

**HOUSING FINANCE AUTHORITY OF PINELLAS COUNTY**  
**Board Meeting – June 4, 2025 – 3:00 pm**  
The Palm Room at the Pinellas County Communications Building  
333 Chestnut Street  
Clearwater, FL 33756

**AGENDA**

- 1. CALL TO ORDER**
  - Pledge of Allegiance
  - Introductions
- 2. PUBLIC COMMENTS**
- 3. APPROVAL OF MINUTES**
  - A. May 2025
- 4. TREASURER'S REPORTS**
  - A. April 2025
    1. General Fund
    2. Housing Trust Fund
    3. Land Assembly Fund
    4. City of St. Petersburg Land Assembly Fund
- 5. COMMUNICATIONS TO THE AUTHORITY**
  - A. Suncoast Housing Connections usage report - \$150,000 loan
- 6. REPORTS BY STAFF**
  - A. HFA Operations and Multi-Family Update – Kathryn Driver
    1. Occupancy Report
  - B. Single Family Update – Karmen Lemberg
  - C. Special Projects Update – Lolitha Stone
- 7. NEW BUSINESS**
  - A. Lealman Habitat – Kathryn Driver
    1. Memo
      - a. Special Warranty Deed to Trust
      - b. Second Amendment to Memorandum of Ground Lease
      - c. Third Amendment to Land Use Restriction Agreement
      - d. Fourth Amendment to Ground Lease
- 8. BOARD MEMBER COMMENTS**
- 9. ADJOURNMENT**

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**Upcoming...**

- **Next Meeting July 2, 2025**  
**The Palm Room at the Pinellas County Communications Building**  
**333 Chestnut Street, Clearwater, FL 33756**
- **Florida Association of Local Housing Finance Authorities Educational Conference July 9-12, 2025**

**Meeting materials that are not currently available in ADA compliant electronic format are available upon request. Contact Kathryn Driver 727-223-6418, Karmen Lemberg 727-223-6419, Lolitha Stone 727-300-0819 or [newhome@pinellashfa.com](mailto:newhome@pinellashfa.com)**

**Housing Finance Authority  
Pinellas County  
June 4, 2025 Meeting Minutes**

The Housing Finance Authority (HFA) Board of Pinellas County (as created by the Code of Ordinances of Pinellas County, Section 2-386) met in regular session at 3:00 PM on this date in the Palm Room at the Pinellas County Communications Building, 333 Chestnut Street, Clearwater, Florida.

**Present**

Robyn Fiel, Chairman  
Paul Burroughs, Vice-Chairman  
Steve Baumann, Secretary/Treasurer  
Estelle DeMuesy, Assistant Secretary  
Jordan Myers, Assistant Secretary

**Others Present**

Kathryn Driver, Executive Director, HFA  
Karmen Lemberg, Director of Homeownership Programs and Operations, HFA  
Lolitha Stone, Director of Special Programs, HFA  
Michael Cronin, Attorney, Johnson, Pope, Bokor, Ruppel & Burns, LLP  
Kofi Austin, Raymond James  
Debbie Berner, RBC Capital Markets  
Barbara Clark, Barbara Clark & Co.  
Amy Davis, Lealman Community Redevelopment Area  
Sue Denihan, eHousing Plus  
Brienne Heffner, Southport Financial Services, Inc.  
David Jones, CSG Advisors  
Sean King, Habitat for Humanity Tampa Bay Gulfside  
Joseph Ruppel, Johnson, Pope, Bokor, Ruppel & Burns, LLP  
Mike Sutton, Habitat for Humanity Tampa Bay Gulfside  
Tim Wranovix, Raymond James  
Jessica Oakes, Board Reporter  
Other interested individuals

*All documents provided to the Clerk's Office have been filed and made a part of the record.*

**CALL TO ORDER**

Chairman Fiel called the meeting to order at 3:00 PM and led the Pledge of Allegiance. At her request, those attending in person introduced themselves, and those attending virtually were introduced by Ms. Stone.

## **PUBLIC COMMENT**

No one responded to Chairman Fiel's call for public comment.

## **APPROVAL OF MINUTES**

Chairman Fiel indicated that the next item on the agenda is approval of the May 2025 meeting minutes; whereupon, Mr. Burroughs made a motion for approval as presented. The motion was seconded by Ms. DeMuesy and carried unanimously.

## **TREASURER'S REPORTS**

### General Fund – April 2025

Mr. Baumann presented the HFA General Fund financial statements for the month of April 2025; whereupon, he reviewed the April Cash Roll Report and made a motion to approve the reports as submitted. The motion was seconded by Mr. Burroughs and carried unanimously.

### Housing Trust Fund – April 2025

Mr. Baumann presented the HFA Housing Trust Fund financial statements for the month of April 2025; whereupon, he reviewed the April Cash Roll Report and made a motion to approve the reports as submitted. The motion was seconded by Ms. DeMuesy and carried unanimously.

### Land Assembly Fund – April 2025

Mr. Baumann presented the HFA Land Assembly Fund financial statements for the month of April 2025; whereupon, he reviewed the April Cash Roll Report and made a motion to approve the reports as submitted. The motion was seconded by Ms. DeMuesy and carried unanimously.

