



THE HOUSING AUTHORITY OF THE CITY OF MCALLEN

NOTICE OF REGULAR MEETING

The Board of Commissioners of the McAllen Housing Commission will meet in a Regular Session scheduled for 11:30 a.m. (concurrently with MHFC & MHDC Board Meeting).

Thursday, April 24, 2025

Family Development Center | 2501 W. Maple Ave. | McAllen, TX 78501

or

via ZOOM Teleconference

<https://us06web.zoom.us/j/86592191678?pwd=R3XpNrUXefe6zFuhgw97GowWADF6F7.1>

Meeting ID: 865 9219 1678

United State +1 346 248 7799

Passcode: 899197

For the following purpose:

AGENDA

1. Call Meeting to Order
2. Public Comment
3. Pledge of Allegiance
4. Invocation Pg. 1
5. Action Items:
 - a) Consideration and Possible Action to Approve Meeting Minutes of the Regular Board Meeting of March 27, 2025. Pg. 2-4
6. Non-Action Items:
 - a) Executive Director Report
 - b) Presentation – Properties Physical Needs Assessment
 - c) Financial Report Pg. 5-11
7. Executive Session: Closed Session Under Government Code 551 Sections
8. Reconvene to Open Session; Action, if any, on:
9. Board Agenda Requests for May Board Meeting
10. Adjournment

Executive Session: If during the course of the meeting, any discussion of any item on the agenda should be held in executive or closed session, the Board of Commissioners shall convene in such executive session or closed session in accordance with the Texas Open Meeting Act, Texas Government Code Section 551.007 through 551.075. Before any such session is convened, the

presiding officer shall publicly identify the section or sections of the act authorizing the executive session. All final votes, actions, or discussions shall be taken in open session.

I certify that this Notice of Regular Meeting was posted on **Monday, April 21, 2025, at or before 12:00 p.m.**, at the Main Office of the McAllen Housing Authority and Municipal Government Office, 1300 Houston Ave, McAllen, TX 78501 in compliance with Chapter 551, Government Code.



THE HOUSING AUTHORITY OF THE CITY OF MCALLEN


Rodolfo "Rudy" Ramirez, Executive Director

The Housing Authority of the City of McAllen is committed to compliance with the Americans with Disabilities Act (ADA). This meeting site/video conference is accessible to disabled persons. Reasonable accommodation and equal access to communications will be provided to those who provide notice to the Executive Director at (956) 686-3951 at least 48 hours in advance of the meeting.

Invocation

We gather here today intent on doing good work. May we use only our best skills and judgment, keeping ourselves impartial and neutral as we consider each matter that is placed before us and always act in accordance with what is best for our community.

MINUTES OF THE MEETING
OF THE MCALLEN HOUSING COMMISSION REGULAR BOARD MEETING
Thursday, March 27, 2025

CALL TO ORDER AND ROLL CALL – The regular meeting of the Board of Commissioner of the McAllen Housing Commission was held Thursday, March 27, 2025, at the Family Development Center and via Zoom teleconference. Chair Elva M. Cerda called the meeting to order at 11:02 a.m. (concurrently with MHFC & MHDC Board Meeting). Present and attendance for roll call were:

Present: Chair Elva M. Cerda
Vice Chair Eliseo “Tito” Salinas
Commissioner Marc David Garcia
Resident Commissioner Kristel Garcia
Assistant City Attorney Martin Canales

Absent:
Staff: Executive Director Rodolfo “Rudy” Ramirez
Deputy Director Daniel Delgado
FSS Coordinator Maria Loreda
Finance Director Jose Garcia
HCV Director Elena Saucedo
Receptionist Sylvia Pacheco
Resident Services Daniela Granados
Maintenance Tech I Pedro Acosta
Maintenance Supervisor Caesar Alvarado

Guest:

1. Call the meeting to order – 11:02 a.m.
2. Public Comment – N/A
3. Pledge of Allegiance – Chair Elva M. Cerda
4. Invocation – Commissioner Marc D. Garcia
5. Action Items:
 - a) Consideration and Possible Action to Approve Meeting Minutes of the Regular Board Meeting of January 30, 2025. **Chair Elva M. Cerda entertained a motion to approve Meeting Minutes of the Regular Board Meeting of January 30, 2025. Vice-Chair Eliseo “Tito” Salinas made a motion to approve; Resident Commissioner Kristel Garcia second the motion. Motion carried unanimously.**
 - b) Consideration and Possible Action to Approve Resolution McHC 2025-02; A Resolution of the housing Authority of the City of McAllen Authorizing the Executive Director submission of the 2025 Annual Agency Plan and 5-Year 2025-

2029 PHA Plan. **McHC staff recommended approval and submission to HUD. Minor addition includes Project Based Voucher usage. Plans align with the City of McAllen's Consolidated Plan and were approved by the City on February 18, 2025. 5-Year Plan to be switched as a rolling. Both plans to be submitted to HUD on or before April 15, 2025. Chair Elva M. Cerda entertained a motion to approve Resolution McHC 2025-02. Resident Commissioner Kristel Garcia made a motion to approve; Vice-Chair Eliseo "Tito" Salinas second the motion. Motion carried unanimously.**

- c) Consideration and Possible Action to Approve Revisions to the Housing Choice Voucher (HCV) Admin Plan. **McHC Staff recommended approval of revisions by Nan McKay & Associates. Revisions are intended to better align with HUD guidelines including HOTMA and NSPIRE updates. Revisions required to be in compliance by July 1, 2025. Chair Elva M. Cerda entertained a motion to approve Revisions to the Housing Choice Voucher (HCV) Admin Plan. Vice-Chair Eliseo "Tito" Salinas made a motion to approve; Commissioner Marc David Garcia second the motion. Motion carried unanimously.**
- d) Consideration and Possible Action to Approve Revisions to the McAllen Housing Commission's Employee Organizational Chart. **McHC Staff recommended approval of revisions to McHC's Organizational Chart. Updates include re-alignment for maintenance department warehouse clerk positions in addition to apartment manager and Intern occupied/vacant position. Chair Elva M. Cerda entertained a motion to approve Revisions to the McAllen Housing Commission's Employee Organizational Chart. Vice-Chair Eliseo "Tito" Salinas made a motion to approve; Resident Commissioner Kristel Garcia second the motion. Motion carried unanimously.**
- e) Consideration and Possible Action to Approve Bids for Family Development Center (FDC) – Roof Improvements. **McHC staff recommended approval of bid to be awarded to DLJ Commercial Roofing with a cost of \$30,760.00 funds available within Capital Fund grant program/s. Staff requested bids from multiple local contractors, only 1 contractor submitted a complete restoration bid. Project will consist of labor and materials to provide a restoration silicone coating over an existing single-ply roof system. 10-year warranty included. Chair Elva M. Cerda entertained a motion to approve Bids for Family Development Center (FDC) – Roof Improvements. Vice-Chair Eliseo "Tito" Salinas made a motion to approve; Resident Commissioner Kristel Garcia second the motion. Motion carried unanimously.**

