

**Housing Finance Authority of
St. Johns County, Florida
Regular Meeting
March 28, 2024
Minutes**

The Housing Finance Authority of St. Johns County met at 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:

Michael O'Donnell, Chair
Robert Marshall, Vice Chair
Malinda Peebles
Erick Saks
Carolina Morrow
Brian Clark (Via ZOOM)

Members Absent:

Linda DeGrande

Others Present:

Priscilla Howard – Executive Director HFA
Richard Komando, Esq., Bradley, Garrison & Komando, P.A.
William O'Connell, WH O'Connell, CPA
Jenny Harvey, Housing and Community Development Manager, St. Johns County
Marianne Edmonds, Public Resources Advisory Group
Molly Clark, Public Resources Advisory Group
Victoria Pepper, CARE

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

Pledge of Allegiance

I. Agenda -

Mrs. Howard stated that there were two additions to the Agenda:

- 1) Under Financial Report: Mr. O'Connell has an additional form that the Chair needs to sign for the investment account concerning authorized signatures
- 2) Under New Business there are two Annual Reports – Annual Report for BOCC and Annual Report of the Year in Review.

Approval of Agenda as Amended: Motion was made by Board Member Marshall to approve the agenda as Amended; motion seconded by Board Member Saks. **Motion passed unanimously.**

II. Public Comment: None at this point in the Agenda

III. Minutes –

Approval of Minutes: **Motion** made by Board Member Marshall to approve the February Board Meeting minutes; motion seconded by Board Member Morrow. **Motion passed unanimously.**

IV. Financial Report

- Mr. O'Connell reported that the audit came back with a clean opinion.
- Mr. O'Connell reported that the application was sent to Florida Prime for the investment account. They now need a participant account maintenance form that needs to be notarized. The Board needs to decide who has the authority to transfer money. In the past it was Mr. O'Connell and Chairman O'Donnell. Mrs. Howard as Executive Director will be added.

Motion made by Board Member Saks to approve Mr. O'Connell, Accountant, Mr. O'Donnell, Chairman; and Mrs. Howard, Executive Director as authorized signatures on account; motion seconded by Board Member Marshall. **Motion passed unanimously.**

- Mr. O'Connell listed the checks that were written last month - Mrs. Howard, his firm, and legal counsel,

The County's Update was moved to later in the meeting. Ms. Harvey had to leave the room to ask the notary to come to the meeting to notarize the Florida Prime Investment Account forms.

V. New Business

- a. General Liability Insurance with Herbie Wiles Insurance - Mrs. Howard stated that the HFA has received a bill to renew their General Liability Insurance for the few lots still owned by the HFA. Board Member Saks questioned whether or not the HFA still owned the lots since no lots were showing up on the Property Appraiser's website under the ownership of the HFA. Mr. Komando stated that there were some properties left after the HFA did the initial sell. Board Member Marshall recommended that the Board consider donating the lots since the HFA has carrying costing. Mrs. Howard stated that she would find the lot numbers and send them to Board Member Saks to investigate. In the meantime, Mr. Komando asked the Board to take a vote on the policy renewal. Mr. O'Connell stated that the Insurance company will reimburse the premium as they have done in the past if it is found that the HFA no longer owns the lots

Motion made by Board Member Morrow to renew the General Liability Insurance Policy; motion seconded by Board Member Marshall. **Motion passed unanimously.**

VI. County's Update

- Ms. Harvey reported that approvals to finance the rehabilitation of Summer Breeze and Summerset Village apartments are scheduled to go before the BOCC, Tuesday April 2, 2024. Ms. Harvey stated that the rehabilitation of these apartments is greatly needed and will be welcomed by the community. She stated that the public affairs department of the County may contact the HFA for a quote.

