



## **"MEETING NOTICE"**

**November 30, 2021**

**A SPECIAL MEETING OF THE BOARD OF COMMISSIONERS OF DHA HOUSING SOLUTIONS  
FOR NORTH TEXAS WILL TAKE PLACE AT:**

**DHA HEADQUARTERS, 3939 N. HAMPTON ROAD, DALLAS, TEXAS 75212 AT:**

**3:00 P.M. ON WEDNESDAY, DECEMBER 8, 2021**

The Commissioners may conduct a closed meeting pursuant to §551.071 of the Texas Government Code to seek the advice of its attorneys about a pending or contemplated litigation or about a settlement offer; or to consult with its attorney on a matter in which the duty of its attorney under the Texas Disciplinary Rules or Professional Conduct of the State Bar of Texas clearly conflicts with the Open Meetings Act and/or pursuant to §551.072 of the Texas Government Code to deliberate the purchase, exchange, lease, or value of real property, if deliberation in an open meeting would have a detrimental effect on the position of the Authority in negotiations with a third person and/or pursuant to §551.074 of the Texas Government Code to deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or charge against any officer or employee, unless the officer or employee who is the subject of the deliberation or hearing requests a public hearing.

### **THE AGENDA OF THE MEETING IS LIMITED TO:**

1. Call to Order.
2. Roll Call
3. Recognition of Individuals Wishing to Address the Board.
4. Approval of the October 12, 2021 Regular Meeting Minutes.
5. PRESENTATION - FY2020 Single Audit Report

### **DISCUSSION ITEMS:**

6. A Resolution to Approve Contracts for Property Maintenance Services to Prepare DHA Owned Rental Units for Occupancy. #5104
7. A Resolution Authorizing the Write-off of Uncollectible Accounts from Vacated Tenants for the Period Ending November 23, 2021. #5105
8. A Resolution Authorizing DHA to Create NTHP Estelle Inc., A Public Facility Corporation, and Any Other Actions Necessary or Convenient to Carry Out this Resolution. #5106

8. A Resolution Authorizing DHA to Enter Into a Memorandum of Understanding with Community Preservation Partners for the Acquisition and Renovation of Estelle Village Apartments Located at 5969 Highland Village Drive, Dallas, Texas 75241. #5107
9. A Resolution Authorizing the President and Chief Executive Officer to Execute a Three-Year Contract with One Two-Year Option for Audit Under Single Audit Act. #5108
10. A Resolution Authorizing the President and Chief Executive Officer to Execute a Three-Year Contract with One Two-Year Option for Audit and Tax Services. #5109
11. A Resolution Approving the Comprehensive Operating Budget for the Fiscal Year Beginning January 1, 2022. #5110
12. A Resolution Authorizing the President and CEO of DHA to: (i) Approve the Termination of Ground Leases for Wahoo Frazier, Mill City Frazier and Frazier Fellowship; (ii) Approve the Dissolution of Wahoo Frazier L.P., Mill City Frazier L.P. and Frazier Fellowship L.P.; and (iii) Approving Such other Actions Necessary or Convenient to Carry Out this Resolution. #5111
13. National and State Updates
14. Departmental Status Reports
  - a. Housing Operations
  - b. Voucher Programs
  - c. Capital Programs
  - d. Compliance
  - e. Finance and Administration
  - f. Legal
15. Discussion of Any Other Authority/HUD Related Business
16. Recognition of Individuals Wishing to Address the Board.

Pursuant to § 46.03 Penal Code (places weapons prohibited) and § 551.001 *et. seq.*, Government Code, a person(s) may not enter this Meeting Room carrying a firearm or other weapon.

De acuerdo con § 46.03, Código Penal (lugares donde están prohibidas las armas) y § 551.001 *et. seq.*, Código del Gobierno, gente están prohibidas de entrar con armas o armas ocultas en esta Lugar.

DHA *Housing Solutions for North Texas* will provide services or devices that allow persons with sensory, manual, and speaking disabilities to have an equal opportunity to participate in its programs or activities. If such services or devices are needed, DHA must be notified within 5 working days prior to the particular meeting, program or activity, so that provisions can be made. For assistance please call (214) 951-8348, TTY 1-800-735-2989 or 504ADA@dhadal.com.

DHA *Housing Solutions for North Texas* will not discriminate on the basis of race, color, national origin, religion, sex, disability, familial status, age, sexual orientation, gender identity, or marital status.

## **RESOLUTION NO. 5104**

### **RESOLUTION TO APPROVE CONTRACTS FOR PROPERTY MAINTENANCE SERVICES TO PREPARE DHA OWNED RENTAL UNITS FOR OCCUPANCY**

**WHEREAS**, DHA's mission is to provide affordable quality housing and access to supportive resources across north Texas; and

**WHEREAS**, has determined it necessary and appropriate to contract for property maintenance services to prepare vacant DHA owned rental units for occupancy to supplement its existing property maintenance workforce; and

**WHEREAS**, DHA solicited proposals seeking qualified contractors to provide property maintenance services; and

**WHEREAS**, after public advertising, proposals received were evaluated; and

**WHEREAS**, DHA has identified NAMCO Dallas and HD Supply as the most responsive, most responsible bidders.

#### **NOW, THEREFORE, BE IT RESOLVED that:**

The DHA Board of Commissioners hereby authorizes the DHA President and CEO or his designee to negotiate and execute a contract and all other documents reasonably related thereto with NAMCO and with HD Supply for property maintenance services to prepare DHA owned rental units for occupancy.

This Resolution shall be in full force and effect from and upon its adoption.

**PRESENTED AND PASSED** on this the 8<sup>th</sup> day of December, 2021 by a vote of \_\_\_\_ ayes and \_\_\_\_ nays at a regular meeting of the DHA Board of Commissioners.

\_\_\_\_\_  
Jorge Baldor, Chairman

ATTEST:

\_\_\_\_\_  
Troy Broussard, Secretary and President/CEO



**Resolution No. 5105**

**RESOLUTION AUTHORIZING THE WRITE-OFF OF  
UNCOLLECTIBLE ACCOUNTS FROM VACATED TENANTS  
FOR THE PERIOD ENDING NOVEMBER 23, 2021**

**WHEREAS**, the regulations of the U.S. Department of Housing and Urban Development (HUD) require the Commissioners of the Public Housing Agency to approve the write-off of vacated tenants' accounts designated as uncollectible; and

**WHEREAS**, reasonable efforts have been made to collect the balance owed by the vacated tenants, and such balances must be repaid prior to such vacated tenants receiving any housing benefits from any public housing agency in the future;

**NOW THEREFORE, BE IT RESOLVED THAT:**

The DHA Board of Commissioners authorizes the President and Chief Executive Officer to authorize the write-off of the amount of **Seventy Three Thousand Three Hundred Thirty Eight dollars and 72 Cents (\$73,338.72)**, as shown on the attached documentation, considered to be uncollectible from the books of DHA for the period ending November 23, 2021.

That third parties shall be entitled to rely on the foregoing Resolutions as being in full force and effect until modified otherwise in writing by a duly authorized officer or Commissioner.

This Resolution shall be in full force and effect from and upon their adoption.

**PASSED** this \_\_\_\_ day of \_\_\_\_\_, 2021.

ATTEST

\_\_\_\_\_  
Jorge Baldor, Chair

\_\_\_\_\_  
Troy Broussard, Secretary

**RESOLUTION NO. 5106**

**RESOLUTION AUTHORIZING DHA TO CREATE NTHP ESTELLE INC.,  
A PUBLIC FACILITY CORPORATION, AND ANY OTHER ACTIONS NECESSARY OR  
CONVENIENT TO CARRY OUT THIS RESOLUTION**

**WHEREAS**, DHA, *Housing Solutions for North Texas*, a body politic formed under the laws of Texas (DHA), has as part of its mission to provide quality affordable housing; and

**WHEREAS**, DHA, pursuant to the provisions of the Public Facility Corporation Act, Chapter 303, Texas Local Government Code (the Act) is authorized to create a public facility corporation for the ownership of multi-family developments; and