6. Non-Action Items:

- a) Update on 2025 LIHTC Applications
 - Reviewed in MHFC Regular Meeting

b) Executive Director Report

- Scholarship Banquet scheduled for May 15th at Radisson Hotel. Funds raised at 2025 HIWTHI 5k of approximately \$21,000.00 will be distributed as scholarship awards for awarded recipients.
- HUD assistance may be affected for mixed families in the near future due to new administration. Emergency Housing Voucher decrease from 54 initially disbursed to 38 actives.
- Final workshop – needs assessment focused to include revision of bylaws.
- 2025 Texas NAHRO Award recognition:
 1. Category IV Media Recognition - Daniela Granados, McHC Resident Services
 2. Category V TX NAHRO Member of the Year - Daniel Delgado, McHC Deputy Director
 3. Category VI Maintenance Person of the Year - Pedro Acosta, McHC Maintenance Tech I
 4. Category IX Administrative Person of the Year - Sylvia Pacheco, McHC Receptionist
 5. Category XII Community Service Award - Robert Calvillo, Affordable Homes of South Texas, Inc Executive Director

c) FSS Presentation

- Family Self-Sufficiency (FSS) Program Coordinator Maria Loreda presented to board regarding the FSS Program progression from 2020 – present time including future goal of reaching 125 FSS Participants before 2029. This goal falls in line with the 5-Year Plan 2025-2029.

d) Financial Report

- Finance Director Jose Garcia reported Financial update for February 2025 with no significant findings.

7. Executive Session: Closed Session Under Government Code 551 Sections

-N/A

8. Reconvene to Open Session; Action, If any, on:

9. Board Agenda Requests for January Board Meeting

- Property Tour – date to be determined for April

10. Adjournment. **Chair Elva M. Cerda entertained a motion to adjourn the meeting. Vice-Chair Eliseo “Tito” Salinas made a motion to approve; Resident Commissioner Kristel Garcia second the motion. Meeting adjourned at 12:22 p.m.**

McAllen Housing Commission - All Entities (Excluded Third-Party Managed Properties)

Dashboard Financial Summary
3/31/2025

Budget Variance Highlights													
Unrestricted Cash - CY	\$	5,948,233	MTD Revenues		MTD Operating Exp.		MTD Operating Inc. (Loss)		MTD Net HAP / Other		MTD Net Income (Loss)		
Prior Year	\$	5,838,125	\$332,564		\$303,880		\$28,684		\$34,496		\$63,180		
Variance	⬆️	\$ 110,108	YTD Revenues		YTD Operating Exp.		YTD Operating In. (Loss)		YTD Net HAP / Other		YTD Net Income (Loss)		
			Actual		Actual		Actual		Actual		Actual		
Restricted Cash - CY	\$	2,830,023	\$3,227,133		\$2,861,022		\$366,111		\$363,378		\$729,489		
Prior Year	\$	3,383,580	Budget		Budget		Budget		Budget		Budget		
Variance	⬇️	\$ (553,558)	\$3,379,853		\$3,073,016		\$306,837		\$13,026		\$319,863		
			Variance		Variance		Variance		Variance		Variance		
Total Asset	\$	18,652,804	⬇️	(152,720)	-	⬇️	(211,994)	⬆️	59,275	⬆️	350,352	⬆️	409,626
Prior Year	\$	19,245,111											
Variance	⬇️	\$ (592,307)											
Vacancy Rate ➡️	\$	-											
Entity Snapshots													
Metric			3/31/2025		% Change	3/31/2024		Budget		Budget Variance		CYR to Last YR	
MTD - Tenant Revenue			\$	185,072	⬇️ 3.0%	\$	179,622	\$	200,082	⬇️	\$ (15,010)	5,450	
YTD - Tenant Revenue			\$	1,601,187	⬆️ 3.7%	\$	1,543,455	\$	1,800,736	⬇️	\$ (199,549)	57,732	
MTD - Grant Admin Funding			\$	84,590	⬇️ -4.6%	\$	88,685	\$	96,383	⬇️	\$ (11,793)	(4,095)	
YTD - Grant Admin Funding			\$	845,315	⬇️ -8.0%	\$	919,283	\$	867,446	⬇️	\$ (22,131)	(73,968)	
MTD - Administrative Expense			\$	131,223	⬇️ -10.1%	\$	145,975	\$	163,545	⬇️	\$ (32,322)	(14,752)	
YTD - Administrative Expense			\$	1,337,917	⬇️ 3.6%	\$	1,291,392	\$	1,471,909	⬇️	\$ (133,992)	46,525	
MTD - Replacement Costs			\$	8,024	⬆️ 470.3%	\$	1,407	\$	8,450	⬆️	\$ (426)	6,617	
YTD - Replacement Costs			\$	72,072	⬇️ 48.5%	\$	48,534	\$	76,053	⬆️	\$ (3,981)	23,538	
MTD - Maintenance and Operations			\$	73,922	⬇️ 48.6%	\$	49,753	\$	82,757	⬆️	\$ (8,834)	24,169	
YTD - Maintenance and Operations			\$	647,760	⬇️ 8.0%	\$	599,555	\$	744,810	⬇️	\$ (97,050)	48,205	
MTD - Developer Fees			\$	221		\$	-	\$	-	⬆️	\$ 221	221	
YTD - Developer Fees			\$	212,322	⬇️ 43.9%	\$	147,558	\$	-	⬇️	\$ 212,322	64,764	