- Mrs. Howard asked about the status of the Preserves at Wards Creek's BOCC approvals. Mr. Komando stated that the development may be discussed at a later BOCC meeting.
- Board Chair O'Donnell asked about the Comprehensive Planning meetings that were being held throughout the county. He asked if there were any main take aways related to affordable housing. Ms. Harvey stated that she had only attended one of the meetings but believed that the main areas of concern and main topics of each meeting may have been different based on where the meeting was held.

VII. New Business (con't)

- Annual Report for BOCC – Mrs. Howard presented the Annual Report required by the BOCC. A copy of the report once approved will be added to the Website. The report is due to the BOCC by April 1, 2024. Board Member Morrow asked if this report had been done in the past. Ms. Harvey stated that the BOCC's staff had not been consistent in requesting the reports; however, the reports will be required moving forward.

Motion made by Board Member Sak to authorize the Executive Director to submit the Annual Report to the BOCC ; motion seconded by Board Member Peeples. **Motion passed unanimously.**

- Goals and Objectives: Mrs. Howard and Mr. Komando facilitated the Board discussion for each of the Goals and Objectives. Mr. Komando read each Goal and opened the floor for comments, modification, and/or deletions. Chair O'Donnell asked for clarification on Goal 2: Create opportunities to partner with County on programs that can benefit the HFA and the County – Objective 3: Identify or Develop homeownership programs where the HFA can earn fees and the County can use their downpayment funds. Mr. Komando explained that this would be an opportunity for the HFA to partner with the county as they develop the purchase assistance/ downpayment assistance program using SHIP funds. Mrs. Howard mentioned that this would also be an opportunity to partner with the County to revitalize the Raymond James Own a Home program. The HFA could ask the county to make sure that the Own a Home program is an eligible program under their new program when it is established and approved by FHFC.

Board Member Saks asked what the HFA's role has been in the past for administering a homeownership program. The Board was reminded of their role in the CWHIP program, Own a Home program, and single-family Bond Programs. Ms. Edmonds added that she would work with Mrs. Howard to do a presentation on what may be some possible programs available for homeownership.

After further discussion, Board members agreed that it would be great to put this document on the HFA Website. Mrs. Howard stated that she would make sure that the Goals and Objectives were a part of the Annual Report/Year in Review.

Mrs. Howard presented the Annual Report/Year in Review document to the Board.

VIII. Old Business/Informational:

1. Florida Association of Local Housing Finance Authorities – Conference July 10-13, 2024 – Casa Monica Hotel- St. Augustine Florida.
 - a. Please remember to complete your registration and bring it to the April meeting.
 - b. A copy of the registration form has been forwarded to Mr. Cone for him and his staff.

IX. Other Information:

Legislative Update – St Johns HFA will be in Region 2 starting 2025.

X. Board Members Comments -

- a. Chair O'Donnell asked if the BOCC has had more conversation concerning a possible PHA in St John County. Mr. Komando stated that it has not been back on the agenda. Chair O'Donnell asked when it would be appropriate to write a letter in support of a PHA. Mr. Komando recommended that the Board wait to send the letter when the issue is brought back in front of the BOCC.
- b. Board Member Morrow inquired about the requirements for meeting attendance for Board Members and rotation of Board Officers. Board Member Morrow thinks it is very important for members to be present at the meetings.
- c. Board Member Morrow asked for the Board to receive additional training on how to be a good Board Member and the best way to assist the HFA and the Executive Director.
- d. Chair O'Donnell asked if the Board could be proactive in encouraging board members to attend meetings. Mrs. Howard stated that reminders could be sent out after a Board Member misses 2 consecutive meetings.

Adjourn

A motion was made by Board Member Morrow and seconded by Board Member Saks to adjourn the meeting. **Motion passed unanimously.**

Meeting Adjourned at 3:59 pm

Next Meeting: The next regular meeting of the HFA will be held on April 25, 2024 in the Kingfisher conference room in the Health & Human Services building, at 200 San Sebastian View, St. Augustine.

Respectfully submitted,

Secretary