**WHEREAS**, DHA desires to create NTHP Estelle, Inc., a public facility corporation for the purpose of facilitating the purchase, renovation, and operation of an apartment community located at 5969 Highland Village Drive, Dallas, Texas 75241, whereby the DHA shall be the sponsor of the Corporation;

**WHEREAS**, DHA has prepared (a) for filing with the Secretary of State of the State of Texas, the Certificate of Formation for the Corporation, and (b) the Bylaws for the Corporation;

**NOW THEREFORE IT BE RESOLVED:**

That DHA Board of Commissioners hereby authorizes the President and CEO to cause to be created a public facility corporation using the name "NTHP Estelle, Inc." or using a similar name if so required by the Secretary of State of the State of Texas and to execute any and all documents necessary to facilitate the creation;

**FURTHER RESOLVED**, that the Certificate of Formation of the Corporation, attached hereto as Exhibit "A", has been prepared for filing with the Secretary of State of the State of Texas and shall be filed with the Secretary of the State of Texas in substantially the form attached; and

**FURTHER RESOLVED**, that the form of Bylaws attached hereto as Exhibit "B", in substantially the form attached, be, and it hereby is, approved to be adopted as the Bylaws of the Corporation; and

**FURTHER RESOLVED**, that third parties shall be entitled to rely on the foregoing resolutions as being in full force and effect until modified otherwise in writing by a duly authorized officer or Commissioner.



This Resolution shall be in full force and effect from and upon their adoption.

**PASSED** this 8<sup>th</sup> day of December, 2021.

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Jorge Baldor, Chairman

ATTEST:

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Troy Broussard, Secretary



**RESOLUTION NO. 5107**

**RESOLUTION AUTHORIZING DHA TO ENTER INTO A  
MEMORANDUM OF UNDERSTANDING WITH COMMUNITY PRESERVATION PARTNERS  
FOR THE ACQUISITION AND RENOVATION OF ESTELLE VILLAGE APARTMENTS  
LOCATED AT 5969 HIGHLAND VILLAGE DRIVE, DALLAS, TEXAS 75241**

**WHEREAS**, Community Preservation Partners (“CPP”) anticipates acquiring, renovating, and operating Estelle Village Apartments located at 5969 Highland Village Drive, Dallas, Texas 75241 (the “Development”); and

**WHEREAS**, the Development will be a 300-unit Section 8 Project-Based Assisted housing community, utilizing the existing Section 8 assistance; and

**WHEREAS**, it is anticipated CPP will form a corporate entity (the “Entity”) for the purpose of owning, renovating and operating the Development; and

**WHEREAS**, it is further anticipated that DHA’s designated affiliate will serve as a member or general partner of the Entity; and

**WHEREAS**, it is also anticipated that DHA’s designated affiliate will own the land for the Property and will ground lease it to Entity;

**WHEREAS**, in exchange for its involvement in the Development, DHA or its designated affiliate will agree as to the business terms and conditions necessary for DHA to further its mission;

**NOW, THEREFORE, BE IT RESOLVED that:**

The DHA Board of Commissioners hereby authorizes the President and CEO or his designee to negotiate and execute a Memorandum of Understanding (“MOU”), and all other documents reasonably related thereto with Community Preservation Partners for the acquisition, renovation, and operation of the Estelle Village Apartments located at 5969 Highland Village Drive, Dallas, Texas 75241.

This Resolution shall be in full force and effect from and upon its adoption.