McAllen HOUSING COMMISSION

Dashboard Financial Summary

3/31/2025

Budget Variance Highlights

1	Unrestricted Cash - CY	\$	404,641	MTD Revenues	MTD Operating Exp.	MTD Operating Inc. (Loss)	MTD HAP / CF / Trfer In	MTD Net Income (Loss)
2	Prior Year	\$	451,240	\$34,495	\$48,665	(\$14,170)	\$30,853	\$16,683
3	Variance	↓	\$ (46,599)	YTD Operating Revenues	YTD Operating Exp.	YTD Operating Inc. (Loss)	MTD HAP / CF / Trfer In	YTD Net Income (Loss)
4				Actual	Actual	Actual	Actual	Actual
5	Restricted Cash - CY	\$	994,903	\$332,458	\$381,883	(\$49,424)	\$132,505	\$83,081
6	Prior Year	\$	993,285	Budget	Budget	Budget	Budget	Budget
7	Variance	↑	\$ 1,619	\$335,589	\$484,212	(\$148,623)	\$97,885	(\$50,738)
8				Variance	Variance	Variance	Variance	Variance
9	Total Asset	\$	3,960,516	↓ (3,131) -	↓ (102,330)	↑ 99,199	↑ 34,620	↑ 133,819
10	Prior Year	\$	3,902,346					
11	Variance	↑	\$ 58,170					
12	Vacancy Rate	⇒	0%					
13								

Entity Snapshots

METRIC	3/31/2025	% Change	3/31/2024	Budget	Budget Variance	CYR to Last YR
MTD - Tenant Revenue	\$ -		\$ -	\$ -	➡ \$ -	-
YTD - Tenant Revenue	\$ -		\$ -	\$ -	➡ \$ -	-
MTD - Grant Admin Funding	\$ 27,789	⬆ 17.7%	\$ 23,605	\$ 29,473	⬇ \$ (1,685)	4,183
YTD - Grant Admin Funding	\$ 276,127	⬆ 7.4%	\$ 257,188	\$ 265,258	⬇ \$ 10,869	18,940
MTD - Administrative Expense	\$ 8,515	⬇ -58.1%	\$ 20,307	\$ 22,002	⬇ \$ (13,487)	(11,792)
YTD - Administrative Expense	\$ 138,750	➡ -20.2%	\$ 173,925	\$ 198,022	⬇ \$ (59,272)	(35,175)
MTD - Replacement Costs	\$ -		\$ -	\$ -	⬆ \$ -	-
YTD - Replacement Costs	\$ -		\$ -	\$ -	⬆ \$ -	-
MTD - Maintenance and Operations	\$ 3,506	➡ -20.4%	\$ 4,404	\$ 8,869	⬆ \$ (5,364)	(898)
YTD - Maintenance and Operations	\$ 45,970	➡ -17.3%	\$ 55,605	\$ 79,825	⬆ \$ (33,855)	(9,635)
MTD - Developer Fees	\$ -		\$ -	\$ -	⬆ \$ -	-
YTD - Developer Fees	\$ -		\$ -	\$ -	⬇ \$ -	-

Capital Funds

Dashboard Financial Summary

3/31/2025

Budget Variance Highlights

1	Unrestricted Cash - CY	\$ -	MTD Revenues	MTD Operating Exp.	MTD Operating Inc. (Loss)	MTD CF / Transfer Out	MTD Net Income (Loss)
2	Prior Year	\$ -	\$0	\$0	\$0	(\$30,853)	\$0
3	Variance	⇒ \$ -	YTD Operating Revenues	YTD Operating Expenses	YTD Operating Inc(Loss)	YTD CF / Transfer Out	YTD Net Income (Loss)
4			Actual	Actual	Actual	Actual	Actual
5	Restricted Cash - CY	\$21	\$72,753	\$0	\$72,753	(\$72,751)	\$1
6	Prior Year	\$19	Budget	Budget	Budget	Budget	Budget
7	Variance	↑ \$2	\$44,132	\$0	\$44,132	(\$586)	\$43,546
8			Variance	Variance	Variance	Variance	Variance
9	Total Asset	\$21	↑ 28,621 -	⇒ -	↑ 28,621	↓ (72,166)	↓ (43,544)
10	Prior Year	\$19					
11	Variance	↑ \$2					
12	Vacancy Rate	⇒ 0%					
13							

Entity Snapshots

36	METRIC	3/31/2025	% Change	3/31/2024	Budget	Budget Variance	CYR to Last YR
37	MTD - Tenant Revenue	\$ -		\$ -	\$ -	⇒ \$ -	-
38	YTD - Tenant Revenue	\$ -		\$ -	\$ -	⇒ \$ -	-
39	MTD - Grant Admin Funding	\$ -		\$ -	\$ 4,903	↓ \$ (4,903)	-
40	YTD - Grant Admin Funding	\$ 72,751	↑ 20.5%	\$ 60,355	\$ 44,124	↓ \$ 28,627	12,397
41	MTD - Administrative Expense	\$ -		\$ -	\$ -	↓ \$ -	-
42	YTD - Administrative Expense	\$ -		\$ -	\$ -	⇒ \$ -	-
43	MTD - Replacement Costs	\$ -		\$ -	\$ -	↑ \$ -	-
44	YTD - Replacement Costs	\$ -		\$ -	\$ -	↑ \$ -	-
45	MTD - Maintenance and Operations	\$ -		\$ -	\$ -	↑ \$ -	-
46	YTD - Maintenance and Operations	\$ -		\$ -	\$ -	↓ \$ -	-
47	MTD - Developer Fees	\$ -		\$ -	\$ -	↑ \$ -	-
48	YTD - Developer Fees	\$ -		\$ -	\$ -	↓ \$ -	-

