



# **RENTAL HOUSING DEVELOPMENT ASSISTANCE APPLICATION**

**August 6, 2021**

**Cairn Point Austin at Springdale  
5612 Springdale Road  
Austin, TX 78723**

# APPLICATION CHECKLIST/ INFORMATION FORM

DEVELOPER : Vecino Bond Group, LLC	OWNER/BORROWER NAME : Cairn Point Austin at Springdale, LP
DEVELOPMENT NAME : Cairn Point Austin at Springdale	FUNDING CYCLE DEADLINE : August 6, 2021
FEDERAL TAX ID NO: 46-1117206 (developer)	DUNS NO: 079852650 (developer)
PROJECT ADDRESS: 5612 Springdale Rd.	PROGRAM : RHDA
CONTACT NAME : Jennifer Hicks	AMOUNT REQUESTED: \$5,200,000
CONTACT ADDRESS AND PHONE : 3000 Skylark Drive, Austin, TX 78757 and 512-203-4417	

APPLICATION TABS		INITIALS
A 1	<a href="#">EXECUTIVE SUMMARY/PROJECT PROPOSAL</a>	RM
A 2	PROJECT SUMMARY FORM	RM
A 3	PROJECT TIMELINE	RM
A 4	DEVELOPMENT BUDGET	RM
A 5	OPERATING PRO FORMA	RM
A 6	SCORING SHEET	RM

ATTACHMENT TABS				
1	ENTITY INFORMATION	1.a.	<a href="#">Detailed listing of developer's experience</a>	RM
		1.b.	Certificate of Status	RM
		1.c.	<a href="#">Statement of Confidence</a>	RM
2	PRINCIPALS INFORMATION	2.a.	Resumes of principals	RM
		2.b.	Resumes of development team	RM
		2.c.	Resumes of property management team	RM
3	FINANCIAL INFORMATION	3.a.	Federal IRS Certification	RM
		3.b.	<a href="#">Certified Financial Audit</a>	RM
		3.c.	Board Resolution	RM
		3.d.	<a href="#">Financial Statements</a>	RM
		3.e.	<a href="#">Funding commitment letters</a>	RM
4	PROJECT INFORMATION	4.a.	<a href="#">Market Study</a>	RM
		4.b.	<a href="#">Good Neighbor Policy</a>	RM
		4.c.	<a href="#">SMART Housing Letter</a>	RM
		4.d.	<a href="#">MOU with ECHO</a>	RM
		4.e.	<a href="#">Resident Services</a>	RM
5	PROPERTY INFORMATION	5.a.	<a href="#">Appraisal</a>	RM
		5.b.	<a href="#">Property Maps</a>	RM
		5.c.	Zoning Verification Letter	RM
		5.d.	Proof of Site control	RM
		5.e.	<a href="#">Phase I ESA</a>	RM
		5.f.	<a href="#">SHPO</a>	RM

The applicant/developer certifies that the data included in this application and the exhibits attached hereto are true and correct. *Unsigned/undated submissions will not be considered.*

SIGNATURE OF APPLICANT



PRINTED NAME

Richard Manzardo

TITLE OF APPLICANT

President

DATE OF SUBMISSION

8/6/2021

DATE AND TIME STAMP OF RECEIPT

FOR AHFC USE ONLY

**CAIRN POINT AUSTIN AT SPRINGDALE  
AUSTIN, TEXAS**

**APPLICATION TABS**

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**Tab A1 – Executive  
Summary/Project Proposal**



## **CAIRN POINT AUSTIN AT SPRINGDALE - AUSTIN, TEXAS**

Development Name:	Cairn Point at Springdale
Construction Type:	New Construction
Target Population:	Supportive Housing for Seniors
Number of Units:	130-units
Number of Buildings:	one four-story elevator-served interior corridor building
Size of Site:	1.7 acres of vacant land

The Vecino Group – a national developer of mission-driven housing – has partnered with the Austin Housing Finance Corporation to develop Cairn Point Austin at Springdale - a deeply affordable and supportive housing community targeted to seniors. Cairn Point will offer 130 studio apartments with access to high-quality supportive services in order to provide a life-stabilizing housing solution for seniors who have experienced homelessness in our community. Cairn Point Austin will be designed to seamlessly integrate into the surrounding neighborhood fabric with first-class construction and aesthetically pleasing architecture.

Cairn Point Austin is being developed in an intentional three-pronged partnership in order to achieve the following most-pressing community goals: 1) deliver additional supportive housing units that will begin to move the needle on reducing the number of individuals experiencing homelessness in Austin; 2) build upon Austin's local nonprofit service delivery model with Family Eldercare in the lead to expedite a pipeline of similar projects; 3) utilize the design and construction experience of the Vecino Group to bring a national perspective and best practices model to achieve local impact.

Cairn Point Austin is pursuing 4% HTC/PAB's with Austin Housing Finance Corporation as bond issuer. A bond application to the Texas Bond Review Board will be submitted with the October lottery. The application is hopeful to receive a bond reservation between January-March 2022.

Cairn Point Austin is a proposed 130-unit apartment community that will include one four-story, elevator-served building that will be interior corridor. Cairn Point is being developed on a 1.7 tract of vacant land. Common area spaces include supportive service staff offices, fitness room, resident lounge and landscaped outdoor spaces. Taking advantage of the transit-connected location and as allowed by the Affordability Unlocked density bonus program, the property will provide reduced parking as the majority of residents rely on public transit.

### About the Community:

- 130 rental apartments for families with the following unit mix:



Unit Type	# of Units	Square Footage
Studio Apartments	130	500 sq. ft.

- Resident community space and amenities including a lobby/business center, fitness room, security cameras, recycling service and storage and a leasing office. Offices will be available for both property management and supportive service staff.
- Outdoor recreation will include landscaped outdoor spaces and covered bicycle parking.
- Participation in Austin Energy Green Building Program.
- Alpha Barnes Residential has been chosen as the third-party property management firm for Cairn Point Austin. It was critical to the team to choose a highly-regarded property management firm who has experience working in housing tax-credit and public funding financed properties. Alpha Barnes Residential has a solid background working with multiple local nonprofits in their affordable housing communities.
- The development and operations of Cairn Point Austin will be bolstered by the partnership of the Austin Housing Finance Corporation in the development – a testament to the significance of this project and its impact.
- Approximately 65 units out of the total 130 units will be reserved for persons experiencing homelessness through Austin's Continuum of Care who will have varying needs of affordability and social support. This mixed approach offers the residents the best opportunity for community integration and allows for proper staffing and supportive service provision.
- Family Eldercare will have on-site staff offering free, multi-disciplinary services designed to support residents and build well-being including: relationship-based case management, employment services, life skills classes, financial literacy classes, and health and well-being classes.

#### About the Residents:

The following individuals will make Cairn Point Austin home:

- 20 units for individuals making < than 30% Area Median Family Income
- 20 units for individuals making < than 40% Area Median Family Income
- 25 units for individuals making < than 50% Area Median Family Income
- 65 units for individuals making < than 60% Area Median Family Income

#### About the Team:

#### **THE VECINO GROUP**

The Vecino Group is a company devoted to development projects that address a broader community issue, set an example, give back and inspire. They have properties across the U.S. that are similar in focus and target population. This is The Vecino Group's third project in Texas, however the firm has vast experience entering into new markets, the HTC program and making an impact.

- 18 Supportive Housing Communities in 7 states
- 1196 units of housing to end homelessness
- Raised \$2.7 million in supportive services

#### **AUSTIN HOUSING FINANCE CORPORATION**

The general partner of the tax credit limited partnership is made up of an LLC with Austin Housing Finance Corporation, as the sole member and manager. The Vecino Group will be an Administrative Limited Partner. AHFC (or affiliate) will serve as General Contractor for the project.

## **FAMILY ELDERCARE**

Recognized experts in the field of aging, Family Eldercare is a community lead mission that has served Central Texas since 1982. We ensure that older adults, at-risk veterans, and adults with disabilities receive the care they need to thrive in their community which includes independence and living in the comfort of their own homes for as long as possible. We support caregivers with services and education that allow them the opportunity to have balance in their lives and to maintain good health. As available, our rates are on a sliding fee scale based on the client's income. Today, Family Eldercare provides a continuum of services to more than 5,700 elders, people with disabilities and their caregivers annually in Greater Austin Areas, including Travis, Williamson and Hays counties.

Though Family Eldercare does not own an assisted living facility or nursing home, our services are mobile and available in those facilities or continuous care communities, and hospitals 24 hours a day, 7 days a week. We are licensed by the Texas Department of Aging and Disability Services to provide Personal Assistant Services.

At the core of Family Eldercare's mission is the philosophy that a supportive community is a great place to grow old. Family Eldercare carries out its mission through a variety of programs, which are designed to prevent abuse, neglect, self-neglect and financial exploitation of elders and adults with disabilities, prolong independent living in the least restrictive environment, and promote the health, well-being and dignity of elders, adults with disabilities and their caregivers. Our goal is to help you thrive.

### **About the Services:**

Family Eldercare will be the Supportive Service Coordinator and the main provider of Supportive Services at Cairn Point Austin.

The following wrap-around supportive services are provided by Family Eldercare:

### **Financial and Housing Stability**

Our Representative Payee & V.A. Fiduciary are proven to ensure that people's basic needs are met and that they do not experience financial abuse, exploitation, or other neglect. Our case managers frequently work with clients to improve their money habits and share tools and resources to stabilize their finances.

Our Benefits Enrollment Center was the first in Central Texas to receive a designation from the National Council on Aging (NCOA) because of our person-centered approach to assisting older adults with obtaining and maintaining their benefits.

Our Homeless Prevention is a critical intervention for older adults as they face upward pressure on housing, transportation, and medical costs. For those experiencing a crisis, it is far more cost effective to prevent the loss of housing than to provide shelter and re-housing assistance after such loss. Our program provides funds and case management to prevent eviction, pay off rental and/or utility debts, negotiate with property owners, and provide money management skills training. With this model we hope to end homelessness by preventing it in the first place.

Our Rapid Rehousing for Older Adults is Austin's only crisis response system for older adults experiencing homelessness. Research shows there is an emerging crisis of aged homelessness as the homeless population is increasingly represented by older adults. This intervention transitions older adults experiencing homelessness into permanent housing with financial assistance and case management to reduce the number of days they experience homelessness and prevent it from recurring.

### **Service Coordination Program**

This program addresses the issues of poverty, social isolation and loneliness, and the need for support to find resources to meet needs of low-income older adults and adults with disabilities and connects them to healthy aging programs through our Healthy Connections program. Our strategy centers on the provision of supports

and services in the very same place people live. This is necessary because many of the individuals we serve have severe mobility issues as well as complex health issues that often preclude them from leaving the property. Enhanced Service Coordination participants live below 200% of the federal poverty guidelines, and as a result, have limited ability to pay for and access needed services. Service Coordinators are agency staff that are embedded in these low-income housing communities. These properties include seven of the Housing Authority of the City of Austin's (HACA) public housing as well as properties owned and operated by various nonprofit agencies. At present, our target population includes just over 1,000 seniors 60 and adults with disabilities.

### **Guardianship Program**

A Court of Law appoints Family Eldercare to be legal guardian of persons who lack the mental capacity to make decisions and have no appropriate family or friends to act in that capacity. Care managers are designated Texas Certified Guardians and serve as guardian agents. A core value of the Guardianship Program is to provide the highest quality of services and referrals with the least restrictive options for the client. Guardianship may be provided to a person, an estate, or both.

- Guardian of Person: Make decisions on behalf of the client regarding their care and safety, including medical treatment and residential placement. We advocate for the best possible quality of life for our clients and report our progress to the Court annually.
- Guardian of Estate: Make decisions about the estate of the client. This includes managing the client's assets and paying bills from the client's account with court approval.

Care managers train and support volunteer Guardian Advocates, who are matched one-on-one with qualifying clients to provide social companionship and ensure client needs are being met. Pro-bono attorneys handle legal filings to establish guardianship. Services are provided on a fee-for-service basis set by state law.

### **Lifetime Connections Without Walls (LCWW)**

This is a telephone-based socialization program for older adults (50+) that allows them to easily connect by conference call with other seniors from the comfort of their own home using a personal telephone. To combat social isolation among home-bound older adults, LCWW provides a variety of daily classes ranging from the creative (Art workshops) to educational (Medicare Minutes), that allow participants to engage in stimulating activities while interacting with their peers.

### **Counseling Program**

Counseling is provided to homebound older adults by Licensed Clinical Social Workers to reduce social isolation and maintain or improve mental health outcomes.

### **Summer Fan Drive**

The Summer Fan Drive is a community health initiative beginning May 1st–August 31st. The fans and funds collected during the Summer Fan Drive provide heat relief to low income seniors, adults with disabilities, veterans and children living Central Texans who cannot afford air conditioning during the hottest months of the year. This program also connects these individuals to unknown additional resources and services they may need.

