

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

**September 4, 2025
9:30 AM**

MINUTES

The Housing Authority of Travis County (HATC) held its Regular Board of Commissioners meeting on September 4, 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 9:52 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: Present
 - iii. Commissioner Sharal Brown: Present (virtual)
 - 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; HATC Foundation Liaison Itzel Cornejo Diaz; Executive Assistant to the CEO Arlenne Lozano
- e. Others in attendance: Carleton Living Regional Vice President Sharon Carpenter (virtual), Kevin Bryniak

II. PUBLIC FORUM / CITIZEN COMMUNICATION

- a. N/A

III. CONSENT AGENDA

- a. Approval of the Minutes of September 4, 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 07/31/2025
 - 1. Vice Chair Flores made a **motion** for approval.
 - 2. Commissioner Roberts **seconded** the motion.
 - 3. Motion **passed** unanimously.

IV. ACTION ITEMS

- a. Resolution No. HATC-2025-09: To Approve Modified Rent Fee Scheduled for Manor Town Apartments.
 - i. COO/Deputy Director Thomas proposed a revised rent schedule for Manor Town Apartments, reflecting a 25% reduction from the current maximum allowable rent based on *State Housing Trust Fund* standards. The adjustment aims to improve affordability for prospective tenants while preserving the property's financial sustainability. The former proposed rent fee for Manor Town Apartments was \$774 (1 Bedroom) and \$930 (2 Bedroom). The updated proposed rent fee is \$511.50 (1 Bedroom) and \$613.50 (2 Bedroom). The size and age of the units, as well as the lack of amenities in comparison to Manor Town II apartments strengthen the argument for lowering the rent fee on Manor Town I Apartments.
 1. Commissioner Roberts made a **motion** for approval.
 2. Chair Goettsche **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 and Director of Affordable Housing Programs Guzman presented updates on Eastern Oaks, Summit Oaks, Alexander Oaks Apartments, Carson Creek, Manor Town, and Manor Town II.

Eastern Oaks:

 - 97% occupied – 1 vacant unit
 - \$8,875.00 in delinquent rent
 - 0 (zero) outstanding service requests
 - 0 (zero) pending evictions

Summit Oaks:

 - 96 % occupied – 1 vacant unit
 - \$960.00 in delinquent rent
 - 0 (zero) outstanding service requests
 - 1 pending eviction

Alexander Oaks:

 - 96% occupied – 2 vacant units
 - \$9,589.00 in delinquent rent
 - 0 (zero) outstanding service requests
 - 0 (zero) pending evictions

Carson Creek:

 - 76% occupied – 4 vacant units

- \$0 (zero) in delinquent rent
- 0 (zero) outstanding service requests
- 0 (zero) pending evictions

Manor Town:

- 73% occupied – 9 vacant units
- \$3,072.00 in delinquent rent
- 0 (zero) outstanding service requests
- 0 (zero) pending evictions
 - Items currently being addressed on the Manor Town property:
 - Balcony repairs-Completed
 - Decorative skirt at base of the building-Completed
 - Elevator Control Panel Upgrades- Completed
 - Apartment Vinyl Replacement (vacant units)- Replaced existing flooring in six vacant units
 - Appliance replacement-Replaced three stoves and one refrigerator in three vacant units
 - Plumbing issues-Completed
 - Security cameras-Gathering quotes (projected installation in October 2025)
 - Estimated Cost: \$209,278.80
 - List of 2026 Projected Items to Complete:
 - Asphalt seal coat, overlay, and striping
 - Soil erosion control measures
 - Roof replacement
 - Mechanical and electrical system upgrades
 - Interior elements upgrades
 - Estimated Cost: \$691,335.00

Manor Town II:

- 90% occupied – 2 vacant units
- \$0 (zero) in delinquent rent
- 0 (zero) outstanding service requests
- 0 (zero) pending evictions
- Concerns were raised by board members regarding the four properties in which there were delinquencies. Carleton Living Regional Vice President Sharon Carpenter reported that delinquent accounts are trending downward and show improvement over previous months.
- Commissioner Brown recommended salvaging and donating older appliances rather than scrapping them, as is current practice. Carleton Living Regional Vice President Sharon Carpenter expressed openness to considering this alternative.

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, indicating that

the final building inspection was successfully completed. All eight buildings were approved for occupancy and are ready for leasing.

- All 10 temporary relocated tenants have moved back to their original unit.
- Four out of six applicants moved in. The remainder are approved and scheduled for moving in the first week of September.

b. Board Reports

i Human Resources Committee

1. Chair Goettsche reported that board evaluations of the CEO/Executive Director are to be completed in 60 days.

ii Real Estate Committee

1. N/A

iii 50th Anniversary Committee

1. Commissioner Roberts and COO/Deputy Director Thomas reported that HATC has raised approximately \$12,000.00 to date. COO/Deputy Director Thomas is actively pursuing additional gala sponsorships and is collaborating with CEO/Executive Director Howard on the HATC 50th Anniversary Gala commemorative booklet.
2. Chair Goettsche requested that strategic planning be included on the Agenda for the October 2025 HATC Board Meeting.

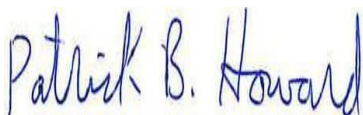
VI. EXECUTIVE SESSION

- a. N/A

VII. ADJOURNMENT

1. Vice Chair Flores made a **motion** for adjournment.
2. Commissioner Roberts **seconded** the motion.
3. Motion **passed** unanimously.

The meeting was adjourned at approximately 10:53 A.M.



Patrick B. Howard, Secretary
Housing Authority of Travis County