

Meeting Minutes
Harris County Housing Finance Corporation Board Meeting
c/o Housing & Community Development
Bracewell Offices-Board Room
711 Louisiana, Houston, TX 77002
December 11, 2024, at 11 am

Board Members:

Present: Jason McLemore, President, Chad Khan, Vice President, Hon. Dwight Jefferson, Treasurer, Thao Costis, Secretary, Robert Belt, Bryan Sanchez, Francisco Castillo, Mercedes Sanchez, Adrian Ozuna, Director.

Others Present:

Rene Martinez, Steven Harris, Sheerah Walker, Candace West, Craig Atkins, Bianca Urbina, Hafsa Moinuddin, Cana Cen, Tory Gunsolley, and Carmen Latorre, via Teams, representing Harris County Housing & Community Development Department (HCHCD), Randy Keenan representing the County Attorney's Office, Gary Machak and Joshua Karar with Stifel, Andy Prihoda, with Bracewell, and Elizabeth Bowes with Bracewell attended via Teams.

The following items came before the Board of Directors for consideration and/or approval.

1. Call the meeting to order and verify that a Quorum is present.

President McLemore called the meeting to order at 11:00 am and verified there was a quorum.

2. Public Comments. There were no public comments.

3. Approval of minutes from the November 18, 2024, Regular Board Meeting.

A motion to approve the regular board meeting minutes from November 18, 2024 was made by Secretary Costis and seconded by Director; Castillo. The motion carried unanimously.

4. Approval and discussion of payment of certain bills and expenses and Financial Report, and possible action with respect thereto: Financial Reports include the Treasurer's Report, Balance Sheet, Income Statement, HCHFC Investments, and annual Budget vs. Year-to-date actuals. ARPA Construction Reimbursements Reconciliation Report for the period. Mr. Craig Atkins presented financials. A motion to approve financials was made by Treasurer Jefferson and Director Ozuna seconded. The motion carried unanimously.

5. Presentation, discussion, and potential action on Lextree (recommendation from County Attorney's Office). Consider and approve Resolution authorizing Executive Director entering contract for management software to manage multiple projects and collaborate with the County Attorney's Office on file tracking, reporting dates, organize files and track deadlines. (Annual fee \$4,800), could potentially be shared with HCRDA.)

The staff has worked with County Attorney Randy Keenan to assess alternative management software to manage multiple projects, organize files, and track deadlines. (An annual fee of \$4,800 could potentially be shared with HCRDA.) Several Board members requested additional information concerning additional capabilities and project costs. Upon presentation and review with Mr. Keenan, it was moved to table the matter for possible future consideration.

6. Approval of legal fees for review of Kingsland Apartments land transfer. Consideration and approval of outside counsel fees for review by attorneys for lender to allow transfer of Kingsland Park Apartments to Harris County HFC.

The Board previously authorized Kingsland Park Apartments land to be transferred from Harris County to the HFC. In order to receive approval of lenders, payment of retainer for the lenders attorney is requested. A motion to approve payment was made by Treasurer Jefferson and seconded by Director Ozuna; the motion carried unanimously.

OTHER MATTERS

7. **Such other matters as may come before the Board.**
No other matters came before the Board.
8. **Adjournment:** The meeting adjourned at 12:02 pm

Secretary

APPROVED:
