



Louisiana Housing Finance Agency

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**Louisiana Housing Finance Agency
Full Board Meeting Minutes
Wednesday, January 10, 2007
2415 Quail Drive
Baton Rouge, LA 70808
Time: 11:45 A.M.**

Commissioners Present

Lisa Woodruff-White
John N. Kennedy
Philip Miller
Wayne E. Woods
Robert Austin
Greg Gachassin
Danette O'Neal
Larry J. Broussard
Merriell F. Lawson
Mark Madderra
Allison A. Jones

Commissioners Absent

Kevin J. Brown
Dr. Adell Brown, Jr.

Legal Counsel Present

Wayne Neveu, Foley & Judell
Christine Bratkowski, Staff
Edselle Keith Cunningham, Jr., Staff

Staff Present

Morise Duffin
Loretta Wallace
Angie King
Desiree Armstead

Rene Landry
Yvette Javius
Louis Russell
Brenda Evans

Others Present
(See attached)

Chairman Woods called the meeting to order and asked for roll call. A quorum was established. The Chairman then asked for introduction of guests.

Chairman Woods entertained a motion to approve the minutes of the December 13, 2006 Full Board meeting.

On a motion by Commissioner Lisa Woodruff-White and seconded by Commissioner Carolyn Burris, the minutes of the December 13, 2006 Full Board meeting were approved.

Chairman's Report

Chairman Woods welcomed the Board for the New Year and stated that the Agency has a tremendous amount of work ahead.

This concluded the Chairman's Report.

President's Report

Mr. Bailey deferred the President's Report to Vice-President James Gilmore. Mr. Gilmore addressed the Board and updated the Commissioners on the following:

- The Commissioners will receive information on the Agency's accomplishments for 2006 and the Agency's expectations for the future.
- LaHousingSearch.Org will be available for public launch on February 1st 2007. The Agency will continue its marketing efforts with public service announcements, various social service community-based and non-profit organizations. LaHousingSearch.Org will also be available to landlords and developers.
- All HOME dollars have been committed through the year of 2007.
- The Louisiana Association of Community Action Partnerships, Inc. (LACAP, Inc.) has been in discussion with the Agency regarding transferring the Energy Assistance Program to their agency. This issue will be brought back to the Board for approval or disapproval in the near future.

- The Agency hopes to present its Strategic Plan with input provided by staff and managers on February 1, 2007, for the Board's review.
- Governor Kathleen Babineaux Blanco would like the Agency to implement a pilot program for Katrina Cottages with Louisiana Recovery Authority (LRA) and various partners. The projected date is February and no later than March 2007. Each Board member will receive a copy of the proposal for review which details pertinent information relative to the program.
- The Agency is working with the Office of Community Development and ICF to discuss usage of additional monies left over from the Community Development Block Grant (CDBG). The money will be used with this Agency and local issuers for Single Family & Multifamily Programs.
- The Agency received a call from Secretary Ann Williamson of the Department of Social Services. Secretary Williamson stated that they would like the Agency to consider receiving about 15 million of Social Services Block Grant Funds from their Agency. The money will be transferred to the Agency and used to rebuild child care centers that were destroyed in the Orleans Parish area. This issue will be explored over the next few weeks and more information will be provided at our next Board meeting.

This concluded the President Report.

Multifamily Committee Report

Commissioner Mark Madderra presented the Multifamily Committee Report informing the Board of the following:

Update on the waiver request and point issue for Peltier Gardens was being handled at the Legal Committee meeting.

The Multifamily Committee agreed to update and approve the resolution utilizing a 20% developer fee for rehabilitation costs on projects consisting of less than 40 units.

On a motion by Commissioner Madderra seconded by Commissioner Jones the following was approved:

RESOLUTION: **Be it resolved by the Board of Commissioners of the Louisiana Housing Finance Agency that the percentage developer fee for the following Bond financed projects shall be twenty percent (20%) relative to rehabilitation costs only. Certain projects of less than thirty-five (35) units involving acquisition and rehabilitation of rural development, namely, Meadowland**

**Apartments, Oak Grove Terrace, Dubach Apartments,
Jonesboro Terrace and Riverbend Apartments.**

Update on the issue of developers providing parking for residents on projects awarded on 2007 - 2008 Forward Allocation credits was deferred by the Committee until the next Board meeting.

