

Housing Finance Authority of  
St. Johns County, Florida  
Muscovy Conference Room, 1<sup>st</sup> Floor  
Health & Human Services Building –  
200 San Sebastian View, St. Augustine, Florida 32084.  
Regular Meeting  
June 26, 2025

## **Minutes**

### **Call Meeting To Order**

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

### **Pledge of Allegiance**

### **Introductions: Members, County Staff and Guest**

#### **Members Present:**

Michael O'Donnell, Chair  
Robert Marshall, Vice Chair  
Malinda Peeples  
Erick Saks  
Robin Pfalzgraf

#### **Members Not Present:**

Linda DeGrande  
Carolina Morrow

#### **Others Present:**

Priscilla Howard – Executive Director, HFA  
Jenny Harvey – Housing & Community Services Manager, St. Johns County  
Laura Lavelle – Administrative Coordinator, St. Johns County  
Ken McLean – CARE  
Rich Komando – Bradley, Garrison & Komando (via Zoom)  
Helen Feinberg, RBC Capital Markets (via Zoom)  
Cameron Hill, RBC Capital Markets (via Zoom)  
Molly Clark PRAG (via Zoom)

Notices regarding the meeting were sent to all members. A quorum was present.

No press was in attendance.

## I. Approval of Agenda

The Agenda was presented with no modifications.

**Motion was made by Board Member Saks to approve the Agenda as presented; motion was seconded by Board Member Marshall. Motion passed unanimously.**

## II. Public Comment

No public comment was offered.

## II. Approval of Minutes

The minutes of the May 22, 2025, meeting were presented for approval.

**Motion was made by Board Member Marshall to approve the May minutes; motion was seconded by Board Member Saks. Motion passed unanimously.**

## IV. Financial Report

- a. In the absence of Mr. O'Connell (accountant), Mrs. Howard reported that the financial statements are included in the Board materials. No additional checks were issued this month beyond regular payments for the Executive Director, attorney, and financial services.
- b. Staff is continuing to seek clarification from the trustee (Bank of New York) regarding three recent wire deposits and their proper application. Preliminary understanding is that the funds relate to HFA administrative fees.

## V. County's Update

Ms. Harvey reported the following:

- a. **Down Payment Assistance (DPA):** 24 closings to date; four additional closings anticipated by end of July.
- b. **Homebuyer Education:** The class held on June 21 served 11 households. Limited seats may be opened to neighboring counties when in-person options are unavailable.
- c. **Impact Fee Strategy:** Final review by the County Attorney is in progress; program launch is anticipated soon. The program will provide \$15,000 per unit in impact fee relief for nonprofit development.
- d. **CDBG Plans:** CDBG Annual Plan drafts are in process for BOCC consideration;

- e. **SHIP Annual Report:** The report is on track to be completed earlier than in recent years. • **Program Metrics (FY closeout highlights):** 30 homes rehabilitated; 111 active counseling clients; first-year implementation of the DPA program.
- f. **Community Engagement:** Addressed complaints at Summer Breeze and Somerset Village; appreciation extended to HFA for assistance.
- g. **Civic Education:** “Citizens 101” participants toured the new Hastings Library construction and rehab sites and Mr. Wilber’s House.

At the Chair’s request, Ms. Harvey briefly outlined the Impact Fee Strategy design: a \$15,000 impact fee relief per eligible nonprofit-developed home, with an initial budget for 10 instances. The credit will be recognized at closing to the homebuyer’s benefit. Allocations may be rebalanced among strategies as needed during the year.

Mrs. Howard reported that Leland Management will assume property management at Summer Breeze effective July 1, following challenges with the prior firm. The new company has already reached out regarding Housing Choice Voucher coordination and is expected to improve resident satisfaction.

## **VI. New Business**

### **1. RFP – Listing of HFA-Owned Lots**

- Mrs. Howard presented an updated RFP modeled on the prior lot disposition, with an attached map of parcels. Proposers will describe their marketing approach, handle showings, and perform pricing due diligence; disclose commissions and costs; and recommend fair listing prices.
- Board Member Saks questioned whether to reserve lots for a CLT program making lots only available for affordable housing developers versus listing on the open market. Mrs. Howard noted that these parcels are not at the same readiness level as the County’s current group of lots offered for nonprofit development; the County may consider a second phase later. The Board discussed the potential impact of deed restrictions on value and ease of enforcement.
- Mrs. Howard will confirm parcel descriptions with Mr. Cone prior to advertisement of the RFP. The RFP will be distributed to the Board of Realtors, the Chamber, and advertised in the local newspaper. Target advertisement was discussed for early July, recognizing publication lead times.

**Motion: Board Member Saks moved to approve issuance of the RFP for HFA-owned lots with date change, subject to verification of property descriptions; motion seconded by Board Member Marshall. Motion passed unanimously.**

## **2. July Meeting Cancellation**

Mrs. Howard noted no anticipated July business following the Florida ALHFA educational conference.

**Motion: Board Member Saks moved to cancel the July 2025 meeting; motion seconded by Board Member Peeples. Motion passed unanimously.**

## **VII. Old Business**

### **1. Florida ALHFA Conference (July 9–12, 2025 – Clearwater):**

Board members discussed splitting attendance across concurrent sessions (single-family and multifamily) and regrouping to share takeaways. Mrs. Howard will circulate the latest agenda and collect session preferences. Members noted reservation issues with the conference hotel; staff shared recent experience with centralized/AI call routing and will continue to coordinate as needed.

### **2. Summer Breeze Timeline:** Now that management is changing effective July 1, staff will coordinate with project partners to assess schedule toward closing the private activity bonds for the rehabilitation

### **3. Financial Disclosures:** Reminder that board members' financial disclosure forms are due **July 1**.

## **VIII. Board Members' Comments**

None.

## **Adjourn**

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

**Meeting adjourned at 3:35 p.m.**

**Next Meeting:** The next regular meeting of the HFA will be held on **August 28 2025**

Respectfully submitted,

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Secretary