

**Housing Authority of Travis County
Board of Commissioners
Regular Meeting
502 East Highland Mall Blvd., Suite 106-B
Austin, TX 78752**

**July 17, 2025
9:30 AM**

MINUTES

The Housing Authority of Travis County (HATC) held its Regular Board of Commissioners meeting on July 17, 2025, at 502 East Highland Mall Blvd., Suite 106-B, Austin, Texas 78752, and via the Zoom link provided below.

<https://Hatctx.com/zoom>

I. CALL TO ORDER / ROLL CALL / CONFIRMATION OF QUORUM

- a. Chair Laura Goettsche called the meeting to order at approximately 10:05 A.M.
- b. CEO/Executive Director Patrick B. Howard conducted a Roll Call of Commissioners.
 - i. Chair Laura Goettsche: Present
 - ii. Vice Chair Judy Flores: Absent
 - iii. Commissioner Sharal Brown: Absent
 - iv. Commissioner Wilmer Roberts: Present
 - v. Commissioner Jimmy Paver: Absent
- c. CEO/Executive Director Patrick B. Howard confirmed a quorum.
- d. Staff in attendance: CEO/Executive Director Patrick B. Howard; COO/Deputy Director Cora Thomas; Director of Finance & Administration Subra Narayanaier; Director of Affordable Housing Programs Carlos Guzman; and Director of Voucher Programs & Homeless Initiatives Christina Diaz.
- e. Others in attendance: Rampage Law Attorney Stanley Oliver Springerley; Carleton Living Property Manager Christina Esparza; Carleton Living Regional Vice President Sharon Carpenter.

II. PUBLIC FORUM / CITIZEN COMMUNICATION

- a. None at that time.

III. CONSENT AGENDA

- a. Approval of the Minutes from June 5, 2025, Regular Meeting
- b. CEO/Executive Director's Report
 - i. Voucher Programs/Homeless initiatives
 1. HCV Program (*Conventional*)
 2. Homeless Initiatives
 3. Special Purpose Vouchers
 - ii. HATC Finance Report for Period ending 05/31/2025
 - iii. TCFC Finance Report for Period ending 05/31/2025

1. Commissioner Wilmer Roberts made a **motion** for approval.
2. Commissioner Sharal Brown **seconded** the motion.
3. Motion **passed** unanimously.

IV. ACTION ITEMS

- a. Resolution No. HATC-2025-09: To Approve a HOME Investment Partnerships Program Match Funding Cooperative Agreement between Travis County and the Housing Authority of Travis County; and other matters in connection therewith.
 - i. CEO/Executive Director Patrick B. Howard reminded the Board members that the proposed action being taken was merely formalizing/codifying the actions taken via the Board's approval of Resolution No. HATC-2025-08 on June 5, 2025. Executive Director Howard went on to state that he has been in discussions with Travis County Staff to establish/refine eligibility, including consideration of households whose incomes fall within 50 to 80% of the Area Median Income (AMI), and other components of the proposed downpayment assistance program.
 1. Commissioner Brown made a **motion** for approval.
 2. Commissioner Roberts **seconded** the motion.
 3. Motion **passed** unanimously.

V. DISCUSSION ITEMS

- a. CEO/Executive Director's Report
 - iii. Affordable Housing Program
 1. Portfolio Overview
 - a. Carleton Living Regional Vice President Sharon Carpenter presented updates on Eastern Oaks, Summit Oaks, and Alexander Oaks Apartments.

Occupancy:

Current:

- Eastern Oaks – 100%
- Summit/Alexander – 91%
- Carson Creek – 69%
- Manor Town I- 70%
- Manor II – 90%

Goals:

July Occupancy Goal:

- Eastern Oaks – 100%
- Summit/Alexander – 100%
- Carson Creek – 100%
- Manor Town I – 90%
- Manor II – 100%

August Occupancy Goals:

- Eastern Oaks – 100%
- Summit/Alexander – 100%
- Carson Creek – 100%
- Manor Town I – 95%
- Manor II – 100%

Operating Cost Adjustment Factor (OCAF)

- 2024
 - Summit/Alexander
 - June charges impact is \$4,064 in loss to lease.
 - Summit – July reflects final adjustments to charges. All resident balances are correct.
 - Alexander – Nine (9) resident accounts are currently being reviewed.
 - Eastern Oaks – all resident accounts are currently being reviewed.
- 2025
 - Summit/Alexander – submitted by Compliance Director Ben Smith on 7/14/25.
 - Eastern Oaks – resident accounts still being reviewed.