The Committee recommended that staff work with Legal Counsel and the Development Community to develop various strategies on resolving issues of property insurance for developers. Mr. Madderra suggested that a special meeting be held to discuss only this agenda item before the next Board meeting. The development community, insurance commission, a member of LRA and other critical players who relate to this matter should attend.

There were four resolutions submitted for approval:

On a motion by Commissioner Miller and seconded by Commissioner Burris the 1st resolution was approved:

RESOLUTION: A resolution accepting the proposal of Morgan Keegan & Company, Inc., for the purchase of not exceeding Five Million Dollars (\$5,000,000) of Louisiana Housing Finance Agency Multifamily Housing Revenue Bonds (Cedarcrest Apartments Project) in one or more series; fixing the terms of said bonds and otherwise providing with respect to said bonds; approving the form and directing the execution of the Bond Purchase Agreement for said Bonds; approving the form of the Official Statement with respect to said Bonds; and providing for other matters in connection with the foregoing.

On a motion by Commissioner Madderra and seconded by Commissioner Gachassin the 2nd resolution was approved:

RESOLUTION: A resolution accepting the proposal of Morgan Keegan & Company, Inc., for the purchase of not exceeding Seven Million (\$7,000,000) of Louisiana Housing Finance Agency Multifamily Housing Revenue Bonds (Riverchase Apartments Project) in one or more series; fixing the terms of said bonds and otherwise providing with respect to said bonds; approving the form and directing the execution of the Bond Purchase Agreement for said Bonds; approving the form of the Official Statement with respect to said Bonds; and providing for other matters in connection with the foregoing.

On a motion by Commissioner Madderra and seconded by Commissioner Gachassin the 3rd resolution was approved:

RESOLUTION: A resolution authorizing and approving the restructuring of the Multifamily Note in connection with the Louisiana Housing Finance Agency Multifamily Housing Revenue Bonds (Melrose East I Apartments, Melrose East II Apartments and Melrose East III Apartments Projects) Series 2002; and providing for other matters in connection therewith.

On a motion by Commissioner Madderra and seconded by Commissioner Jones the 4th resolution was approved:

RESOLUTION: A resolution of intention to issue Multifamily Housing Revenue and Refunding Bonds to refinance and rehabilitate the Plantation Apartments Project; authorizing not exceeding \$6,000,000 Multifamily Housing Revenue and Refunding Bonds (Plantation Apartments) in one or more series; and providing for other matters in connection therewith.

Commissioner Madderra informed Chairman Woods that another issue not listed on the agenda required discussion in regards to Audrey Park and Meridian Court Projects.

On a motion by Commissioner Madderra and seconded by Commissioner Jones the rules were suspended with regards to discussion of Audrey Park and Meridian Court Projects.

Commissioner Madderra invited Todd Little, a representative of Little & Associates and Edward Taylor, a representative of Fairfield Company to address the Board.

Mr. Little and Mr. Taylor addressed the Board and requested approval of a site change regarding Meridian Court. They requested an alternate site approximately 1.3 miles away from the original site. Mr. Taylor stated that it will service the same population and provide all the same amenities. Mr. Taylor informed the Board that an application and documentation to support the project change will be submitted to staff for approval.

On a motion by Commissioner Broussard and seconded by Commissioner Jones the following was approved:

Motion that the Louisiana Housing Finance Agency staff and Board of Commissioners approve the site change of Meridian Court located approximately 1.3 miles away from the original site, with an application and documentation submitted to support the project change to be approved by staff.

Mr. Little and Mr. Taylor also requested a waiver of the requirements of community facility for Audrey Park and Meridian Court.

On a motion by Commissioner Jones and seconded by Commissioner Gachassin the following was approved:

Motion to waive the requirement of community facility for Audrey Park and Meridian Court subject to denial of zoning by the MPC and with the Shreveport City Council and conditional upon the developer providing off site community facility with transportation and to continue attempts to provide on site service.

This concluded the Multifamily Committee report.

Special Programs Committee Report

Chairman Woods suspended the HOME reconciliation update because the information was previously submitted to the Board.

