



**Travis County Commissioners Court Agenda Request  
TRAVIS COUNTY HOUSING FINANCE CORPORATION**

**Meeting Date:** May 1, 2012

**Prepared By/Phone Number:** Andrea Shields, Manager/854-9116

**Elected/Appointed Official/Dept. Head:** Leslie Browder, County Executive, Planning and Budget/854-9106

**Commissioners Court Sponsor:** Samuel T. Biscoe, President

**AGENDA LANGUAGE:**

Consider and take appropriate action to approve minutes of Board of Directors meetings of January 10, January 17, January 31, February 21, February 28, March 6, March 13, March 20 and March 27, 2012.

**BACKGROUND/SUMMARY OF REQUEST AND ATTACHMENTS:** See attached backup.

**STAFF RECOMMENDATIONS:** Staff recommends approval.

**ISSUES AND OPPORTUNITIES:** None.

**FISCAL IMPACT AND SOURCE OF FUNDING:** None.

**REQUIRED AUTHORIZATIONS:** Andrea Shields, Manager/854-9116;  
Leroy Nellis, Budget Manager/854-9066

AGENDA REQUEST DEADLINE: All agenda requests and supporting materials must be submitted as a pdf to Cheryl Aker in the County Judge's office, [Cheryl.Aker@co.travis.tx.us](mailto:Cheryl.Aker@co.travis.tx.us) by Tuesdays at 5:00 p.m. for the next week's meeting.

**MINUTES OF THE MEETING  
OF THE BOARD OF DIRECTORS OF  
TRAVIS COUNTY HOUSING FINANCE CORPORATION  
HELD ON TUESDAY, JANUARY 10, 2012**

A regular meeting of the TRAVIS COUNTY HOUSING FINANCE CORPORATION Board of Directors was held on Tuesday, January 10, 2012, at 1:40 p.m. at Travis County Commissioners' Court Room, 314 W. 11th St., Austin, Texas pursuant to proper notice and call of said meeting.

Members of the Board of Directors in attendance were Samuel T. Biscoe, President; Sarah Eckhardt, Vice President; Margaret Gomez, Secretary; Karen Huber, Treasurer; and Ron Davis, Assistant Secretary.

**1. CONSIDER AND TAKE APPROPRIATE ACTION TO APPROVE THE PAYMENT OF \$850 FOR ANNUAL MEMBERSHIP IN THE NATIONAL ASSOCIATION OF LOCAL HOUSING FINANCE AGENCIES (NALHFA).**

**The Board heard from:** Andrea Shields, Manager

**Motion:** Director Biscoe moved to approve the request.  
Director Eckhardt seconded the motion.

**Motion carried:**

Director Biscoe	yes
Director Eckhardt	yes
Director Huber	yes
Director Gomez	yes
Director Davis	yes

**Staff Note:** N/A

**2. CONSIDER AND TAKE APPROPRIATE ACTION TO APPROVE PAYMENT OF \$675 FOR ANNUAL MEMBERSHIP IN THE TEXAS ASSOCIATION OF LOCAL HOUSING FINANCE PROVIDERS (TALHFA).**

**The Board heard from:** Andrea Shields, Manager

**Motion:** Director Biscoe moved to approve the request.  
Director Eckhardt seconded the motion.

**Motion carried:**

Director Biscoe	yes
Director Eckhardt	yes
Director Huber	yes
Director Gomez	yes
Director Davis	yes

**Staff Note:** N/A

**ADJOURN**

The meeting was adjourned at 1:42 p.m.

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Margaret Gomez, Secretary

**MINUTES OF THE MEETING  
OF THE BOARD OF DIRECTORS OF  
TRAVIS COUNTY HOUSING FINANCE CORPORATION  
HELD ON TUESDAY, JANUARY 17, 2012**

A regular meeting of the TRAVIS COUNTY HOUSING FINANCE CORPORATION Board of Directors was held on Tuesday, January 17, 2012, at 1:46 p.m. at Travis County Commissioners' Court Room, 314 W. 11th St., Austin, Texas pursuant to proper notice and call of said meeting.

Members of the Board of Directors in attendance were Samuel T. Biscoe, President; Sarah Eckhardt, Vice President; Margaret Gomez, Secretary; Karen Huber, Treasurer; and Ron Davis, Assistant Secretary.

