

Clearwater, Florida, January 3, 2006

The Housing Finance Authority of Pinellas County (as created by the Code of Ordinances of Pinellas County, Section 2-386) met in regular session in the Housing Finance Authority Conference Room, Bank of America Building, 600 Cleveland Street, Clearwater, Florida at 3:00 P.M. on this date with the following members present:

Rodney S. Fischer, Chairman
Tasker Beal, Jr., Vice-Chairman
Mark T. Mahaffey, Secretary/Treasurer
June Cullen, Assistant Secretary

Absent

Norris E. Counts, Assistant Secretary

Also Present

Darlene Kalada, Director, Department of Community Development
Richard Perkins, Department of Community Development
Fran Pheeny, Department of Community Development
Deborah Halstead, Department of Community Development
Michael T. Cronin, Attorney, Johnson, Pope, Bokor, Ruppel & Burns, P.A.
Linda Dufresne, Dufresne & Associates, C.P.A., P.A (via telephonic conference call)
Deborah Berner, RBC Capital Markets
Other interested individuals
Cathy Fickley, Deputy Clerk

AGENDA

1. CALL TO ORDER
2. APPROVAL OF MINUTES
 - A. Housing Finance Authority Meeting Minutes of December 6, 2005
3. TREASURER'S REPORT
 - A. Financial Reports October and November 2005
4. COMMUNICATIONS TO THE AUTHORITY
 - A. First Housing – Occupancy Report for October 2005
 - B. Golden Lantern Mobile Home Park Letter

January 3, 2006

- C. Mariner's Pointe Apartments Project Update
- D. SHIP Funds Repayment Clarification

- 5. REPORTS BY OFFICERS AND OTHERS
 - A. The Investment Pool Update – November 2005
 - B. Chart of Accounts
 - C. Consolidated Audit FY05-06

- 6. NEW BUSINESS

- 7. OLD BUSINESS

- 8. ADJOURNMENT

CALL TO ORDER

Chairman Fischer called the meeting to order at 3:00 P.M.

MINUTES OF HOUSING FINANCE AUTHORITY (HFA) MEETING OF
DECEMBER 6, 2005 – APPROVED

Upon presentation by Chairman Fischer of the minutes of the HFA meeting of December 6, 2005, Mr. Mahaffey moved, seconded by Mr. Beal and carried, that the minutes be approved.

TREASURER'S REPORT – APPROVED

Mr. Mahaffey presented the HFA financial statement for the months ending October 31 and November 30, 2005, copies of which have been filed and made a part of the record; whereupon, he moved, seconded by Mr. Beal and carried, that the report be approved.

CONSOLIDATED AUDIT FY05-06 – APPROVED

Deviating from the agenda, Chairman Fischer referred to Item 5C, Consolidated Audit FY05-06, and requested that Ms. Dufresne present her report via telephonic conference call.

Ms. Dufresne provided an overview of the Housing Finance Authority draft auditor's reports, financial statements, and supplementary information for the year ended September 30, 2005, a copy of which has been filed and made a part of the record;

January 3, 2006

and noted that her firm has also prepared a report regarding the Authority's internal control and tests of compliance. She related that the financial statements of each of the Authority's enterprise funds have been audited; and that no instances of noncompliance or other matters that require reporting have been found. Ms. Dufresne referred to a management letter dated December 15, 2005, a copy of which has been filed and made a part of the record; indicated that it is a requirement of the Auditor General; and that the letter, in part, consists of the following recommendations:

- ✓ Ensure that existing policy is being consistently followed pertaining to the utilization of a "paid" stamp and cancellation of related invoices at the time a check for payment is issued.
- ✓ Amend Authority policies and procedures to include a statement that all check disbursements be recorded in the register and proper accounting of all check numbers be maintained.
- ✓ Generate Authority checks via an accounting software program rather than manually writing them.

Ms. Dufresne related that staff is in agreement with the recommendations; whereupon, discussion ensued, and in response to queries by Chairman Fischer and Mr. Detjen, she indicated that she has provided staff with the name of a cost effective fund accounting system; and that she will include 2004 figures in the Summary of Investment Income table.

Thereupon, Ms. Cullen moved, seconded by Mr. Beal and carried, that the audit be accepted; whereupon, Ms. Kalada indicated that staff will address the aforementioned recommendations; and that the Information Technology Department has been contacted with regard to the accounting software issue.

COMMUNICATIONS TO THE AUTHORITY

Ms. Kalada noted that the October 2005 First Housing Occupancy report is included in the members' packets; and related that the First Housing staff will be presenting a comprehensive multi-family projects report at an upcoming meeting.

Ms. Kalada referred to correspondence received from Charles Plancon dated December 6 and 13, 2005 requesting all documentation in the Authority's possession regarding the Golden Lantern Mobile Home Park (MHP), copies of which

January 3, 2006

have been filed and made a part of the record; and reported that on December 14, 2005, she responded to Mr. Plancon's request in writing, a copy of which has been filed and made a part of the record, advising him that the Authority has not discussed the Golden Lantern MHP issue and has no records or correspondence in that regard.

Mr. Cronin referred to his letter dated December 20, 2005 addressed to the present and past owners of Mariner's Pointe Apartments regarding compliance issues relative to the Land Use Restriction Agreement reporting requirements, a copy of which has been filed and made a part of the record. He indicated that it appears that they are now in compliance as reports have been filed for November; and that he will follow up to ensure that all compliance requirements are met; whereupon, Ms. Kalada commented that the previous owners failed to pay for professional services as previously agreed upon. During discussion and in response to queries by the Chairman, Mr. Cronin suggested that in the future, fees be obtained prior to commencement of any work; that the Authority has the right to seek an injunction that would require the developer to comply with the Land Use Restriction Agreement; and that in his experience, there has never been an instance where a developer has remained out of compliance after receipt of his notification letter.

Mr. Cronin indicated that he had written a letter dated December 20, 2005 to Ms. Linda Dufresne, a copy of which has been filed and made a part of the record, clarifying the reimbursement policies of the Authority as it relates to State Housing Initiatives Partnership (SHIP) funds; and further indicated that the disbursement of SHIP funds should take place on a pro rata basis.

REPORTS BY OFFICERS AND OTHERS

Ms. Kalada referred to the investment pool report; and indicated that at an upcoming meeting, staff will confer with the members regarding the possibility of investing State Board of Administration reserve funds that are not required for ongoing operations.

Mr. Perkins related that the new chart of accounts numbering system on the financial statements brings the Authority into compliance with the state Uniform System of Accounts as mandated by Florida Statutes Section 218.33.

NEW BUSINESS

Ms. Kalada reported that Finance Manager Jody Sechler has left to work for Emergency Medical Services; that staff is in the process of hiring a new finance

January 3, 2006

person; and that Anthony Jones and Cheryl Reed have been added as backup positions to calculate draw down funds.

Ms. Kalada advised the members that the February meeting is expected to have a large agenda; whereupon, discussion ensued wherein it was the consensus of the members that the next meeting be moved to February 14, 2006.

ADJOURNMENT

Upon motion by Mr. Mahaffey, seconded by Mr. Beal and carried, the meeting was adjourned at 3:37 P.M.

Secretary/Treasurer