

**MINUTES OF THE SPECIAL MEETING OF THE BOARD OF  
DIRECTORS OF THE PROPERTIES FOR RETIRED AND FAMILY  
LIVING HELD ON WEDNESDAY, OCTOBER 18, 2023**

The Board of Directors of the Properties for Retired and Family Living held a meeting at 2:00 P.M. on Wednesday, October 18, 2023 in the Community Room at Claiborne Creek at 200 Claiborne Creek Drive, West Monroe, LA. The Board met in joint session with the Monroe Housing Authority Board. These are the minutes from the Properties for Retired and Family Living Board meeting.

Those Board members present were:

President Joe Farr  
Vice-President Loretta Hudson  
Director Hal Hinchliffe  
Director Sharon Taylor  
Director Patricia Gix  
Secretary/Treasurer Cheryl Farmer

Absent were:

Director Gladys Smith-Coward  
Director Isaiah Woods

Also present were: William V. Smart, Monroe Housing Authority Executive Director; Janet Sanderford, Director of Accounting; Shelva Thomas, Director of Human Resources and Administrative Officer; Sammie Winters, Executive Administrative Assistant; Naomi Jackson, Section 8 Director; Heath Frugé, Director of Planning and Development; and Amy Tynes, CPA, CFE, Interim Chief Financial Officer

Immediately following the MHA Board meeting, President Joe Farr called the Properties for Retired and Family Living Board meeting to order.

President Farr asked the Board for any comments regarding the June 21, 2023 meeting. There were none. Director Patricia Gix introduced a motion that the Minutes of the previous meeting be approved. Director Sharon Taylor seconded the motion and it carried unanimously.

President Farr brought the Board's attention to a request for permission to authorize Joe Farr, President and Cheryl Farmer, Secretary-Treasurer to sign loan documents on behalf of Chauvin Pointe I and Chauvin Pointe II. After discussion, Director Hal Hinchliffe introduced the following resolution:

**A RESOLUTION AUTHORIZING JOE FARR, PRESIDENT AND CHERYL  
FARMER, SECRETARY-TREASURER TO SIGN LOAN DOCUMENTS ON  
BEHALF OF CHAUVIN I AND CHAUVIN POINTE II.**

**BE IT RESOLVED** by the Board of Directors of the Properties for Retired and Family Living Board that Joe Farr, President and Cheryl Farmer, Secretary-Treasurer, are duly authorized to sign loan documents on behalf of Chauvin Pointe I and Chauvin Pointe II.

The above was seconded by Director Patricia Gix and carried a unanimous vote.

President Farr then asked for the construction report. Mr. Heath Frugé provided an update to the board regarding the Frances Tower Water Heater Replacement project. He stated that the Final Walk-through and Substantial Completion are set for the week of October 16, 2023. Additionally, he highlighted plans for a maintenance training session on water Heaters and Chillers, scheduled to take place after Substantial Completion. President Farr remarked that any questions concerning construction should be directed to Mr. Frugé.

President Farr then asked for the financial report. Ms. Amy Tynes briefed the board regarding PRAC renewals for Passman Plaza I. She reported that HUD had granted approval for the PRAC renewals, but noted that the gross rent increase had been retroactively applied. Additionally, Ms. Tynes informed the board about the temporary reserve loan, which was initiated while she continues to work on securing approvals and payments for vouchers. President Farr remarked that any questions concerning financials should be directed to Ms. Tynes.

President Farr asked if there was any further business to come before the Board. There being none, President Joe Farr introduced a motion to adjourn the meeting. The motion was seconded by Vice-President Loretta Hudson, carried unanimously, and the meeting was adjourned.

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JOE FARR-PRESIDENT

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SAMMIE WINTERS, EXECUTIVE ADMINISTRATIVE ASSISTANT