**CAIRN POINT AUSTIN AT SPRINGDALE  
AUSTIN, TEXAS**

**APPLICATION TABS**

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**Tab A2 – Project Summary  
Form**

## Project Summary Form

<b>1) Project Name</b> Cairn Point Austin at Springdale	<b>2) Project Type</b> 100% Affordable	<b>3) New Construction or Rehabilitation</b> New Construction
<b>4) Address(s) or Location Description</b> 5612 Springdale Rd., Austin, TX 78723		<b>5) Mobility Bond Corridor</b> 
<b>6) Census Tract</b> 21.07	<b>7) Council District</b> District 1	<b>8) Elementary School</b> PECAN SPRINGS EL
<b>9) Affordability Period</b> 45 years		
<b>10) Type of Structure</b> Multi-family	<b>11) Occupied?</b> No	<b>12) How will funds be used?</b> Construction

### 13) Summary of Rental Units by MFI Level

Income Level	Efficiency	One Bedroom	Two Bedroom	Three Bedroom	Four (+) Bedroom	Total
Up to 20% MFI						0
Up to 30% MFI	20					20
Up to 40% MFI	20					20
Up to 50% MFI	25					25
Up to 60% MFI	65					65
Up to 80% MFI						0
Up to 120% MFI						0
No Restrictions						0
<b>Total Units</b>	<b>130</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>130</b>

### 14) Summary of Units for Sale at MFI Level

Income Level	Efficiency	One	Two	Three	Four (+)	Total
Up to 60% MFI						0
Up to 80% MFI						0
Up to 120% MFI						0
No Restrictions						0
<b>Total Units</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

### 15) Initiatives and Priorities (of the Affordable Units)

Initiative	# of Units	Initiative	# of Units
Accessible Units for Mobility Impairments	13	Continuum of Care Units	65
Accessible Units for Sensory Impairments	2		

### Use the City of Austin GIS Map to Answer the questions below

- 16) Is the property within 1/2 mile of an Imagine Austin Center or Corridor? Yes
- 17) Is the property within 1/4 mile of a High-Frequency Transit Stop? No
- 18) Is the property within 3/4 mile of Transit Service? Yes
- 19) The property has Healthy Food Access? No

### 20) Estimated Sources and Uses of funds

<u>Sources</u>	
Debt	7,342,600
Equity	10,335,707
Grant	
Other	3,000,000
Deferred Developer Fee	968,729
<b>Previous AHFC Funding</b>	
<b>Current AHFC Request</b>	<b>5,200,000</b>

<u>Uses</u>	
Acquisition	2,000,000
Off-Site	-
Site Work	908,551
Sit Amenities	
Building Costs	13,286,104
Contractor Fees	2,178,100
Soft Costs	3,228,094
Financing	2,299,497
Developer Fees	2,946,690

**Total \$ 26,847,036**

**Total \$ 26,847,036**

**CAIRN POINT AUSTIN AT SPRINGDALE  
AUSTIN, TEXAS**

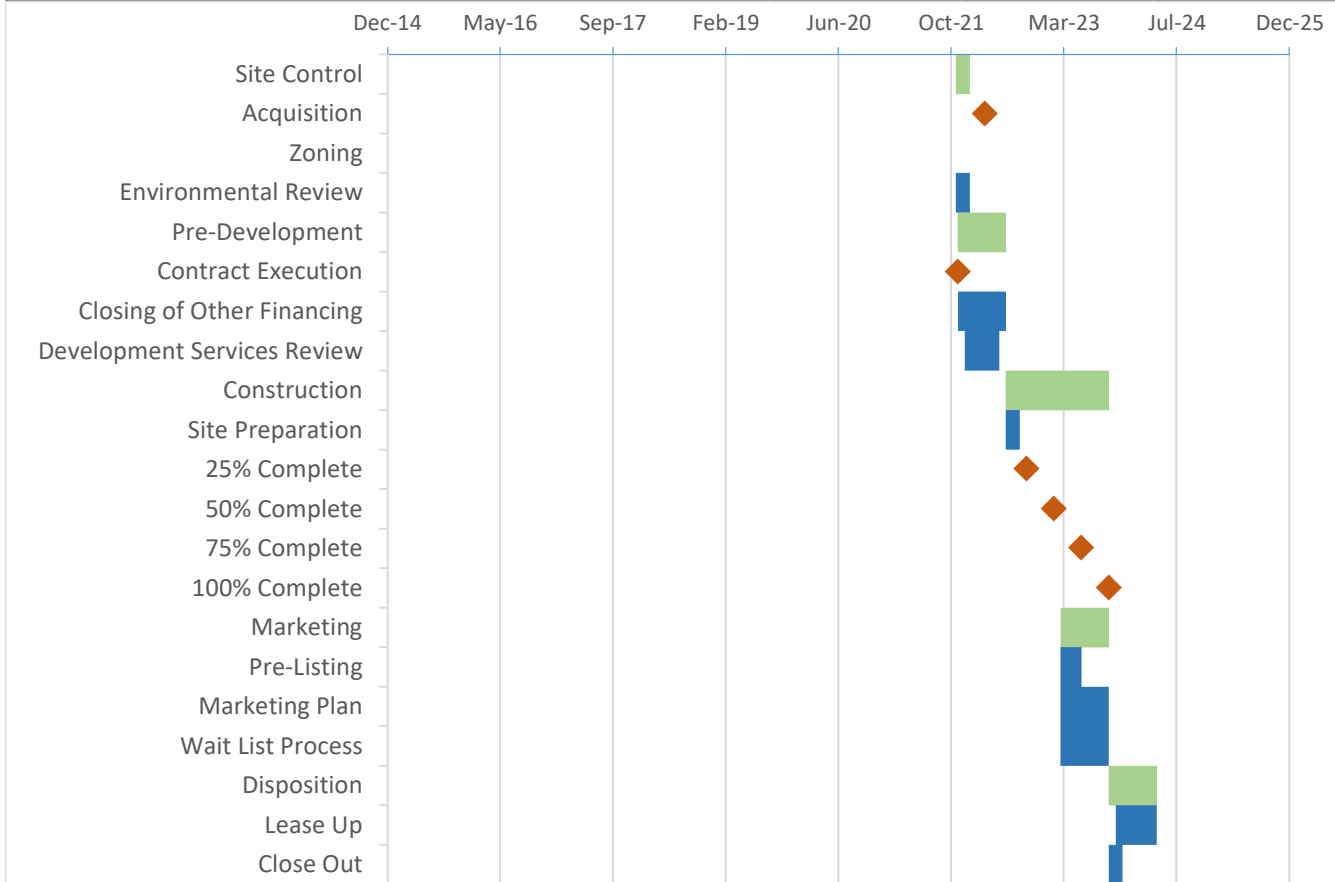
**APPLICATION TABS**

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**Tab A3 – Project Timeline**

## Development Schedule

	Start Date	End Date
<b>Site Control</b>	Nov-21	Jan-22
Acquisition	Mar-22	
Zoning	n/a	
Environmental Review	Nov-21	Jan-22
<b>Pre-Development</b>	Nov-21	Jul-22
Contract Execution	Nov-21	
Closing of Other Financing	Dec-21	Jul-22
Development Services Review	Jan-22	Jun-22
<b>Construction</b>	Jul-22	Oct-23
Site Preparation	Jul-22	Sep-22
25% Complete	Oct-22	
50% Complete	Feb-23	
75% Complete	Jun-23	
100% Complete	Oct-23	
<b>Marketing</b>	Mar-23	Oct-23
Pre-Listing	Mar-23	Jun-23
Marketing Plan	Mar-23	Oct-23
Wait List Process	Mar-23	Oct-23
<b>Disposition</b>	Oct-23	May-24
Lease Up	Nov-23	May-24
Close Out	Oct-23	Dec-23



**CAIRN POINT AUSTIN AT SPRINGDALE  
AUSTIN, TEXAS**

**APPLICATION TABS**

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**Tab A4 – Development  
Budget**



## Development Budget

	Total Project Cost	Requested AHFC Funds	Description
<b>Pre-Development</b>			
Appraisal	7,500		
Environmental Review	10,000		
Engineering	247,927		
Survey	10,000		
Soil Reports	15,000		
Market Study	8,000		
Tax Credit App Fees/Pursuit Costs	33,900		
Architectural	715,000	300,000	
<b>Subtotal Pre-Development Cost</b>	\$1,047,327	\$300,000	
<b>Acquisition</b>			
Site and/or Land	2,000,000	2,000,000	
Structures			
Other (specify)			
<b>Subtotal Acquisition Cost</b>	\$2,000,000	\$2,000,000	
<b>Construction</b>			
Infrastructure			
Site Work	908,551		
Demolition			
Concrete	418,778		
Masonry	554,963		
Woods Plastics and Composites	4,200,348		
Metals	40,600		
Waterproofing and Insulation	984,131		
Roofing and Sheet Metal			
Plumbing/Hot Water	1,516,933		
HVAC/Mechanical	894,767		
Electrical	1,193,024		
Doors/Windows/Glass	580,526		
Lath and Plaster/Drywall and Acoustical	1,288,493		
Tiel Work			
Soft and Hard Floor			
Paint/Decorating/Blinds/Shades	34,417		
Specialties/Special Equipment	436,748		
Cabinetry/Appliances			
Conveying Systems	362,721		
Builders Overhead/Profit/GR/P&P Bonds	2,178,100		
Construction Contingency	779,655	1,900,000	
<b>Subtotal Construction Cost</b>	\$16,372,755	\$1,900,000	
<b>Soft &amp; Carrying Costs</b>			
Legal	300,000		
Audit/Accounting	55,000		
Title/Recordin	160,000		
Architectural (Inspections)	71,500		
Construction Interest	1,367,308		
Construction Period Insurance	150,000		
Construction Period Taxes	0		
Relocation	0		
Marketing	45,500		
Davis-Bacon Monitoring	0		
Developer Fee	2,946,690		
Financing Fees, Soft Costs, Reserves	2,330,956	1,000,000	
<b>Subtotal Soft &amp; Carrying Costs</b>	\$7,426,954	\$1,000,000	
<b>TOTAL PROJECT BUDGET</b>	\$26,847,036	\$5,200,000	

**CAIRN POINT AUSTIN AT SPRINGDALE  
AUSTIN, TEXAS**

**APPLICATION TABS**

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**Tab A5 – Operating  
Proforma**

## 15 Year Rental Housing Operating Pro Forma (RHDA)

*The pro forma should be based on the operating income and expense information for the base year (first year of stabilized occupancy using today's best estimates of market rents, restricted rents, rental income and expenses), and principal and interest debt service. The Department uses an annual growth rate of 2% for income and 3% for expenses. Written explanation for any deviations from these growth rates or for assumptions other than straight-line growth made during the proforma period should be attached to this exhibit.*

INCOME	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	YEAR 10	YEAR 15
POTENTIAL GROSS ANNUAL RENTAL INCOME	\$1,326,780	\$1,353,316	\$1,380,382	\$1,407,990	\$1,436,149	\$1,585,625	\$1,750,658
Secondary Income	\$1,918	\$1,956	\$1,995	\$2,035	\$2,076	\$2,292	\$2,531
POTENTIAL GROSS ANNUAL INCOME	\$1,328,698	\$1,355,272	\$1,382,377	\$1,410,025	\$1,438,225	\$1,587,917	\$1,753,189
Provision for Vacancy & Collection Loss	-\$99,652	-\$101,645	-\$103,678	-\$105,752	-\$107,867	-\$119,094	-\$131,489
Rental Concessions	\$0	\$0	\$0	\$0	\$0	\$0	\$0
EFFECTIVE GROSS ANNUAL INCOME	\$1,229,046	\$1,253,627	\$1,278,699	\$1,304,273	\$1,330,359	\$1,468,823	\$1,621,700
<b>EXPENSES</b>							
General & Administrative Expenses	\$63,100	\$64,993	\$66,943	\$68,951	\$71,020	\$82,331	\$95,444
Management Fee	\$66,339	\$68,329	\$70,379	\$72,490	\$74,665	\$86,557	\$100,344
Payroll, Payroll Tax & Employee Benefits	\$309,565	\$318,852	\$328,418	\$338,270	\$348,418	\$403,912	\$468,245
Repairs & Maintenance	\$89,580	\$92,267	\$95,035	\$97,886	\$100,823	\$116,882	\$135,498
Electric & Gas Utilities	\$68,000	\$70,040	\$72,141	\$74,305	\$76,535	\$88,725	\$102,856
Water, Sewer & Trash Utilities	\$41,000	\$42,230	\$43,497	\$44,802	\$46,146	\$53,496	\$62,016
Annual Property Insurance Premiums	\$52,000	\$53,560	\$55,167	\$56,822	\$58,526	\$67,848	\$78,655
Property Tax	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Reserve for Replacements	\$32,500	\$33,475	\$34,479	\$35,514	\$36,579	\$42,405	\$49,159
Other Expenses	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL ANNUAL EXPENSES	\$722,084	\$743,747	\$766,059	\$789,041	\$812,712	\$942,156	\$1,092,217
NET OPERATING INCOME	\$506,962	\$509,880	\$512,640	\$515,232	\$517,647	\$526,667	\$529,483
<b>DEBT SERVICE</b>							
First Deed of Trust Annual Loan Payment	\$422,466	\$422,466	\$422,466	\$422,466	\$422,466	\$422,466	\$422,466
Second Deed of Trust Annual Loan Payment	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Third Deed of Trust Annual Loan Payment	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other Annual Required Payment	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other Annual Required Payment	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>ANNUAL NET CASH FLOW</b>	\$84,496	\$87,414	\$90,174	\$92,766	\$95,181	\$104,201	\$107,017
<b>CUMULATIVE NET CASH FLOW</b>	\$84,496	\$171,910	\$262,084	\$354,850	\$450,031	\$948,486	\$1,476,532
<b>Debt Coverage Ratio</b>	1.20	1.21	1.21	1.22	1.23	1.25	1.25

**CAIRN POINT AUSTIN AT SPRINGDALE  
AUSTIN, TEXAS**

**APPLICATION TABS**

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**Tab A6 – Scoring Sheet**

Project Name	Point Austin at Springdale	
Project Type	100% Affordable	
Council District	District 1	
Census Tract	21.07	
Prior AHFC Funding	\$0	
Current AHFC Funding Request Amount	\$5,200,000	
Estimated Total Project Cost	\$26,847,036	
High Opportunity	No	
High Displacement Risk	YES	
High Frequency Transit	No	
Imagine Austin	Yes	
Mobility Bond Corridor	0	
SCORING ELEMENTS		Description
UNITS		
< 20% MFI	0	# of rental units at < 20% MFI
< 30% MFI	20	# of rental units at < 30% MFI
District Goal	12%	% of City's affordable housing goal
High Opportunity	FALSE	% of City's affordable housing goal for high opportunity areas
Displacement Risk	28%	% of City's affordable housing goal to reduce displacement
High Frequency Transit	0%	% of City's affordable housing goal near high frequency transit
Imagine Austin	18%	% of City's affordable housing goal in imagine austin corridors
Geographic Dispersion	0%	% of City's affordable housing goal to increase geographic dispersion
Mobility Bond Corridor	0%	% of City's affordable housing goal within mobility bond corridors
SCORE	6	% of annual goal * units * 50%, max of 75
< 40% MFI	20	# of rental units at < 40% MFI
< 50% MFI	25	# of rental units at < 50% MFI
District Goal	12%	% of City's affordable housing goal
High Opportunity	FALSE	% of City's affordable housing goal for high opportunity areas
Displacement Risk	28%	% of City's affordable housing goal to reduce displacement
High Frequency Transit	0%	% of City's affordable housing goal near high frequency transit
Imagine Austin	18%	% of City's affordable housing goal in imagine austin corridors
Geographic Dispersion	0%	% of City's affordable housing goal to increase geographic dispersion
Mobility Bond Corridor	0%	% of City's affordable housing goal within mobility bond corridors
SCORE	7	% of annual goal * units * 25%, max of 75
< 60% MFI	0	# of units for purchase at < 60% MFI
District Goal	12%	% of City's affordable housing goal
High Opportunity	FALSE	% of City's affordable housing goal for high opportunity areas
Displacement Risk	28%	% of City's affordable housing goal to reduce displacement
High Frequency Transit	0%	% of City's affordable housing goal near high frequency transit
Imagine Austin	18%	% of City's affordable housing goal in imagine austin corridors
Geographic Dispersion	0%	% of City's affordable housing goal to increase geographic dispersion
Mobility Bond Corridor	0%	% of City's affordable housing goal within mobility bond corridors
SCORE	0	% of annual goal * units * 50%, max of 75
< 80% MFI	0	# of units for purchase at < 80% MFI
District Goal	12%	% of City's affordable housing goal
High Opportunity	FALSE	% of City's affordable housing goal for high opportunity areas
Displacement Risk	28%	% of City's affordable housing goal to reduce displacement
High Frequency Transit	0%	% of City's affordable housing goal near high frequency transit
Imagine Austin	18%	% of City's affordable housing goal in imagine austin corridors
Geographic Dispersion	0%	% of City's affordable housing goal to increase geographic dispersion
Mobility Bond Corridor	0%	% of City's affordable housing goal within mobility bond corridors
SCORE	0	% of annual goal * units * 25%, max of 75
Unit Score	12	MAXIMUM SCORE = 300
INITIATIVES AND PRIORITIES		
Continuum of Care	65	Total # of units provided up to 100 per year
Continuum of Care Score	10	(total CoC Units/100 + HF Units/50)*20
Access to Healthy Food	No	Within 1 Mile of Healthy Food (City GIS)
Continuum of Care Weighted Score	5	Mobility, Access to Jobs, Community Institutions, Social Cohesion
2 Bedroom Units	0	Total Affordable 2 Bedroom units
3 Bedroom Units	0	Total Affordable 3 Bedroom units
4 Bedroom Units	0	Total Affordable 4+ Bedroom units
Multi-Generational Housing Score	0	Multi-bedroom Unit/Total Units * 20
TEA Grade	80	Elementary School Rating from TEA
Multi-Generational Housing Weighted Score	0	Educational Attainment, Environment, Community Institutions, Social Cohesion, E
Accessible Units	15	mobility and sensory units
Non-PSH, Non-Voucher Under 20% MFI	0	Total units under 20% MFI
Accessibility Score	5	Accessible Unit/Total Units * 20
Metro Access Service	Yes	Within 3/4 mile of fixed route transit
Accessibility Weighted Score	1	Housing Stability, Health, Mobility, Community Institutions
Initiatives and Priorities Score	20	MAXIMUM SCORE = 200
UNDERWRITING		
AHFC Leverage	39%	% of total project cost funded through AHFC request
Leverage Score	9	3 points per 5% reduction in leverage below 50% (max 30)
AHFC Per Unit Subsidy (including prior amounts)	\$80,000	Amount of assistance per unit
Subsidy per unit score	15	(\$200,000 - per unit subsidy)*25/\$200,000
AHFC Per Bedroom Subsidy	\$80,000	Amount of assistance per bedroom
Subsidy per Bedroom Score	15	(\$200,000 - per bedroom subsidy)*25/\$200,000
Debt Coverage Ratio (Year 5)	1.23	Measured at the 5 Year mark
Debt Coverage Ratio Score	22.52977378	Minimum = 1.0; Maximum = 1.5; 1.25 = best score
Underwriting Score	62	MAXIMUM SCORE = 100
APPLICANT		
FINAL QUANTITATIVE SCORE	94	THRESHOLD SCORE = 50
Previous Developments		
Compliance Score		
Proposal		
Supportive Services		
Development Team		
Management Team		
Notes		

