

**Synopsis of the Minutes**  
**WACO PUBLIC FACILITY CORPORATION**  
**4400 Cobbs Dr.**  
**April 13, 2023**  
**12:00 Noon**

- I. Call to Order  
President Melli Wickliff called the meeting to order at 12:38 pm.
- II. Establishment of Quorum  
Directors Present: Melli Wickliff, Jon Ramos, LaTonya Lewis, John Bible, Brad Kinkeade  
Directors Absent:
- III. Approval of Minutes  
President Melli Wickliff asked for approval of the minutes of the March 2023 meeting. Director John Bible made the motion and Director LaTonya Lewis seconded the motion. President Melli Wickliff called for a vote and the motion passed unanimously.
- IV. New Business
- RESOLUTION NO. 116 A RESOLUTION BY THE WACO PUBLIC FACILITY CORPORATION (“WPFC”) BOARD OF DIRECTORS AUTHORIZING WPFC TO EXECUTE ANY AND ALL DOCUMENTS, OR TAKE ANY OTHER ACTION  
Resolution No. 116  
A copy of this resolution may be found in the resolution file.
  - RESOLUTION NO. 117 A RESOLUTION OF THE BOARD OF DIRECTORS OF WACO PUBLIC FACILITY CORPORATION (“WPFC”) AUTHORIZING WPFC TO EXECUTE ANY AND ALL DOCUMENTS, OR TAKE ANY OTHER ACTION, THAT IS NECESSARY  
Resolution No. 117  
A copy of this resolution may be found in the resolution file.
- V. Adjournment  
President Melli Wickliff adjourned the meeting at 12:41pm.

 5/11/2023

Secretary

Seal

 5/17/2023

President of the Board



REAL ESTATE SOFTWARE

## Certificate of Completion

### Document Information

Document Number: a67f5e2a-f640-487c-bd49-2832334556c5

Document Name: 18. WPFC Minutes 04.13.23

Date Created: 5/11/2023 3:26:59 PM CDT

Date Modified: 5/17/2023 1:39:35 PM CDT

Document Owner: Jonathan Young

Signatures: 2

### Signatures/Initials

Jon Ramos

Signed: 5/17/2023 1:39:35 PM CDT

IP Address: 130.45.101.77

Email Address: analyzeexecute@live.com

MRI Secure Sign Signature by:

*Jon Ramos*

e8c84d08-7d9e-48e3-9c64-513d1e861a07

Milet Hopping

Signed: 5/11/2023 3:38:02 PM CDT

IP Address: 72.48.132.218

Email Address: mileth@wacopha.org

MRI Secure Sign Signature by:

*Milet Hopping*

3b63d181-a31d-438b-bec0-58b2284a9162

**Synopsis of the Minutes**  
**WACO HOUSING AUTHORITY & AFFILIATES**  
**4400 Cobbs Drive**  
**HYBRID MEETING**  
**April 13, 2023**  
**12:00 Noon**

- I. Chair Melli Wickliff called the meeting to order at 12:02 p.m.
- II. Establishment of Quorum  
Commissioner's present: Melli Wickliff, Jon Ramos, John Bible, LaTonya Lewis, Brad Kinkeade  
  
Commissioners absent:
- III. Hearing from Visitors  
• Recognition of Officials
- IV. Approval of Minutes  
Board Chair Melli Wickliff asked for a motion to approve the minutes of the March 2023 Board Meeting. Commissioner Brad Kinkeade made the motion and Commissioner Latonya Lewis seconded the motion. Board Chair Melli Wickliff called for a vote and the motion passed unanimously.
- V. Updates  
President/CEO provided an update to the South Terrace RAD project and advised they we have an anticipated completion date of June 2023.  
President/CEO and Art Schultz updated the board on the progress for Melody Grove (Estella Maxey) RAD Development and we are still on track.  
President CEO provided an update to the board regarding Trendwood and they are still on track with renovations.  
President/CEO provided an update to the board on Sandstone Apartments.  
President/CEO provided an update to the board on the Avila project.  
President/CEO presented a video of a Section 8 Homeowner success story to the Board.
- VI. New Business