### Land Assembly Fund (St. Petersburg) – April 2025

Mr. Baumann presented the HFA and St. Petersburg Land Assembly Fund financial statements for the month of April 2025; whereupon, he reviewed the April Cash Roll Report and made a motion to approve the reports as submitted. The motion was seconded by Ms. DeMuesy and carried unanimously.

## **COMMUNICATIONS TO THE AUTHORITY**

### Suncoast Housing Connections Usage Report - \$150,000 loan

Ms. Driver referenced the monthly report included in the agenda packet, noting that it is utilized for downpayment assistance and foreclosure prevention; and that one loan was recently funded.

## **REPORTS BY STAFF**

### HFA Operations and Multi-Family Update

Ms. Driver noted that the multi-family occupancy report is included in the agenda packet and provided the following operational updates:

- Work related to several multi-family transactions is continuing, including Oakhurst Trace, Indigo Apartments, Skye Isle Apartments, Olea on 126, and Riverside Apartments.
- Multiple Land Assembly Fund transactions have been approved by the Board of County Commissioners, including Oakhurst Trace, Indigo Apartments, Fairfield Avenue Apartments, The Point, and Lealman Heights.
- Staff is working with Habitat for Humanity to recommend a line of credit that may be used to assist with funding two critical affordable housing developments in Pinellas County.

Ms. Driver provided brief remarks regarding the National Association of Local Housing Finance Agencies' (NALHFA) Annual Conference and related that the Florida Association of Local Housing Finance Authorities' Annual Educational Conference will be held in Clearwater next month.

Ms. Driver indicated that she will be travelling to Washington D.C. later this month to meet with other members of NALHFA's Board of Directors in order to conduct lobbying regarding various legislation affecting low-income housing tax credit bonds and other affordable housing projects.

In response to a comment by Mr. Burroughs, Ms. Driver clarified details regarding the aforementioned line of credit.

### Single Family Update

Referencing the *Single Family Program Update* memorandum included in the agenda packet, Ms. Lemberg indicated that approximately \$977,000.00 in mortgage-backed securities were purchased; that an additional purchase of approximately \$4,000,000.00 is scheduled for June 17; and that the registration deadline for the Homeownership for People Everywhere (HOPE) Expo is June 20; whereupon, she related that 88 reservations have been made for the HOPE Expo.

### Special Projects Update

Referencing the Land Trust Program, Ms. Stone indicated that she is working to help finalize documents that would facilitate a current tenant's purchase of a land trust property from the owner; that she is assisting two homeowners regarding the necessary steps to prepare their property for listing; and that she is working with another homeowner regarding a program to help repair a damaged retention wall on their property.

Ms. Stone also reported that she continues to work with homeowners and renters regarding home maintenance and repair, including providing information regarding programs designed to support the repair and upkeep of their homes; that she will soon begin work with Habitat for Humanity regarding an upcoming project in Lealman; and that she is continuously collaborating with Habitat for Humanity regarding documentation and educating homeowners about the ground lease.

## **NEW BUSINESS**

### Lealman Habitat

Ms. Driver indicated that the next item on the agenda is consideration of financing for the Pinellas County Land Assembly Fund development known as the Lealman Habitat Land Trust; whereupon, she introduced Messrs. Sutton and King with Habitat for Humanity Tampa Bay Gulfside, noting that they are present to answer any questions.

Ms. Driver referenced documents included in the agenda packet and provided background information regarding the Land Trust, indicating that parcels must be added to the Land Trust any time the County wishes to provide additional land on which to build; that a new amendment is required each time land is added; and that 12 parcels have been identified for inclusion in this transaction; whereupon, she pointed out the parcels' locations and discussed details related to the planned development and properties that will be included in future amendments.

Mr. Ruppel summarized the documents included in the agenda packet, noting that there is an existing resolution which authorizes amendments to the documents if they are deemed necessary; and that they are being presented to the Board today in order to seek authorization for Ms. Driver and HFA delegates to execute the documents and effectuate the addition of the properties to the Lealman Habitat Land Trust and Habitat ground lease.

Responding to queries by Ms. DeMuesy, Ms. Driver explained that there are existing, vacant units on the new parcels; whereupon, she, with input from Mr. Sutton, provided brief information regarding properties which will be included in future amendments, existing construction within the Lealman Habitat Land Trust, and another Habitat for Humanity project known as The Greenway.

In response to a query by Mr. Baumann, Mr. Sutton explained that Habitat for Humanity remains focused on serving families earning between 30% and 80% of the area median income (AMI). He also indicated that providing flexibility for those earning up to 120% of the AMI allows Habitat to continue serving families who have been accepted into the program and since increased their income through various means.

Attorney Cronin provided brief comments regarding land trusts; whereupon, in response to queries by Ms. Driver and Mr. Burroughs, he clarified the action needed from the Board.

Mr. Burroughs made a motion to approve the Lealman Habitat package, which was seconded by Ms. DeMuesy and carried unanimously.

#### **BOARD MEMBER COMMENTS**

The members expressed appreciation to staff for their work. Messrs. Myers and Baumann and Chairman Fiel provided congratulatory remarks regarding the Lealman Habitat Land Trust; whereupon, Mr. Burroughs and Ms. DeMuesy provided brief comments related to the NALHFA Annual Conference.

#### **ADJOURNMENT**

The meeting was adjourned at 3:29 PM.

  
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Sign Date 7/2/25