**CAIRN POINT AUSTIN AT SPRINGDALE  
AUSTIN, TEXAS**

**ATTACHMENT TABS**

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**Attachment 1 – Entity Information**

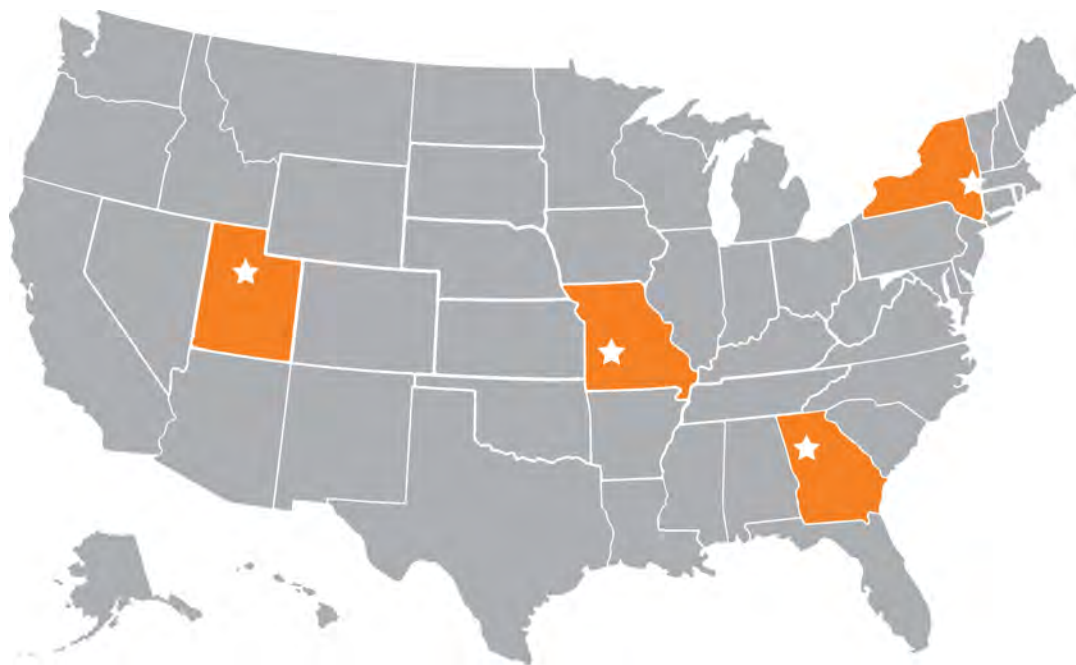
**1a. Detailed listing of developer's  
experience**



**THE VECINO GROUP**

Development for the greater good.





**Formed in 2011**, the Vecino Group manages all development and operations through our four National hubs:

- **Springfield, Missouri - Midwest**
- **Atlanta, Georgia - Southeast Region**
- **Troy, New York - Eastern Region**
- **Salt Lake City Utah - Western Region**

Each hub uses locally-minded attention-to-detail and community connectivity to help bring each development to life.





Collectively, the Vecino Group has produced  
**61 unique developments**  
in communities across 14 different States.



**RICK MANZARDO** - *Vecino Group; President / Principal* Rick's responsibilities include preparation and analysis of financial feasibility studies, overseeing construction budgeting and collaborating with nonprofits on affordable projects. From project inception to completion, Rick is integral to the process in working with the state, stakeholders, partners and the community. Rick has overseen Affordable and Supportive development for the Vecino Group for the last 6 years, working with the development team in over a dozen states.

## EXPERIENCE

### 2012–PRESENT **President**

#### THE VECINO GROUP

Leads team of talented LIHTC developers, researching possible states to enter and advise on development details. Reviews development proposals and applications as well as use industry experience and strategy to help guide our team. Works with syndicators, lenders, state agencies and internal team on developments, from inception to completion. Advises on financial underwriting to all development lines.

### 1998–2012 **Trader/Owner**

#### PRIVATE INVESTMENT FIRM

Actively traded using arbitrage strategy, with hundreds of intraday trades, and annual trade volume in excess of \$1 billion. Responsible for all stock selection and trades, research and overall strategy.

## SKILLS

- > Underwriting
- > Strategic Planning
- > Budget Management
- > Leadership
- > Contract Negotiation
- > Developer of strategic partnerships with stakeholders

## ACCOMPLISHMENTS

- 15 years of real estate development
- 10 historic redevelopments
- 9 states with LIHTC experience

## EDUCATION

### Business Administration & Economics

DRURY UNIVERSITY

### Master of Business Administration in Finance

MISSOURI STATE UNIVERSITY



**SHARON GUEST** - *Vecino Group; President, Affordable Housing* As a 20+ year veteran in the affordable housing arena Sharon has been involved in the financing and development of more than 45 affordable housing projects with total development costs exceeding \$550,000,000. In her role, she oversees the strategic direction and operation of all Vecino Group Affordable Housing on a national level. She also provides advisory services for non-profits seeking to do development in a dozen states.

## EXPERIENCE

- |                     |   |
|---------------------|---|
| <b>2019–PRESENT</b> | <p><b>President Affordable Housing</b><br/>THE VECINO GROUP</p> <p>Leads and oversees strategic development of affordable housing in the southeast region of the US, as well as uses industry experience to guide our team. Works with syndicators, lenders, federal &amp; state agencies and internal team on developments, from inception to completion.</p>  |
| <b>2016–2019</b>    | <p><b>Senior Vice President</b><br/>THE BENOIT GROUP, LLC</p> <p>Oversaw the real estate development operations in the southeast division. Closed four 4% LIHTC/Tax-exempt bond/FHA transactions in under 3 years, totaling more than \$120MM in total development costs.</p>   |
| <b>2011–2016</b>    | <p><b>President/Vice President</b><br/>HOUSING DEVELOPMENT CORPORATION OF DE KALB/HOUSING AUTHORITY OF DE KALB</p> <p>Served dual roles, Vice-President of the Housing Authority of DeKalb County and President of the Housing Development Corporation of DeKalb County, the non-profit arm of the Authority. Provided strategic direction for all real estate transactions for the Housing Authority, including the repositioning of assets and converting the Authority's portfolio of public housing units to RAD. The Authority's conversion was the 2nd RAD closing in the country and the first of its size, to convert all its</p> |

## SKILLS

- > Strategic/Master Planning
- > Development Project Management
- > Real estate financing to include public & private funding
- > Public & Private Partnerships
- > Operations and Personnel Management
- > Community Engagement/Development

## EDUCATION

- Bachelor of Arts in Speech Communications**  
THE UNIVERSITY OF GEORGIA
- ULI Center for Leadership**  
CLASS OF 2020





**HEATHER BRADLEY-GEARY, MSW** - *Vecino Group; Director / Supportive Housing* Heather's ultimate goal in life? End homelessness, period. Prior to the Vecino Group, Heather established the Community Initiatives Department at Missouri Housing Development Commission (MHDC). During her time at MHDC, Missouri was one of only five states to decrease homelessness by 15% statewide. Since then, Heather has taken her goal nationwide. Heather serves on the National Board of Social Workers, Greater Kansas City Coalition to End Homelessness, and SAVE, Inc. Boards. In addition, she teaches Social Policy at The University of Kansas.

## EXPERIENCE

- |              |  |
|--------------|--|
| 2014–PRESENT | <p><b>Director of Supportive Housing</b><br/>THE VECINO GROUP</p> <p>Collaborate with non-profits, private funders, and government officials to secure funding to develop permanent supportive housing for persons who are homeless. Responsible for lead community meetings in relation to supportive housing initiatives, complete housing applications to secure funding and provide presentations and education on homelessness.</p>               |
| 2017–PRESENT | <p><b>Adjunct Professor,<br/>School of Social Welfare</b><br/>THE UNIVERSITY OF KANSAS</p> <p>Provide instruction to social work candidates, with special concentration on social policy.</p>  |
| 2006–2014    | <p><b>Community Initiatives Manager</b><br/>MISSOURI HOUSING DEVELOPMENT COMMISSION</p> <p>Oversee homeless assistance programs for the state of Missouri (\$20 million annually), including Housing Trust Fund, Continuum of Care, Homeless Management Information System, Housing First and Emergency Solutions Grant. As well as oversee supportive housing initiative in relation to low-income housing tax credits (\$13.5 million annually).</p> |

## SKILLS

- |  |   |
|--|---|
| <ul style="list-style-type: none"> <li>&gt; Accomplished presenter</li> <li>&gt; Leader &amp; Educator</li> <li>&gt; Community &amp; Economic development</li> </ul> | <ul style="list-style-type: none"> <li>&gt; Coordination &amp; Subcontracting</li> <li>&gt; Marketing</li> <li>&gt; Program development &amp; Community organizing</li> </ul> |
|--|---|

## PUBLIC SERVICE

- Board Member  
SAVE, INC
- Executive Committee Board Member  
NATIONAL ASSOCIATION OF SOCIAL WORKERS
- Appointed Board Member  
COUNCIL ON YOUTH HOMELESSNESS
- Executive Board Member & Grants Committee Co-Chair  
GREATER KANSAS CITY COALITION TO END HOMELESSNESS
- Missouri Legislative Captain  
NATIONAL ALLIANCE TO END HOMELESSNESS

## EDUCATION

- Master's of Social Work**  
THE UNIVERSITY OF KANSAS
- Bachelor of Fine Arts in Music Therapy**  
UNIVERSITY OF MISSOURI

## DEVELOPMENT

Project name	City	State	Type	Total Units	Afford. Units	Total Develop. Cost	Completion
Ithaca Arthaus	Ithaca	NY	LIHTC	120	120	20,000,000	Jan. 2021
The Quarry	Potsdam	NY	LIHTC	59	58	25,000,000	Jun. 2021
Donald Lee Hollwell	Atlanta	GA	LIHTC	163	163	35,000,000	Jun. 2021
Georgia Wallace Apts.	Hawkinsville	GA	RAD	86	86	12,500,000	Jul. 2021

## DESIGN

Asteri Cedar City	Cedar City	UT	LIHTC	45	40	11,400,000	Oct. 2021
Cairn Point	Cedar City	UT	LIHTC	60	48	12,000,000	May 2021
Alhaven	Kansas City	MO	LIHTC	50	50	8,400,000	Aug. 2020
Eileen's Place	Kansas City	MO	LIHTC	60	60	10,500,000	Oct. 2021

## CONSTRUCTION

Libertad Glendale	Glendale	AZ	LIHTC	108	108	22,500,000	Oct. 2020
Freedom Springs	Colorado Springs	CO	LIHTC	50	50	14,300,000	Aug. 2020
Joplin Bungalows	Joplin	MO	LIHTC	20	20	4,600,000	Jan. 2020
Intrada Saratoga Springs	Saratoga Springs	NY	LIHTC	158	158	30,500,000	Mar. 2020
Muse™ Omaha	Omaha	NE	Student	247	-	32,000,000	Oct. 2019
Muse™ Bowling Green	Bowling Green	KY	Student	218	-	30,000,000	Aug. 2019
Mosaic Village	Cohoes	NY	LIHTC	68	68	15,600,000	Dec. 2019
444 River Lofts	Troy	NY	LIHTC	74	30	21,400,000	Jan. 2020
Libertad Des Moines	Des Moines	IA	LIHTC	40	40	13,200,000	Nov. 2019
Intrada El Reno	El Reno	OK	LIHTC	57	56	15,900,000	Oct. 2019
Libertad Elmira	Elmira	NY	LIHTC	91	90	22,900,000	Oct. 2019

## WARRANTY

Libertad Cedar City	Cedar City	UT	LIHTC	80	56	11,200,000	May 2019
Block 22	Pittsburg	KS	Public/Private	97	-	18,300,000	Aug. 2019
Bodhi Salt Lake	Salt Lake City	UT	LIHTC	80	60	13,500,000	Mar. 2018
Asteri Utica	Utica	NY	LIHTC	49	49	10,800,000	Jun. 2018
Intrada St. Louis	St. Louis	MO	LIHTC	56	50	11,200,000	May 2018
Talia	Springfield	MO	LIHTC	46	39	8,000,000	Mar. 2018
Cresco	Springfield	MO	Student	103	-	6,600,000	Dec. 2017

## OPERATIONS

Frisco Lofts	Springfield	MO	LIHTC	68	68	9,000,000	Apr. 2012
Freedom Place	St Louis	MO	LIHTC	68	68	11,000,000	Sep. 2014
The U	Springfield	MO	Student	103	-	20,000,000	Aug. 2014
The Sterling	Springfield	MO	Student	103	-	3,200,000	Aug. 2015
Sky Eleven	Springfield	MO	Student	103	-	14,000,000	Aug. 2015
Fulbright Springs I	Springfield	MO	LIHTC	36	36	4,200,000	Nov. 2010
Fulbright Springs II	Springfield	MO	LIHTC	35	35	4,500,000	Aug. 2011
Highland Ridge	Nixa	MO	LIHTC	50	50	3,000,000	Mar. 2012
Hudson Arthaus	Troy	NY	LIHTC	80	80	14,100,000	Dec. 2015

<b>Total Units</b>	<b>2931</b>	<b>1836</b>
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America is in a housing crisis. But together we have the power to change it.

