

# Notice of Public Meeting

*(Meeting is subject to change or cancellation)*

In compliance with Section 286.011 of the Florida Statutes, please be advised that a meeting of the Board of Commissioners of the Broward County Housing Authority followed by meetings of the Board of Directors of Building Better Communities, Inc.; BBC Ehlinger Apartments, Inc.; BBC Homes Inc.; Broward Workforce Housing, Inc.; HG Senior Housing, Inc.; TP Homes & Communities, Inc.; and, MCCAN Communities, Inc. are scheduled for **Tuesday, April 16, 2024 at 9:30 am.**

## **ATTENDING AND VIEWING THE MEETINGS**

Members of the public may attend the meeting in-person at the Broward County Housing Authority Corporate Office located in the Headway Office Park at 4780 North State Road 7, Lauderdale Lakes, FL 33319. The meeting may also be viewed live using the ZOOM virtual meeting platform via the following link:

<https://us02web.zoom.us/j/86889057304?pwd=cEdiSndobTEoZDEzMVBkTIRlcDBRdzog>

The Zoom Meeting Passcode is: 051577

Members of the public may also join the meeting by phone. The Meeting Call-in Number is: 1 (305) 224-1968 or 1 (309) 205-3325. The Webinar ID to join the meeting by calling in is 868 8905 7304, and the password is 051577.

For more information on using ZOOM, please visit ZOOM Support at the following link: <https://support.zoom.us/hc/en-us>.

## **PUBLIC COMMENTS:**

Persons who wish to make public comment must submit a request via email to [bcha@bchafl.org](mailto:bcha@bchafl.org) by 2:00 p.m. on Monday, April 15, 2024. The email must contain your name, address, and telephone number. Additionally, please identify if you are attending in person, by ZOOM, or by telephone.

When addressing the Board, please begin by stating your name and address for the record. Public comments are limited to three minutes. Persons desiring to provide public comment may do so by one of the following options:

**Via Email:** Comments may be submitted by email to [bcha@bchafl.org](mailto:bcha@bchafl.org) by 2:00 p.m. on Monday, April 15, 2024, and shall be made a part of the public record.

**ZOOM Video Participation:** If attending via ZOOM and you want to make a public comment, click “raise hand” on the bottom of the “participants” tab, when your name is called your audio will be unmuted. To make a public comment in this manner, you must preregister by sending an e-mail to [bcha@bchafl.org](mailto:bcha@bchafl.org) by 2:00 p.m. on Monday, April 15, 2024.

**ZOOM Telephone Participation:** If attending via ZOOM telephone and you want to make a public comment, press \*9 to “raise your hand.” When the last four digits of your telephone number are called, your audio will be unmuted. To make a public comment in this manner, you must preregister by sending an e-mail to [bcha@bchafl.org](mailto:bcha@bchafl.org) by 2:00 p.m. on Monday, April 15, 2024.

In compliance with Section 286.26 of the Florida Statutes, BCHA wishes to ensure that all members of the public have access to all public meetings. If you require a special accommodation, please contact Noah Szugajew at (954) 739-1114 extension 1011 or via the TRS/Florida Relay Service 711 at least 48 hours prior to the meeting date.

Parnell Joyce

**PARNELL JOYCE, CHIEF EXECUTIVE OFFICER**

04/09/2024



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**Agenda**

**Board of Commissioners Meeting**

Tuesday, April 16, 2024

In compliance with Section 286.0105 of the Florida Statutes, if any person decides to appeal any decision made by the board, agency, or commission with respect to any matter considered at this meeting or hearing, he or she will need a record of the proceedings, and for such purpose, he or she may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. If you would like a copy of the agenda, please send an email to [publicrecords@bchaf1.org](mailto:publicrecords@bchaf1.org) or contact us by phone at (954) 739-1114 x 1011. The Broward County Housing Authority (BCHA) shall furnish appropriate auxiliary aids and services where necessary to afford an individual with a disability an equal opportunity to participate in and enjoy the benefits of a service, program, or activity conducted by the BCHA. Please contact the Executive Assistant at (954) 739-1114 x 1011 at least twenty-four hours prior to the event in order for the BCHA to reasonably accommodate your request. If you are hearing or speech impaired, please dial 711 for the Florida Relay Service.

**I. CALL TO ORDER**

**II. ROLL CALL**

**III. PLEDGE OF ALLEGIANCE**

**IV. APPROVAL OF MINUTES: Board Meeting Held February 13, 2024..... Page 3**

**V. APPROVAL OF AGENDA**

**VI. COMMENTS FROM THE PUBLIC ON AGENDA ITEMS**

**VII. PRESENTATION: Annual Comprehensive Financial Report (ACFR) and Audit Committee Recommendations – Carshena Allison, Watson Rice, LLP**

**VIII. MOTION: Approve ACFR and Audit Committee Recommendations.....Page 7**

**IX. PRESENTATION: Ethics Compliance Refresher – Chanae Wood**

**X. RESOLUTION 2024-06: Authorizing Chief Executive Officer to act on behalf of the agency in extenuating circumstances.....Page 8**

**XI. DISCUSSION: Compressed Workweek Schedule**

**XII. RESOLUTION 2024-07: Approving Change to Personnel Manual – Compressed Workweek Schedule.....Page 11**



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**XIII. RESOLUTION 2024-08: Authorizing actions in furtherance of the Development and Financing of the Tequesta Reserve Apartments project.....Page 15**

