

CITY OF NEW BRAUNFELS HOUSING AUTHORITY
BOARD of COMMISSIONERS

Justin Botter • Douglas Burke • Sara Dixon • Raymond Marquez • Sharon Samples

DRAFT MINUTES
OF THE NEW BRAUNFELS HOUSING AUTHORITY BOARD OF COMMISSIONERS
ANNUAL BOARD MEETING OF THURSDAY, JANUARY 23rd, 2025, AT 5:15 p.m.

The Board of Commissioners of the Housing Authority of the City of New Braunfels, Texas, met in a Regular Session, on Thursday, January 23, 2025, at 5:15 pm.

COMMISSIONERS PRESENT:

Commissioner Justin Botter
Commissioner Cinderella Brown
Commissioner Sarah Dixon
Commissioner Raymond Marquez
Chairperson Sharon Samples

STAFF:

Henry Alvarez-Executive Director
Isabel Lee, MBA, Bookkeeper
Irene Cantu-Administrative Assistant
Stacy Howard- Administrative Assistant
Michael Lloyd-Programs Manager
Phillip Colton-Property Manager
Doug Poneck- Esquire
Jeff Darby- Senior Counsel
Nathan Brown-Assistant City Attorney

• **MEETING CALLED TO ORDER**

Chairperson Sharon Samples called the meeting to order at 05:15 p.m.

• **ROLL CALL**

Mrs. Cantu Called Roll. A quorum was present.

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- **Citizens' Communication**

This is the time for citizens to address the Board on issues and items of concern. Pursuant to the Texas Open Meetings Act, there will be no Board discussion or action on items not on the agenda. Each citizen will be given five (5) minutes to speak.

There were no citizens to be heard.

- **MINUTES**

Consideration and approval of minutes of the New Braunfels Housing Authority Board of Commissioners meeting of October 17, 2024.

Commissioner Botter motioned to approve the minutes.

Vice President Sarah Dixon seconded the motion which passed unanimously.

- **INDIVIDUAL ITEMS FOR CONSIDERATION**

1. Consideration and approval of resolution to approve Payables Report fourth (4) Quarter 2024 payables.

Mrs. Isabel Lee presented the item.

Commissioner Botter motioned to approve and seconded which passed unanimously.

2. Consideration and approval of resolution to approve the New Braunfels Housing Authority's 2023-2024 Fiscal Year End Financial Reports

Mrs. Isabel Lee provided the item. Additionally, Henry spoke on the item.

Commissioner Marquez motioned to approve the item. Vice Chair Dixon seconded the motion which passed unanimously.

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3. Consideration and approval of resolution to approve 2025 Utility Allowance Schedule.

Michael Lloyd presented the item. Commissioner Botter motioned to approve the item. Vice Chair Dixon seconded the motion which passed unanimously.

4. Consideration and approval of a resolution to enter into Lease Option Agreement with New Villa Serena Phase I, LLC (HRI Communities)

Henry Alvarez presented the item. Marquez motioned to approve. Botter seconded which passed unanimously.

5. Consideration and approval of a resolution to enter into Partnership with the Park Development Group, LLC - "Park at Dogwood"

Henry Alvarez presented the item. Commissioner Botter made a motion to reject proposal in session. Commissioner Marquez seconded the motion which passed unanimously.

EXECUTIVE DIRECTOR REPORT

- a. Tenant Account Receivables
- b. Boiler assessment

Executive Director Alvarez provided the reports.

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ADJOURNMENT

The meeting was adjourned at

Attest:

Sharon Samples, Chairperson

Date

Henry Alvarez,
Executive Director

Date