There are currently 567,715 people who are homeless on any given night in the United States. Though the breakdown varies from state to state, essentially 17 out of every 10,000 people are living without housing—either in a shelter or on the street. Why? The reasons are diverse: income instability, illness and trauma, developmental challenges, PTSD—and more. But by recognizing and understanding this, cities and communities are steadily beginning to create positive momentum against homelessness.

**Supportive Housing is the solution.** Studies have revealed that supportive housing not only resolves homelessness and increases housing stability, but also improves health and lowers public costs by reducing the use of publicly-funded crisis services, including shelters, hospitals, psychiatric centers, jails and prisons. There are many different ways to develop supportive housing—but knowing how and what to develop for a neighborhood is key to success.

The Vecino Group is a company devoted to development for the greater good.

Every project we touch has to address a broader community issue, set an example, give back & inspire the people working on it with a greater sense of purpose. Since 2011, the Vecino Group has created development with a local-minded attention-to-detail and true community connectivity that brings each development to life. With a specific focus on Affordable and Supportive housing partnerships, our approach and expertise has successfully delivered homes—and a path toward a bright future—for people in more than a dozen states.



A family of communities, each as beautiful and unique as the residents who call it home.

Vecino believes that affordable and supportive housing should spark pride and joy as any market rate home. To help deliver on this we utilize a family of brands—each one inspired by the specific community it is designed to serve. Rest assured: our brands are not cookie-cutter. Though the name and philosophy are consistent, no two are alike. Each development is borne of the neighborhood where it will live—its history, culture and people.



Intrada™  
Transition-age Youth



Talia™  
Survivors of Domestic Violence



Freedom Springs™  
Veterans/Homelessness



Libertad™  
Families Suffering from or at Risk of Homelessness



Alhaven™  
Transition-age Youth living with HIV or AIDS



Bodhi™  
Persons with severe & persistent mental illness



Cairn Point™  
Seniors Experiencing or at Risk of Homelessness



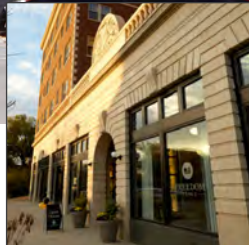
Asteri™  
Persons with Physical/ Developmental challenges



Arthaus™  
Emerging Artists



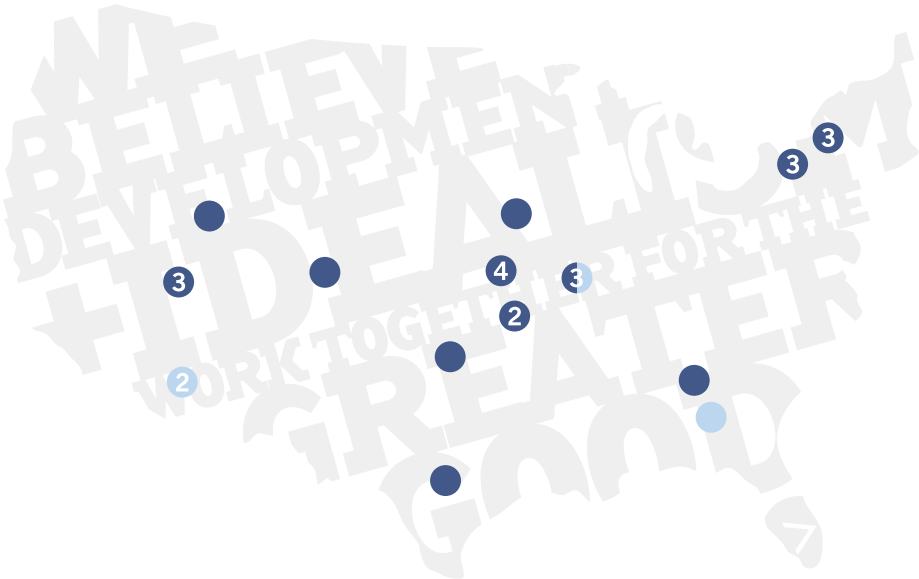
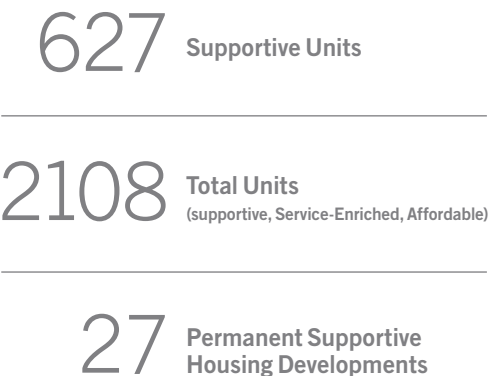
Espero™  
Individuals who experience chronic homelessness



“Vecino is a hardworking, well-prepared and strategic outfit, and were instrumental in identifying the resources necessary toward quality supportive services for the Veterans we aspire to serve.”

Brenton Huston  
Division Director of Veterans Services,  
Volunteers of America / Colorado

Our mission, by the numbers.



“ Having been a supportive housing provider in Kansas City, Missouri for 35 years SAVE, Inc. chose to develop two supportive housing projects in partnership with Vecino Group because of their support and belief in creating a community that provides supportive services as part of the entire development package. ”

Blaine Proctor  
Chief Executive Officer,  
SAVE Inc.

One development, one community at a time.

Development for the greater good is a team effort. Working together, we can be the difference for your community—so let’s do it. Contact Heather Bradley-Geary at (913) 905-9645 or [heather@vecinogroup.com](mailto:heather@vecinogroup.com) Find out more about Vecino and our work at [vecinogroup.com](http://vecinogroup.com)

Permanent Supportive Housing ●

Allhaven	Kansas City, MO
Asteri	Cedar City, UT
	Ithaca, NY
	Utica, NY
Bodhi	Kansas City, MO
	Salt Lake City, UT
Cairn Point	Cedar City, UT
Eileen’s Place	Kansas City, KS
Espero	Austin, TX
Freedom Place	St Louis, MO
Freedom Springs	Colorado Springs, CO
Intrada	El Reno, OK
	St Louis, MO
	Saratoga Springs, NY
	Atlanta, GA
Ithaca Arthaus	Ithaca, NY
Joplin Bungalows	Joplin, MO
Libertad	Cedar City, UT
	Des Moines, IA
	Elmira, NY
	Grandview, MO
Mosaic Village	Cohoes, NY
Talia	Springfield, MO

Service Enriched ●

Alumnus Gardens	St Louis, MO
Birdsong	Phoenix, AZ
Gillespie Gardens	Cordele, GA
Libertad	Glendale, AZ



**THE VECINO GROUP**  
Development for the greater good.

**CAIRN POINT AUSTIN AT SPRINGDALE  
AUSTIN, TEXAS**

**ATTACHMENT TABS**

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**Attachment 1 – Entity Information**

**1b. Certificate of Status**





## Office of the Secretary of State

### Certificate of Fact

The undersigned, as Deputy Secretary of State of Texas, does hereby certify that the document, Application for Registration for Vecino Bond Group, LLC (file number 802130054), a MISSOURI, USA, Foreign Limited Liability Company (LLC), was filed in this office on December 29, 2014.

It is further certified that the entity status in Texas is in existence.

In testimony whereof, I have hereunto signed my name officially and caused to be impressed hereon the Seal of State at my office in Austin, Texas on July 28, 2021.



A handwritten signature in black ink, appearing to read "Jose A. Esparza".

Jose A. Esparza  
Deputy Secretary of State

**CAIRN POINT AUSTIN AT SPRINGDALE  
AUSTIN, TEXAS**

**ATTACHMENT TABS**

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**Attachment 1 – Entity Information**

**1c. Statement of Confidence**



# CAPTAIN

Community Human Services

*Lifting people up. Building brighter futures.*

543 Saratoga Road, Glenville, NY 12302  
(p) 518.399.4624 • (f) 518.399.8663

5 Municipal Plaza, Suite 3, Clifton Park, NY 12065  
(p) 518.371.1185 • (f) 518.383.7997

[www.captaincares.org](http://www.captaincares.org)

August 4, 2021

Lori Rhodes  
CAPTAIN Community Human Services  
1 Freeman Lane  
Saratoga Springs, NY 12866

Subject: Reference for Vecino Group

To Whom It May Concern,

This letter is in reference to Vecino Group's experience and ability to effectively utilize Low Income Housing Tax Credits (LIHTC), tax-exempt bonds, and other sources of affordable housing financing. Vecino Group has developed 18 supportive housing communities in 7 states. Within Vecino Group's supportive housing portfolio lies 1196 units, effectively ending homelessness for 430 households.

Specific to the city of Saratoga Springs, NY, Vecino Group developed a 158-unit community, where 10 units are dedicated to the Supportive Housing For Homeless Youth Program through CAPTAIN Community Human Services. This community opened in November of 2019. The Vecino Group has been extremely supportive to CAPTAIN and has proven their ability to work with community partners, city officials, and neighborhoods to best serve the greater good.

If you have any questions, regarding this letter, please contact me at [Lori@captaincares.org](mailto:Lori@captaincares.org) or (518) 729-8489.

Sincerely,

*Lori Rhodes*

Program Director  
Runaway and Homeless Youth Programs

**CAPTAIN Community Human Services**  
1 Freeman Lane Saratoga Springs, NY 12866  
518-729-8489

[Lori@Captaincares.org](mailto:Lori@Captaincares.org)  
[www.captaincares.org](http://www.captaincares.org)

August 4, 2021

Jeri Erickson  
Volunteers of America Colorado  
1247 Santa Fe Dr.  
Denver, CO 80465

**Subject: Reference for Vecino Group**

To Whom it May Concern:

This letter is in reference to Vecino Group's experience and ability to effectively utilize Low-Income Housing Tax Credits (LIHTC), tax-exempt bonds, and other sources of affordable housing financing.

Vecino Group's experience includes the development of a 50 unit project, Freedom Springs, in Colorado Springs, Colorado for low-income Veterans and their families. This community opened in October 2020.

Vecino Group has proven their ability to work with various community partners, city officials, and homeless services providers to serve people experiencing homelessness. If you have any questions regarding this letter, please reach out at 970-593-2255 or [jerickson@voacolorado.org](mailto:jerickson@voacolorado.org)

Sincerely,



Jeri Erickson  
Sr. Director, Veteran & Supportive Services  
Volunteers of America Colorado



August 3, 2021

James May  
City of Austin  
Neighborhood Housing and Community Development  
1000 East 11th Street  
Austin, Texas 78702

Subject: Reference for Vecino Group

Dear Mr. May:

This letter is in reference to Vecino Group's experience and ability to effectively utilize Low Income Housing Tax Credits (LIHTC), tax-exempt bonds, and other sources of affordable housing financing.

Vecino Group has developed 18 supportive housing communities in 7 states. Within Vecino Group's supportive housing portfolio lies 1196 units, effectively ending homelessness for 430 households.

Specific to the municipality of Iron County, UT, Vecino Group developed an 80-unit integrated mixed-use community that opened in 2019 and was fully leased in under 45 days. Currently, Carin Point - a 60 unit community dedicated to seniors, is under construction and Asteri, a community dedicated to seniors exiting homelessness, with developmental disabilities, or with a long-term mobility impairment, is under development.

Vecino Group has proven their ability to work with community partners, city officials, and neighborhoods to best serve the greater good. If you have any questions, regarding this letter, please contact me at [peggyg@careandshare-ut.org](mailto:peggyg@careandshare-ut.org) or (435) 586-4962.

Sincerely,

A handwritten signature in black ink, appearing to read "Peggy Green", with a long horizontal flourish extending to the right.

Peggy Green  
Executive Director

**PROVIDING AN EXIT FROM CRISIS & A PATHWAY TO SELF-SUFFICIENCY**  
FOOD BANK/PANTRY – EMERGENCY SHELTER – HOUSING ASSISTANCE - CASE MANAGEMENT  
222 WEST 900 NORTH – PO BOX 2241 – CEDAR CITY, UTAH 84721 OFFICE: (435) 586-4962 – FAX (435) 865-1662  
**A PRIVATE 501(C)(3) NON-PROFIT CHARITABLE ORGANIZATION**



## El Paso County Housing Authority

**Crystal LaTier, Executive Director**  
719-520-6484  
Economic Development Department  
Nine East Vermijo Avenue  
Colorado Springs, CO 80903  
[www.elpasoco.com](http://www.elpasoco.com)

**Housing Authority Commissioners**  
Jack Beuse, Chair  
Martie Stott, Vice Chair  
Beth Diana  
Greg Basham  
Steve Posey

August 3, 2021

James May  
City of Austin  
Neighborhood Housing and Community Development  
1000 East 11th Street  
Austin, Texas 78702

**Subject: Reference for Vecino Group**

Dear Mr. May:

This letter is in reference to Vecino Group's experience and ability to effectively utilize Low Income Housing Tax Credits (LIHTC), tax-exempt bonds, and other sources of affordable housing financing.

Vecino Group has developed 18 supportive housing communities in 7 states. Within Vecino Group's supportive housing portfolio lies 1196 units, effectively ending homelessness for 430 households.

Specific to the municipality of El Paso County, CO, Vecino Group developed a 50-unit community dedicated to Veterans who are formerly homeless. This community opened in late 2020.

We worked closely with the Vecino Group, as they were an award recipient of our competitive local housing trust fund program, and the development is within our jurisdiction. Vecino Group has proven their ability to work with community partners, city officials, and neighborhoods to best serve the greater good. If you have any questions, regarding this letter, please contact me at [crystallatier@elpasoco.com](mailto:crystallatier@elpasoco.com) or (719) 520-6484.

Sincerely,

A handwritten signature in cursive script that reads "Crystal LaTier".

Crystal LaTier  
El Paso County Housing Authority Executive Director



## El Paso County Housing Authority

**Crystal LaTier, Executive Director**  
719-520-6484  
Economic Development Department  
Nine East Vermijo Avenue  
Colorado Springs, CO 80903  
[www.elpasoco.com](http://www.elpasoco.com)

**Housing Authority Commissioners**  
Jack Beuse, Chair  
Martie Stott, Vice Chair  
Beth Diana  
Greg Basham  
Steve Posey

August 3, 2021

James May  
City of Austin  
Neighborhood Housing and Community Development  
1000 East 11th Street  
Austin, Texas 78702

**Subject: Reference for Vecino Group**

Dear Mr. May:

This letter is in reference to Vecino Group's experience and ability to effectively utilize Low Income Housing Tax Credits (LIHTC), tax-exempt bonds, and other sources of affordable housing financing.

