

HOUSING FINANCE AUTHORITY OF MANATEE COUNTY, FLORIDA

435 12th Street West, Suite 117
Bradenton, Florida 34205
(877) 264-0334

MINUTES

August 14, 2018

The Housing Finance Authority of Manatee County convened on the 14th day of August, 2018, at the hour of 1:30 p.m. in the second floor conference room of 417 12th Street West, Bradenton, Florida.

Present: Richard M. Pierro, Chairman
Paul A. Sharff, 2nd Vice Chairman
Frank R. Dodson, III, Secretary/Treasurer
Angela A. Abbott, Attorney for the Authority
Tim Wranovix, Raymond James & Associates
Cameron Hill, RBC Capital Markets
Debbie Creamer, Manatee County

- I. The Chairman called the meeting to order at 1:30 p.m., determined the presence of a quorum and acknowledged proof of publication of the Notice of Public Meeting.
- II. Public Comments: The Chairman called for public comments. Hearing none, public comment was closed.
- III. Motion made by Paul Sharff, seconded by Frank Dodson and carried unanimously to approve the Consent Agenda as follows:
 - A. Minutes of June 12, 2018 meeting
 - B. Requisition No. 638 for website hosting and editing by Hendrickson Ink
 - C. Requisition No. 639 for fees and costs of Angela A. Abbott, P.A. for general services
 - D. Requisition No. 640 for fees and costs of Angela A. Abbott, P.A. in connection with the 2013-2018 Single Family Loan and MCC Program
 - E. DAP Requisition No.70 for fees and costs of Angela A. Abbott, P.A. for in connection with administration of 2009-2012 Single Family DAP Program
 - F. Requisition No. 641 for reimbursement of FLALHFA Conference expenses
 - G. Next Meeting: September 25, 2018, or October 9, 2018, at 1:30 p.m. at 417 12th Street West, 2nd Floor Conference Room, Bradenton, Florida
- IV. Report of Treasurer, Frank R. Dodson, III:
 - A. Mr. Dodson presented the General Fund Financial Reports for June and July, 2018. He noted that all of the Charges for Services fees have been paid as agreed, and that the River Trace semi-annual fee due July 1, 2018, was

Richard M. Pierro
Chairman

Hugh D. Miller
1st Vice Chairman

Paul A. Sharff
2nd Vice Chairman

James J. Heagerty, Jr.
3rd Vice Chairman

Frank R. Dodson, III
Secretary/Treasurer

Angela A. Abbott
Attorney/Administrator

actually paid early because Ms. Abbott sent an invoice a month in advance. There are two fee payments due prior to the end of the fiscal year, which Mr. Dodson will remind the Trustee to send before September 30, 2018. Mr. Dodson pointed out that the net position at the end of July is within \$14,000 of being equal to the net position at the end of the prior fiscal year. Motion made by Paul Sharff, seconded by Frank Dodson and carried unanimously to accept the Treasurer's report into the record.

B. Approval of proposed budget for fiscal year 2018-2019.

Mr. Dodson stated that the proposed budget was posted to the website as required by law. He commented that there were only a few changes to the budget for the next fiscal year. The TBA income, and dividend and interest income were increased. He has added separate line items for the trustee fees and website maintenance expenses. Mr. Pierro asked whether the Authority's website is now ADA compliant, to which Ms. Abbott responded yes. Motion made by Paul Sharff, seconded by Frank Dodson and carried unanimously to approve Resolution No. 18-01 entitled:

RESOLUTION ADOPTING THE 2018-2019 BUDGET FOR THE HOUSING FINANCE AUTHORITY OF MANATEE COUNTY, FLORIDA

C. Discussion regarding request for contribution to FLALHFA/Sadowski Education Effort and approval of Requisition No. 642 related thereto. Mr. Dodson emphasized that FLALHFA and the Sadowski Education Effort are responsible for obtaining SHIP funds for Manatee County. The Authority's budget anticipates a contribution of \$15,000, which is the amount requested. Motion made by Frank Dodson, seconded by Paul Sharff and carried unanimously to approve the contribution of \$15,000 to FLALHFA/Sadowski Education Effort.

D. Discussion and approval of auditor engagement for 2018-2022.

Mr. Dodson stated that the Authority worked with Shinn and Company for many years. Shinn and Company has merged with Carr, Riggs & Ingram, which is a regional firm. The Shinn and Company personnel who worked on the Authority's account last year will continue to do so. Mr. Dodson has reviewed the proposed engagement letter carefully. The terms are basically the same, with an initial annual fee of \$6,000, plus CPI adjustments annually thereafter. Mr. Dodson recommends approval of the engagement letter. Motion made by Frank Dodson, seconded by Paul Sharff and carried unanimously to approve the auditor engagement letter with Carr, Riggs and Ingram for a four year term.

