

**BOARD MEETING MINUTES**  
**THE HOUSING FINANCE AUTHORITY OF MARION COUNTY**  
**REGULAR MEETING OF JUNE 21<sup>st</sup>, 2023**

- 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 June 21<sup>st</sup>, 2023, in Conference Room “A” of the McPherson Complex.
- II. Board Members and Guests Present  
PH Culver Chairman was absent but called into the meeting, Jon Kurtz Secretary (Note: Jon Kurtz Chaired the meeting), Sherri Meadows, Manny Alonso, and the Treasurer Rebecca Gavidia. Also, present was Keith Fair Executive Director of HFA, Tim Dean of the Dean Law Firm, LLC as legal counsel for the Housing Finance Authority (HFA), Donnie Mitchell Grant Manager, and Aracelis Rivera Property Manager. Special guest Karen Hatch South State Bank and Abigail Gonzales Community Services. A quorum was recognized to start the meeting.
- III. Proof of Publications  
The meeting was called to order by P.H. Culver and the proof of notice of publication dated 12-14-2022 and published 12-14-2022.
- IV. Review of Minutes for May 17<sup>th</sup>, 2023, meeting  
Rebecca Gavidia made a motion to approve the May minutes and the motion was seconded by Manny Alonso and passed unanimously.
- V. HFA Financial Update  
H2 Advisors presented the monthly financials showing the latest P&L, Checking Account Report plus the Cash Flow Statement and Balance Sheet. The spreadsheets showing revenues vs. expenses were emailed in advance to the meeting. The June financial report showed a lower amount of maintenance expenses for the month. The monthly cost has been reduced based on some changes. Manny Alonso made a motion to approve the April financials and the motion was seconded by Rebecca Gavidia and passed unanimously.

VI. Activity Report

Keith shared the HFA staff activities and meetings that were conducted from the middle of May – middle of June. The Board had several questions on some of the meetings that were outside the core business model of housing. It was explained that those meetings could play an important role in some future developments. Otherwise, the Board was good with the Activity Report.

VII. Community Land Trust (CLT)

HFA staff met with Cheryl Martin to review our vision for the CLT concept, and she granted the HFA permission to pursue the CLT and enter into an agreement with Florida Housing Coalition to handle all the necessary paperwork. The CLT will be used for “rental unit” developments and Public Private Partnership programs. The CLT will be set up as a non-profit, with its own Board of Directors and the HFA will be the Trustee of the CLT. Sherri Meadows made a motion to approve the CLT after the final draft of the agreement was reviewed by the other Board Members and the motion was seconded by PH Culver and passed unanimously.

VIII. Activity Bonds

Keith and Donnie will continue to gather information and understand the guidelines for securing Private Activity Bonds. There is a meeting with the HFA of Alachua County to learn more about how they have secured their Bond funding. Donnie will attending the annual HFA Conference in Sarasota in July and will have some one-on-one meetings with other counties who have secured Bonds for developments. There will be additional Bond information provided in the July Board meeting.

IX. CRA Opportunity

The HFA Board directed the HFA attorney to create a release letter for the property owner (Parcel # 24093-001-00) to sign that would give appraiser permission to be on the property to conduct an appraisal of the property.

X. Unfinished Business

There were early discussions on the 5-Year Business Plan draft document. The June 21<sup>st</sup> meeting agenda offered a comprehensive review of the Plan and 5-Years of Forecast numbers. There were some additions and changes needed before the final version could be printed and distributed.

XI. Open Discussion

There were several office space options presented to the Board and they voted to move the HFA offices from the Community Service Building to the second floor of Dean Law Firm's office. It was noted that Tim Dean is not being compensated for the monthly rental fees paid by the HFA. The rental agreement is between the Housing Finance Authority of Marion County and Daystar Professionals, LLC. Sherri Meadows made a motion to approve the office move and the motion was seconded by Manny Alonso and passed unanimously.

XII. Next Meeting: July 19<sup>th</sup>, 2023

XIII. Adjourn

Sherri Meadows made a motion to adjourn the meeting and the motion was seconded by Manny Alonso and passed unanimously. There being no further business to come before the meeting, it was then adjourned.

Housing Finance Authority of Marion County

By: \_\_\_\_\_

  
Jon Kurtz Secretary