelisa Kirkland

COUNTY ATTORNEY: None

GUESTS PRESENT: Brenda Williams, Tallahassee Housing Authority
Tawana Thompson, Tallahassee Housing Authority
Ray Kuniansky, Columbia Residential
Clara Trejos, Columbia Residential

Call to Order by Chairman Sharkey

Chairman Sharkey called the meeting to order at 12:03 P.M.

Agenda Item #1: Membership Roll Call

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

Agenda Item #2: June 1, 2023, Agenda

Action Taken: #2 Chairman Sharkey called for a motion for approval of the June 1, 2023, Meeting Agenda. Mr. Rogers motioned to approve, and it was 2nd by Mr. Gay. Motion passed unanimously.

Agenda Item #3: Approval of the February 9, 2023, and May 11, 2023, Minutes

Action Taken: #3 Chairman Sharkey called for a motion for approval of February 9, 2023, Meeting Minutes and the May 11, 2023, Workshop Minutes. Mr. Rogers motioned to approve, and it was 2nd by Mr. Gay. Motion passed unanimously.

Agenda Item #4 Public Comment

There was no public comment.

Action Taken: #4 No action taken

Agenda Items #5A, 5B, 5C & 5D Financial Reports

Treasurer Gay presented the Financial Reports, including the April 30, 2023, balance sheet, year-to-date expenditures and income, the backup materials, and the proposed expenditure and debit card approvals. He also presented the budget request from the County for FY 23-24.

Action Taken: 5A, 5B, 5C & 5D Mr. White motioned to accept the April 30, 2023, Financial Statement, the Income and Expense Report, and the proposed Expenditure and Debit Card Approval List, and it was 2nd by Mr. Rogers. Motion passed unanimously.

Action Taken: 5D Mr. White motioned to approve the Budget Request from the County for FY 23-24, in the amount of \$75,000 for the Emergency Repair Program, \$1,500 for the Leon County Home Expo, and \$1,500 for the 9/11 Day of Service, and it was 2nd by Mr. Rogers. Motion passed unanimously.

Ms. Henry arrived.

Agenda Item #6: County Update

Mr. Lamy and Mr. Marks updated the Board on the Emergency Repair Program and the 2023 Home Expo.

Action Taken: #6 No action taken.

Agenda Item #7A: Update on Bond Financings

Mr. Hendrickson updated the Board on the Ridge Road bond closing and the construction status of Magnolia Family and the Tallahassee Affordable Housing Portfolio.

Action Taken: #7A No action taken.

Agenda Item #7B: Tallahassee Affordable Housing Portfolio Requests

Mr. Hendrickson and Mr. Breth updated the Board on the compliance status and various requests from the Tallahassee Affordable Housing Portfolio.

Action Taken #7B: Ms. Henry motioned to (1) Require the action plan presented by Mr. Breth, (2) Approve the requested LURA amendments, and (3) Deny the request to remove AmeriNat as the servicer/compliance agent, and it was 2nd by Mr. Gay. Motion passed unanimously.

Agenda Item #7C: Bond-SAIL and Local Contribution with SAIL NOFA & Application

Mr. Hendrickson presented the proposed NOFA and Application for developers applying for bonds with SAIL. He noted that if the applicant was using HFA bonds, the HFA would provide the required local contribution. Mr. Hendrickson also stated that a developer not using HFA bonds could still use this application to apply for the required local contribution from the County.

Action Taken #7C: Mr. Rogers motioned to approve the NOFA and Application and authorized their publication on the HFA website and distribution to other interested parties, and authorized the Chairman to sign necessary forms for an FHFC SAIL application indicating that an application had been received and that the HFA is committing to provide the required local contribution, subject to confirmation from staff that the application meets the requirements of the NOFA, and it was 2nd by Mr. Gay. Motion passed unanimously.

Agenda Item #7D: Emergency Repair Program

Mr. Hendrickson noted that Mr. Marks had updated the Board on the program earlier in the meeting.

Action Taken #7D: No action taken.

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.

Agenda Item #7F: Legal Update

Mr. Hendrickson presented the background on the County's selection of Nabors Giblin as bond counsel, and the options the HFA had related to Bond Counsel and HFA Counsel.