**PASSED** this 8<sup>th</sup> day of December, 2021.

\_\_\_\_\_  
Jorge Baldor, Chairman

ATTEST:

\_\_\_\_\_  
Troy Broussard, President & CEO & Secretary



**Resolution No. 5108**

**RESOLUTION AUTHORIZING  
THE PRESIDENT AND CHIEF EXECUTIVE OFFICER  
TO EXECUTE A THREE –YEAR CONTRACT WITH ONE TWO-YEAR OPTION  
FOR AUDIT UNDER SINGLE AUDIT ACT**

**WHEREAS**, The Housing Authority of the City of Dallas (DHA) published a Request for Proposal seeking qualified CPA firm to perform Audit under the Single Audit Act; CFR2-200 and for Pension Plan;

**WHEREAS**, a Request for Proposal was advertised for Audit Services;

**WHEREAS**, the CPA firm would be responsible for undertaking DHA's audit under Single Audit Act and CFR 2-200,

**NOW THEREFORE, BE IT RESOLVED THAT:**

The Board of Commissioners of the Housing Authority of the City of Dallas authorize the President and Chief Executive Officer to execute and award a three-year contract with one two-year extension option for the audit services.

This resolution shall be in full force and effect from and upon its adoption.

PASSED this 8th day of December, 2021.

ATTEST

\_\_\_\_\_  
Jorge Baldor, Chairman

\_\_\_\_\_  
Troy Broussard, Secretary

**Resolution No. 5109**

**RESOLUTION AUTHORIZING  
THE PRESIDENT AND CHIEF EXECUTIVE OFFICER  
TO EXECUTE A THREE –YEAR CONTRACT WITH ONE TWO-YEAR OPTION  
FOR AUDIT AND TAX SERVICES**

**WHEREAS**, The Housing Authority of the City of Dallas (DHA) seeks qualified CPA firm to perform Audits and Tax Services for its Component Units and Business Activity Entities;

**WHEREAS**, a Request for Proposal was advertised for Audit and Tax Return Services for various Tax Credit Limited Partnerships and other affiliate entities utilized by DHA for business activities.;

**WHEREAS**, the CPA firm would be responsible to DHA, DHA Affiliates and the Equity Partners;

**NOW THEREFORE, BE IT RESOLVED THAT:**

The Board of Commissioners of the Housing Authority of the City of Dallas authorize the President and Chief Executive Officer to execute and award a three-year contract with one two-year extension option for the audit and tax services.

This resolution shall be in full force and effect from and upon its adoption.

PASSED this 8th day of December, 2021.

ATTEST

\_\_\_\_\_  
Jorge Baldor, Chairman

\_\_\_\_\_  
Troy Broussard, Secretary

**Resolution No. 5110**

**Resolution Approving the Comprehensive Operating Budget for the  
Fiscal Year Beginning January 1, 2022**

**WHEREAS**, The Commissioners of the DHA, serving North Texas have reviewed the Comprehensive Operating Budget for FY2022 and do find:

- 1) That the proposed expenditures are necessary for the efficient and economical operation of the program for the purpose of serving low-income families.
- 2) That the proposed expenses include up to 5% for cost of living salary adjustment.
- 3) That the financial plan is reasonable in that it includes sources of funding adequate to cover all proposed expenditures.

**NOW, THEREFORE, BE IT RESOLVED**, that the Comprehensive Operating Budget, a copy of which is attached, is hereby approved by the Board of Commissioners of the DHA and the President and CEO is hereby authorized to take any and all necessary actions including staff re-alignment to achieve compliance with regulations governing asset based management, budgeting and accounting and maintain fiscal and operational efficiency of the Housing Authority.

**IT IS FURTHER RESOLVED**, that actions necessary to comply with HUD mandated asset based management, other regulatory standards and prudent business practices will be taken by the President and CEO now and / or at appropriate time for implementation.

This resolution shall be in full force and effect from and upon its adoption.

PASSED this 8th day of December, 2021.