1. CONSIDER AND TAKE APPROPRIATE ACTION TO APPROVE THE PURCHASE OF A 24-MONTH SUBSCRIPTION TO NOVOGRADAC AND COMPANY'S JOURNAL OF TAX CREDITS TOTALING \$350.00.

**The Board heard from:** Andrea Shields, Manager

**Motion:** Director Biscoe moved to approve the request.  
Director Eckhardt seconded the motion.

**Motion carried:**

Director Biscoe	yes
Director Eckhardt	yes
Director Huber	yes
Director Gomez	yes
Director Davis	yes

**Staff Note:** N/A

2. CONSIDER AND TAKE APPROPRIATE ACTION TO APPROVE THE USE OF THE TENANT-BASED RENTAL ASSISTANCE ADMINISTRATIVE FUNDS ACCOUNT TO PURCHASE A LATERAL FILE AND TWO MATCHING OFFICE CHAIRS TOTALING \$837.97 PLUS TAX FOR THE NEW TENANT-BASED RENTAL ASSISTANCE POSITION IN HEALTH AND HUMAN SERVICES DEPARTMENT.

**The Board heard from:** Andrea Shields, Manager

**Motion:** Director Huber moved to approve the request.  
Director Biscoe seconded the motion.

**Motion carried:**

Director Biscoe	yes
Director Eckhardt	yes
Director Huber	yes
Director Gomez	yes
Director Davis	yes

**Staff Note:** N/A

**ADJOURN**

The meeting was adjourned at 1:49 p.m.

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Margaret Gomez, Secretary

**MINUTES OF THE MEETING  
OF THE BOARD OF DIRECTORS OF  
TRAVIS COUNTY HOUSING FINANCE CORPORATION  
HELD ON TUESDAY, JANUARY 31, 2012**

A regular meeting of the TRAVIS COUNTY HOUSING FINANCE CORPORATION Board of Directors was held on Tuesday, January 31, 2012, at 1:44 p.m. at Travis County Commissioners' Court Room, 314 W. 11th St., Austin, Texas pursuant to proper notice and call of said meeting.

Members of the Board of Directors in attendance were Samuel T. Biscoe, President; Sarah Eckhardt, Vice President; Margaret Gomez, Secretary; Karen Huber, Treasurer; and Ron Davis, Assistant Secretary.

1. CONSIDER AND TAKE APPROPRIATE ACTION ON REQUEST TO ELECT OFFICERS OF THE CORPORATIONS INCLUDING PRESIDENT, VICE-PRESIDENT, SECRETARY, TREASURER AND ASSISTANT SECRETARY.

**The Board heard from:** Andrea Shields, Manager

**Motion:** Director Huber moved to approve the request.  
Director Eckhardt seconded the motion.

**Motion carried:**

Director Biscoe	yes
Director Eckhardt	yes
Director Huber	yes
Director Gomez	yes
Director Davis	yes

**Staff Note:** N/A

**ADJOURN**

The meeting was adjourned at 1:45 p.m.

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Margaret Gomez, Secretary

**MINUTES OF THE MEETING  
OF THE BOARD OF DIRECTORS OF  
TRAVIS COUNTY HOUSING FINANCE CORPORATION  
HELD ON TUESDAY, FEBRUARY 21, 2012**

A regular meeting of the TRAVIS COUNTY HOUSING FINANCE CORPORATION Board of Directors was held on Tuesday, February 21, 2012, at 1:47 p.m. at Travis County Commissioners' Court Room, 314 W. 11th St., Austin, Texas pursuant to proper notice and call of said meeting.

Members of the Board of Directors in attendance were Samuel T. Biscoe, President; Sarah Eckhardt, Vice President; Margaret Gomez, Secretary; Karen Huber, Treasurer; and Ron Davis, Assistant Secretary.

1. CONSIDER AND TAKE APPROPRIATE ACTION REGARDING THE PROPOSAL FOR ARGOSY AT CRESTVIEW APARTMENTS PROJECT INCLUDING:
  - A. RESOLUTION APPROVING AN AGREEMENT TO ISSUE BONDS;
  - B. SETTING A PUBLIC HEARING;
  - C. OTHER RELATED MATTERS.