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We worked closely with the Vecino Group, as they were an award recipient of our competitive local housing trust fund program, and the development is within our jurisdiction. Vecino Group has proven their ability to work with community partners, city officials, and neighborhoods to best serve the greater good. If you have any questions, regarding this letter, please contact me at [crystallatier@elpasoco.com](mailto:crystallatier@elpasoco.com) or (719) 520-6484.

Sincerely,

A handwritten signature in cursive script that reads "Crystal LaTier".

Crystal LaTier  
El Paso County Housing Authority Executive Director





**HOUSING  
CONNECT**

3595 South Main Street,  
Salt Lake City, UT 84115

[www.housingconnect.org](http://www.housingconnect.org)

O: 801-284-4400

TDD: 801-284-4407

F: 801-284-4406

Reasonable Accommodations:  
801-284-4439

August 2, 2021

*RE: Vecino Group Letter of Reference*

To Whom It May Concern,

On behalf of Housing Connect (formerly, the Housing Authority of the County of Salt Lake), I am writing this letter of reference for the Vecino Group, and my intent is to share Housing Connect's experience in working with them on an affordable housing project here in Salt Lake City. The Vecino Group is a national development company—one of whose four offices is located here in Salt Lake—with current projects across Utah.

Housing Connect's mission is to connect people and communities to quality affordable housing opportunities while promoting self-sufficiency and neighborhood revitalization. The Bodhi apartments in Salt Lake City are an affordable housing development with a focus on homeless individuals and families and individuals with a mental health disability. Housing Connect and the Vecino Group worked on this project together, and it is a prime example of partnerships between private developers, city, county and state officials, and various service groups.

Today, Bodhi is an important resource for the city. It combines affordable housing with supportive housing and on-site services. In our personal experience, the Vecino Group exceeded expectations throughout the development process and into the property management phase of the project.

Housing Connect is pleased to offer this letter of reference. You are welcome to reach out to me using my contact information below, should you have any questions.

Sincerely,

Janice Kimball  
Chief Executive Officer  
(801) 284-4423  
[jjkimball@housingconnect.org](mailto:jjkimball@housingconnect.org)





# **Economic Opportunity Program, Inc.**

*Strengthening the fabric of our community*

Main Office:  
650 Baldwin Street  
Elmira, NY 14901  
Phone (607) 734-6174  
Fax (607) 733-8126

Schuyler County Office:  
203 12th Street  
Watkins Glen, NY 14891  
Phone (607) 535-2468  
Fax (607) 535-9859

[www.cseop.org](http://www.cseop.org)

[www.facebook.com/EconomicOpportunityProgram](https://www.facebook.com/EconomicOpportunityProgram)

August 2, 2021

Services

James May  
City of Austin  
Neighborhood Housing and Community Development  
1000 East 11<sup>th</sup> Street  
Austin, Texas 78702

Birth to Five School  
Readiness Program

Center of Excellence  
(New Day Program)

Subject: Reference for Vecino Group

Dear Mr. May,

Community Food for Jobs  
Program & Bistro

This letter is in reference to the Vecino Group's experience and capacity to utilize Low Income Housing Tax Credits (LIHTC), tax-exempt bonds, and other sources of affordable housing financing.

Energy Services Bureau

Ernie Davis Community  
Center

Vecino Group's experience includes development of Libertad Elmira which consist of 91 housing units. In partnership with the Economic Opportunity Program Inc. the project that initiated the partnership was a submission of the proposal to provide supportive care services for 20 Homeless Veterans at the Libertad Elmira location.

Family Support Services

In addition the partnership included the ability to create other supportive spaces in the complex such as exercise room, a community room, a small conference room and library for all residents.

Libertad-Elmira Veteran and  
Family Program

Literacy Volunteers of  
Chemung & Schuyler  
Counties

Vecino Group has proven their ability to work with community partners, city officials and neighborhoods to best serve the community and align with the needs of that community. If you have any further questions, please contact me at 607-734-6174 Ex. 206

Sincerely

DocuSigned by:

52CB0A61B0404BB...

Andrea J. Ogunwumi, CEO



August 3, 2021

James May  
City of Austin  
Neighborhood Housing and Community Development  
1000 East 11<sup>th</sup> Street  
Austin TX 78702

Mr. May,

This letter is in reference to Vecino Group's experience and capacity to utilize Low Income Housing Tax Credits (LIHTC) tax exempt bonds and other sources of affordable housing financing.

Vecino Group's experience includes development of 18 supportive housing communities in seven states. Their supportive housing portfolio include 1,196 units and helping end homelessness for 430 households.

Specifically here in Kansas City, Missouri, SAVE, Inc. has partnered with Vecino Group to develop Alhaven, a 50 – unit community dedicated to transition aged youth with an HIV/AIDS diagnosis. This community will open this week.

Vecino Group has proven their ability to work with community partner, city officials and neighborhoods to best serve the greater good and is the reason we have chosen to partner with them on three more affordable housing communities in Kansas City.

If you have any questions or need more information, please contact me at [bproctor@saveinckc.org](mailto:bproctor@saveinckc.org) or 816-531-8340, ext. 220.

Sincerely

Blaine Proctor  
Chief Executive Officer  
SAVE, Inc.

**CAIRN POINT AUSTIN AT SPRINGDALE  
AUSTIN, TEXAS**

**ATTACHMENT TABS**

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**Attachment 2 – Principals Info**

**2a. Resumes of principals**



**J. MATTHEW MILLER - VECINO GROUP;** *Chief Executive Officer* Matt is the CEO of the Vecino Group. Matt spent the first twenty years of his career focused on urban redevelopment before landing on his favorite project yet; co-founding the Vecino Group and growing it into a national company. Matt has successfully competed over 85 real estate deals. With a passion for unconventional business approaches, a knack for strategy, and a genuine enjoyment of providing opportunity, Matt sees no limit to the good the VG can achieve.

## EXPERIENCE

2011–  
PRESENT

### Chief Executive Officer

VECINO GROUP

Responsible for leading the development and execution of the company. Manages the overall operations and resources of the company as well as sets goals and strategy and provides overall vision.

2008–  
PRESENT

### Developer/Owner

MATT MILLER COMPANY

Worked with small team to develop multiple community development projects in Springfield Missouri—including an integral role in the growth and revitalization of the downtown area.

## SKILLS

- > Analytical Thinking
- > Budget Management
- > Real Estate Development
- > Strategic Planning
- > Leadership
- > Community Development

### ACCOMPLISHMENTS

20 years of development experience  
85 deals closed  
6 LIHTC Deals  
10 non-profit board positions

## EDUCATION

### Bachelors in Political Science & Russia Area Studies

UNIVERSITY OF MISSOURI

### Minor in Photography

UNIVERSITY OF MISSOURI



**RICK MANZARDO** - *Vecino Group; President* Rick's responsibilities include preparation and analysis of financial feasibility studies, overseeing construction budgeting and collaborating with nonprofits on affordable projects. From project inception to completion, Rick is integral to the process in working with the state, stakeholders, partners and the community. Rick has overseen Affordable and Supportive development for the Vecino Group for the last 6 years, working with the development team in over a dozen states.

## EXPERIENCE

2012–  
PRESENT

### President

THE VECINO GROUP

Leads team of talented LIHTC developers, researching possible states to enter and advise on development details. Reviews development proposals and applications as well as use industry experience and strategy to help guide our team. Works with syndicators, lenders, state agencies and internal team on developments, from inception to completion. Advises on financial underwriting to all development lines.

1998–  
2012

### Trader/Owner

PRIVATE INVESTMENT FIRM

Actively traded using arbitrage strategy, with hundreds of intraday trades, and annual trade volume in excess of \$1 billion. Responsible for all stock selection and trades, research and overall strategy.

## SKILLS

- > Underwriting
- > Budget Management
- > Contract Negotiation
- > Strategic Planning
- > Leadership
- > Developer of strategic partnerships with stakeholders

## ACCOMPLISHMENTS

- 15 years of real estate development
- 10 historic redevelopments
- 9 states with LIHTC experience

## EDUCATION

### Business Administration & Economics

DRURY UNIVERSITY

### Master of Business Administration in Finance

MISSOURI STATE UNIVERSITY





**THE VECINO GROUP**  
Housing for the greater good.

**Kim Buche**

**CHIEF ADMINISTRATIVE OFFICER**

## ABOUT

Kim is the CAO of the Vecino Group. Kim is responsible for bringing deals from conception to successful completion. Her responsibilities include financial planning and analysis of potential projects, creating and maintaining relationships with the development team (bankers, investors/partners, consultants, professionals), overseeing the closing process, daily operations, and project compliance. Kim has a mind for dollars and cents, as well as an unending supply of common sense.

## EXPERIENCE

### 2011–PRESENT **Chief Administrative Officer**

THE VECINO GROUP

Oversees financial planning and record-keeping, as well as financial reporting. Aids the deal closing process and oversees asset management. Also manages human resource responsibilities for the company.

### 2005–2013 **Director of Operations**

MATT MILLER COMPANY

Worked with small team to develop multiple community development projects. Responsible for overseeing financial daily operations and maintaining relationships with investors. Aided the closing process for all developments.

## SKILLS

- > Financial Management
- > Contract Negotiation
- > Customer Service
- > Strategic Planning & Project Management
- > Leadership
- > Human Resources

## ACCOMPLISHMENTS

- 12 Historic Redevelopments
- 15 tax abatement distinctions successfully granted
- 5 types of tax credits utilized

## EDUCATION

### **High School Diploma**

LIVERMORE HIGH SCHOOL



HEATHER BRADLEY-GEARY - *Vecino Group; Director of Supportive Housing* Heather's life goal is to see the end of homelessness. She has spent her career working to that end. Prior to Vecino, Heather established the Community Initiatives Department at Missouri Housing Development Commission (MHDC), providing oversight of \$16 million dollars of homeless assistance annually. During her time at MHDC, Missouri was one of only 5 states to decrease family homelessness and decreased homelessness by 15% statewide. Heather sees permanent supportive housing as the best path to permanently eliminating homelessness, which is why she joined the Vecino Group.



## EXPERIENCE

- 2014–PRESENT**     **Supportive Housing Developer**  
THE VECINO GROUP
- Collaborate with non-profits, private funders, and government officials to secure funding to develop permanent supportive housing for persons who are homeless. Responsible for lead community meetings in relation to supportive housing initiatives, complete housing applications to secure funding and provide presentations and education on homelessness.
- 2017–PRESENT**     **Adjunct Professor, School of Social Welfare**  
THE UNIVERSITY OF KANSAS
- Provide instruction to social work candidates, with special concentration on social policy.
- 2006–2014**     **Community Initiatives Manager**  
MISSOURI HOUSING DEVELOPMENT COMMISSION
- Oversee homeless assistance programs for the state of Missouri (\$20 million annually), including Housing Trust Fund, Continuum of Care, Homeless Management Information System, Housing First and Emergency Solutions Grant. As well as oversee supportive housing initiative in relation to low-income housing tax credits (\$13.5 million annually).

## SKILLS

- > Accomplished presenter
- > Leader & Educator
- > Community & Economic development
- > Coordination & Subcontracting
- > Marketing
- > Program development & Community organizing

## PUBLIC SERVICE

- Board Member  
SAVE, INC
- Executive Committee Board Member  
NATIONAL ASSOCIATION OF SOCIAL WORKERS
- Appointed Board Member  
COUNCIL ON YOUTH HOMELESSNESS
- Executive Board Member & Grants Committee Co-Chair  
GREATER KANSAS CITY COALITION TO END HOMELESSNESS
- Missouri Legislative Captain  
NATIONAL ALLIANCE TO END HOMELESSNESS

## EDUCATION

- Master's of Social Work**  
THE UNIVERSITY OF KANSAS
- Bachelor of Fine Arts in Music Therapy**  
UNIVERSITY OF MISSOURI



**THE VECINO GROUP**  
Housing for the greater good.

## Mike Willemssen, PMP

PRESIDENT OF CONSTRUCTION

### ABOUT

With 10+ years of construction experience, Mike has served as project manager on numerous high-profile developments. He has significant experience on projects in multi-family housing, higher education, historic renovation, corporate operations and water/wastewater treatment. Mike is responsible for overseeing and leading the multi-state Vecino Construction team and delivering each project to a high standard. Not only is he ASHE certified, but is currently pursuing certification as a LEED Accredited Professional.

### EXPERIENCE

2018–PRESENT

#### President of Construction

THE VECINO GROUP

Operational oversight of all projects, including cost monitoring, schedule reviews and implementation of safety, quality and risk management programs. Mike maintains oversight of all project staff and subcontractors for contractual compliance while fostering relationships, development opportunities, growth and performance of the project team.

2009–2018

#### Senior Project Manager

U.W. MARX CONSTRUCTION

Responsible for preconstruction, construction, and closeout of \$50M/Year portfolio of construction projects. Projects ranging from new construction, renovation and rehabilitation and included municipal utilities, higher education work, K-12 School work, industrial and clean room work, affordable and market rate multifamily, and commercial/retail spaces.

### SKILLS

- > Contract Planning & Scheduling
- > Stakeholder Management
- > Budget Management
- > Project Documentation
- > Leadership
- > Procurement & Quality Control

### CERTIFICATIONS

30-Hour OSHA Outreach  
CONSTRUCTION SAFETY & HEALTH

ASHE  
HEALTHCARE CONSTRUCTION CERTIFICATE (HCC)

Project Management Professional  
PMP

Project Management Institute  
PMI

### EDUCATION

Bachelor of Science in Global Supply  
Management/Project Management

CLARKSON UNIVERSITY





**THE VECINO GROUP**  
Housing for the greater good.

## Baxter Reecer, AIA, NCARB

PRESIDENT OF ARCHITECTURE AND DESIGN

### ABOUT

Baxter is President of Architecture and Design at the Vecino Group—overseeing a team of architects, engineers, and designers, Baxter is responsible for developments nationwide. Multifamily. P3. Student. Commercial. Residential. With extensive knowledge in all phases of project completion, Baxter paves the way to make Vecino goals a reality.

### EXPERIENCE

**2019–PRESENT**    **President of Architecture and Design**

THE VECINO GROUP

Oversees team of architects and engineers through architectural planning, promotion and design for all Vecino projects. Responsibilities include involvement from early planning to project completion including research, setting goals, budgeting, engineering, design, planning and final development.

**2013–2018**    **Project Architect**

FENNELL PURIFOY ARCHITECTS

Worked on all phases of design and implementation in multi-family, private residential, library, commercial, civic, healthcare, and educational types. Managed projects including specifications, bidding, contract negotiation, jurisdiction approval, construction administration, and closeout.