**XIV. ELECTIONS: Nomination and Selection for Board Chair and Vice Chair**

**XV. REPORTS:**

    1) Assisted Housing Department Report..... **Page 20**

    2) Status of Bids/Request for Proposals Report..... **Page 21**

**XVI. COMMENTS FROM THE PUBLIC**

**XVII. BOARD SECRETARY’S REPORT:**

**XVIII. LEGAL COUNSEL’S REPORT**

**XIX. COMMENTS FROM THE COMMISSIONERS**

**XX. ADJURNMENT**



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**Minutes of the Board of Commissioners Meeting**

Tuesday – February 13, 2024

**I. Call to Order:**

The meeting of the Board of Commissioners of the Broward County Housing Authority (“BCHA”) was called to order at 9:46 AM on Tuesday, February 13, 2024 at Headway Office Park, 4780 North State Road 7, Lauderdale Lakes, Florida by **John Loos, Chair**. The meeting also took place remotely via ZOOM meeting platform.

**II. Roll Call:**

**Mr. Joyce** conducted a roll call and certified a quorum was present in person at the above address.

**Commissioners:**

John Loos III  
Mark O’Loughlin  
Karyne Pompilus  
Mercedes Núñez – present via ZOOM

**Staff:**

Parnell Joyce	Chief Executive Officer
Peter Jannis	Chief Financial Officer
Jeffrey Sutton	Controller
Ryzwan Nabibaksh	Director IT
Tisha Pinkney	Executive Deputy Director
Marie De La Rosa	Executive Deputy Director
Tiffany Garcia	Executive Deputy Director
Teisha Palmer	Procurement Manager
Iryna Chapman	Human Resources Director
Noah Szugajew	Senior Administrative Manager
Avril Mayers	Data Technician
Andrelle Leandre	Administrative Assistant
Chanae Wood, ESQ	Weiss Serota Helfman Cole + Bierman
Mary Grace Folwell	Ballard Spahr

**Members of the Public:**

Michael Long

### **III. Pledge of Allegiance:**

Mr. Long led the Pledge of Allegiance.

Recognition of former Board Commissure Michael Long took place after the pledge of allegiance. Mr. Long was recognized for his long service, commitment and dedication to the agency and staff.

### **IV. Approval of Minutes:**

**Action:** **Commissioner Pompilus** made a motion to approve the Minutes of December 12, 2023. The motion was seconded by **Commissioner O'Loughlin**.

**Vote:** The motion passed unanimously.

### **V. Approval of the Agenda:**

**Action:** **Commissioner Pompilus** made a motion to approve the Agenda for February 13, 2024. The motion was seconded by **Commissioner O'Loughlin**.

**Vote:** The motion passed unanimously.

### **VI. Comments from the Public on Agenda Items:**

No comments.

### **VII. Presentation – Financial Reports – Peter Jannis:**

Mr. Jannis presented the agency and affiliate financial reports for year-end 09/30/2023. Commissioners discusses Tequesta Reserve project; Assisted Housing department; and, Development department financials.

### **VIII. Motion – Approving Financial Reports:**

**Action:** **Commissioner Pompilus** made a motion to approve financial reports for year-end/quarter ended September 30, 2023. The motion was seconded by **Commissioner O'Loughlin**.

**Vote:** The motion passed unanimously

### **IX. Presentation – Compressed Workweek Schedule – Iryna Chapman:**

Ms. Chapman gave a presentation on the Compressed Workweek Schedule Pilot Program discussing its rollout and results after 6-months implementation.

**X. Resolution 2024-01 – Approving Change to Personnel Manual – Compressed Workweek Schedule:**

**Action:** After Ms. Chapman’s presentation and ensuing discussion, **Commissioner O’Loughlin** made a motion to extend the pilot program for 60 days and table the motion/resolution until a future date when the policy is vetted through legal counsel and revised further with staff input. The motion was seconded by **Commissioner Pompilus**.

**Vote:** The motion passed unanimously

**XI. Resolution 2024-02 – Approve Delegation of Chief Executive Officer Duties:**

**Action:** **Commissioner Pompilus** made a motion to approve delegation of CEO duties. The motion was seconded by **Commissioner O’Loughlin**.

**Vote:** The motion passed unanimously.

**XII. Resolution 2024-03 – Authorizing Actions in Furtherance of Tequesta Reserve Apartments Development:**

**Action:** Ms. Folwell discussed the resolution prior to the vote. **Commissioner Loos** asked Mr. Jannis if he supported moving forward with the project. Mr. Jannis commented on the project financials, timeframe, and steps it took to get to the anticipated financial closing and voiced his support for moving forward with the project/closing. **Commissioner O’Loughlin** made a motion to approve authorization of actions in furtherance of Tequesta Reserve Apartments Development. The motion was seconded by **Commissioner Pompilus**.

**Vote:** The motion passed unanimously.

**XIII. Resolution 2024-04 – Approving Change to the Administrative Plan – Emergency Housing Vouchers:**

**Action:** **Commissioner Pompilus** made a motion to approve change to the Administrative Plan – Emergency Housing Vouchers. The motion was seconded by **Commissioner O’Loughlin**.