Availability (as of 7/16/25)

- Eastern Oaks – One (1) unit with a Notice To Vacate; an appointment is set for 7/15/25
- Summit/Alexander
 - Summit - Three (3) vacant and preleased and one (1) vacant, but not preleased; One (1) Notice To Vacate Eviction in Appeal phase
 - Alexander Oaks – Three (3) vacant but not preleased.
- Carson Creek – Potential tenant identified for unit #1302B
- Manor Town I – Ten (10) units available; nine (9) units ready; One (1) Notice To Vacate
- Manor II – One (1) potential tenant identified for unit #209

Activity (Last 30 days)

- Eastern Oaks – No move-ins and no move-outs; Individual receiving Notice To Vacate is moving to Houston
- Summit/Alexander –

- Summit - Four (4) leases in-process; One (1) applicant denied due to criminal history; No move-ins and no move-outs
- Alexander – No activity
- Carson Creek – Four (4) leases pending; One (1) move-in and two (2) move-outs
- Manor Town I – Unit #203 leased on 7/16/25; One (1) applicant denial due to fraud alert; and one (1) move-out (moving to Manor II)
- Manor II – One (1) applicant denial due to age requirement; One (1) move-in

Delinquencies (RENT ONLY) – TOTAL (As of 7/16/25)

- Eastern Oaks - \$9,107 (17 residents with balances over 30 days)
- Summit/Alexander - \$16,401
- Carson Creek - \$0
- Manor Town I - \$2,836
- Manor II - \$0

Capital Needs / Projects and Status

- Manor Town I balcony repair and unpinning project is complete
- Manor Town I exterior plumbing project is complete
- Manor Town I elevator repairs are complete

2. Carson Creek Homes Rehabilitation Update

- a. Director of Affordable Housing Programs Guzman provided an update to the Board on the status of Carson Creek rehabilitation activities, signaling that the project is nearing completion, with more than half of the residents having returned to their newly rehabilitated units - the balance of the work is set to be completed by the end of August.

3. Manor Town II Construction Update

- a. Director of Affordable Housing Programs Guzman made the Board aware of the fact that the work was substantially completed and that the required closeout documents are being submitted to TDHCA for final approval.
- b. **Strategic Planning Process Update**
 - i. Deputy Director Cora Thomas provided the Board with a brief update on the agency's current ongoing strategic planning process, to include details on outreach and engagement efforts involving HATC staff and community stakeholders.
- c. **PFC Monitoring Report Update**
 - i. CEO/Executive Director Patrick B. Howard informed all of the PFC Monitoring Report recently sent to him and Board Members regarding deficiencies at The Upland Apartments.

Additionally, the Board was informed that the deficiencies were being addressed in a timely fashion and that the staff would continue to monitor the situation.

d. HATC Fall 2025 Update to Travis County Commissioners Court

- i. CEO/Executive Director Patrick B. Howard reminded the Board members of the request made by Travis County Commissioners Court for a second joint meeting in 2025, and provided the available dates of October 30, 2025, and November 13, 2025. The consensus of the Board was reached on November 13, 2025. Additionally, Board members provided feedback on a tentative outline for the presentation to the Travis County Commissioners Court.

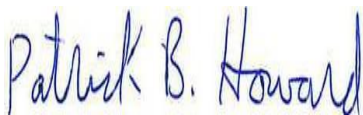
VI. EXECUTIVE SESSION

- a. N/A

VII. ADJOURNMENT

- i. Commissioner Brown made a **motion** for adjournment.
ii. Commissioner Roberts **seconded** the motion.
iii. Motion **passed** unanimously.

The meeting was adjourned at approximately 10:47 A.M.



Patrick B. Howard, Secretary
Housing Authority of Travis County