There was one resolution submitted for approval

On a motion by Commissioner Miller and seconded by Commissioner Jones the following resolution was approved:

RESOLUTION: A resolution providing for the conditional commitment of the Program Year 2006-2007 HOME Funds to certain residential rental facilities and increase the maximum amount of the 2006-2007 funding round as listed in the HOME program rule from \$20,000,000 to \$24,000,000 with at least \$3,000,000 set aside for CHDOs

Legal Committee Report

Commissioner Allison Jones presented the Legal Committee Report and informed the Board of the following:

- Update on Road Home Housing Corporation Act R.S. 40:600.61, et seq. The Office of Community Development has requested an opinion from the Attorney General Office with respect to this issue. The Legal Committee recommended that the Board take no action on this issue until we receive an opinion from the Attorney General Office.

- Update on Louisiana Habitat for Humanity Loan Purchase Program R.S. 40:600.51, et. seq. was recommended by staff and the Legal Committee to have no action taken at this time.
- A policy is being drafted regarding the Public Records Request Policy and planning to be part of the upcoming Qualified Allocation Plan (QAP). It will also be posted on the Agency web page. The Committee hopes to make a recommendation to the Board at the February Board meeting.
- A draft of the Agency Record Retention Policy is currently being worked on which should be ready for Board approval at the February meeting. The Agency is in complete compliance with state, federal and other guidelines regarding document destruction and record retention.
- Update on Villa D'Ames Apartments UJAMAA Community Development Corporation, Marrero, LA. There was an issue with respect to possible improper usage of insurance proceeds. An audit was done with respect to this issue. No definitive decision as to whether more action needs to be taken. The Committee recommended deferring this issue.
- Update on Gaslight and Willowbrook Properties. These two properties were located in New Orleans East and were destroyed by Hurricane Katrina. Because they were state owned facilities FEMA was under obligation to repair them. The repair has begun with respect to Willowbrook Apartments. We have requested a time line for completion.
- No construction has begun on Gaslight property. The assessment for Phase I repair cost has been reached by FEMA. A meeting will be held on January 12, 2007, regarding the repair cost.
- The Peltier Gardens issue was referred to the Legal Committee to determine whether points were properly awarded with respect to tax credits. It was reported that there was a reassessment of points and this matter has been resolved.
- The Legal Committee discussed the possibility of the Board forming a Legislative Committee for issues that may require the attention of the Governor's Office.
- The Legal Committee would like to acknowledge Legal Counsel, Robert Barbor who resigned from the Agency. The Committee requested that the Board prepare a formal resolution in appreciation of his service.

Chairman Woods entertained a motion for a resolution.

Motion by Commissioner Jones and seconded by Commissioner Kennedy the following was approved:

That the Board of Commissioners prepare a formal resolution to Mr. Robert Barbor thanking him for his service at the Agency.

This concluded the Legal Committee Report.
Budget & Finance Committee Report

Commissioner Greg Gachassin presented the Budget & Finance Committee Report. He informed the Committee of the following:

- The Committee will be doing an assessment of the Budget for the upcoming season. Several meetings will be held between now and April. The Committee will present its final budget to the Board for approval of the 2007/2008 fiscal year.
- The Committee will format a request with a list of different conferences and travel agendas expected in 2007/2008. The Commissioners will select which conferences they would like to participate in.
- Regarding the current Budget Variances and Projected Variances, some were over budget and a lot were under budget. Overall under projected is well over two million dollars. Some of the itemized categories are being analyzed. Overall the budget projected is positive.

Other Business

Chairman Woods stated that the resolution passed regarding Meadowland and the other apartments failed to state that the 20% should be relative to rehabilitation costs only.

On a motion by Commissioner Gachassin and seconded by Commissioner Madderra the following was approved:

That the percentage developer fee for the following Bond finance projects shall be twenty percent (20%) relative to rehabilitation costs only for Meadowland Apartments, Oak Grove Terrace, Duback Apartments, Jonesboro Terrace and Riverbend Apartments.

Chairman Woods presented Awards to Commissioners Mark Madderra, Bob Austin, Allison Jones, Greg Gachassin and Larry Broussard in recognition of their dedicated service to the Agency.

There being no other business, on a motion by Commissioner Jones and seconded by Commissioner Miller the meeting adjourned at 1:28 p.m.