**Vote:** The motion passed unanimously.

**XIV. Resolution 2024-05 – Approving State Housing Initiative Partnership (SHIP) Foreclosure Prevention Assistance Partnership with Broward County:**

**Action:** **Commissioner Pompilus** made a motion to approve State Housing Initiative Partnership (SHIP) Foreclosure Prevention Assistance Partnership with Broward County. The motion was seconded by **Commissioner O’Loughlin**.



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**Vote:** The motion passed unanimously.

**XV. Reports:**

1. Assisted Housing Department Report – No comments
2. Status of Bids/Request for Proposals Report – No comments

**XVI. Comments from the Public:**

No comments.

**XVII. Board Secretary’s Report:**

Mr. Joyce discussed award of Government Financial Officers Association Certificate of Achievement for excellence in financial reporting. Mr. Joyce also discussed his attendance at the HDLI Executive Directors Conference; SHIP award; new internal management committee; and holding the next Board meeting at Griffin Gardens apartments. Commissioners expressed their agreement to holding the next Board meeting at Griffin Gardens apartments.

**XVIII. Legal Counsels Report:**

No comments.

**XIX. Comments from the Commissioners:**

No comments.

**XX. Adjournment:**

Meeting adjourned at 12:09 AM.

SUBMITTED BY:



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PARNELL JOYCE, CEO

(Note: These minutes are not verbatim).





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**MEMORANDUM 2024-01 (CFO)**

**TO:** BCHA Board of Commissioners

**THRU:** Parnell Joyce, Chief Executive Officer 

**FROM:** Peter Jannis, CPA Chief Financial Officer 

**SUBJECT:** **Audit Committee Recommendations**

**DATE:** April 2, 2024

The Audit Committee met on Tuesday April 2, 2024 with the following committee members in attendance; John Scannell, CPA, Michael Lambrechts, Pierre Philantrope, Michael Gossman, CPA, Chair, and Jacques Moise.

**Staff in Attendance**

Parnell Joyce	Chief Executive Officer
Peter Jannis, CPA	Chief Financial Officer
Tisha Pinkney	Director of the Real Estate Management
Marie De La Rosa	Director Assisted Housing
Jose Tavares	Director of Information Technology

**Members of the Public Present**

Chanae Wood, ESQ Weiss Serota Helfman Cole & Bierman, PL  
Carshena Allison, CPA BCA Watson Rice, LLP

The Audit Committee attended an in-person meeting with presentations from CFO Peter Jannis presenting the FY 2023 fourth quarter Broward County Housing and its Affiliates financial reports and Carshena Allison presenting the FY 2023 Annual Single Audit Report for Broward County Housing and its Affiliates. Committee members asked a number of questions regarding the financials and investments and they were satisfactorily answered. The Audit Committee voted to accept the 2023 fourth quarter reports and the FY 2023 Annual Single Audit Report and transmit these to the Board of Commissioners and Board of Directors with a recommendation to approve.

The committee members welcomed their new fifth member to join their committee, John Scannell, CPA.

The next Audit Committee meeting will be held August 6, 2024 at which time the quarterly reports and the 2025 Annual Budget package for the Agency will be on the agenda.






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**MEMORANDUM 2024-03 (CEO)**

TO: Board of Commissioners  
FROM: Parnell Joyce, Chief Executive Officer (CEO)   
DATE: April 4, 2024  
SUBJECT: Authority for the CEO to Act on Behalf of the Housing Authority

**REQUESTED ACTION:**

Motion to authorize the CEO to act on behalf of the Housing Authority in extenuating circumstances.

**WHY ACTION IS NECESSARY:**

Board approval is necessary to authorize the CEO to act on behalf of the Housing Authority in certain extenuating circumstances where swift and decisive action is necessary to avoid delays that may result in irreparable harm to the Housing Authority or where such delays would not be in the best interest of the Housing Authority.

**WHAT ACTION ACCOMPLISHES:**

Ensures the continued effective operation of the BCHA.

**SUMMARY EXPLANATION/BACKGROUND:**

Florida Statutes authorize Board of Commissioners to delegate one or more Housing Authority agents or employees such powers or duties as the Board deems proper.

It is imperative that the BCHA ensures the continuity of operations and safeguard the interests of the Housing Authority. Among other occurrences, extenuating circumstances include instances where it is not feasible to convene a quorum at Board meetings, which is required to authorize certain agency actions; necessitating the empowerment of the CEO to act on behalf of the Housing Authority.

# **RESOLUTION NO. 2024-06**

## **A Resolution of the Broward County Housing Authority Authorizing the Chief Executive Officer to Act on Behalf of the Housing Authority in Extenuating Circumstances**

**WHEREAS**, Broward County Housing Authority (the "Housing Authority") recognizes the necessity for swift and decisive action in situations of extenuating circumstances where delays may result in irreparable harm to the Housing Authority or where such delays would not be in the best interest of the Housing Authority; and

**WHEREAS**, pursuant to Section 421.05, Florida Statutes, the powers of a housing authority shall be vested in the commissioners thereof in office; and

**WHEREAS**, Section 421.05, Florida Statutes authorizes housing authorities to delegate one or more of its agents or employees such powers or duties as it may deem proper; and

**WHEREAS**, it is imperative to ensure the continuity of operations and to safeguard the interests of the Housing Authority during such critical moments; and

**WHEREAS**, the Board of Commissioners acknowledges that there may be instances where it is not feasible to convene a quorum to authorize actions, necessitating the empowerment of the Chief Executive Officer (CEO) to act on behalf of the Housing Authority; and

**NOW THEREFORE BE IT RESOLVED** that the Board of Commissioners hereby authorizes the CEO to act on behalf of the Broward County Housing Authority in extenuating circumstances, subject one or more of the following criteria being met:

Immediate Necessity: The CEO may exercise this authority when it is necessary to address urgent matters that cannot reasonably wait for a convening of the Board of Commissioners.

