

**Housing Finance Authority of
St. Johns County, Florida
Regular Meeting**

**April 27, 2023
Minutes**

The Housing Finance Authority of St. Johns County met at 3:00 pm in the Kingfisher conference room in the Health & Human Services Building – 200 San Sebastian View, St. Augustine, Florida 32084.

The meeting was called to order at 3:01 p.m. by Michael O'Donnell, Chair.

Members Present:

Robert Marshall
Carolina Morrow
Malinda Peebles
Michael O'Donnell
Erick Saks
Linda DeGrande
Brian Clark

Members Absent:

None

Guests Present:

Priscilla Howard – Executive Director to the HFA
Rich Komando, Esq., Bradley, Garrison & Komando, P.A.
Roberto Ortiz, Housing & Community Development Manager
Mary Garcia, Social Services Support Staff
Emily Magee, Esq, Butler and Snow, LLP
Bailey Williams, Esq, Butler and Snow LLP
Michael Hartman, Turnstone Development
Malinda Everson, Habitat for Humanity St Augustine/St John County

Notices regarding the meeting were sent to all members. Quorum was present. No press was in attendance.

Pledge of Allegiance

Additions/Deletions to Agenda and Approval of Agenda:

Motion was made by Board Member DeGrande to accept the agenda as printed; motion seconded by Board Member Saks. **Motion passed unanimously.**

Public Comment: None

Approval of Minutes:

Mrs. Howard stated that there were some minor clerical changes to the minutes.

Motion made by Board Member Morrow to accept April 27, 2023, meeting minutes with the minor clerical changes; motion seconded by Board Member DeGrande. **Motion passed unanimously.**

Financial Report/Review of Bills and Correspondence:

- Mr. Ortez gave the report. He stated that 5 checks were presented for signature; one for Mrs. Howard – Executive Director; one for Mr. Komando’s legal services; one for Mr. O’Connell’s CPA services; one for Sadowski Education Efforts; and one for Staples.
- The Financial Report is included in the materials handed out before the meeting.
- Chairman O’Donnell asked for clarification on the negative net income. Board Member DeGrande explained that the expenses exceeded more than what was originally budgeted. However, the question will be sent to the accountant for further clarification.

County’s Update

- Mr. Ortiz’s April 27, 2023 report was included in the Board Members handouts.
- Mr. Ortiz’s stated that the written report stands as presented and he will only present changes and updates.
- Victoria Crossing – Michael Hartman of Turnstone Development reported that the property is approximately 94% complete. Building 1 is complete and Building 2 will be completed by the end of May. They hope to start moving renters in by June 1. Buildings 3 and 4 will be completed within the following two weeks. Turnstone Development has hired a management company. To date, only 5 tenants have been rejected and the remainder are going through the compliance process to check income requirements. Chairman O’Donnell asked if there have been any complaints from potential tenants. Mr. Hartman assured him that management is working with every potential tenant as credit issues arise.
- San Marco Heights – Mr. Ortiz will ask a representative to present at a future Board Meeting for the Board to ask them questions directly. Mr. Ortiz reported that three buildings are 100% complete and the 4th building is approximately 45% complete. Chairman O’Donnell asked if there are still tenant complaints. Mr. Ortiz reported that the number of complaints continues to decrease. Mr. Ortiz and his staff will continue to randomly monitor the units and meet with management. Board Member Morrow asked if a person from Social Services would be on site. Mr. Ortiz stated that Social Services will be assigned to Victoria Crossing but if needed they can use space at San Marco.
- West Augustine –The CRA and their attorney are still evaluating the lots.
- Oaks at St. John – Dominion is still working toward closing. Bond Council stated that there has not been any further conversation with the developer.. Mr. Ortiz reported that he will continue to check with the developer for updates.
- Ability Housing – The county is working on a contract to give to Ability Housing for affordable housing dollars that were generated from the sale of surplus lands. The contract should go before the Board of County Commissioner on June 2nd.

- Alpha Omega is still moving forward.
- County's other affordable housing efforts – St Johns County received \$100,000 from the State of Florida to assist residents affected by the hurricane. Mr. Ortiz handed out a summary of SB 102. He stated that the bill will be effective July 1, 2023.
- Mr. Ortiz took questions from the Board. Board Member Morrow asked where the additional affordable housing dollars were coming from. Mr. Ortiz explained that those funds are generated from the sale of surplus lands.

New Business

- **HFA Logo Design** – Mrs. Howard presented the logo designs to the Board for a final vote. After some discussion a logo was chosen.
- **Summer Board Meeting Calendar** – Mrs. Howard asked the Board to consider cancelling the July meeting since the Board will attend the Florida ALHFA Education Conference the week before. Chairman O'Donnell reminded the board that they typically cancel that meeting because of the conference.

Motion was made by Board Member Morrow to cancel the July Board Meeting; motion seconded by Board Member DeGrande. **Motion passed unanimously.**

- **Notice of Request for Application** – Mrs. Howard presented a copy of the notice that was reviewed by the attorney and financial advisor. The notice will go out informing the development community that the HFA has a desire to issue bonds for the purpose of financing affordable housing developments. Attorney Komando stated that in addition to the Notice there is a mini application that gives the Board and financing team an idea of a developer's interest in using bonds to finance their development. Mr. Komando reported that these documents have some outdated information on the county attorney and bond counsel. He recommended replacing the name of the attorney for county to just the title and address and change the bond counsel's name Emily Mcgee but do not reference the firm's name. Board Member Saks asked if we correct the documents reflect the HFA's name as SJCHFA.

Motion was made by Board Member Saks to approve the amendments to the mini application and notice; motion seconded by Board Member DeGrande. **Motion passed unanimously.**

- **State Legislative Update** – SB 102 was included in the handout materials for information only. The SHIP allocation chart was also included. Attorney Komando gave a brief overview of the Live Local Act (SB 102) and recommended that the Board listen to the webinar May 9 that will go into more detail.

Upcoming Events

- Annual Board Development And Strategic Planning Workshop– May 25, 2023
- Florida Association of Local Housing Finance Authorities Education Conference – July 12-15, 2023, in Sarasota, FL at the Sarasota Westin Hotel

Board of Directors Comments:

- Board Member DeGrande mentioned that Ms. Garcia and Ms. Voorhees will be missed from working with the Board.
- Board Member Morrow mentioned that Mrs. Howard is being received very well by the community and the commissioners. The community is beginning to know what the HFA is and what we do.
- Board Member DeGrande wants to make sure that HFA has an opportunity to share in the dollars the County may receive through SB 102.
- Mrs. Howard announced that there is interest from a developer to use bond allocation.
- Board Member DeGrande stated that the HFA needs to find ways to ensure that funds continue to come in to cover the HFA costs when Bond Allocation is not feasible due to market conditions.
- Board Member Saks asked if HFAs are eligible for grants. Attorney Komando stated most grants will go to the county.

Adjourn

Next Meeting Date:

- May 25, 2023

Meeting was adjourned at 3:42 p.m.

Next Meeting: The next regular meeting of the HFA will be held on May 25, 2023, in the Kingfisher conference room in the Health & Human Services building, at 200 San Sebastian View, St. Augustine.

Respectfully submitted,

Secretary