Housing Choice Voucher Program

Dashboard Financial Summary

3/31/2025

Budget Variance Highlights

9	Unrestricted Cash - CY	\$	2,167,063	MTD Revenues		MTD Operating Exp.		MTD Operating Inc. (Loss)		MTD NET HAP		MTD Net Income (Loss)			
2	Prior Year	\$	2,153,360	\$110,452		\$99,339		\$11,113		\$11,505		\$22,618			
3	Variance	⬆️	\$ 13,703	YTD Operating Revenues		YTD Operating Exp.		YTD Operating Inc (Loss)		YTD NET HAP		YTD Net Income (Loss)			
4				Actual		Actual		Actual		Actual		Actual			
5	Restricted Cash - CY	\$	282,544	\$1,175,229		\$1,006,645		\$168,584		\$142,294		\$310,878			
6	Prior Year	\$	772,188	Budget		Budget		Budget		Budget		Budget			
7	Variance	⬇️	\$ (489,644)	\$1,092,846		\$1,004,128		\$88,718		(\$14,928)		\$73,790			
8				Variance		Variance		Variance		Variance		Variance			
9	Total Asset	\$	2,489,062	⬆️	82,383	-	⬆️	2,517	⬆️	79,866	⬆️	157,223	⬆️	237,089	
10	Prior Year	\$	2,919,679												
11	Variance	⬇️	\$ (430,617)												
12	Vacancy Rate	➡️	0%												
13															
14	Entity Snapshots														
35															
36	METRIC			3/31/2025		% Change		3/31/2024		Budget		Budget Variance		CYR to Last YR	
37	MTD - Tenant Revenue			\$ -				\$ -		\$ -		➡️ \$ -		-	
38	YTD - Tenant Revenue			\$ -				\$ -		\$ -		➡️ \$ -		-	
39	MTD - Grant Admin Funding			\$ 84,590		⬇️ -4.6%		\$ 88,685		\$ 96,383		⬇️ \$ (11,793)		(4,095)	
40	YTD - Grant Admin Funding			\$ 845,315		⬇️ -8.0%		\$ 919,283		\$ 867,446		⬇️ \$ (22,131)		(73,968)	
41	MTD - Administrative Expense			\$ 77,153		⬆️ 1.8%		\$ 75,767		\$ 85,962		⬇️ \$ (8,809)		1,386	
42	YTD - Administrative Expense			\$ 715,676		⬆️ 5.7%		\$ 677,003		\$ 773,659		⬇️ \$ (57,983)		38,674	
43	MTD - Replacement Costs			\$ -				\$ -		\$ -		⬇️ \$ -		-	
44	YTD - Replacement Costs			\$ -				\$ -		\$ -		⬇️ \$ -		-	
45	MTD - Maintenance and Operations			\$ 1,350		⬇️ -31.4%		\$ 1,969		\$ 1,018		⬇️ \$ 332		(619)	
46	YTD - Maintenance and Operations			\$ 18,473		⬆️ 95.1%		\$ 9,468		\$ 9,162		⬇️ \$ 9,311		9,004	
47	MTD - Developer Fees			\$ -				\$ -		\$ -		⬇️ \$ -		-	
48	YTD - Developer Fees			\$ -				\$ -		\$ -		⬇️ \$ -		-	

Emergency Housing Voucher Program

Dashboard Financial Summary

3/31/2025

Budget Variance Highlights

1	Unrestricted Cash - CY	\$	87,304	MTD Revenues		MTD Operating Exp.	MTD Operating Inc. (Loss)	MTD NET HAP	MTD Net Income (Loss)		
2	Prior Year	\$	39,728	\$80		\$463	(\$383)	(\$879)	(\$1,262)		
3	Variance	⬆️	\$ 47,576	YTD Operating Revenues		YTD Operating Exp.	YTD Operating Inc(Loss)	YTD NET HAP	YTD Net Income (Loss)		
4				Actual		Actual	Actual	Actual	Actual		
5	Restricted Cash - CY	\$	51,593	\$5,122		\$24,949	(\$19,827)	\$11,010	(\$8,817)		
6	Prior Year	\$	63,830	Budget		Budget	Budget	Budget	Budget		
7	Variance	⬇️	\$ (12,237)	\$28,305		\$36,026	(\$7,721)	\$2,699	(\$5,022)		
8				Variance		Variance	Variance	Variance	Variance		
9	Total Asset	\$	114,679	⬇️	(23,183)	-	⬇️	(11,077)	⬇️	(12,105)	
10	Prior Year	\$	103,557	8,311						⬇️	(3,795)
11	Variance	⬆️	\$ 11,122								
12	Vacancy Rate	➡️	0%								
13											
14	Entity Snapshots										
35											
36	METRIC			3/31/2025	% Change	3/31/2024	Budget	Budget Variance	CYR to Last YR		
37	MTD - Tenant Revenue	\$	-	\$	-	\$	-	➡️ \$	-		
38	YTD - Tenant Revenue	\$	-	\$	-	\$	-	➡️ \$	-		
39	MTD - Grant Admin Funding	\$	-	⬇️	-100.0%	\$ 7,184	\$ 3,065	⬇️ \$	(7,184)		
40	YTD - Grant Admin Funding	\$	4,517	⬇️	-87.9%	\$ 37,332	\$ 27,583	⬇️ \$	(32,815)		
41	MTD - Administrative Expense	\$	205	⬇️	-82.8%	\$ 1,194	\$ 1,297	⬇️ \$	(989)		
42	YTD - Administrative Expense	\$	6,810	⬆️	-33.6%	\$ 10,251	\$ 11,676	⬇️ \$	(3,441)		
43	MTD - Replacement Costs	\$	-	\$	-	\$	-	⬆️ \$	-		
44	YTD - Replacement Costs	\$	-	\$	-	\$	-	⬆️ \$	-		
45	MTD - Maintenance and Operations	\$	-	\$	-	\$	-	⬆️ \$	-		
46	YTD - Maintenance and Operations	\$	-	\$	-	\$	-	⬆️ \$	-		
47	MTD - Developer Fees	\$	-	\$	-	\$	-	⬆️ \$	-		
48	YTD - Developer Fees	\$	-	\$	-	\$	-	⬆️ \$	-		



NOTICE OF REGULAR MEETING

The Board of Commissioners of the McAllen Housing Facility Corporation will meet in a Regular Session scheduled for 11:30 a.m. (concurrently with McHC & MHDC Regular Board Meeting).