Irreparable Harm: The CEO may exercise this authority when a delay in action would result in irreparable harm to the Housing Authority or its operations.

Absence of Quorum: The CEO may exercise this authority when a quorum of the Board of Commissioners cannot be convened within a reasonable timeframe.

Be it resolved that at all times when exercising authority as an agent of the BCHA as authorized in this Resolution, the CEO shall exercise discretion and judgment in determining whether an action is in the best interest of the Housing Authority, considering all available information and circumstances; and

Be it further resolved that the CEO shall notify the Board of Commissioners in writing of any actions taken by the CEO under this authorization as soon as practicable, and such actions shall be included the CEO Report at the next available meeting of the Board; and

Be it finally resolved that this resolution shall remain in effect until rescinded or the Board of Commissioners membership consists of a quorum within the original Gubernatorial appointment term or reappointment term, or any vacancy that would prevent a quorum is filled by the State Governor and the newly appointed member is sworn into office.

**PASSED, ADOPTED AND APPROVED** THIS 16<sup>th</sup> DAY OF APRIL 2024.

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**JOHN T. LOOS III, CHAIR**


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**PARNELL JOYCE, BOARD SECRETARY/CEO**

**Memorandum 2024-01 (HR)**

To: BCHA Board of Commissioners

Thru: Parnell Joyce, Chief Executive Officer 

From: Iryna Chapman, Human Resources Manager 

Date: April 1, 2024

Subject: Revisions to Personnel Manual – Compressed Schedule

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**REQUESTED ACTION:**

Motion to approve recommended new policy to BCHA Personnel Manual – Compressed Schedule Workweek.

**WHAT THIS ACTION ACCOMPLISHES:**

Formally adopts the compressed schedule workweek.

**REASONS FOR ACTION:**

Board approval is necessary for changes to the Personnel Manual.

BCHA conducted a six-month pilot program to test the feasibility of a compressed workweek schedule. This policy formally adopts the successful pilot program providing employees an opportunity to modify their work schedules as the organization continues to deliver services in an effective and efficient manner consistent with the agency efforts to encourage a working environment that increases employee morale while enhancing productivity, recruitment and retention.

The compressed workweek schedule maintains the current level of service and the hours of operation for all BCHA departments. The optional work schedule is voluntary and no employee is entitled to or guaranteed the opportunity to have an alternative work schedule. As such, the compressed workweek schedule is an employee privilege and not an employee right; this schedule can be granted or revoked at BCHA's discretion at any time. An employee may also voluntarily withdraw from the program. This policy applies to all BCHA employees; however, not all employees will be eligible for a compressed work schedule due to operational or functional needs.

This policy was drafted with the input of departmental Directors, Managers and Supervisors. It was vetted by legal counsel including labor attorney to ensure fairness and compliance with applicable laws.

**ATTACHMENTS:**

Compressed Schedule Workweek Policy

## **Compressed Schedule Workweek Policy**

Alternative work schedules, including the compressed workweek, are consistent with the efforts of the Broward County Housing Authority (BCHA) to encourage a working environment that increases employee morale while enhancing productivity, recruitment and retention. This policy provides BCHA employees an opportunity to modify their work schedules as the organization continues to provide services in an effective and efficient manner.

This compressed workweek schedule maintains the current level of service and the hours of operation for all BCHA departments. The optional work schedule is voluntary and no employee is entitled to or guaranteed the opportunity to have an alternative work schedule. As such, the compressed workweek schedule is an employee privilege and not an employee right; this schedule can be granted or revoked at BCHA's discretion at any time. An employee may also voluntarily withdraw from the program.

This policy applies to all BCHA employees; however, not all employees will be eligible for a compressed work schedule due to operational or functional needs.

This policy applies to employees permitted to work a compressed or flexible work schedule and does not apply to requests for a reasonable accommodation. Employees requesting to work a compressed work schedule as a reasonable accommodation must follow the BCHA process on requests for a reasonable accommodation.

### **Definition**

- **Compressed Workweek Schedule** - Working the equivalent hours of a full-time workweek in fewer than five (5) days. A compressed workweek allows full-time employees to work longer days in exchange for a day off each week.

### **Compressed Workweek Schedule Requirements**

Compressed workweek schedule must meet the following requirements:

- Full-time employees must work a 37.5-hour week (or 75 hours each pay period).
- Compressed workweek schedule consists of three 9.5-hour days and one 9-hour day each week for a total of 37.5 hours.
- Compressed workweek schedule must not vary from pay period to pay period and must be approved by a supervisor.
- Each supervisor must ensure that this policy and its operating guidelines are followed within the work unit.
- Offices must remain open during normal business hours.
- Operational requirements must be met.
- Service to BCHA customers must be maintained or improved.
- Departmental operational costs should not increase.
- Eligible employees who work a standard five-day workweek from 8:30 AM to 5:00 PM, Monday through Friday, may request to work a compressed workweek schedule.

