

**CHARLOTTE COUNTY  
HOUSING FINANCE AUTHORITY  
MINUTES  
FEBRUARY 15, 2011**

Chairman Bill Noel convened the meeting at 11 A.M. Other Authority members in attendance were Al Williams, Jim McClary and Mike Coalwell. Otto Brunner was excused. Also in attendance were Assistant County Attorney Marty Burton; Amanda Culp, representing the Royal Bank of Canada; and Executive Director Jim Sweeney. Bond Counsel Mark Mustian participated on the telephone.

The Minutes of the meeting of January 27, 2011 were approved.

Mr. Sweeney introduced Amanda Culp, asking her to explain the option to redeem \$742,000 of outstanding bond funds remaining from the \$7,000,000 issue approved by the Authority in 2006. Ms. Culp told the Authority that the issue was designed to provide assistance to homebuyers following the destruction caused by Hurricane Charley in 2004. Proceeds of the issue were to be linked to Mortgage Credit Certificates, but no Certificates were issued with the \$1,400,000 mortgages originated.

The 2006 bond issue was secured by Mortgage Backed Securities. The Official Statement for the Securities included a codicil that allowed the securities to be sold if the outstanding balance was less than \$1,000,000. The current market would allow the securities to be sold at \$1.06 per \$1.00, bringing the Authority an estimated \$33,000 revenue

source, after expenses. Expenses were expected to total \$23,500 - \$15,000 to RBC for marketing the securities and \$8,500 to Bond Counsel. Mr. Sweeney told the Authority that the Hurricane Bond Issue was associated with the County's SHIP program, which was administered by the Housing Corporation of Charlotte County. That Corporation closed its doors in 2010, and the bond proceeds could no longer be marketed to Charlotte County homebuyers without the participation of local banks.

Amanda Culp presented an engagement letter setting forth the fees to be charged. Marty Burton presented a resolution that had been prepared by Mr. Mustian, advising the Authority it had been reviewed by her for legal sufficiency. The Authority approved the resolution, subject to the requirement that securities could be sold at an amount greater than par. The Authority also authorized the Executive Director to sign the engagement letter.

Ms. Burton asked Mr. Mustian to explain the documents recently received, reauthorizing participation in the Lee County Bond Program. Mr. Mustian told the Authority it had participated in the multi-county bond program with the Lee County HFA for more than a decade. Program rules require the bonds to be reauthorized every three years. The Lee County HFA planned to consider the reauthorization in the middle of the year. Mr. Mustian asked the Authority to meet not later than sometime in May if they wished to continue to participate in the program. Chairman Noel agreed to set a special meeting in May 2011.

Mr. Mustian and Ms. Culp left the meeting following the discussion about the bond programs.

The Chairman asked the Director to introduce the agenda item concerning the Authority's travel policy. Mr. Sweeney told the Authority he had a discussion with Don Ashley, the independent auditor, during the audit process about the travel policy. Mr. Ashley was concerned that the Authority needed to be specific about its policy to pay travel expenses to members.

Ms. Burton told the Authority she reviewed state law, the County's travel policy, and opinions issued by the Attorney General after talking to the auditor. The Attorney General denied paying expenses for Special District members travel from outside the county, and several times denied paying employees request for travel reimbursement to special meetings within the County borders. The enabling ordinance that established the Authority states that member shall serve without compensation, but may be reimbursed for travel expenses incurred with the performance of their duties. Ms. Burton advise the Authority to consider what travel expenses would be reimbursed.

The Authority considered the request of a member to be reimbursed for travel within Charlotte County to a special meeting, agreeing no reimbursement would be authorized. The Authority agreed that travel to meetings and events outside Charlotte County, including the travel of members who live outside Charlotte County, was necessary for the public purpose. Such travel expense would be reimbursed at the rate approved by the Charlotte County Board of County Commissioners.

The Chairman asked the Director to lead the agenda item discussion concerning the budget revision. Mr. Sweeney told the Authority he had deleted all expenses associated with the membership with the National Association of Local Housing Finance Authorities, following the direction of the Authority at its January meeting. Mr. Sweeney also proposed the publications line item be deleted entirely, the Director's compensation reduced 10%, supplies and postage reduced to a level that the Director felt sufficient. The Authority approved the revised budget.

Authority members questioned if there were other opportunities to assist the County with housing issues. They asked the Director to explore what other County HFA's were doing and invite the County Housing Coordinator to participate in a workshop to determine what role the Authority might best serve.

Having no public comment, the meeting was adjourned at 12:35 PM.