Mr. Pierro thanked Mr. Dodson for all of the uncompensated time he spends working on the audit. He noted that the Authority would be paying much more for the audit if not for Mr. Dodson's efforts. Mr. Dodson pointed out that the Audit successes over the years are due to a team effort of he and Ms. Abbott, and that he could not have done such a good job without her valuable counsel and assistance.

V. Status Report of Single Family Loan and Mortgage Credit Certificate Program:

A. Ms. Abbott presented a memorandum on the status of the program and indicated that there are 4 loans pending. Loan originations have been steady at three to four loans per month. Mr. Dodson stated that the production is very good. Mr. Wranovix and Mr. Pierro mentioned that Sue Denihan will be marketing the program at a statewide realtors' conference in Orlando later this month. She continues to work with local realtors. Mr. Dodson noted that Manatee County is a tough market and that Ms. Denihan is doing a great job. Ms. Abbott noted that a new lender, Fairway Independent Mortgage, made two of the new loans. She further presented a summary describing the pending foreclosures and payoffs for 2018.

B. Discussion and approval of Resolution No. 18-02.

Ms. Abbott presented the Resolution which she drafted to implement the Down Payment Assistance Program in conjunction with the Livable Manatee Incentive Program. She has provided drafts of the Resolution, as well as the support documents, to Denise Thomas for review. Ms. Abbott explained that Denise Thomas will review the loans and sign a Certification that the loan meets the requirements of the SHIP Program, Livable Manatee and the DPA Program. The lender will send a wire request to fund the second mortgage and the borrower will sign a second mortgage and note securing the loan. The structure is similar to the TBA program. Mr. Dodson complemented Ms. Abbott on the drafting of the Resolution and support documents to create the new partnership with the County. He stated that the \$100,000 for this program will be reserved and set aside as restricted cash for Audit and reporting purposes. In addition, Ms. Abbott will track the loans and prepare separate reports for this program. Motion made by Paul Sharff, seconded by Frank Dodson and carried unanimously to approve Resolution No. 18-02 entitled:

A RESOLUTION OF THE HOUSING FINANCE AUTHORITY OF MANATEE COUNTY, FLORIDA (THE "AUTHORITY") AUTHORIZING THE ESTABLISHMENT OF A DOWN PAYMENT AND CLOSING COST ASSISTANCE PROGRAM (THE "DPA PROGRAM") FOR USE IN CONNECTION WITH THE LIVABLE MANATEE INCENTIVE PROGRAM; AUTHORIZING THE INITIAL FUNDING OF THE DPA PROGRAM OF \$100,000; ESTABLISHING THE PARAMETERS OF THE DPA PROGRAM; PROVIDING FOR THE SOURCE OF FUNDING FOR THE DPA.

C. Discussion and approval of Resolution No. 18-03.

Ms. Abbott explained that, effective July 1, 2018, a new statute exempts loans made under the Authority's programs from documentary stamp taxes. The law requires that the Authority, or its agent, must sign and record an affidavit stating that the loan qualifies for the exemption simultaneously with the recording of the mortgage. It would be impractical for the Authority to sign the affidavit for each closing. The program administrator, eHousing, suggested uniformity throughout the state to reduce confusion for lenders. There was a statewide conference call held in early July to reach a consensus as to the handling of the affidavit. It was recommended that the local Authorities designate the borrower as the agent to execute the affidavit for the exemption. Ms. Abbott stated that, due to the very limited scope of the designation, she is comfortable recommending approval of the Resolution. Mr. Pierro credited FLALHFA with obtaining the exemption, which benefits the borrowers under the HFA programs.

Motion made by Frank Dodson, seconded by Paul Sharff and carried unanimously to approve Resolution No. 18-03 entitled:
RESOLUTION OF THE HOUSING FINANCE AUTHORITY OF MANATEE COUNTY, FLORIDA APPOINTING AGENTS FOR THE PURPOSE OF SECTION 159.621(2) FLORIDA STATUTES; PROVIDING AN EFFECTIVE DATE.

VI. Multifamily Programs: Consideration and approval of First Amendment to Amended and Restated Loan Agreement in connection with Water's Edge of Bradenton Apartments Project:

Ms. Abbott stated that this is a simple amendment which allows the borrower to conform its reporting requirements under various issues so that it is not filing duplicate financial statement at various times. The borrower agreed to pay bond counsel's fee to prepare the amendment. Motion made by Paul Sharff, seconded by Frank Dodson and carried unanimously to approve the First Amendment to Amended and Restated Loan Agreement in connection with Water's Edge of Bradenton Apartments Project, as presented.

VII. The meeting adjourned at 1:48 p.m.

Respectfully submitted:

By: _____
Frank R. Dodson, III, Secretary/Treasurer