### **Requests to Work a Compressed Workweek Schedule**

After the employee's initial probationary period of employment of 180 days is completed, BCHA may approve an employee's request to work a compressed workweek that include the following caveats or exceptions:

- Employees working a compressed workweek may be required to report to work outside of their customary hours occasionally to attend meetings or for other business reasons.

- Employees working a compressed workweek may be required to report to work during certain core business hours.
- BCHA reserves the right to revoke the approval for a compressed work schedule at any time.

### **Compressed Workweek Schedule: Operating Guidelines**

- Eligible employees who work a standard five-day workweek from 8:30 AM to 5:00 PM, Monday through Friday, may request to work a compressed workweek schedule.
- Compressed workweek schedules consist of three 9.5-hour days and one 9-hour day each week, for a total of 37.5 work hours.
- All employees on a compressed schedule will work a regular five-day schedule during holiday weeks. An employee will work a five-day schedule when determined by a supervisor to be necessary, for example at training sessions or for other reasons that aid the operations of the BCHA or supervisors may also adjust an employee's work schedule for planned absences to meet operational needs and performance standards.
- Employees who work a compressed schedule shall use sick or vacation leave for the total number of hours they were scheduled to work that day or to supplement the number of hours they were absent from their scheduled workday.
- Employees can use their accrued sick or vacation hours to supplement the 7.5 hours they receive for bonus and personal days – either two hours or an hour and a half, depending on the day of the week they choose to be absent from work. Alternatively, they can change to a regular five-day work schedule during the week they use their bonus or personal day.
- Employees who work a compressed schedule and are eligible for funeral leave under BCHA's Funeral Leave policy will change to a regular five-day work schedule during the week(s) of their absence. Employees may use sick or vacation hours for additional leave time related to funeral attendance subject to the approval of their immediate supervisor.
- Employees summoned for jury duty will change to a regular five-day work schedule for the period of time that is required for them to perform their jury service.
- Any changes to an employee's compressed work schedule must be approved in advance by a supervisor.
- Employees working on a compressed schedule shall continue to accrue vacation time, sick time or other paid time off in the same manner as under standard work hours.
- Compressed workweek schedule will not diminish the ability of BCHA to assign responsibility and accountability to individual employees for the provision of services and performance of their duties.
- For positions where a compressed workweek schedule is permitted, approval of all work schedule requests, changes in schedules, or changes in work hours will be based on BCHA's operational needs, including, but not limited to, meeting performance standards.

### **Administration**

BCHA expressly reserves the right to change, modify or delete the provisions of the Compressed Workweek Schedule Policy without notice.

Each department is responsible for administering this policy.

Questions about compressed workweek schedule should be directed to the HR Department.

## **RESOLUTION NO. 2024-07**

### **A Resolution of the Broward County Housing Authority Approving Change to the Personnel Manual – Compressed Workweek Schedule**

**WHEREAS**, the Chief Executive Officer is requesting the Board of Commissioners approve a change to the Personnel Manual incorporating a new policy on a Compressed Workweek Schedule as explained in Memorandum 2024-01 (HR).

**WHEREAS**, Board Approval is required to make changes to the Personnel Manual.

**WHEREAS**, this new policy formally adopts a compressed workweek schedule. The compressed workweek schedule maintains the current level of service and the hours of operation for all BCHA departments. The optional work schedule is voluntary and no employee is entitled to or guaranteed the opportunity to have an alternative work schedule. This schedule can be granted or revoked at BCHA's discretion at any time. An employee may also voluntarily withdraw from the program. This policy applies to all BCHA employees; however, not all employees will be eligible for a compressed work schedule due to operational or functional needs.

**NOW THEREFORE BE IT RESOLVED** that the Board of Commissioners of the Broward County Housing Authority ("BCHA") hereby approves the adoption of a new Compressed Workweek Policy into the Personnel Manual as explained in Memorandum 2024-01 (HR).

**PASSED, ADOPTED AND APPROVED** THIS 16<sup>th</sup> DAY OF APRIL 2024.

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**JOHN T. LOOS III, CHAIR**

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**PARNELL JOYCE, BOARD SECRETARY/CEO**



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**MEMORANDUM 2024-04 (CEO)**

TO: Board of Commissioners  
FROM: Parnell Joyce, Chief Executive Officer   
DATE: April 9, 2024  
SUBJECT: Authorization of Actions in Furtherance of Tequesta Reserve Development

**REQUESTED ACTION:**

Motion to approve certain actions in furtherance of the development and construction of Tequesta Reserve Apartments.

**WHY ACTION IS NECESSARY:**

Board approval is necessary to authorize the Chief Executive Officer (CEO) to take certain actions necessary to carry out the development, financing, and construction work to bring the project to fruition.

This action authorizes the CEO to form, file, and execute any and all requisite applications or other documentation with any appropriate governmental agency necessary for the financing, development, and construction of the project including but not limited to execution of an agreement with HUD for housing assistance payments. Furthermore, it gives the CEO authority to negotiate and execute documents with the Housing Finance Authority, Permanent Funding Lender, the County, MCCAN Communities, Inc. serving as project owner, Griffin Gardens Apartments, LLC serving as ground lessor, or the Investor as may be necessary to effectuate the development work and provide rental subsidy to the project.

