

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

**May 25,2023
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 3:00 p.m. by Michael O'Donnell, Chair.

Members Present:

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

Members Absent:

Brian Clark

Guests Present:

Priscilla Howard – Executive Director to the HFA
Rich Komando, Esq., Bradley, Garrison & Komando, P.A.
Henry O'Connell, W. H. O'Connell & Associates, PA
Roberto Ortiz, Housing & Community Development Manager
Emily Magee, Esq, Butler and Snow, LLP
Bailey Williams, Esq, Butler and Snow LLP
Bill Lazar, St. Johns Housing Partnership
Kim Dailey, Papyrus Document & Design, LLC
Monique Spotts, Public Resources Advisory Group
Commissioner Roy Alaimo, St Johns County BCC District 3

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:

Chair O'Donnell asked to amend the agenda to move the discussion with the Web Designer earlier in the agenda and to move the Financial Report to be discussed during the Workshop. **Motion** was made by Board Member Saks to accept the agenda with the changes; motion seconded by Board Member Peebles. **Motion passed unanimously.**

Public Comment: None

Approval of Minutes:

Motion was made by Board Member DeGrande to accept April 27, 2023, meeting minutes; motion seconded by Board Member Peeples. **Motion passed unanimously.**

New Business

Annual Board Development and Strategic Planning Workshop

- The Board Members were given a Notebook of Educational Materials
- Mrs. Howard explained that the workshop will be done in two sessions. Session One: Education and Session Two: Planning. She also explained that time may not allow for every topic to be covered but items omitted may be added as topics for future Board Meetings.

- **Board -Ethics & Sunshine** – The presentation was conducted by Attorney Komando, HFA Counsel. A copy of his presentation was included in the Board’s Workshop Notebook. Government in the Sunshine, Public Records, use of Social Media, and Meeting Notice requirements were discussed in detail.

- **Website** – The presentation was conducted by Kim Dailey, Papyrus Document & Design, LLC. Ms. Dailey is the web designer that has been hired by the Board to create their new website. Ms. Dailey’s presentation was done via ZOOM. She shared her screen to demonstrate the functions of the website to date. Ms. Dailey explained that the website currently has one email address. There will be an additional cost to add more email addresses. Attorney Komando stated that he appreciated how easy it is to navigate the website. The following requests were made by the Board Members to be added to the website:
 - Board Members pictures and short bios
 - Link to key city, state, and federal offices
 - Pictures and details of existing deals
 - Button specific to audience
 - Make sure all appropriate symbols and disclaimers are on website
 - Make sure all ADA accommodations required for the HFA website are met
 - Make sure home page reflect a local historic site
 - Survey developers to see what they would like to see on website

Mrs. Howard will make sure the information placed on the website is reviewed by the appropriate professional. She stated that the HFA can continue to fine tune the website even after it is launched.

- **What is an HFA** – The presentation was conducted by Monique Spotts, Financial Advisor and Emily Magee, Bond Counsel. Ms. Spotts gave the history and purpose of an HFA at the county level. Ms. Spotts also explained how the bond allocation is divided among the state and the various regions. SJCHFA is in a multi county region - Region 4. Ms. Magee explained that the bond allocation amount received is determined by the population of the counties within a

Region.

- **Current Funding Sources for SJCHFA** – The presentation was conducted by Ms. Spotts, Ms. Magee and Mr. Henry O’Connell, Accountant. Ms. Magee explained that the most financially feasible source of financing for the HFA is tax exempt bonds with the 4% housing credits. It was further explained that allocation when requested for multi-family must be deal specific on a first come first served basis. If the allocation for Region 4 is exhausted , the HFA can place transactions on the waiting list. Mrs. Howard added that the HFA’s goal is to make developers aware that they must apply in time to be ready to submit a request for allocation to the Division of Bond Finance on January 2 of each year. The Board asked about the status of the single-family bond program. Attorney Komando explained the process and requirements to originate mortgages under a bond program. Ms. Spotts added that St. Johns County does not have enough inventory for the income levels served by the HFA.

The Board listed ideas of programs to investigate – 1) approach owners of aging developments about a possible acquisition and rehabilitation using tax exempt bonds; and 2) publish a notice of possible allocation availability. Mrs. Howard reminded the board that we now have a list of developments that were allocated bonding authority from 1980 to the present. That list will be analyzed by Bond Counsel.

- **Financial Reports** – The presentation was conducted by Mr. O’Connell, Ms. Spotts, and Attorney Komando.
 - Mr. O’Connell stated that several 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; and one for insurance that covers the properties owned by the HFA. A check was submitted for the Registration fee at the Florida Association of Local Housing Authorities Annual Education Conference.
 - Mr. O’Connell explained the history of the entries on the Halo Properties and reminded the Board that they entered into an agreement to forgive the back interest if the developer commenced with making amortized payments on the loan; which he is doing and on a timely basis.
 - Mr. O’Connell informed the Board that they still own 5 lots which the HFA is currently paying insurance on.
 - Ms. Spotts explained that the HFA gets a closing fee and an annual fee as long as bonds are outstanding, typically 3-15 years. The HFA has the ability under their documents to charge a prepayment fee.

Old Business

- None

Adjourn

Next Meeting Date:

- June 22, 2023

Meeting was adjourned at 4:20 p.m.

Next Meeting: The next regular meeting of the HFA will be held on June 22, 2023, in the Kingfisher conference room in the Health & Human Services building, at 200 San Sebastian View, St. Augustine.

Respectfully submitted,

Secretary