Thursday, April 24, 2025
Family Development Center | 2501 W. Maple Ave. | McAllen, TX 78501

or

via ZOOM Teleconference

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Meeting ID: 865 9219 1678
United State +1 346 248 7799
Passcode: 899197

1. Call Meeting to Order
2. Action Items:
 - a) Consideration and Possible Action to Approve the Meeting Minutes of the Regular Board Meeting of March 27, 2025 Pg. 1-3
 - b) Consideration and Possible Action to Approve the RFP 2025-01 – Property Management Services Pg. 4-5
3. Non-Action Items:
 - a) Financial Report Pg. 6
 - b) La Vista Financial Report Pg. 7
 - c) Retama I&II Financial Report Pg. 7
4. Adjournment

Executive Session: If during the course of the meeting any discussion of any item on the agenda should be held in executive or closed session, the Board of Directors shall convene in such executive session or closed session in accordance with the Texas Open Meeting Act, Texas Government Code Section 551.071 to 551.075. Before any such session is convened, the presiding officer shall publicly identify the section or sections of the act authorizing the executive session. All final votes, actions, decisions shall be taken in open session.

I certify that this Notice of Regular Meeting was posted on **Monday, April 21, 2025, at or before 12:00 p.m.**, at the Main Office of the McAllen Housing Facility Corporation and Municipal Government Offices, 1300 Houston Ave., McAllen, TX 78501 in compliance with Chapter 551, Government Code.



The McAllen Housing Facility Corporation

Rodolfo "Rudy" Ramirez, Executive Director

The McAllen Housing Facility Corporation is committed to compliance with the American Act (ADA). This meeting site/video conference is accessible to disabled persons. Reasonable accommodation and equal access to communications will be provided to those who provide notice to the Executive Director at (956) 686-3951 at least 48 hours in advance of meeting.

MINUTES OF THE MEETING
OF THE MCALLEN HOUSING FACILITY CORPORATION REGULAR BOARD MEETING

Thursday, March 27, 2025

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Present: Chair Elva M. Cerda
Vice Chair Eliseo “Tito” Salinas
Commissioner Marc David Garcia
Resident Commissioner Kristel Garcia
Assistant City Attorney Martin Canales

Absent:

Staff: Executive Director Rodolfo “Rudy” Ramirez
Deputy Director Daniel Delgado
FSS Coordinator Maria Loreda
Finance Director Jose Garcia
HCV Director Elena Saucedo

Guest: Cascos & Associates, PC – Audit Manager Alfredo Vera, JR., CPA
Madhouse Development President Henry Flores

1. Call Meeting to Order – 11:02 a.m.
2. Action Items:
 - a) Consideration and Possible Action to Approve Meeting Minutes of the Regular Board Meeting of January 30, 2025. **Chair Elva M. Cerda entertained a motion to approve Meeting Minutes of the Regular Board Meeting of January 30, 2025. Commissioner Marc David Garcia made a motion to approve; Resident Commissioner Kristel Garcia second the motion. Motion carried unanimously.**
 - b) Consideration and Possible Action to Approve the Annual Financial Audit Report for Villas at Beaumont for the Year ending December 31, 2024; as prepared by Cascos & Associates, PC. **Cascos & Associates, PC Audit Manager Alfredo Vera presented audit report and concluded an unmodified opinion as a result. Chair Elva M. Cerda entertained a motion to approve Annual Financial Audit Report for Villas at Beaumont for the Year ending December 31, 2024; as prepared by Cascos & Associates, PC. Commissioner Marc David Garcia made a motion to**

approve; Resident Commissioner Kristel Garcia second the motion. Motion carried unanimously.

- c) Consideration and Possible Action to Approve the Annual Financial Audit Report for Retama I for the Year ending December 31, 2024; as prepared by Cascos & Associates, PC. **Cascos & Associates, PC Audit Manager Alfredo Vera presented audit report and concluded an unmodified opinion as a result. Chair Elva M. Cerdá entertained a motion to approve Annual Financial Audit Report for Villas at Beaumont for the Year ending December 31, 2024; as prepared by Cascos & Associates, PC. Resident Commissioner Kristel Garcia made a motion to approve; Commissioner Marc David Garcia second the motion. Motion carried unanimously.**
- d) Consideration and Possible Action to Approve the Annual Financial Audit Report for Retama II for the Year ending December 31, 2024; as prepared by Cascos & Associates, PC. **Cascos & Associates, PC Audit Manager Alfredo Vera presented audit report and concluded an unmodified opinion as a result. Chair Elva M. Cerdá entertained a motion to approve Annual Financial Audit Report for Villas at Beaumont for the Year ending December 31, 2024; as prepared by Cascos & Associates, PC. Commissioner Marc David Garcia made a motion to approve; Resident Commissioner Kristel Garcia second the motion. Motion carried unanimously.**
- e) Consideration and Possible Action to Approve the Annual Financial Audit Report for La Vista for the Year ending December 31, 2024; as prepared by Cascos & Associates, PC. **Cascos & Associates, PC Audit Manager Alfredo Vera presented audit report and concluded an unmodified opinion as a result. Chair Elva M. Cerdá entertained a motion to approve Annual Financial Audit Report for Villas at Beaumont for the Year ending December 31, 2024; as prepared by Cascos & Associates, PC. Vice-Chair Eliseo “Tito” Salinas made a motion to approve; Resident Commissioner Kristel Garcia second the motion. Motion carried unanimously.**
- f)

3. Non- Action Items:

- a. Update on 2025 LIHTC Applications
- Madhouse Development President Henry Flores provided update on Villas at Primrose application. Application appears to be 1st place in the region. Final decision will be made in July 2025. Challenge period to come up in April 2025 to review fellow challengers and opponents. Other opportunities for La Vista – program sponsored by federal home loan bank system, will look into submitting grant applications in April 2025.
- b. Financial Report

- Finance Director Jose Garcia reported Financial Update for February 2025 with no significant findings.
4. Adjournment – **Chair Elva M. Cerda entertained a motion to adjourn the meeting. Vice-Chair Eliseo “Tito” Salinas made a motion to approve; Resident Commissioner Kristel Garcia second the motion. Meeting adjourned at 12:22 p.m.**