**SUMMARY EXPLANATION/BACKGROUND:**

The Board previously authorized actions in furtherance of the project at its February 13, 2024 Board meeting, this action include updates to the final numbers for the financing, updating the newly assigned street address, providing more detail about the first mortgage loan, and providing additional language for the authorization of the bridge loan.

“Tequesta Reserve” is the multifamily senior housing development planned for construction in the Town of Davie. The site sits on a vacant portion of land adjacent to the Griffin Gardens senior Multifamily community. It has been reimagined as a mid-rise property to house seventy-six low-income senior families.



**BROWARD COUNTY HOUSING AUTHORITY**

**RESOLUTION NO. 2024-08**

WHEREAS, MCCAN Communities, Inc., a Florida nonprofit corporation (“**MCCAN**”) and instrumentality of the Broward County Housing Authority (“**BCHA**” or the “**Authority**”) is the managing member of Tequesta Reserve, LLC, a Florida limited liability company, which will serve as the single purpose tax credit entity and owner of the property and the project (the “**Owner**”);

WHEREAS, the the Owner will enter into a long-term ground lease for a parcel of vacant land at 4891 Griffin Road, Davie, Florida 33314 (the “**Property**”) with Griffin Gardens Apartments, LLC, a Florida limited liability company (“**Griffin Gardens**”) (the “**Ground Lease**”);

WHEREAS, MCCAN entered into that certain Development Agreement with Building Better Communities, Inc., a Florida nonprofit corporation (“**BBC**”), for the redevelopment of the Property;

WHEREAS, Owner intends to construct a new 76-unit housing development for low-income elderly families and other related improvements on the Property (the “**Project**”);

WHEREAS, the Authority and the U.S. Department of Housing and Urban Development (“**HUD**”) will require that the Project units be maintained as affordable housing through the recordation of a Rental Assistance Demonstration Transfer of Assistance Restrictive Covenants (the “**Restrictions**”) against the Property;

WHEREAS, to support their plans for the Project, Owner and BBC have secured funding from financing sources that require that the Property be transferred to a single purpose tax credit entity controlled by a for-profit entity, which will construct, own and operate the Project;

WHEREAS, in consideration for the Ground Lease, the Owner will pay Griffin Gardens a capital lease payment in the amount of \$1,844,000, which amount shall be financed by a purchase money loan from the Authority (the “**Seller Loan**”);

WHEREAS, the Authority and the Owner will also enter into an Agreement to Enter into Housing Assistance Payments Contract (“**AHAP**”) to provide project-based voucher assistance for the Project’s 76 units upon completion;

WHEREAS, the Owner and BBC as developer will undertake the construction and operation of the Project (collectively, the “**Development Work**”);

WHEREAS, the Owner intends to finance the Development Work with the following sources (collectively, the “**Financing**”):

- (i) A construction/permanent loan in the approximate amount of \$11,550,000 from PNC Bank, N.A. (the “**First Mortgage Lender**”) which will be insured by HUD pursuant to Section 221(d)(4) of the National Housing Act, as amended, and identified as FHA Project Number 066-35394 (the “**First Mortgage Loan**”);
- (ii) A Bond Loan from the Housing Finance Authority of Broward County, Florida (“**HFA**” or the “**Bond Issuer**”) in the approximate amount of \$20,550,000 (the “**Bond Loan**”);
- (iii) A construction/permanent loan from BBC in the approximate amount of \$5,000,000, (the “**BBC Loan**”);
- (iv) A construction/permanent loan from Broward County (the “**County**”) in the approximate amount of \$5,000,000, funded with HOME funds (the “**County HOME Loan**”);

- (v) A construction/permanent loan from Broward County in the approximate amount of \$2,275,000, funded with General Revenue funds (the “**County Soft Loan**”);
- (vi) The Seller Loan;
- (vii) A construction bridge loan from Wells Fargo Bank, N.A. (the “**Bridge Lender**”) in the approximate amount of \$9,000,000, that will be paid from proceeds from the second tax credit equity contribution (the “**Bridge Loan**”);
- (viii) Equity in the approximate amount of \$13,309,020 (the “**Equity Financing**”) from Wells Fargo Community Investment Holdings, LLC, or its affiliate(s) (the “**Investor**”), which has been obtained through the syndication of certain low income housing tax credits issued by the Florida Housing Finance Corporation (the “**FHFC**”) (the “**Tax Credit Allocation**”);
- (ix) Deferred developer fee in the approximate amount of \$1,822,264.

WHEREAS, BBC will serve as the developer of the Development Work, earning the developer fee, a portion of which will be deferred (the “**Developer Fee**”);

WHEREAS, the Owner will enter into a construction contract with James B. Pirtle Construction Company, Inc., d/b/a Pirtle Construction Company (the “**General Contractor**”) to serve as the general contractor for the Development Work and an agreement with Barranco Gonzalez Architecture (the “**Architect**”) to serve as the architect for the Development Work; and

WHEREAS, BBC and Guaranty, LLC, a Florida limited liability company (“**Guarantor**”) the sole member of which is BBC, will provide certain guarantees and indemnifications as required in connection with the Financing.