### SKILLS

- > Understanding of history, cultural, and environmental concerns
- > Interpersonal skills to manage a complex project team
- > Analyze and critically assess problems to develop solutions
- > Technical understanding & implementation of building materials and elements
- > Proficient in technologies including: Revit, Autocad, Sketchup, Lumion, & Adobe Suite

### AFFILIATIONS

American Institute of Architects (AIA)

National Council of Architectural Registration Boards (NCARB)

Arkansas AIA Central Section Representative

Licensed in Arkansas

### EDUCATION

#### Bachelor of Architecture

DRURY UNIVERSITY - SPRINGFIELD, MO

**CAIRN POINT AUSTIN AT SPRINGDALE  
AUSTIN, TEXAS**

**ATTACHMENT TABS**

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**Attachment 2 – Principals Info**

**2b. Resumes of Development Team**



**THE VECINO GROUP**  
Housing for the greater good.

## DEVELOPMENT TEAM

The Vecino Group – in partnership with the Austin Housing Finance Corporation - has engaged the following high-quality development team to oversee the development of Cairn Point Austin at Springdale:

Development Team for Cairn Point Austin at Springdale	
<b>Lead Developer</b>	The Vecino Group Richard Manzardo 305 W. Commercial St. Springfield, MO 65803 (417) 720-1577 Rick@vecinogroup.com
<b>Co-Developer</b>	Austin Housing Finance Corporation Patrick Russell 1000 East 11 <sup>th</sup> Street, Suite 200 Austin, TX 78702
<b>Development and Financing Consultant</b>	True Casa Consulting, LLC Jennifer Hicks (512) 203-4417 jennifer@truecasa.net Texas HUB and WBE
<b>Architect</b>	Vecino Design, LLC Baxter Reecer (385) 273-3093 baxter@vecinogroup.com
<b>Engineer</b>	Civiltude LLC Fayez Kazi (512) 761-6161 fayez@civiltude.com
<b>General Contractor</b>	Vecino Construction, LLC Mike Willemsen (518) 514-8119 Mike@vecinogroup.com
<b>Attorney</b>	Spencer Fane LLP Shawn Whitney (417) 840-6550 swhitney@spencerfane.com
<b>Accountant</b>	Novogradac & Company LLP George F. Littlejohn (512) 349-3211 George.littlejohn@novoco.com



**THE VECINO GROUP**  
Housing for the greater good.

<b>Property Manager</b>	Alpha Barnes Hugh A. Cobb (972) 581-0854 hcobb@abres.com
<b>ESA Provider</b>	Phase Engineering, Inc. Diana Hendrick (713) 476-9844 Diana@phaseengineering.com
<b>Supportive Service Provider</b>	Family Eldercare Kent Herring (512) 628-0421 KHerring@familyeldercare.org

The assembled team brings together vast experience in real estate development, LIHTCs, affordable housing, local development and supportive housing.



## The Vecino Group is a company devoted to development for the greater good.

What does this mean? It means every project we touch must address a broader community need, set an example, give back, and inspire the people working on the project with a greater sense of purpose.

Across three main channels of development—affordable housing (including HUD-RAD housing authority conversion, permanent supportive housing, and general affordable housing), student housing, and public private partnerships—the Vecino Group believes in making the world a better place, one community, one real estate development at a time.

Our qualifications and experience are one and the same. As a vertically integrated company, the Vecino Group's in-house capabilities include development, design, engineering, construction, and asset management. Our team includes more than sixty seasoned professionals who are able to apply decades of applicable experience in an integrated, collaborative process.

The end result is a testimony to the impact qualified people can have when they work together to achieve purpose driven development.







**RICK MANZARDO** - *Vecino Group; President / Principal* Rick's responsibilities include preparation and analysis of financial feasibility studies, overseeing construction budgeting and collaborating with nonprofits on affordable projects. From project inception to completion, Rick is integral to the process in working with the state, stakeholders, partners and the community. Rick has overseen Affordable and Supportive development for the Vecino Group for the last 6 years, working with the development team in over a dozen states.

## EXPERIENCE

### 2012–PRESENT **President**

#### THE VECINO GROUP

Leads team of talented LIHTC developers, researching possible states to enter and advise on development details. Reviews development proposals and applications as well as use industry experience and strategy to help guide our team. Works with syndicators, lenders, state agencies and internal team on developments, from inception to completion. Advises on financial underwriting to all development lines.

### 1998–2012 **Trader/Owner**

#### PRIVATE INVESTMENT FIRM

Actively traded using arbitrage strategy, with hundreds of intraday trades, and annual trade volume in excess of \$1 billion. Responsible for all stock selection and trades, research and overall strategy.

## SKILLS

- > Underwriting
- > Strategic Planning
- > Budget Management
- > Leadership
- > Contract Negotiation
- > Developer of strategic partnerships with stakeholders

## ACCOMPLISHMENTS

- 15 years of real estate development
- 10 historic redevelopments
- 9 states with LIHTC experience

## EDUCATION

### Business Administration & Economics

DRURY UNIVERSITY

### Master of Business Administration in Finance

MISSOURI STATE UNIVERSITY



**SHARON GUEST** - *Vecino Group; President, Affordable Housing* As a 20+ year veteran in the affordable housing arena Sharon has been involved in the financing and development of more than 45 affordable housing projects with total development costs exceeding \$550,000,000. In her role, she oversees the strategic direction and operation of all Vecino Group Affordable Housing on a national level. She also provides advisory services for non-profits seeking to do development in a dozen states.

## EXPERIENCE

- |                     |   |
|---------------------|---|
| <b>2019–PRESENT</b> | <b>President Affordable Housing</b><br>THE VECINO GROUP<br>Leads and oversees strategic development of affordable housing in the southeast region of the US, as well as uses industry experience to guide our team. Works with syndicators, lenders, federal & state agencies and internal team on developments, from inception to completion.  |
| <b>2016–2019</b>    | <b>Senior Vice President</b><br>THE BENOIT GROUP, LLC<br>Oversaw the real estate development operations in the southeast division. Closed four 4% LIHTC/Tax-exempt bond/FHA transactions in under 3 years, totaling more than \$120MM in total development costs.   |
| <b>2011–2016</b>    | <b>President/Vice President</b><br>HOUSING DEVELOPMENT CORPORATION OF DE KALB/HOUSING AUTHORITY OF DE KALB<br>Served dual roles, Vice-President of the Housing Authority of DeKalb County and President of the Housing Development Corporation of DeKalb County, the non-profit arm of the Authority. Provided strategic direction for all real estate transactions for the Housing Authority, including the repositioning of assets and converting the Authority's portfolio of public housing units to RAD. The Authority's conversion was the 2nd RAD closing in the country and the first of its size, to convert all its |

## SKILLS

- |   |   |
|---|---|
| <ul style="list-style-type: none"><li>&gt; Strategic/Master Planning</li><li>&gt; Development Project Management</li><li>&gt; Real estate financing to include public &amp; private funding</li></ul> | <ul style="list-style-type: none"><li>&gt; Public &amp; Private Partnerships</li><li>&gt; Operations and Personnel Management</li><li>&gt; Community Engagement/Development</li></ul> |
|---|---|

## EDUCATION

- Bachelor of Arts in Speech Communications**  
THE UNIVERSITY OF GEORGIA  
**ULI Center for Leadership**  
CLASS OF 2020



**HEATHER BRADLEY-GEARY, MSW** - *Vecino Group; Director / Supportive Housing* Heather's ultimate goal in life? End homelessness, period. Prior to the Vecino Group, Heather established the Community Initiatives Department at Missouri Housing Development Commission (MHDC). During her time at MHDC, Missouri was one of only five states to decrease homelessness by 15% statewide. Since then, Heather has taken her goal nationwide. Heather serves on the National Board of Social Workers, Greater Kansas City Coalition to End Homelessness, and SAVE, Inc. Boards. In addition, she teaches Social Policy at The University of Kansas.

## EXPERIENCE

- 2014–PRESENT**     **Director of Supportive Housing**  
THE VECINO GROUP
- Collaborate with non-profits, private funders, and government officials to secure funding to develop permanent supportive housing for persons who are homeless. Responsible for lead community meetings in relation to supportive housing initiatives, complete housing applications to secure funding and provide presentations and education on homelessness.
- 2017–PRESENT**     **Adjunct Professor,  
School of Social Welfare**  
THE UNIVERSITY OF KANSAS
- Provide instruction to social work candidates, with special concentration on social policy.
- 2006–2014**     **Community Initiatives Manager**  
MISSOURI HOUSING DEVELOPMENT COMMISSION
- Oversee homeless assistance programs for the state of Missouri (\$20 million annually), including Housing Trust Fund, Continuum of Care, Homeless Management Information System, Housing First and Emergency Solutions Grant. As well as oversee supportive housing initiative in relation to low-income housing tax credits (\$13.5 million annually).

## SKILLS

- > Accomplished presenter
- > Leader & Educator
- > Community & Economic development
- > Coordination & Subcontracting
- > Marketing
- > Program development & Community organizing

## PUBLIC SERVICE

- Board Member  
SAVE, INC
- Executive Committee Board Member  
NATIONAL ASSOCIATION OF SOCIAL WORKERS
- Appointed Board Member  
COUNCIL ON YOUTH HOMELESSNESS
- Executive Board Member & Grants Committee Co-Chair  
GREATER KANSAS CITY COALITION TO END HOMELESSNESS
- Missouri Legislative Captain  
NATIONAL ALLIANCE TO END HOMELESSNESS

## EDUCATION

- Master's of Social Work**  
THE UNIVERSITY OF KANSAS
- Bachelor of Fine Arts in Music Therapy**  
UNIVERSITY OF MISSOURI



# Design/ Architecture

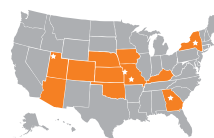
**OUR BACKGROUND** *Vecino Design* is a design collective of thought, talent, passion and action. We are a group with vast experience in investigation, collaboration and the creation of lasting solutions. *Vecino Design* has National expertise in both commercial and residential projects—specializing in affordable & supportive multifamily developments; student housing and public private partnerships.

**WHY WE SUCCEED** Architecture and design is our medium; our goal: to spark profound lasting positive change within a community. This is the deciding factor in how we design and manage our work—and can determine whether or not we choose to pursue a project in the first place.

*Vecino Design* approaches each project as a unique experience. We dig deep to discover the core needs and desires of the residents/occupants. We access the influences, character and concerns of the surrounding neighborhood—as well as the greater municipality. By having more conversations with a broader scope of stakeholders, our projects are more successful and fulfilling for all involved. We keep dialogue open throughout the process, allowing the design to grow and flourish. Every line we draw and each space created is informed by individuals, and the work is better for it.

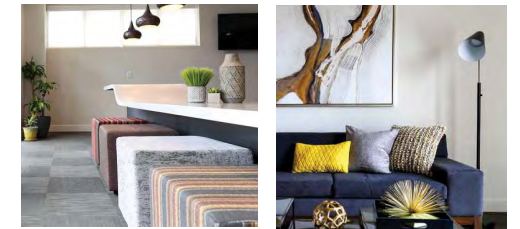
## BY THE NUMBERS

17  
team members



Projects in  
12  
States

Licensed in  
13  
States\*



## CAPABILITIES

- Historic Rehab & New-Build
- Concept/Schematic Design
- Construction Documents
- Site Programming
- Mechanical/Electrical/Plumbing
- Interior Design
- FF&E Selection and Procurement
- Budgeting/Cost Control
- LEED / Sustainability-focused



**BAXTER REECER** - *Vecino Group; President of Architecture* Overseeing a team of architects, engineers and designers, Baxter is responsible for developments nationwide. Multifamily. P3. Student. Commercial. Residential. With extensive knowledge in all phases of project completion, Baxter paves the way to make Vecino goals a reality.

## EXPERIENCE

### 2019–PRESENT **President of Architecture and Design**

THE VECINO GROUP

Oversees team of architects and engineers through architectural planning, promotion and design for all Vecino projects. Responsibilities include involvement from early planning to project completion including research, setting goals, budgeting, engineering, design, planning and final development.

### 2013–2018 **Project Architect**

FENNELL PURIFOY ARCHITECTS

Worked on all phases of design and implementation in multi-family, private residential, library, commercial, civic, healthcare, and educational types. Managed projects including specifications, bidding, contract negotiation, jurisdiction approval, construction administration, and closeout.

## SKILLS

- > Understanding of history, cultural, and environmental concerns
- > Interpersonal skills to manage a complex project team
- > Analyze and critically assess problems to develop solutions
- > Technical understanding & implementation of building materials and elements
- > Proficient in technologies including: Revit, Autocad, Sketchup, Lumion, & Adobe Suite

## AFFILIATIONS

American Institute of Architects (AIA)  
National Council of Architectural Registration Boards (NCARB)  
Arkansas AIA Central Section Representative  
Licensed in Arkansas, Utah, Texas and Colorado

## EDUCATION

### **Master of Architecture**

DRURY UNIVERSITY - SPRINGFIELD, MO



**MARK TUTTLE** - *Vecino Group; Director of Design* Mark has designed and built projects all over the US, Canada, China, and El Salvador. High rise Marriott hotels in San Antonio and Orlando early in his career helped Mark to develop an ability to create meaningful solutions despite complex programmatic requirements and difficult urban conditions. Recently Mark has held design leadership roles on some challenging and exciting projects including the Echo Bluff State Park Lodge and Cabins, the Long Creek Lodge, and the Vandivort Hotel Phase 2 in downtown Springfield, Mo.

## EXPERIENCE

### 2018–PRESENT Director of Design

#### THE VECINO GROUP

Responsible for the overall quality of design for the company's built works. The Director of Design assures that each new project has a strong and meaningful design concept which can be traced through to completion.

### 2015–2017 Senior Design Architect

#### BATES ARCHITECTS

Responsible to lead teams designing hospitality, food and beverage, clinics, commercial mixed use, and civic projects.

### 2008–2015 Architect

#### MIKE HUGHES ARCHITECTS

Responsible for design of hospitality, food and beverage, commercial mixed use, and civic projects.

### 1997–2008 Director of Architecture

#### BASS PRO SHOPS

Led team of in-house designers, artists, drafters, and model makers in expansion of Bass Pro Shops from 4 stores to 50 in ten years. Designed the Wilderness Club at Big Cedar, a Joint Venture resort by Bluegreen Corporation and Bass Pro Shops.

## SKILLS

- > Mark is able to quickly come to an understanding of what will give a project energy and purpose. He is then able to express that in sketches and illustrations. He shares his enthusiasm with stakeholders and the rest of the design team. Mark is committed to the team approach to design and development.

## AFFILIATIONS

American Institute of Architects  
AIA

National Council of Architects Registrations Board  
NCARB

Volunteer  
BOY SCOUTS OF AMERICA

## EDUCATION

### Masters of Architecture

UNIVERSITY OF UTAH

### Bachelor of Science in Social & Behavioral Science—emphasis in Interior Design & Housing

UNIVERSITY OF UTAH

# General Contractor

## OUR BACKGROUND

Vecino Construction is a solid team whose goal is the successful construction of purpose-driven housing—fostering better lives and stronger communities in the process. From planning through finish, we have 120+ years of collective experience within all phases of a project—hundreds of projects, millions of square feet. Both nimble as well as strong, Vecino Construction is a team with a proven record of successful builds, delivered on-time and on-budget.