**The Board heard from:** Andrea Shields, Manager; Cliff Blount, Esq., Issuer Counsel; Ladd Patillo, Corporations Financial Advisor and Kristina Lynn, Associate Director, Transactions, and Tom Sears, with Henderson Global Investors, Jeanne Klobedans, Pinnacle, the management agent.

**Motion:** Director Biscoe moved to approve setting the public hearing, but moving all other items to the agenda for the following week.  
Director Eckhardt seconded the motion.

<b>Motion carried:</b>	Director Biscoe	yes
	Director Eckhardt	yes
	Director Huber	yes
	Director Gomez	yes
	Director Davis	yes

**Staff Note:** N/A

**ADJOURN**

The meeting was adjourned at 1:55 p.m.

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Margaret Gomez, Secretary

**MINUTES OF THE MEETING  
OF THE BOARD OF DIRECTORS OF  
TRAVIS COUNTY HOUSING FINANCE CORPORATION  
HELD ON TUESDAY, FEBRUARY 28, 2012**

A regular meeting of the TRAVIS COUNTY HOUSING FINANCE CORPORATION Board of Directors was held on Tuesday, February 28, 2012, at 1:40 p.m. at Travis County Commissioners' Court Room, 314 W. 11th St., Austin, Texas pursuant to proper notice and call of said meeting.

Members of the Board of Directors in attendance were Samuel T. Biscoe, President; Sarah Eckhardt, Vice President; Margaret Gomez, Secretary; Karen Huber, Treasurer; and Ron Davis, Assistant Secretary.

1. CONSIDER AND TAKE APPROPRIATE ACTION REGARDING PROPOSAL FOR ARGOSY AT CRESTVIEW APARTMENTS PROJECT, INCLUDING THE FOLLOWING
  - A. RESOLUTION APPROVING AN AGREEMENT TO ISSUE BONDS; AND
  - B. OTHER RELATED MATTERS.

**The Board heard from:** Andrea Shields, Manager, Cliff Blount, Esq., Issuer Counsel, Karen Thigpen, Assistant Corporations Manager

**Motion:** Director Biscoe moved to approve the request.  
Director Eckhardt seconded the motion.

**Motion carried:**

Director Biscoe	yes
Director Eckhardt	yes
Director Huber	yes
Director Gomez	yes
Director Davis	abstain

**Staff Note:** N/A

2. CONSIDER AND TAKE APPROPRIATE ACTION ON THE FOLLOWING:
  - A. RECEIVE AN UPDATE ON THE REIMBURSEMENT PROCESS FOR THE CORPORATION'S NEIGHBORHOOD STABILIZATION PROGRAM; AND
  - B. APPROVE THREE INVOICES TOTALING \$750 FROM AN UNDERWRITER ON THE CORPORATION'S NEIGHBORHOOD STABILIZATION PROGRAM.

**The Board heard from:** Andrea Shields, Manager, Karen Thigpen, Assistant Corporations Manager

**Motion:** Director Biscoe moved to approve the request.  
Director Eckhardt seconded the motion.



**Motion carried:** Director Biscoe      yes  
Director Eckhardt      yes  
Director Huber      yes  
Director Gomez      yes  
Director Davis      yes

**Staff Note:**    N/A

**ADJOURN**

The meeting was adjourned at 1:44 p.m.

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Margaret Gomez, Secretary

**MINUTES OF THE MEETING  
OF THE BOARD OF DIRECTORS OF  
TRAVIS COUNTY HOUSING FINANCE CORPORATION  
HELD ON TUESDAY, MARCH 6, 2012**

A regular meeting of the TRAVIS COUNTY HOUSING FINANCE CORPORATION Board of Directors was held on Tuesday, March 6, 2012, at 1:40 p.m. at Travis County Commissioners' Court Room, 314 W. 11th St., Austin, Texas pursuant to proper notice and call of said meeting.

Members of the Board of Directors in attendance were Samuel T. Biscoe, President; Sarah Eckhardt, Vice President; Margaret Gomez, Secretary; Karen Huber, Treasurer; and Ron Davis, Assistant Secretary.