Action Taken #7F: Mr. Gay motioned that the HFA rely upon the County's selection of Nabors Giblin as bond counsel and retain Nabors Giblin as the HFA's bond counsel, and it was 2nd by Mr. White. Motion passed unanimously.

Mr. White motioned that the HFA retain Bryant Miller & Olive as HFA counsel, and it was 2nd by Mr. Rogers. Motion passed unanimously.

Agenda Item #7G: Occupancy Reports

Mr. Hendrickson presented the occupancy reports for the developments assisted by the HFA.

Action Taken #7G No action taken.

Agenda Item #7H: To-Do List

Mr. Hendrickson updated the Board on the status of items on the To-Do list. Mr. Lamy stated that he would attempt to schedule Mr. Darryl Jones (County MWSBE Office) for a presentation to the HFA.

Action Taken #7H No action taken.

Agenda Item #7I: State Legislative Update

Chairman Sharkey and Mr. Hendrickson updated the Board on the 2023 legislative session.

Action Taken #7I: No action taken.

Agenda Item #8A: Other Business—Magnolia Family

Ms. Brenda Williams updated the Board on the status of the Magnolia Family construction and invited the Board to tour the property after the Board meeting.

Action Taken #8A No action taken.

Agenda Item # 9: Adjournment

Without objection, Chair Sharkey adjourned the meeting at 12:57 PM.

Jeffrey Sharkey, Chair

Charles White, Secretary

Date:

EXPENDITURE & DEBIT CARD APPROVALS: June 1, 2023

CHECK NUMBER	PAYMENT TO	PAYMENT FOR	Dates	AMOUNT
	The Hendrickson Company	Administrator	3-1-23 to 3-31-23	\$ 4,333.33
EFT	The Hendrickson Company	Administrator	3/15/2023	\$ 4,333.33
	The Hendrickson Company	Administrator	4-1-23 to 4-30-23	\$ 4,333.33
EFT	The Hendrickson Company	Administrator	4/13/2023	\$ 4,333.33
	The Hendrickson Company	Administrator	5-1-23 to 5-31-23	\$ 4,333.33
EFT	The Hendrickson Company	Administrator	5/11/2023	\$ 4,333.33
	The Hendrickson Company	Administrator	6-1-23 to 6-30-23	\$ 4,333.33
EFT	The Hendrickson Company	Administrator	6/1/2023	\$ 4,333.33
	Doug Croley Insurance	Insurance	2/14/2023	\$ 3,562.65
1140	Doug Croley Insurance	Insurance	2/14/2023	\$ 3,562.65
	Auto-Owners Insurance	Insurance		\$ 403.86
EFT	Auto-Owners Insurance	Insurance	4/13/2023	\$ 403.86
	Nabors Giblin & Nickerson	Legal	2-13-23 to 3-16-23	\$ 150.00
EFT	Nabors Giblin & Nickerson	Legal	3/15/2023	\$ 150.00

	Nabors Giblin & Nickerson	Legal	5-11-23 to 5-31-23	\$ 350.00
EFT	Nabors Giblin & Nickerson	Legal	6/1/2023	\$ 350.00
	Leon County	Home Expo 2023	2/14/2023	\$ 1,500.00
1141	Leon County	Home Expo 2023	2/14/2023	\$ 1,500.00
	Florida ALHFA	Conference Sponsor	3/15/2023	\$ 2,500.00
EFT	Florida ALHFA	Conference Sponsor	3/15/2023	\$ 2,500.00
	Florida ALHFA	Conference Registrations	4/13/2023	\$4,000.00
1142	Florida ALHFA	Conference Registrations	4/13/2023	\$4,000.00
	Lakes at San Marcos	Refund fee overpayment	4/13/2023	\$14,086.65
Wire	Lakes at San Marcos	Refund fee overpayment	4/13/2023	\$14,086.65
DEBIT CARD	PAYMENT TO	PAYMENT FOR	Dates	AMOUNT
	Office Depot	Copying	5/6/2023	\$ 126.72
	Office Depot	Copying	5/28/2023	\$ 110.70
	Jersey Mike's Subs	Operating Supplies: Lunch	2/13/2023	\$ 195.12