

**BOARD MEETING MINUTES**  
**THE HOUSING FINANCE AUTHORITY OF MARION COUNTY**  
**REGULAR MEETING OF April 14th, 2021**

- I. Call to Order of the Regular Meeting.  
The regular meeting of the Housing Finance Authority of Marion County, Florida was called to order at 12:01 PM on April 14th, 2021 in Conference Room "A" of the McPherson Complex.  
**Board members present:** P.H. Culver Chairman, Jon M Kurtz Secretary, Bryon Zonin, and Rebecca Gavidia. Also, present were, Donnie Mitchell Grant Manager, Samantha Boocock H2 Advisors, Keith Fair Executive Director of HFA. Mike Dean of the Dean Law Firm, LLC as legal counsel for the Housing Finance Authority (HFA) and Sherri Meadows Board Member called in for the meeting. Special guest Karen Hatch Center State Bank was in attendance too.
  
- II. Proof of Publications.  
The meeting was called to order by P.H. Culver and the proof of notice of publication dated 12-22-2020 and published 12-22-2020.
  
- III. Review of Minutes for March 10th, 2020 meeting.  
Sherri Meadows made a motion to approve the March minutes and the motion was seconded by Jon Kurtz and passed unanimously.
  
- IV. Reviewed the Two Resolutions  
There were two Resolutions presented to be signed by the HFA Board. The first Resolution of the Housing Finance Authority of Marion County to address the critical shortage of essential and affordable housing in Marion County. The second Resolution of the Housing Finance Authority of Marion County to establish the housing allowances target for affordable workforce housing. Sherri Meadows made a motion to approve both Resolutions and the motion was seconded by Jon Kurtz and passed unanimously. The HFA Board members signed and the dated both Resolutions as April 14<sup>th</sup>2021.
  
- V. HFA Financial Update  
Rebecca Gavidia presented the latest P&L and Checking Report plus the Cash Flow Statement and Balance Sheet. The monthly revenue vs. expenses report was reviewed and discussed during the meeting. Byron Zonin made a motion to approve the April financials and the motion was seconded by Jon Kurtz and passed unanimously.
  
- VI. HFA Board Request the Addition of Two New Board Member Seats  
There was discussion and suggestions made before a vote to approve adding two new HFA Board seats. Jon Kurtz made a motion to approve the adding two members and the motion was seconded by Byron Zonin and passed unanimously based on the by-laws allowing such action per Mike Dean.

VII. SHIP Homes Building Update

Keith shared the Builders Trends app from Stephens Construction that shows a daily report of the construction progress for the 3 homes. The app provides photo updates, daily work calendars, timeline forecast along with other activity on the homes. The Board really like the app and the construction progress. The Chairman reminded the board that some of the construction materials have more than double in price over the last 60 days. These increases will probably cost the HFA additional money to build the 3 SHIP homes.

VIII. Activity Update

The HFA Board reviewed the activity report with Donnie providing an update on the Home Matters II study. Donnie also gave a detailed description of the repairs that will be done at the Quad unit.

IX. 18 Month Budget Recap

Keith went through the revenue and expenses in the 3-year business plan and presented a recap on the adjusted line-item expenses along with the revenues for the last 18 months. There have been budget increases for homeowner's insurance and the monthly maintenance repairs budget has been increased from \$165.00 per month to \$200.00 per month. Overall, the 3year plan is on course to meet the outlined goals and timelines.

X. New Business

Celly Rivera was introduced to the HFA Board members as the new part time associate. She shared with the group about her professional skills and past places she has worked. She will be assisting Keith and Donnie with the day-to-day activities.

Keith offered a suggestion to secure pricing for the cost of 5 new driveways and some landscaping at the recently installed mobile homes. Sherri recommended a drought resistance scrubs to be used.

XI. Old Business

Donnie provided an explanation handout for the HOME, CDBG, and SHIP Funding Programs.

XII. Next regular meeting set for: May 12th, 2021

XIII. Adjournment

There being no further business to come before the meeting, it was then adjourned.

Housing Finance Authority of Marion County

By: 

Jon Kurtz Secretary