ATTEST

\_\_\_\_\_  
Jorge Baldor, Chair

\_\_\_\_\_  
Troy Broussard, Secretary

**RESOLUTION NO. 5111**

**RESOLUTION AUTHORIZING THE PRESIDENT AND CEO OF DHA TO: (i) APPROVE THE TERMINATION OF GROUND LEASES FOR WAHOO FRAZIER, MILL CITY FRAZIER AND FRAZIER FELLOWSHIP; (ii) APPROVE THE DISSOLUTION OF WAHOO FRAZIER L.P., MILL CITY FRAZIER L.P. AND FRAZIER FELLOWSHIP L.P.; AND (iii) APPROVING SUCH OTHER ACTIONS NECESSARY OR CONVENIENT TO CARRY OUT THIS RESOLUTION.**

**WHEREAS**, DHA is the sole Limited Partner of **Wahoo Frazier L.P., Mill City Frazier L.P. And Frazier Fellowship L.P.**, Texas limited partnerships (collectively, the “**Partnerships**”); and

**WHEREAS**, DHA and the Partnerships desire to terminate the ground leases for Wahoo Frazier L.P., Mill City Frazier L.P. And Frazier Fellowship L.P (the “**Ground Leases**”); and

**WHEREAS**, the Board of Commissioners of DHA deems it to be in the best interest of DHA, in its individual capacity and in its capacity as the sole Limited Partner of the Partnerships, to wind up the business of the Partnerships and to dissolve the Partnerships in accordance with the provisions of the Texas Business and Organizations Code and the governing documents of the Partnerships (collectively, the “**Partnership Dissolutions**”); and

**NOW, THEREFORE**, in connection with the transactions contemplated by these resolutions, DHA’s Board of Commissioners does hereby authorize DHA, acting in its individual capacity and in its capacity as the sole Limited Partner of the Partnerships, as follows:

**RESOLVED**, that DHA, acting in its individual capacity, and in its capacity as the sole Limited Partner of the Partnerships, be, and hereby is, authorized and directed (i) to negotiate and to enter into a Termination of Ground Leases by and among DHA and the Partnerships, (ii) to negotiate and to enter into Project Accounts Transfer Agreements, on behalf of DHA as a party thereto and on behalf of the Partnerships as another party thereto, (iii) to negotiate and to enter into such instruments, agreements, certifications and documents in connection with the dissolution of the Partnerships, and (iv) to take such other and further actions and to execute such contracts, instruments, agreements, certifications, amendments, and documents thereof (collectively, the “**Partnership Documents**”) in such form and containing such provisions as the Executing Officer (hereafter defined) may deem necessary or appropriate, which are hereby in each and every respect approved, ratified and confirmed, and each and every transaction effected or to be effected pursuant to, and in substantial accordance with, the terms of the Partnership Documents are hereby in each and every respect authorized, approved, ratified and confirmed; and it is further

**RESOLVED**, that Troy Broussard, the President and CEO of DHA (the “**Executing Officer**”), acting for and on behalf of DHA, individually and in its capacity as the sole Limited Partner and on behalf of the Partnerships, is hereby authorized and directed to take such other action in the consummation of the transactions herein contemplated and to do any and all other acts and things necessary or proper in furtherance of the transactions contemplated by these resolutions, as the Executing Officer shall deem to be necessary or desirable, without the necessity of attestation by the secretary and all acts heretofore taken by the Executing Officer to such end are hereby expressly ratified and confirmed as the acts and deeds of DHA; and it is further

**RESOLVED**, that the Executing Officer is hereby authorized and directed for and on behalf of, and as the act and deed of DHA and of the Partnerships, to execute all of the Closing Documents and any other documents and agreements executed in connection with the transactions contemplated hereby; and it is further

**RESOLVED**, that the form, terms, and provisions of the Closing Documents and such other documents as contemplated thereby are hereby in each and every respect authorized, approved, ratified, and confirmed; and it is further

**RESOLVED**, that to the extent any of the actions authorized by these Resolutions have already been taken on behalf of DHA are hereby ratified and confirmed as the valid actions of DHA and the Partnerships, effective as of the date such actions were taken; it is further

**RESOLVED**, that third parties shall be entitled to rely on the foregoing resolutions as being in full force and effect until modified otherwise in writing by a duly authorized officer or Commissioner.

This resolution shall be in full force and effect from and upon their adoption.

**PASSED** this \_\_\_\_ day of \_\_\_\_\_, 2021.

\_\_\_\_\_  
Jorge Baldor, Chairman

ATTEST:

\_\_\_\_\_  
Troy Broussard, Secretary