## WHY WE SUCCEED

From every angle planned to nail driven, we're passionate about details. Why? Because we know that every decision has a direct impact not just on the integrity and character of the structure we create, but also on stakeholder success and—most of all—each resident's experience. Toward this, Vecino Construction possesses a diverse, robust skillset that allows us to establish goals, set the course and motivate teams directly, efficiently and successfully:

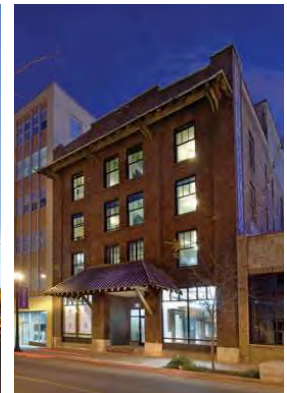
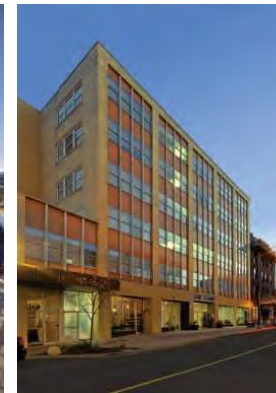
We're a truly collaborative team whose skill increases exponentially; our integrated project approach optimizes project results, increases value in the development, reduces waste and maximizes efficiency through all phases of construction.

We believe in informed dialogue among the developer/owner team, the design team and the construction team, commencing at predevelopment and continuing through to project handover.

- Historic Rehab & New-Build
- Concept/Schematic Design
- Critical Path Management
- Cost Estimating
- Structural/Civil Engineering
- Mechanical/Electrical/Plumbing
- Capital Needs Assessments
- Budgeting/Cost Control
- Bidding / Proposals
- Subcontractor/Crew Supervision

## WHAT WE CAN DO

'Park East' (2015) - Three individual, historically-significant buildings located on a single block in Springfield, Missouri were completely rehabilitated into 174,000 combined sq. ft. of mixed use (student housing and commercial).





**MIKE WILLEMSSEN** - *Vecino Construction; President* With 10+ years of construction experience, Mike has served as project manager on numerous high-profile developments. He has significant experience on projects in multi-family housing, higher education, historic renovation, corporate operations and water/wastewater treatment. His responsibilities include overseeing all Vecino Construction teams.

## EXPERIENCE

### 2018–PRESENT President

VECINO CONSTRUCTION

Operational oversight of all projects for Vecino Construction, including cost monitoring, schedule reviews and implementation of safety, quality and risk management programs. Mike maintains oversight of all project staff and subcontractors for contractual compliance while fostering relationships, development opportunities, growth and performance of the project team.

### 2009–2017 Senior Project Manager

U.W. MARX CONSTRUCTION

Responsible for preconstruction, construction, and closeout of \$50M/Year portfolio of construction projects. Projects ranging from new construction, renovation and rehabilitation and included municipal utilities, higher education work, K-12 School work, industrial and cleanroom work, affordable and market rate multifamily, and commercial/retail spaces.

## SKILLS

- > Strategic Planning
- > Leadership
- > Contract review
- > Coordination & Subcontracting
- > Team building

## EDUCATION

### Bachelor of Science in Global Supply Management/Project Management

CLARKSON UNIVERSITY, POTSDAM, NY

### CERTIFICATIONS/TRAINING

30-Hour OSHA Outreach  
CONSTRUCTION SAFETY & HEALTH

ASHE  
HEALTHCARE CONSTRUCTION CERTIFICATE (HCC)

Project Management Professional  
PMP

Project Management Institute  
PMI



# CIVILITUDE

ENGINEERS & PLANNERS

Civiltude was born of a desire to serve Austin with elevated standards of excellence in land development. We call Austin our home, workplace, playground and our community. Because both the public and private sectors contribute to fashioning the fabric of our city, Civiltude aims to represent clients in each of these areas exceptionally. From school districts to affordable housing builders, from municipalities to commercial developers, we at Civiltude support our clients in creating complete communities that are vibrant, flourishing and diverse.

We advocate tenaciously and resolve engineering issues. We challenge constraints and adeptly navigate the human conflicts that are frequently part of working with regulatory bodies. We accomplish all this, and address the myriad issues our clients bring to us by using broad perspectives, fresh insight and forward thinking. We help our clients envision the raw potential of greenfields, reimagine infill redevelopments, manage projects mid-stream or elevate projects in crises. We team up with you to engineer your visions.





Greenwater Redevelopment Utilities



RRISD Dragon Stadium



Colony Park Masterplan



Guadalupe Saldana Netzero\*



Manta Haus

### Community Involvement:

- 8 years Zero Waste
- 8 years Environmental Commission
- 4 years Planning Commission
- 2 years Water & Wastewater
- 2 years Joint Sustainability Committee
- Austin Young Chamber Sponsor
- Greater Austin Asian Chamber of Commerce
- Congress for the New Urbanism
- Foundation Communities Home Builder
- Mueller Neighborhood Association
- Real Estate Council of Austin
- Urban Land Institute

### Green Framework & Infrastructures

Civiltude was an early adopter of low impact development techniques for stormwater treatment and controls that are essential in contributing to the green framework of the City beyond code requirements, one raingarden and one cistern at a time. Our team members also actively engage at various Boards and Commissions that advocate for sustainability policies. The same commitment to high standards of practice is found in our work in utilities, sidewalks, trails, roadways, and parks.

### Suburban Communities & Sites

Civiltude understands that the priorities that are native to suburban sites may differ from those of their urban infill counterparts. Through successful school, affordable housing, senior housing, industrial complex, and other residential and commercial projects adjacent to natural preserves, near endangered species habitats, and nestled within critical environmental features, we understand the unique challenges of protecting our watershed, trees, and animals while creating high-quality living environments.

### Infill Urban Development

Civiltude's core reputation is our ability to deliver site permits in the challenging context of the Urban Core. We value the existing fabric of our neighborhoods, are capable in evaluating various infill products and tools, prepared to quickly navigate hurdles along the way, and most importantly, dedicate ourselves to achieving the site vision set out by our clients. Our staff brings in-depth knowledge in entitlements, utilities, transportation, environment, and permitting that carry projects all the way through Certificate of Occupancy.



## TRUE CASA CONSULTING, LLC

### **Affordable Housing + Supportive Services = *Community Impact***

True Casa provides affordable housing and supportive service solutions that assist nonprofits, private organizations and municipalities to create communities that everyone can call home. We have decades of experience developing high-impact, quality affordable housing as well as designing, funding, and running innovative supportive housing programs. We leverage our expertise, experience and creativity to help communities house and support those most in need.

True Casa Founder Jennifer Hicks has over 20 years of affordable housing development and finance experience working for Foundation Communities - the State's premier nonprofit, affordable housing developer. As Director of Housing Finance, Hicks led the development of 14 innovative and high-impact communities that provided 1,559 units of affordable housing. While at Foundation Communities, Hicks also helped create and implement the first supportive housing model in Austin and grew the model to 783 units before her departure. In her current consulting capacity, Hicks has continued working with nonprofits to help structure and access capital for permanent supportive housing projects in Texas. Hicks' passion and expertise is centered around high-impact housing and enjoys the complexity and challenge these projects provide.



## TRUE CASA CONSULTING, LLC

### Jennifer Hicks - Founder, True Casa Consulting, LLC.

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#### Experience:

2017 - Present

#### Founder

*True Casa Consulting, LLC. — Austin, TX*

- Founded boutique consulting firm focused on mission-driven and impactful affordable housing development and supportive service programming.

2002 - 2017

#### Director of Housing Finance

*Foundation Communities, Inc. — Austin, TX*

- Identified subsidy and conventional financing options for projects – secured grants and loans from public and private sources (\$218 million) for the acquisition and rehabilitation of 14 communities (1,559 units) and two learning centers.
- Led the development of Foundation Communities' supportive housing model for extremely low income and homeless single adults and families. Since 2001, developed 783 units of supportive housing.
- Identified, secured and structured funding for each affordable housing community. Since 2001, secured over \$218 million of grants and loans from public and private sources for pipeline development.
- Coordinated application and closing of funds from the following sources: conventional banks, tax credit equity investors, Low Income Housing Tax Credit program, City of Austin Rental Housing Development Assistance Program, HOME, Community Development Block Grant Program, Federal Home Loan Bank, NeighborWorks America, HUD 221(d)(4) and Capital Magnet Fund.
- Facilitated the refinancing of eligible properties in the FC portfolio. Since 2001, have facilitated six refinances.
- Led the Real Estate Development Committee of the Foundation Communities Board of Directors responsible for guiding the growth of the organization.
- Planned development criteria and assisted with evaluation and negotiation of potential development projects.
- Helped manage funder compliance and reporting.
- Maintained compliance with tax exemption requirements for 22 property portfolio.

#### Education:

#### Master of Public Affairs ..... May 2002

LBJ School of Public Affairs, Austin, Texas

- Master's Report: "Reinventing S.R.O.'s: Homes for the Single, Working Poor"

#### B.A. in Journalism ..... May 1999

Texas Tech University, Lubbock, Texas

- Texas Valedictorian Scholarship
- Hutcheson Endowed Journalism Scholarship

**CAIRN POINT AUSTIN AT SPRINGDALE  
AUSTIN, TEXAS**

**ATTACHMENT TABS**

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**Attachment 2 – Principals Info**

**2c. Resumes of Property  
Management Team**



## PROFESSIONAL QUALIFICATIONS STATEMENT

### STATEMENT OF PURPOSE AND PHILOSOPHY

**Alpha Barnes Real Estate Services, LLC.** is a full-service, third-party management firm presently managing approximately **30,000 multi-family units**. Founded in 2000, Alpha Barnes maintains 6 offices across 3 states and 850 staff members in the field of property management, and our portfolio extends to over 85 cities. The size of our portfolio ranks us as one of the largest third-party management firms.

“We’re all about the residents, because home matters”

**Home** is one of the most important places for everyone. For this reason, we, at Alpha Barnes, are meticulous in every aspect of our responsibility. Our Team aims is to provide the best home for every person who chooses to live at one of the many Alpha Barnes communities. We understand the faith our residents place in us, as well as, the fiduciary responsibility our clients place in us, these factors are the basis of our management. We provide personalized services to each Client, Resident and Property. The Alpha Barnes Teams focus on surpassing expectations; we understand the goals of ownership. The reputation of Alpha Barnes is based on trust, integrity and commitment.

**ABRES** is an **Accredited Management Organization® (AMO®)**. This AMO® designation insures that ABRES has met the ongoing requirements of The Institute of Real Estate Management. These requirements include increased levels of fidelity and liability coverage, proven financial stability and continuing education for the Executive Property Managers. Less than 600 firms across the United States and Canada have achieved and maintained this prestigious designation and it is further evidence of ABRES’s commitment to excellence.

### AREAS OF EXPERTISE

The primary business of **Alpha Barnes Real Estate Services** is the management of residential, rental real estate for private owners, non-profit entities, financial institutions and government agencies. In this role, **Alpha Barnes Real Estate Services** provides comprehensive management services that cover all phases of property operations including management, leasing maintenance, financial management and owner and government compliance and reporting. Presently, the firm manages properties in all areas of Texas and throughout the states of Oklahoma and South Carolina and operates from its main office in Dallas with regional offices in San Antonio, Houston and Austin, as well as staff based in Texarkana and Corpus Christi.

In addition to its overall expertise in apartment management, **Alpha Barnes Real Estate Services** possesses a specific capability in the management and operation of affordable housing for families or for the elderly. This category of property includes the follows:

1. Low Income Housing Tax Credit (LIHTC)

**Alpha Barnes Real Estate Services** presently manages 170 properties which utilize the LIHTC. Compliance with LIHTC program requirements is controlled by direct supervisory and compliance staff review of all work and extensive training of all personnel. **Alpha Barnes Real Estate Services** takes special pride in its reputation as an expert in this program and works hard to maintain that reputation.



## 2. New Construction

**Alpha Barnes's** new construction lease-up experience is impressive. The firm's new development background includes project design consulting, pre-construction planning, décor consulting, promotion and full lease-up for over **150+ properties**, totaling over **20,000 units across Texas**. Our objective is to reach full occupancy and maximize the bottom line in the shortest time possible in accordance with the owner's investment parameters. About **75% of our lease-ups have been completed in 9 months or less** and a full **51% have been completed in 6 months or less**.

## 3. Value Add Experience

Real estate assets require periodic improvements, repairs, or in some cases, a complete repositioning. ABRES understands this facet of investment ownership and has maintained a personnel base with the knowledge, expertise, and experience to assist our clients when such projects are contemplated. Coordinating the rehab process with the management of the property is essential, and ABRES has perfected our role in this process to ensure operational goals are either met or exceeded. We have a proven track record of successful repositioning that have continued to earn us praise from our clients, residents, and industry peers. In fact, in recent years ABRES managed properties have undergone comprehensive rehabs ranging from \$125,000 to over \$3 million.

## 4. HUD Financed Properties

**Alpha Barnes Real Estate Services** operates projects financed by the U.S. Department of Housing and Urban Development (HUD) under the Section 221 (d)(3) BMIR and 221 (d)(4) program, the Section 202 program, the Section 811 program and the Section 236 program. **Alpha Barnes Real Estate Services** is familiar with the reporting requirements of all housing related HUD programs as well as the management intricacies.

## 5. Properties with HUD Section 8

**Alpha Barnes Real Estate Services** is under contract to operate 14 entities that have projected-based Section 8 rent subsidies. In addition, **Alpha Barnes Real Estate Services** completes the paperwork for Section 8 projects for several other management companies on a contract basis. **Alpha Barnes Real Estate Services** has five Certified Occupancy Specialists' (COS) on staff.

## 6. Tax Exempt Bonds

**Alpha Barnes Real Estate Services** currently manages dozens of properties that utilized tax exempt bonds to assist in their financing and we are familiar with the restrictions imposed on leasing and the reporting requirements necessary to dovetail with the LIHTC program and to produce program compliance with both programs.



