

Housing Finance Authority of Leon County
April 11, 2019
Meeting Minutes

MEMBERS PRESENT: Mr. Tom Lewis, Chairman
Ms. Gail Milon
Mr. Mike Rogers
Mr. Allen Stucks

ADMINISTRATOR: Mr. Mark Hendrickson
Ms. Susan Leigh

HFA LEGAL COUNSEL: Mr. Mark Mustian

COUNTY STAFF: Mr. Shington Lamy
Mr. Matthew Wyman

COUNTY ATTORNEY: None

GUESTS PRESENT: None

Call to Order by Chairman Lewis

With a quorum present, Chairman Lewis called the HFA meeting to order at 12:07 P.M

Agenda Item #1: Membership Roll Call

Staff called the Membership Roll and attending members were Chairman Lewis, Ms. Milon, Mr. Rogers, and Mr. Stucks. Vice-Chair George, Secretary Sharkey and Treasurer Gay notified staff within the required time period that she would not be attending the meeting and were excused.

Agenda Item #2: Approval of the April 11, 2018, Agenda

Action Taken: Chairman Lewis called for a motion for approval of April 11, 2019 Meeting Agenda. Ms. Milon motioned to approve, and it was 2nd by Mr. Stucks. Motion passed unanimously.

Agenda Item #3: Approval of the March 15, 2019 Minutes

Action Taken: Chairman Lewis called for a motion for approval of the March 15, 2019 Meeting Minutes. Mr. Stucks motioned to approve, and it was 2nd by Ms. Milon. Motion passed unanimously.

Agenda Item #4 Public Comment

There was no public comment.

Action Taken: No action taken

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

Mr. Hendrickson presented the Financial Reports, including the March 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. Stucks motioned to accept the February 28, 2019 Financial Statement and Income and Expense Report and to approve the proposed Expenditure and Debit Card Approval list, and it was 2nd by Ms. Milon. Motion passed unanimously.

The Board requested the Administrator to review wire fees and to determine if Capital City Bank would waive such fees.

Agenda Item #6A: Magnolia Terrace Bond Application

Mr. Hendrickson, Mr. Mustian, and Mr. Lamy updated the Board on the status of the Magnolia Terrace bond application, including detailed information on the process involved with holding a TEFRA hearing and requesting BOCC approval. A lengthy discussion followed on methods to effectively communicate to the BOCC what TEFRA was and what is the BOCC's role in the process.

Action Taken: 6A **The Board directed Mr. Hendrickson to work with Mr. Lamy on a one-page summary of TEFRA and the development for the BOCC.**

Agenda Item #6B: HFA Annual Report

Mr. Hendrickson explained that the HFA was now required to submit an annual report to the Board of County Commissioners, but there was no specific date upon which the report was due. He stated that a draft report was in the Board Packet.

Action Taken: 6B Mr. Stucks motioned to approve the Annual Report, subject to various typographical errors being corrected, and it was 2nd by Ms. Milon. Motion passed unanimously.

Agenda Item #7A: County Report on Emergency Repair Program

Mr. Wyman reported that the County had produced a document that put existing Emergency Repair Program policies and procedures into a written format.

Action Taken: The Board requested an Executive Summary of the results of the program.

Agenda Item #8A: Emergency Repair Program

Mr. Hendrickson reported on the status of the program.

Action Taken No action taken.

Agenda Item #8B: Real Estate

Mr. Hendrickson reported on the status of the marketing by Ketcham Realty, stating that Ketcham reported that four properties had been sold, with one in process, but had provided no information to-date on the sales price or which properties had been sold.

Action Taken: No action taken.

Agenda Item #8C Legal Update

Mr. Mustian reported he had no items to report.

Action Taken: No Action Required.

Agenda Item Lakes at San Marcos Occupancy

Mr. Hendrickson reported on the current occupancy level of Lakes at San Marcos, noting that the Board had requested this information quarterly.

Action Taken: No Action Required

Agenda Item #8D: To-Do List

Mr. Hendrickson reported that the to-do list was in the Board Packet. Mr. Lamy provided an update on the Home Expo being held April 13.

Action Taken: No Action Required

Agenda Item #8F: State Legislative Update

Mr. Hendrickson updated the Board on the 2019 Legislative Session.

Action Taken: No action taken.

Agenda Item # 9: Adjournment

On a motion by Mr. Stucks, 2nd by Ms. Milon, the Board voted unanimously to adjourn the meeting at 1:09 P.M.

Tom Lewis, Chairman

Jeffrey Sharkey, Secretary Date:

EXPENDITURE & DEBIT CARD APPROVALS: APRIL 11, 2019

CHECK NUMBER	PAYMENT TO	PAYMENT FOR	Dates	AMOUNT
	The Hendrickson Company	Administrator	3-15-19 to 4-14-19	\$ 3,583.33
1066	The Hendrickson Company	Administrator	4/11/2019	\$ 3,583.33
	Nabors Giblin & Nickerson	Legal	3-15-19 to 3-31-19	\$ 262.90
1067	Nabors Giblin & Nickerson	Legal	4/11/2019	\$ 262.90
	Leon County	Emergency Repairs	Remainder of FY 18-19 allocation	\$ 18,750.00
1068	Leon County	Emergency Repairs	4/11/2019	\$ 18,750.00
DEBIT CARD	PAYMENT TO	PAYMENT FOR	Dates	AMOUNT
	Jersey Mike's Subs	Operating Supplies: Lunch	3/14/2019	\$ 144.86
	Office Depot	Copying	4/6/2019	\$ 46.40