Rodolfo “Rudy” Ramirez, Executive Director

Executive Summary

<u>Item:</u>	RFP 2025-01 Property Management Services
<u>Discussion:</u>	<p>McHC solicited for property management services project RFP 2025-01. Advertisements of the RFP were published in the Monitor legal section on Saturdays March 15th and 22nd, 2025. Five (5) management firms showed interest in the RFP.</p> <p>McHC formed a three-person committee to review and evaluate the proposals. The list of respondents and evaluation score sheet are attached in the following pages.</p>
<u>Recommendation:</u>	Staff recommends Board approval to allow the Executive Director to enter into contract negotiations with the highest ranked proposer -

RFP 2025-01 Property Managment Services
Respondent Log

Date Pkt. Forwarded	Name of Firm	Contact Person	Location	Method of Pkt. Delivery
3/26/2025	Mayfair Property Management	Tamra Ryals	Dallas, TX	Email
3/26/2025	Brownstone Residential, LLC	Rob Dryman	Colleyville, TX	Email
3/26/2025	Foresight Asset Management	Dina Sierra	San Antonio, TX	Email
3/26/2025	Affordable Homes of South Texas	Bobby Calvillo	McAllen, TX	Email
4/9/2025	WLS Interest, Inc.	Stacy Meza	Houston, TX	Email

McAllen Housing Facility Corporation - Internally Managed Properties Only

Dashboard Financial Summary
3/31/2025

Budget Variance Highlights

1	Unrestricted Cash - CY	\$ 2,149,504.58	MTD Revenues	MTD Operating Exp.	MTD Operating Inc. (Loss)	MTD Other Inc(Exp)	MTD Net Income (Loss)
2	Prior Year	\$ 2,114,499.77	\$135,118	\$117,310	\$17,808	(\$6,108)	\$11,700
3	Variance	⬆️ \$ 35,004.81	YTD Operating Revenues	YTD Operating Exp.	YTD Operating Inc(Loss)	YTD Other Inc(Exp)	YTD Net Income (Loss)
4			Actual	Actual	Actual	Actual	Actual
5	Restricted Cash - CY	\$ 465,190.66	\$1,184,190	\$1,064,749	\$119,441	\$163,739	\$283,180
6	Prior Year	\$ 527,711.68	Budget	Budget	Budget	Budget	Budget
7	Variance	⬇️ \$ (62,521.02)	\$1,369,825	\$1,127,983	\$241,842	(\$54,176)	\$187,667
8			Variance	Variance	Variance	Variance	Variance
9	Total Asset	\$ 8,737,892.69	⬇️ (185,635) -	⬇️ (63,234)	⬇️ (122,401)	⬆️ 217,914	⬆️ 95,513
10	Prior Year	\$ 9,004,279.58					
11	Variance	⬇️ \$ (266,386.89)					
12	Vacancy Rate	➡️ 0%					
13							

Entity Snapshots

METRIC	3/31/2025	% Change	3/31/2024	Budget	Budget Variance	CYR to Last YR
MTD - Tenant Revenue	\$ 133,064	⬇️ 2.9%	\$ 129,327	\$ 143,880	⬇️ \$ (10,816)	3,737
YTD - Tenant Revenue	\$ 1,149,666	⬆️ 3.6%	\$ 1,110,010	\$ 1,294,916	⬇️ \$ (145,250)	39,656
MTD - Grant Admin Funding	\$ -		\$ -	\$ -	➡️ \$ -	-
YTD - Grant Admin Funding	\$ -		\$ -	\$ -	⬇️ \$ -	-
MTD - Administrative Expense	\$ 38,234	⬇️ 0.8%	\$ 37,945	\$ 41,615	⬇️ \$ (3,381)	289
YTD - Administrative Expense	\$ 375,726	⬇️ 14.2%	\$ 329,019	\$ 374,538	⬆️ \$ 1,188	46,707
MTD - Replacement Costs	\$ 7,149	⬆️ 408.1%	\$ 1,407	\$ 6,465	⬆️ \$ 684	5,742
YTD - Replacement Costs	\$ 58,653	⬇️ 53.3%	\$ 38,257	\$ 58,185	⬆️ \$ 468	20,396
MTD - Maintenance and Operations	\$ 50,409	⬇️ 17.5%	\$ 42,884	\$ 50,978	⬆️ \$ (569)	7,525
YTD - Maintenance and Operations	\$ 403,979	⬇️ 10.6%	\$ 365,267	\$ 458,802	⬇️ \$ (54,823)	38,712
MTD - Developer Fees	\$ 221		\$ -	\$ -	⬆️ \$ 221	221
YTD - Developer Fees	\$ 212,322	⬇️ 43.9%	\$ 147,508	\$ -	⬇️ \$ 212,322	64,814

Entity Snapshots

MHFC
Total Unrestricted Cash:
1,397,130
MTD Total Operating Revenues:
1,333
MTD Total Operating Expenses:
14,283
MTD Operating Income or Loss:
(12,950)
MTD Net Income or Loss:
(15,929)
YTD Net Income Actual:
136,080
YTD Net Income Budget:
(31,719)
YTD Variance:
167,799
No Activity

SUNSET
Total Unrestricted Cash:
247,145
MTD Total Operating Revenues:
48,960
MTD Total Operating Expenses:
46,263
MTD Operating Income or Loss:
2,697
MTD Net Income or Loss:
2,697
YTD Net Income Actual:
60,783
YTD Net Income Budget:
90,628
YTD Variance:
(29,845)
No Activity

ORCHID
Total Unrestricted Cash:
131,077
MTD Total Operating Revenues:
59,900
MTD Total Operating Expenses:
46,844
MTD Operating Income or Loss:
13,777
MTD Net Income or Loss:
10,327
YTD Net Income Actual:
2,787
YTD Net Income Budget:
52,680
YTD Variance:
(49,892)
No Activity