NOW, THEREFORE, BE IT RESOLVED, in connection with the Development Work and the Financing, the Authority Board of Directors now wishes to authorize such further action as may be necessary to advance the purposes set forth in the foregoing recitals:

*Resolved,* The Authority authorizes its Chief Executive Officer or his designee to form and file any and all requisite applications or other documentation with any appropriate governmental agency necessary for purposes of carrying out the authorizations described in this Resolution;

*Resolved,* The Chief Executive Officer or his designee is authorized to negotiate and execute any documents with HUD and the Owner to effectuate the Project, as may be necessary or desirable to codify the authorizations described in this Resolution;

*Resolved,* The Chief Executive Officer or his designee is authorized to negotiate and, following receipt of all other required approvals, and is further authorized to negotiate and execute such additional agreements with the Owner as may be necessary or desirable to codify the authorizations described in this Resolution, including but not limited to the AHAP;

*Resolved,* The Chief Executive Officer or his designee is authorized to negotiate and execute documents with HUD, BBC, the Owner, HFA, First Mortgage Lender, the County, MCCAN, Griffin Gardens, the Investor or FHFC as may be necessary or desirable to codify the authorizations described in this Resolution;

*Resolved,* The Chief Executive Officer or his designee is authorized to enter into any such other agreements or contracts with third parties that the Chief Executive Officer deems necessary or desirable to effectuate the Development Work and provide rental subsidy to the Project;

*Resolved,* The Chief Executive Officer or his designee is authorized to perform any and all activities that the Chief Executive Officer determines are necessary or desirable to codify the authorizations described in this Resolution; and

*Resolved,* Any and all actions previously taken by the Authority and the Chief Executive Officer or his designee in connection with the provisions and resolutions set forth herein, are hereby ratified.

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I, Karyne Pompilous, hereby certify that I am the duly appointed and acting Secretary of the Board of Directors of the Broward County Housing Authority (“BCHA”) and that the foregoing Resolutions were duly adopted by the Board of Directors of BCHA at its duly noticed meeting held with a quorum present on April 16, 2024.

\_\_\_\_\_  
Karyne Pompilous, Secretary

## Assisted Housing Program Report

Month Ending: March 31, 2024

### HOUSING CHOICE VOUCHER PROGRAM STATISTICS

PROGRAM	TOTAL LEASED	FAMILIES SEARCHING WITHIN	NEW FAMILIES ENTERING
HOUSING CHOICE VOUCHER	4783	261	2

PROGRAM	UNITS ALLOTTED	UNITS LEASED	SEARCHING	VACANCIES
Emergency Housing Vouchers	178	157	8	13

### "SPECIAL PROGRAMS"

PROGRAM	UNITS ALLOTTED	UNITS LEASED	SEARCHING	VACANCIES
SPC (1-8)	146	130	1	15

### "MAINSTREAM PROGRAM"

PROGRAM	UNITS ALLOTTED	UNITS LEASED	SEARCHING	VACANCIES
MAINSTREAM (MS-1) NED	75	65	4	6
MAINSTREAM (MS-5) 5 YEAR	50	45	1	4
MAINSTREAM (MS-5) FY 2017	79	68	4	7
MAINSTREAM (MS-5) FY 2020	24	17	0	7
MAINSTREAM (MS-5) FY 2021	100	52	4	44

### "FAMILY UNIFICATION PROGRAM"

PROGRAM	UNITS ALLOTTED	UNITS LEASED	SEARCHING	VACANCIES
FUP	414	348	23	43
Foster Youth 2 Independence	7	4	3	0

### "VETERANS AFFAIRS SUPPORTIVE HOUSING PROGRAM"

PROGRAM	UNITS ALLOTTED	UNITS LEASED	SEARCHING	VACANCIES
VASH	317	248	40	29

### "FAMILY SELF SUFFICIENCY"

PROGRAM	MANDATORY SLOTS	ENROLLED	FAMILIES EARNING ESCROW
FSS	50	157	84

### "PORTABILITY"

PROGRAM	UNITS LEASED
INCOMING PORTS (PORT INS) VOUCHERS ADMINISTERED BY BCHA FROM OTHER HOUSING AUTHORITIES	306
OUTGOING PORTS (PORT OUTS) BCHA VOUCHERS PORTING OUT OF BROWARD COUNTY TO OTHER HOUSING AUTHORITIES	158