**1. CONSIDER AND TAKE APPROPRIATE ACTION ON THE FOLLOWING:**

- A. INVOICE FOR EXTERNAL AUDIT SERVICES FOR FISCAL YEAR 2011 FROM ATCHLEY & ASSOCIATES, LLP; AND
- B. CORPORATIONS MANAGEMENT REPRESENTATION LETTER TO OUTSIDE AUDITOR ATCHLEY & ASSOCIATES, LLP.

**The Board heard from:** Andrea Shields, Manager, Karen Thigpen, Assistant Corporations Manager

**Motion:** Director Biscoe moved to approve the request.  
Director Huber seconded the motion.

**Motion carried:**

Director Biscoe	yes
Director Eckhardt	yes
Director Huber	yes
Director Gomez	yes
Director Davis	yes

**Staff Note:** N/A

**2. CONSIDER AND TAKE APPROPRIATE ACTION ON THE FOLLOWING:**

- A. SUBMISSION OF LETTERS TO MOUNTAIN RANCH APARTMENTS, ROSEMONT AT HEATHERBEND APARTMENTS, TOWN VISTA APARTMENTS, AND ROSEMONT AT HIDDEN CREEK APARTMENTS REGARDING THE CORPORATION'S ANNUAL COMPLIANCE AUDITS; AND
- B. SUBMISSION OF FOUR INVOICES TOTALING \$2,000 TO THE PROPERTY OWNERS FOR STAFF'S TIME.

**The Board heard from:** Andrea Shields, Manager, Karen Thigpen, Assistant Corporations Manager

**Motion:** Director Biscoe moved to approve the request.  
Director Eckhardt seconded the motion.

**Motion carried:** Director Biscoe       yes  
Director Eckhardt       yes  
Director Huber       yes  
Director Gomez       yes  
Director Davis       yes

**Staff Note:** N/A

**ADJOURN**

The meeting was adjourned at 1:45 p.m.

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Margaret Gomez, Secretary

**MINUTES OF THE MEETING  
OF THE BOARD OF DIRECTORS OF  
TRAVIS COUNTY HOUSING FINANCE CORPORATION  
HELD ON TUESDAY, MARCH 13, 2012**

A regular meeting of the TRAVIS COUNTY HOUSING FINANCE CORPORATION Board of Directors was held on Tuesday, March 13, 2012, at 1:53 p.m. at Travis County Commissioners' Court Room, 314 W. 11th St., Austin, Texas pursuant to proper notice and call of said meeting.

Members of the Board of Directors in attendance were Samuel T. Biscoe, President; Margaret Gomez, Secretary; Karen Huber, Treasurer; and Ron Davis, Assistant Secretary. Sarah Eckhardt, Vice President, was absent.

1. PUBLIC HEARING: RECEIVE COMMENTS REGARDING THE CORPORATION'S MULTIFAMILY HOUSING REVENUE BONDS (ARGOSY AT CRESTVIEW APARTMENTS), SERIES 2012.

**The Board heard from:** Andrea Shields, Manager; Cliff Blount, Esq., Issuer Counsel; Ladd Patillo, Corporations Financial Advisor and Kristina Lynn, Associate Director, Transactions, and Jeanne Klobedans, Pinnacle, the management agent.

**Motion:** Director Biscoe moved to approve.  
Director Gomez seconded the motion.

**Motion carried:**

Director Biscoe	yes
Director Eckhardt	absent
Director Huber	yes
Director Gomez	yes
Director Davis	yes

**Staff Note:** N/A

2. CONSIDER AND TAKE APPROPRIATE ACTION ON RESOLUTION AUTHORIZING THE ISSUANCE, SALE AND DELIVERY OF MULTIFAMILY HOUSING REVENUE BONDS (ARGOSY AT CRESTVIEW APARTMENTS), SERIES 2012; APPROVING THE FORM AND SUBSTANCE OF AND AUTHORIZING THE EXECUTION AND DELIVERY OF DOCUMENTS AND INSTRUMENTS NECESSARY TO CARRY OUT THE FINANCING OF SUCH MULTIFAMILY RENTAL RESIDENTIAL DEVELOPMENT; AND CONTAINING OTHER PROVISIONS RELATING TO THE PROJECT.