**RESOLUTION 3865 RESOLUTION BY THE BOARD OF COMMISSIONERS OF WACO HOUSING AUTHORITY & AFFILIATES AUTHORIZING THE PRESIDENT/CEO TO ENTER INTO A CONTRACT WITH WACO EMERGENCY PLUMBING OF WACO, TEXAS IN THE AMOUNT OF \$239,000.00 FOR EMERGENCY SEWER LINE REPLACEMENT AT KATE ROSS.**

The President/CEO explained to the board the resolution will authorize WHA to enter into a contract for sewer line replacement at Kate Ross. Chair Melli Wickliff asked for a motion to approve Resolution No. 3865. Vice Chair Jon Ramos made the motion to approve, and Commissioner John Bible seconded the motion. Chair Melli Wickliff called for a vote and the motion passed unanimously.

Resolution No. 3865

A copy of this resolution may be found in the resolution file.

**RESOLUTION 3866 RESOLUTION APPROVING WACO PUBLIC FACILITY CORPORATION II'S ISSUANCE, SALE, AND DELIVERY OF MULTIFAMILY HOUSING GOVERNMENTAL NOTE (SOUTH TERRACE APARTMENTS) SERIES 2023; 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 SUBJECT.**

The President/CEO explained to the board the resolution will authorize WHA to approve WPFC II to issue bonds for South Terrace. Chair Melli Wickliff asked for a motion to approve Resolution No. 3866. Vice Chair Jon Ramos made the motion to approve, and Commissioner John Bible seconded the motion. Chair Melli Wickliff called for a vote and the motion passed unanimously.

Resolution No. 3866

A copy of this resolution may be found in the resolution file.

RESOLUTION 3867 RESOLUTION BY THE BOARD OF COMMISSIONERS OF WACO HOUSING AUTHORITY & AFFILIATES (THE "AUTHORITY") AUTHORIZING THE PRESIDENT/CEO OR DESIGNEE TO TAKE SUCH ACTIONS NECESSARY OR CONVENIENT TO FACILITATE THE ACQUISITION OF, AND PLACEMENT OF "AFFORDABLE" UNITS WITHIN, AVILA APARTMENTS LOCATED AT 5000 SANGER AVE., WACO, TEXAS 76710 (THE "PROJECT").

The President/CEO explained to the board the resolution will authorize WHA to facilitate the acquisition of affordable units at Avila. Chair Melli Wickliff asked for a motion to approve Resolution No. 3867. Commissioner John Bible made the motion to approve, and Commissioner Brad Kinkeade seconded the motion. Chair Melli Wickliff called for a vote and the motion passed unanimously.

Resolution No. 3867

A copy of this resolution may be found in the resolution file.

I. Reports

**Administrative Services**

Everything for Admin was usual business.

**Information Technology**

Every for I.T. was usual business.

**OPERATIONS –Vice President Gloria Dancer**

Rising Images

The nonprofit properties continue to do well with rent collection and leasing. All properties are in compliance.

**MOD**

Everything for MOD was usual business.

**PUBLIC HOUSING**

There are 1639 applicants on the WHA Public Housing Waiting list.

**MAINTENANCE**

The Maintenance Department continues to work on make readies.

**SECTION 8 - Milet Hopping**

The Section 8 department currently is leasing 2509 vouchers and has 1430 total applicants on the combined waiting lists. There are 55 veterans in the VASH program.

**COMMUNITY SERVICES - Milet Hopping**

Our Community Services Department continues to work with the residents and community.

**FINANCE – Vice President Edwina Viera**

A summary of the financial statements and Consolidated Financial Report was provided.

II. Consideration of Future Agenda Items

III. Adjournment

Chair, Melli Wickliff, adjourned the meeting at 2:19 p.m.

 5/11/2023

Secretary



5/17/2023

Chair of the Board

Seal



REAL ESTATE SOFTWARE

## Certificate of Completion

### Document Information

Document Number: 0e34c88d-4a12-47ac-a2af-3fdc106fe2eb

Document Name: 02. WHA Minutes 04.13.23

Date Created: 5/11/2023 3:26:59 PM CDT

Date Modified: 5/17/2023 1:39:35 PM CDT

Document Owner: Jonathan Young

Signatures: 2

### Signatures/Initials

Jon Ramos

Signed: 5/17/2023 1:39:35 PM CDT

IP Address: 130.45.101.77

Email Address: analyzeexecute@live.com

MRI Secure Sign Signature by:

*Jon Ramos*

cabb63f3-6992-44c4-9dc5-5a67b563859d

Milet Hopping

Signed: 5/11/2023 3:38:02 PM CDT

IP Address: 72.48.132.218

Email Address: mileth@wacopha.org

MRI Secure Sign Signature by:

*Milet Hopping*

dca8beee-1818-40e7-aaa9-f9711085faaa

**WACO PUBLIC FACILITY CORPORATION**

**RESOLUTION # 118**

**RESOLUTION AUTHORIZING THE WACO PUBLIC FACILITY CORPORATION (THE "CORPORATION ") TO (A) WORK COOPERATIVELY WITH VERSATILE DEVELOPMENTS, LLC OR ITS AFFILIATE TO DEVELOP STUDIOS AT 19TH (THE "PROJECT") BY NEGOTIATING AND EXECUTING A MEMORANDUM OF UNDERSTANDING WITH REGARD TO THE PROJECT; AND (B) SUCH OTHER ACTIONS NECESSARY OR CONVENIENT TO CARRY OUT THIS RESOLUTION.**

WHEREAS, the Corporation and Versatile Developments, LLC, a Texas limited liability company ("Developer") desire to enter into a Memorandum of Understanding (the "MOU"), pursuant to which the Corporation and Developer will agree to work cooperatively to develop a multifamily apartment development approximately 18 residential units for low-income persons located 2810 N 19th Street, Waco, TX 76708, McLennan County, Texas known as Studios at 19th (the "Project");

WHEREAS, the Corporation has determined that the actions herein authorized are in furtherance of the purposes of the Corporation;

Now, therefore, the Board hereby adopts the following resolutions:

BE IT FURTHER RESOLVED, that the Secretary of the Corporation and/or his/her designee is hereby authorized to do the following:

Negotiate, review, approve and execute the MOU and any and all documents the Secretary of the Corporation shall deem appropriate or necessary, and the approval of the MOU and any and all other documents herein described by the Secretary of the Corporation shall be conclusively evidenced by his/her execution and delivery thereof; and

BE IT FURTHER RESOLVED, that all acts, transactions, or agreements undertaken prior hereto by the Secretary of the Corporation or his/her designee, in connection with the foregoing matters, are hereby ratified and confirmed as the valid actions of the Corporation, effective as of the date such actions were taken; and

BE IT FURTHER RESOLVED, that the designee of the Secretary of the Corporation, is hereby authorized and directed for and on behalf of, and as the act and deed of the Corporation, to take such further action in the consummation of the transactions herein contemplated and to do any and all other acts and things necessary or proper in furtherance thereof, as the designee of the Secretary of the Corporation shall deem to be necessary or desirable, and all acts heretofore taken by the designee of the Secretary of the Corporation to such end are hereby expressly ratified and confirmed as the acts and deeds of the Corporation.

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

PASSED this 11<sup>th</sup> day of May, 2023.

Signature by  
*Jon Ramos*  
20230517 10:42:12 AM Pacific Standard Time

5/17/2023

---

CHAIR

ATTEST:

Signature by  
*Milet Hopping* 5/11/2023  
20230511 10:42:12 AM Pacific Standard Time

---

Milet Hopping, Secretary



REAL ESTATE SOFTWARE

## Certificate of Completion

### Document Information

Document Number: 8d25fe8f-9889-4044-b568-bc7a6bc0aaf9

Document Name: 19. Res No. 118 WPFC - Studios at 19th - Resolution (Approve MOU)

Date Created: 5/11/2023 3:26:58 PM CDT

Date Modified: 5/17/2023 1:39:35 PM CDT

Document Owner: Jonathan Young

Signatures: 2

### Signatures/Initials

Jon Ramos

Signed: 5/17/2023 1:39:35 PM CDT

IP Address: 130.45.101.77

Email Address: analyzeexecute@live.com

MRI Secure Sign Signature by:

*Jon Ramos*

1a0f6377-24c7-4da2-b15c-6adb1caf8c35

Milet Hopping

Signed: 5/11/2023 3:38:02 PM CDT

IP Address: 72.48.132.218

Email Address: mileth@wacopha.org

MRI Secure Sign Signature by:

*Milet Hopping*

76310a45-d35c-4fd5-86bf-3ea4c40e1f8a