### "MODERATE REHABILITATION"

PROGRAM	UNITS ALLOTTED	UNIT LEASED	UNITS FOR INSPECTION	VACANCIES
EL JARDIN (MOD)	233	233	0	0

**Broward County Housing Authority**  
**Monthly Report on Status of Solicitations**  
**April 1, 2024**

Description (Contract No.)	Contractor	Execution Date	Agreement Term	Expiration Date	Renewal Term(s)
HVAC Repair, Installation and Emergency HVAC Services (RFP 22-308-R)	Angels Remodeling & Construction LLC D/B/A Call Air Conditioning Service	9/1/2022	2 Year Contract With Three, One Year Renewal Options.	8/31/2024	Eligible for 1st Renewal on 9/1/2024.
Special Legal Services (RFP 22-306)	Ballard Spahr LLP	11/1/2022	2 Year Contract With Three, One Year Renewal Options.	10/31/2024	Eligible for 1st Renewal on 11/1/24.
Janitorial Services at Griffin Gardens, Highland Gardens, and Headway Corporate Offices (RFP 20-288)	Clean Space, INC	11/23/2020	2 Year Contract With Three, One Year Renewal Options.	11/22/2024	Eligible for 3rd and Final Renewal on 11/22/2024.
Plumbing Services (RFP 19-281)	Primary- A to Z Statewide Plumbing, Inc. Secondary - GreenTeam Service, Corp	12/1/2019	2 Year Contract With Three, One Year Renewal Options.	11/30/2024	Third of three renewal executed effective 12/01/2023
Pest Control Services (RFP 20-287)	Home Paramount Pest Control	3/24/2021	2 Year Contract With Three, One Year Renewal Options.	3/23/2025	Eligible for 3rd and final Renewal on 3/24/2026.
Multi-Site Tub and Solid Surface Tops Glazing (QR 22-305)	DMB Refinishers Inc	3/25/2022	1 Year Contract With Two, One Year Renewal Options.	3/24/2025	<b>Not Eligible</b> for Renewal on 3/25/25. Will need to resolicit for services after contract expires on 3/24/25.
Landscaping Services (IFB 20-286)	Touch of Class Landscaping	5/1/2020	2 Year Contract with Three, One Year Renewal Options.	4/30/2025	<b>Not Eligible</b> for Renewal on 5/1/2025. Will need to resolicit for services after contract expires on 4/30/25.
Financial Advisor Services (RFP 22-310)	TAG Associates of Florida, LLC	5/1/2022	2 Year Contract With Three, One Year Renewal Options.	4/30/2025	Eligible for 2nd Renewal on 5/1/2025.
Elevator Maintenance & Repair Services (QR 21-295)	Mowrey Elevator Company of FL, Inc.	6/16/2021	2 Year Contract with Three, One Year Renewal Options.	6/15/2025	Eligible for 3rd Renewal/Final on 06/16/2025.
Inspections Services (IFB 21-299)	McCright & Associates	6/16/2021	2 Year Contract with Three, One Year Renewal Options.	6/15/2025	Eligible for 3rd Renewal/Final on 06/16/2025.
Architectural and Engineering Services (RFQ 20-285)	Barranco Gonzalez Architect	7/1/2020	2 Year Contract With Three, One Year Renewal Options.	6/30/2025	<b>Not Eligible</b> for Renewal on 07/1/2025. Will need to resolicit for services after contract expires on 6/30/25
General Legal Services (RFP 20-283)	Weiss Serota Helfman Cole + Bierman PL	7/25/2023	2 Year Contract with Three, One Year Renewal Options.	7/24/2025	Eligible for 1st Renewal on 7/25/2025.
Banking Services (RFP 21-297)	TD Bank, N.A	9/1/2021	2 Year Contract With Three, One Year Renewal Options.	8/31/2025	Eligible for 3rd & Final Renewal on 09/01/2025.
Flooring Installation Services (IFB 22-314)	G.D. Luxury Contractors, Inc.	9/8/2022	2 Year Contract With Three, One Year Renewal Options.	9/7/2025	Eligible for 2nd Renewal on 9/8/2025.
Auditing Services (RFP 23-319)	BCA Watson Rice, LLP	10/1/2023	2 Year Contract with Three, One Year Renewal Options.	9/30/2025	Eligible for 1st Renewal on 10/1/25
Electrical Repairs and Installation IFB 23-318	Universal Electric of Florida, Inc.	10/17/2023	2 Year Contract with Three, One Year Renewal Options.	10/16/2025	Eligible for 1st Renewal on 10/17/2025.
Multi-Function Copier Devices and Service Solutions (County of DuPage, IL Contract No. FI-R-0251-18 )	Canon Solutions America, Inc.	1/3/2022	4 Year Contract	1/2/2026	N/A

**Broward County Housing Authority  
Monthly Report on Status of Solicitations  
April 1, 2024**

Description (Contract No.)	Contractor	Execution Date	Agreement Term	Expiration Date	Renewal Term(s)
IFB 23-320 Closed Circuit Television (CCTV) Installation & Maintenance	HNL CORP	11/1/2023	3 Year Contract with Two, One Year Renewal Options on Maintenance Services	10/31/2026	Eligible for 1st Renewal on 11/17/2026.
MRO Supplies, Renovation and Installation Services (Maricopa County, 16154-RFP)	HD Supply Facilities Maintenance L.P.	2/1/2017	5 Year Contract With Five Year Renewal Option	12/31/2026	Five years contract effective 2/17/17 with five additional years to renew terms of contract Expiring December 31, 2026.
Office Supplies (City of Tamarac, 19-12R)	Office Depot, Staples Advantage	10/14/2019	4 Year Contract With one (1) additional four-year period through October 13, 2027	10/13/2027	One additional four-year period to renew contract executed by the City of Tamarac, FL, Contract will expire on 10/13/27.
Professional Services for the Development of Griffin Gardens II (RFP 21-293)	BG Design Studios, Inc. D/B/A Barranco Gonzalez Architecture	1/4/2022	Term continues through project completion.	TBD	N/A
Griffin Gardens II – Owner’s Representative/Construction Manager Services (RFP 21-303)	Gallo Herbert Architects, LLC	3/23/2022	Term continues through project completion.	TBD	N/A
Construction Services for Tequesta Reserve (RFP 23-317)	James B. Pirtle Construction company, Inc DbA, Pirtle Construction Compnay	TBD	TDB	TDB	Request for Proposal (RFP) advertised 3/9/23. Proposal received on 5/1/23. Under Negotiation with Negotiation Committee