**The Board heard from:** Andrea Shields, Manager; Cliff Blount, Esq., Issuer Counsel; Ladd Patillo, Corporations Financial Advisor and Kristina Lynn, Associate Director, Transactions, Jeanne Klobedans, Pinnacle, the management agent.

**Motion:** Director Biscoe moved to approve the request.  
Director Gomez seconded the motion.

**Motion carried:** Director Biscoe        yes  
Director Eckhardt    absent  
Director Huber        yes  
Director Gomez        yes  
Director Davis        yes

**Staff Note:**        N/A

**ADJOURN**

The meeting was adjourned at 1:57 p.m.

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Margaret Gomez, Secretary

**MINUTES OF THE MEETING  
OF THE BOARD OF DIRECTORS OF  
TRAVIS COUNTY HOUSING FINANCE CORPORATION  
HELD ON TUESDAY, MARCH 20, 2012**

A regular meeting of the TRAVIS COUNTY HOUSING FINANCE CORPORATION Board of Directors was held on Tuesday, March 20, 2012, at 1:43 p.m. at Travis County Commissioners' Court Room, 314 W. 11th St., Austin, Texas pursuant to proper notice and call of said meeting.

Members of the Board of Directors in attendance were Samuel T. Biscoe, President; Sarah Eckhardt, Vice President; Margaret Gomez, Secretary; Karen Huber, Treasurer; and Ron Davis, Assistant Secretary.

1. CONSIDER AND TAKE APPROPRIATE ACTION TO APPROVE REVISED VERSIONS OF THE TRAVIS COUNTY HOUSING FINANCE CORPORATION'S RESIDENTIAL DEVELOPMENT QUESTIONNAIRE, APPLICATION FOR FINANCIAL PARTICIPATION AND POLICY GUIDELINES.

**The Board heard from:** Karen Thigpen, Assistant Corporations Manager

**Motion:** Director Biscoe moved to approve the request.  
Director Eckhardt seconded the motion.

**Motion carried:**

Director Biscoe	yes
Director Eckhardt	yes
Director Huber	yes
Director Gomez	yes
Director Davis	yes

**Staff Note:** N/A

2. CONSIDER AND TAKE APPROPRIATE ACTION TO AUTHORIZE A RELEASE OF LIEN FOR A FIRST TIME HOME BUYER THAT PARTIALLY REPAID A LOAN EXECUTED IN 2006.

**The Board heard from:** Karen Thigpen, Assistant Corporations Manager

**Motion:** Director Biscoe moved to approve the request.  
Director Huber seconded the motion.

**Motion carried:**

Director Biscoe	yes
Director Eckhardt	yes
Director Huber	yes
Director Gomez	yes
Director Davis	off dais

**Staff Note:** N/A

**ADJOURN**

The meeting was adjourned at 1:45 p.m.

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Margaret Gomez, Secretary

**MINUTES OF THE MEETING  
OF THE BOARD OF DIRECTORS OF  
TRAVIS COUNTY HOUSING FINANCE CORPORATION  
HELD ON TUESDAY, MARCH 27, 2012**

A regular meeting of the TRAVIS COUNTY HOUSING FINANCE CORPORATION Board of Directors was held on Tuesday, March 27, 2012, at 1:40 p.m. at Travis County Commissioners' Court Room, 314 W. 11th St., Austin, Texas pursuant to proper notice and call of said meeting.

Members of the Board of Directors in attendance were Samuel T. Biscoe, President; Sarah Eckhardt, Vice President; Margaret Gomez, Secretary; Karen Huber, Treasurer; and Ron Davis, Assistant Secretary.

1. CONSIDER AND TAKE APPROPRIATE ACTION TO AUTHORIZE THE CORPORATION'S STAFF TO ATTEND NOVOGRADAC AND COMPANY'S AFFORDABLE HOUSING TAX CREDIT CONFERENCE IN NEW ORLEANS, LA.

**The Board heard from:** Karen Thigpen, Assistant Corporations Manager

**Motion:** Director Biscoe moved to approve the request.  
Director Eckhardt seconded the motion.

**Motion carried:**

Director Biscoe	yes
Director Eckhardt	yes
Director Huber	yes
Director Gomez	yes
Director Davis	yes

**Staff Note:** N/A

**ADJOURN**

The meeting was adjourned at 1:41 p.m.

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Margaret Gomez, Secretary