VILLAS
Total Unrestricted Cash:
374,152
MTD Total Operating Revenues:
24,204
MTD Total Operating Expenses:
9,920
MTD Operating Income or Loss:
14,284
MTD Net Income or Loss:
(499)
YTD Net Income Actual:
82,709
YTD Net Income Budget:
76,078
YTD Variance:
6,631
No Activity

McAllen Housing Facility Corporation - 3rd Party Managed Properties

Dashboard Financial Summary
3/31/2025

Budget Variance Highlights

1	Unrestricted Cash - CY	\$	931,000.00	MTD Revenues	MTD Operating Exp.	MTD Operating Inc. (Loss)	MTD Other Inc(Exp)	MTD Net Income (Loss)
2	Prior Year	\$	839,199.00	\$151,472	\$112,497	\$38,975	(\$8,063)	\$30,912
3	Variance	⬆️	\$ 91,801	YTD Operating Revenues	YTD Operating Exp.	YTD Operating Inc(Loss)	YTD Other Inc(Exp)	YTD Net Income (Loss)
4				Actual	Actual	Actual	Actual	Actual
5	Restricted Cash - CY	\$	832,648	\$1,369,660	\$1,075,140	\$294,521	(\$218,284)	\$76,237
6	Prior Year	\$	837,943	Budget	Budget	Budget	Budget	Budget
7	Variance	⬇️	\$ (5,295)	\$0	\$0	\$0	\$0	\$0
8				Variance	Variance	Variance	Variance	Variance
9	Total Asset	\$	5,008,520	⬆️ 1,369,660	⬆️ 1,075,140	⬆️ 294,521	⬇️ (218,284)	⬆️ 76,237
10	Prior Year	\$	8,074,943					
11	Variance	⬇️	\$ (3,066,423)					
12	Vacancy Rate	➡️	0%					
13								

Entity Snapshots

METRIC	3/31/2025	% Change	March 31, 2024	Budget	Budget Variance	Trending??
CTD - Tenant Revenue	\$ 156,806		\$ -	\$ -	⬆️ \$ 156,806	
YTD - Tenant Revenue	\$ 1,344,573	⬆️ 857.1%	\$ 140,489	\$ -	⬆️ \$ 1,344,573	
CTD - Grant Admin Funding	\$ -		\$ -	\$ -	➡️ \$ -	
YTD - Grant Admin Funding	\$ -		\$ -	\$ -	⬇️ \$ -	
CTD - Administrative Expense	\$ 31,942		\$ -	\$ -	⬇️ \$ 31,942	
YTD - Administrative Expense	\$ 308,927	⬆️ 1065.3%	\$ 26,510	\$ -	⬆️ \$ 308,927	
CTD - Replacement Costs	\$ (8,063)		\$ -	\$ -	➡️ \$ (8,063)	
YTD - Replacement Costs	\$ (218,284)	⬇️ 715.5%	\$ (26,767)	\$ -	⬇️ \$ (218,284)	
CTD - Maintenance and Operations	\$ 25,404		\$ -	\$ -	➡️ \$ 25,404	
YTD - Maintenance and Operations	\$ 271,703	➡️ 835.6%	\$ 29,041	\$ -	⬆️ \$ 271,703	
CTD - Developer Fees	\$ -		\$ -	\$ -	➡️ \$ -	
YTD - Developer Fees	\$ -		\$ -	\$ -	⬇️ \$ -	

Entity Snapshots

La Vista (Acq. 7/2024)
Total Unrestricted Cash:
337,774
MTD Total Operating Revenues:
31,330
MTD Total Operating Expenses:
29,807
MTD Operating Income or Loss:
38,975
MTD Net Income or Loss:
(3,741)
YTD Net Income Actual:
36,074
YTD Net Income Budget:
-
YTD Variance:
36,074
No Activity

Retama I (Acq. 12/2024)
Total Unrestricted Cash:
420,686
MTD Total Operating Revenues:
74,010
MTD Total Operating Expenses:
47,782
MTD Operating Income or Loss:
26,228
MTD Net Income or Loss:
24,142
YTD Net Income Actual:
118,760
YTD Net Income Budget:
-
YTD Variance:
118,760
No Activity

Retama II (Acq. 3/25)
Total Unrestricted Cash:
172,540
MTD Total Operating Revenues:
46,131
MTD Total Operating Expenses:
34,907
MTD Operating Income or Loss:
11,224
MTD Net Income or Loss:
11,224
YTD Net Income Actual:
(78,597)
YTD Net Income Budget:
-
YTD Variance:
(78,597)
No Activity



NOTICE OF REGULAR MEETING

The Board of Commissioners of the McAllen Housing Facility Corporation will meet in a Regular Session scheduled for 11:30 a.m. (concurrently with McHC & MHFC Regular Board Meeting).

Thursday, April 24, 2025
Family Development Center | 2501 W. Maple Ave. | McAllen, TX 78501

or

via ZOOM Teleconference

<https://us06web.zoom.us/j/86592191678?pwd=R3XpNrUXefe6zFuhgw97GowWADF6F7.1>

Meeting ID: 865 9219 1678
United State +1 346 248 7799
Passcode: 899197

For the following purpose:

AGENDA


1. Call the meeting to Order
2. Action Items:
 - a) Consideration and Possible Action to Approve Meeting Minutes of the Regular Board Meeting of March 27, 2025. Pg. 1
3. Non-Action Items:
 - a) Update of 2025 LIHTC Applications
 - b) Financial Report Pg. 2
4. Adjournment

Executive Session: If during the course of the meeting, any discussion of any item on the agenda should be held in executive or closed session, the Board of Directors shall convene in such executive session or closed session in accordance with the Texas open Meeting Act, Texas Government Code Section 551.071 to 551.075. Before any such in convened, the presiding officer shall publicly identify the section or section of the act authorizing the executive session. All final votes, actions or decisions shall be taken in open session.

I certify that the Notice of Regular Meeting was posted on **Monday, April 21, 2025, at or before 12:00 p.m.** at the McAllen Housing Development Corporation and Municipal Government Offices., 1300 Houston Ave, McAllen, TX 78501 in compliance with Chapter 551, Government Code.



MCALLEN HOUSING DEVELOPMENT CORPORATION


Rodolfo "Rudy" Ramirez, Executive Director

The McAllen Housing Development Corporation is committed to compliance with the Americans with Disabilities Act (ADA). This meeting site/video conference is accessible to disabled persons. Reasonable accommodation and equal access to communications will be provided to those who provide notice to the Executive Director at (956) 686-3951 at least 48 hours in advance.

MINUTES OF THE MEETING

OF THE MCALLEN HOUSING DEVELOPMENT CORPORATION REGULAR BOARD MEETING

Thursday, March 27, 2025

CALL TO ORDER AND ROLL CALL – The regular meeting of the Board of Commissioner of the McAllen Housing Development Corporation was held Thursday, March 27, 2025, at the Family Development Center and Zoom teleconference. Chair Elva M. Cerda called the meeting to order at 11:02 a.m. concurrently with McHC and MHFC. Present and attendance for roll call were:

Present: Chair Elva M. Cerda
Vice Chair Eliseo “Tito” Salinas
Commissioner Marc David Garcia
Resident Commissioner Kristel Garcia
Assistant City Attorney Martin Canales

Absent:

Staff: Executive Director Rodolfo “Rudy” Ramirez
Deputy Director Daniel Delgado
FSS Coordinator Maria Loreda
Finance Director Jose Garcia
HCV Director Elena Saucedo

Guest:

1. Call Meeting to Order – 11:02 a.m.
2. Action Items:
 - a) Consideration and Possible Action to Approve Meeting Minutes of the Regular Board Meeting of January 30, 2025. **Chair Elva M. Cerda entertained a motion to approve Meeting Minutes of the Regular Board Meeting of January 30, 2025. Commissioner Marc David Garcia made a motion to approve; Vice-Chair Eliseo “Tito” Salinas second the motion. Motion carried unanimously.**
3. Non- Action Items:
 - a) Financial Report
 - Finance Director Jose Garcia reported Financial update for February 2025 with no significant findings.
4. Adjournment – **Chair Elva M. Cerda entertained a motion to adjourn the meeting. Vice-Chair Eliseo “Tito” Salinas made a motion to approve; Resident Commissioner Kristel Garcia second the motion. Meeting adjourned at 12:22 p.m.**

Rodolfo “Rudy” Ramirez, Executive Director

McAllen Housing Development Corporation - Internally Managed Properties

Dashboard Financial Summary

3/31/2025

Budget Variance Highlights

1	Unrestricted Cash - CY	\$	1,139,721	MTD Revenues	MTD Operating Exp.	MTD Operating Inc. (Loss)	MTD Other Inc(Exp)	MTD Net Income (Loss)
2	Prior Year	\$	1,079,297	\$52,420	\$38,104	\$14,316	(\$875)	\$13,441
3	Variance	↑	\$ 60,424	YTD Operating Revenues	YTD Operating Exp.	YTD Operating Inc(Loss)	YTD Other Inc(Exp)	YTD Net Income (Loss)
4				Actual	Actual	Actual	Actual	Actual
5	Restricted Cash - CY	\$	1,035,772	\$457,382	\$382,797	\$74,584	(\$13,419)	\$61,165
6	Prior Year	\$	1,026,548	Budget	Budget	Budget	Budget	Budget
7	Variance	↑	\$ 9,224	\$509,416	\$420,667	\$88,749	(\$17,868)	\$70,881
8				Variance	Variance	Variance	Variance	Variance
9	Total Asset	\$	3,350,635	↓ (52,035) -	↓ (37,870)	↓ (14,165)	↑ 4,449	↓ (9,716)
10	Prior Year	\$	3,315,231					
11	Variance	↑	\$ 35,404					
12	Vacancy Rate	⇒	0%					
13								

Entity Snapshots

METRIC	3/31/2025	% Change	3/31/2024	Budget	Budget Variance	CYR to Last YR
MTD - Tenant Revenue	\$ 52,008	↑ 3.4%	\$ 50,295	\$ 56,202	↓ \$ (4,194)	1,713
YTD - Tenant Revenue	\$ 451,521	↑ 4.2%	\$ 433,445	\$ 505,820	↓ \$ (54,299)	18,076
MTD - Grant Admin Funding	\$ -		\$ -	\$ -	⇒ \$ -	-
YTD - Grant Admin Funding	\$ -		\$ -	\$ -	↓ \$ -	-
MTD - Administrative Expense	\$ 7,116	↓ -33.9%	\$ 10,763	\$ 12,668	↓ \$ (5,552)	(3,647)
YTD - Administrative Expense	\$ 100,955	↑ -0.2%	\$ 101,195	\$ 114,014	↓ \$ (13,059)	(240)
MTD - Replacement Costs	\$ 875		\$ -	\$ 1,985	↑ \$ (1,110)	875
YTD - Replacement Costs	\$ 13,419	↓ 30.6%	\$ 10,276	\$ 17,868	↑ \$ (4,449)	3,143
MTD - Maintenance and Operations	\$ 18,658	↑ 3663.8%	\$ 496	\$ 21,891	↑ \$ (3,234)	18,162
YTD - Maintenance and Operations	\$ 179,339	↓ 6.0%	\$ 169,215	\$ 197,021	↓ \$ (17,682)	10,124
MTD - Developer Fees	\$ -		\$ -	\$ -	↑ \$ -	-
YTD - Developer Fees	\$ -	↓ -100.0%	\$ 50.00	\$ -	↓ \$ -	(50)

Entity Snapshots

Hibiscus
Total Unrestricted Cash:
832,919
MTD Total Operating Revenues:
14,875
MTD Total Operating Expenses:
12,616
MTD Operating Income or Loss:
2,259
MTD Net Income or Loss:
1,383
YTD Net Income Actual:
41,424
YTD Net Income Budget:
57,242
YTD Variance:
(15,818)
No Activity

0

Vine
Total Unrestricted Cash:
306,801
MTD Total Operating Revenues:
37,545
MTD Total Operating Expenses:
25,488
MTD Operating Income or Loss:
12,057
MTD Net Income or Loss:
12,057
YTD Net Income Actual:
19,741
YTD Net Income Budget:
13,639
YTD Variance:
6,103
No Activity

0