## 7. Non-Profit Groups and Public Agencies

As one of the primary aspects of this proposed management assignment is the ability to work with non-profit groups and public agencies, prior experience working with non-profits appears to be very important. Over its history, **Alpha Barnes Real Estate Services** has served to manage property for, consult for and to assist many non-profit groups. Current non-profit clients include:

Foundation Communities, Austin, Texas

Alamo Community Group, San Antonio,

Texas Merced Housing Texas, San Antonio, Texas

Texas Inter-Faith Housing, Houston, Texas

Operation Relief Center, Dallas, Texas

### **SUMMARY OF APARTMENT MANAGEMENT SERVICES**

**Alpha Barnes Real Estate Services** strives to provide our multi-family clients with the best and most complete services available. A summary of these five major areas of service follows:

#### a. MANAGEMENT AND LEASING

- Advertise, market and lease units.
- Develop and enforce property rules and regulations.
- Recruit, hire, and train on-site managers and leasing agents.
- Provide daily operating procedures and training for on-site office.
- Establish and adjust rental rates and security deposit levels based on occupancy and regular competitive market analysis.
- Administer all personnel records for all on-site management and maintenance employees.



b. MAINTENANCE

- Provide for overall routine maintenance of the property including tenant requested maintenance and make ready preparation.
- Recruit, hire, and train all on-site maintenance and porter personnel.
- Completion of cost-effective and efficient contract bidding, negotiation and administration, including, but not limited to contracts for landscaping, pool maintenance, and non-routine improvements.
- Verifying insurance and bond coverage for all contractors providing services.
- Implementation of a preventative maintenance program.
- Completion of regular property inspections to review property appearance and condition as well as overall curb appeal.
- Identifying and bringing to the attention of the Owner serious non-routine maintenance needs along with proposed solutions.
- Provide 24 hour a day, seven day a week emergency telephone answering and maintenance services.
- Maintain records of all contracts, warranties and other items important to the verification of services performed on the property.

c. COMPLIANCE

- Train all staff in the importance and basic requirement of affordable housing compliance.
- Provide ongoing supervision and retraining of staff through initial lease up and re-certifications.
- Review every file prior to move-in for completeness and eligibility.
- Monitor and maintain the applicable fraction in mixed income properties.
- Prepare for and participate in all site reviews by owners, lenders, monitoring agencies or partners.
- Prepare and submit annual certifications as well as any other reports requested by the owners, lenders, monitoring agency or the partners.

d. FINANCE

- Receipt, recording and processing of all accounts payable.
- Billing, posting receipt and depositing of rents, security deposits, vending income, late fees, electric charges, and any other miscellaneous income.
- Pursuing collection of delinquent rents to the fullest possible extent, including periodic reports to the regional credit bureau and filing of lawsuits in small claims court.
- Maintaining all files and records necessary to insure a good record of financial activities.
- Monthly reconciliation of all accounts and bank statements.
- Provision of monthly and annual financial reporting including but not limited to Balance Sheets, Income and Expense Statements, complete detailed General Ledger, and Budget Variance Analyses.
- Provide assistance and cooperation in periodic auditing.
- Compilation and submission to the client of a recommended annual budget.
- Review and recommendation of all property insurance coverage, upon request of client.

e. COMMUNICATIONS

- Frequent verbal and written communication with client and participation in property-related meetings.
- Communication and coordination with lenders, real estate agents and appraisers, as instructed by the Owner.
- Planning and assistance in coordination of any property-related social functions relative to the overall marketing plan.
- Processing of information requests from outside parties (as authorized by client) and resolution of any problem or complaint originating from property resident.

## GENERAL INFORMATION

Alpha Barnes Real Estate Services, LLC is a Texas Limited Liability Company, the members of which are Michael D. Clark, Hugh A. Cobb, Jeffrey A. Barnes and Stephen N. Barnes.

The federal tax identification number for Alpha Barnes Real Estate Services, LLC is 75-2868321.

Alpha Barnes employs over 850 staff members with 85<sup>+</sup> operating on the corporate level from the main office in Dallas and the two remote offices in San Antonio and Austin.

Alpha Barnes Real Estate Services can be contacted through:

Hugh A. Cobb, Principal  
12720 Hillcrest, #400  
Dallas, Texas 75230  
972-643-3200  
[hcobb@abres.com](mailto:hcobb@abres.com)

*“People do business with people, not companies. You must earn their respect and work hard every day to maintain what you have earned.”*

*– Art Barnes, late founding Partner*

Property	City	State	Zip	Units	Region	Description	LIHTC
87th Apartments	Odessa	TX	79765	181	West Texas	Family	Yes
Addison Park	Arlington	TX	76001	224	North Texas	Family	Yes
Allegre Point	Austin	TX	78728	184	Central Texas	Family	Yes
Amber Stone	Beeville	TX	78102	54	South Texas	Family	Yes
Anson Park I	Abilene	TX	79603	64	West Texas	Family	Yes
Anson Park II Apartments	Abilene	TX	79603	80	West Texas	Family	Yes
Anson Park Seniors	Abilene	TX	79603	80	West Texas	Seniors	Yes
Arbor Oaks	Odessa	TX	79761	120	West Texas	Family	Yes
Arbor Pines	Nacogdoches	TX	75961	200	East Texas	Family	Yes
Arbor Terrace	Odessa	TX	79761	128	West Texas	Family	Yes
Aspire at Live Oak (new construction)	Live Oak	TX	78233	240	South Texas	Family	No
Auburn Square	Vidor	TX	77662	80	East Texas	Family	Yes
Avanti at Greenwood (new construction).	Corpus Christi	TX	78417	81	South Texas	Family	Yes
Avanti East	Edinburg	TX	78542	108	South Texas	Family	Yes
Avanti Legacy at Sienna Palms (new construction)	Weslaco TX	TX	78599	114	South Texas	Family	Yes
Avondale Farms Seniors	Haslet	TX	76052	121	North Texas	Seniors	Yes
Babcock North	San Antonio	TX	78249	138	South Texas	Family	No
Babcock North II	San Antonio	TX	78248	72	South Texas	Family	Yes
Bayshore Towners	Pasadena	TX	77504	100	East Texas	Seniors	Yes
Beacon Bay Townhomes	Port Isabel	TX	78578	76	South Texas	Family	Yes
Big Bass Resort Apartments	Jacinto City	TX	77029	200	Upper Gulf Coast	Seniors	Yes
Bishop Courts	Bishop	TX	78343	60	South Texas	Family	Yes
Blue Water Garden	Hereford	TX	79045	132	Panhandle	Family	Yes
Bonham, Country Village of	Bonham	TX	75418	104	North Texas	Family	No
Bonham, Country Village of - MHP (Mobile Home Park)	Bonham	TX	75418	79	North Texas	Family	No
Briar bend	Beaumont	TX	77708	40	East Texas	Family	Yes
Bridge at Granada (New Construction)	Austin	TX	78753	258	Central Texas	Family	Yes
Buena Vida Senior Village	Corpus Christi	TX	78405	100	South Texas	Seniors	Yes
Butler Brothers Building	Dallas	TX	75201	234	North Texas	Family	No
Calcasieu Apartments	San Antonio	TX	78205	64	South Texas	Family	Yes
Carolina Chase Apartments	Dallas	TX	75240	166	North Texas	Family	No
Casitas De Merced	Somerset	TX	78069	28	South Texas	Seniors	Yes
Castleridge	San Antonio	TX	78227	144	South Texas	Family	No
Catalon	Houston	TX	77084	142	Upper Gulf Coast	Family	Yes
Catalon at Paseo de la Resaca (New Construction)	Brownsville	TX	78526	128	South Texas	Family	Yes
Cayetano Villas of La Vernia	La Vernia	TX	78121	48	South Texas	Family	Yes
Cedar Park	Cedar Park	TX	78613	226	Central Texas	Family	Yes
Cedar Ridge Townhomes I	Arlington	TX	76014	124	North Texas	Family	No
Cedar Ridge Townhomes II	Arlington	TX	76014	44	North Texas	Family	No
Cedarwood	Huntsville	TX	77340	68	Upper Gulf Coast	Family	Yes
Cimarron Springs	Cleburne	TX	76031	156	North Texas	Family	Yes
Cliff View Village I	Dallas	TX	75241	84	North Texas	Seniors	No
Cliff View Village II	Dallas	TX	75241	0	North Texas	Seniors	No
Cliff View Village III	Dallas	TX	75241	0	North Texas	Seniors	No
Cobblestone Village	Cleburne	TX	76033	144	North Texas	Family	Yes
Country Lane Seniors - McKinney	McKinney	TX	7509	230	North Texas	Seniors	Yes
Country Lane Seniors - Temple	Temple	TX	76504	102	Central Texas	Seniors	Yes
Country Lane Seniors - Waxahachie	Waxahachie	TX	75165	102	North Texas	Seniors	Yes
Creekside Village	Edmond	OK	73003	84	OK/AR	Seniors	Yes
Crescent Village I	Elgin	TX	78621	76	Central Texas	Family	No
Crescent Village II	Elgin	TX	78621	76	Central Texas	Family	No
Crest at Illinois Apartments (new construction)	Dallas	TX	75211	264	North Texas	Family	No
Cypress Cove	San Antonio	TX	78238	136	South Texas	Family	No
District at Midtown (new construction)	Tyler	TX	75702	36	East Texas	Family	No
Eddison Lofts (new construction)	Houston	TX	77489	126	Upper Gulf Coast	Family	Yes
Eddison, The (FKA Canyons at 45)	Amarillo	TX	79109	328	Panhandle	Family	Yes
Edgewood Manor	Dallas	TX	75215	30	North Texas	Family	Yes
Edinburg Village	Edinburg	TX	78539	100	South Texas	Family	Yes
El Campo	El Campo	TX	77437	80	South Texas	Family	Yes
Elder Street Artist Lofts	Houston	TX	77007	34	Upper Gulf Coast	Family	Yes
Eleanor Place	San Antonio	TX	78209	9	South Texas	Family	No
Elmhurst Place	San Antonio	TX	78209	23	South Texas	Family	No
Enclave at Buckhorn Crossing	San Antonio	TX	78240	240	South Texas	Family	No
Enclave at Mira Lagos I	Grand Prairie	TX	75054	199	North Texas	Family	No
Enclave at Mira Lagos II	Grand Prairie	TX	75054	112	North Texas	Family	No
Enclave at Parkview	Fort Worth	TX	76179	144	North Texas	Family	Yes

Property	City	State	Zip	Units	Region	Description	LIHTC
Enclave on Pioneer (fka The Oaks)	Balch Springs	TX	75180	147	North Texas	Family	No
Encore at Buckingham	Richardson	TX	75081	242	North Texas	Seniors	No
Estates at Shiloh	Dallas	TX	75228	40	North Texas	Seniors	Yes
Fifty Oaks	Rockport	TX	78382	50	South Texas	Family	Yes
Flats at Shadow Glen	Manor	TX	78653	248	North Texas	Family	No
Forest Park Apartments	Austin	TX	78753	228	Central Texas	Family	Yes
Frankford Station Lofts (new construction)	Carrollton	TX	75007	204	North Texas	Family	Yes
Garland Estates	Garland	TX	75042	40	North Texas	Seniors	No
Glades of Gregory	Gregory	TX	78359	72	South Texas	Family	Yes
Glades of Gregory II (new construction)	Portland	TX	78374	144	South Texas	Family	Yes
Golden Acres Retirement Center	Paris	TX	75460	50	East Texas	Seniors	No
Gran Cielo	Rio Grande City	TX	78582	80	South Texas	Family	Yes
Grand Reserve Seniors, The - McKinney	McKinney	TX	75069	180	North Texas	Seniors	Yes
Grand Reserve Seniors, The - Temple	Temple	TX	46504	102	Central Texas	Seniors	Yes
Grand Reserve Seniors, The - Waxahachie	Waxahachie	TX	75165	80	North Texas	Seniors	Yes
Grand Texas Seniors, The - McKinney	McKinney	TX	75069	100	North Texas	Seniors	Yes
Green Briar Village I	Wichita Falls	TX	76305	76	North Texas	Family	Yes
Greenbriar Village II	Wichita Falls	TX	76305	36	North Texas	Family	Yes
Greens on Turtle Creek, The	Port Arthur	TX	77642	84	East Texas	Seniors	Yes
Guadalupe Villas Seniors (new construction)	Lubbock	TX	79401	128	West Texas	Seniors	Yes
Gulfway Manor	Corpus Christi	TX	78412	151	South Texas	Family	Yes
Hacienda Del Sol	Dallas	TX	75217	55	North Texas	Family	Yes
Hacienda San Miguel (new construction)	Donna	TX	78537	140	South Texas	Family	No
Hampton Villages	Pampa	TX	79065	76	Panhandle	Family	Yes
Heritage Estates at Huntsville (new construction)	Huntsville	TX		48	Upper Gulf Coast	Seniors	No
Highland Villas	Bryan	TX	77802	180	Central Texas	Seniors	Yes
Hillandale Apartments	Columbia	SC	29203	200	South Carolina	Family	Yes
Hillside West Seniors	Dallas	TX	75211	130	North Texas	Seniors	Yes
Homes of Mountain Creek, The	Grand Prairie	TX	75051	200	North Texas	Family	Yes
Hunter's Glen	San Antonio	TX	78211	144	South Texas	Family	Yes
Huntington at Missouri City	Missouri City	TX	77459	120	Upper Gulf Coast	Seniors	Yes
Huntington at Paseo de la Resaca (New Construction)	Brownsville	TX	78526	132	South Texas	Seniors	Yes
Huntington at Sienna Plantation	Missouri City	TX	77459	132	Upper Gulf Coast	Seniors	Yes
Huntington at Sienna Ranch	Missouri City	TX	77459	149	Upper Gulf Coast	Seniors	Yes
Huntington Beaumont (fka Gardens at Sienna)	Beaumont	TX	77708	120	East Texas	Seniors	Yes
Huntington Chimney Rock (new construction)	Houston	TX	77053	100	Upper Gulf Coast	Family	Yes
Huntington College Station (new construction)	College Station	TX	77845	120	West Texas	Family	No
Huntington Lake Jackson (fka Jackson Village)	Lake Jackson	TX	77566	96	South Texas	Seniors	Yes
Huntington Seniors at Buda (The)	Buda	TX	78610	120	Central Texas	Seniors	Yes
Iris Place	Dallas	TX	75240	18	North Texas	Family	No
Ironwood Crossing	Fort Worth	TX	76131	280	North Texas	Family	Yes
Jeffrey Square Apartments	Dallas	TX	75208	20	North Texas	Family	No
Josephine (The)	Austin	TX	67622	90	Central Texas	Family	No
Kensington Place	Houston	TX	77034	216	Upper Gulf Coast	Family	Yes
Kings Court	San Antonio	TX	78212	32	South Texas	Seniors	No
La Villita Phase I	Brownsville	TX	78521	128	South Texas	Family	Yes
La Villita Phase II	Brownsville	TX	78521	80	South Texas	Family	Yes
Lago de Plata	Corsicana	TX	75110	150	North Texas	Family	Yes
Lake Jackson Manor	Lake Jackson	TX	77566	100	South Texas	Seniors	Yes
Lake Park Duplexes	Tyler	TX	75704	50	East Texas	Family	No
Landing, The	Waco	TX	76705	160	Central Texas	Family	Yes
Lansborough Apartments	Houston	TX	77051	176	Upper Gulf Coast	Family	No
LBJ Station	Dallas	TX	75243	249	North Texas	Family	No
Limestone Ridge Apartments	Big Spring	TX	79720	76	West Texas	Family	Yes
Lindbergh Parc	Fort Worth	TX	76106	196	North Texas	Seniors	Yes
Live Oak Villas	George West	TX	78022	48	South Texas	Family	Yes
Lockhart Springs (new construction)	Lockhart	TX		48	Central Texas	Family	Yes
LULAC Village Park	Corpus Christi	TX	78416	152	South Texas	Family	Yes
Lyons Gardens	Austin	TX	78702	54	Central Texas	Seniors	No
Maeghan Pointe Apartments	Edcouch	TX	78538	80	South Texas	Family	Yes
Magnolia at Village Creek	Fort Worth	TX	76119	252	North Texas	Family	Yes
Magnolia Place Senior Apts	Houston	TX	77033	144	Upper Gulf Coast	Seniors	Yes
Majestic on McKinney (The)	Denton	TX	76209	217	North Texas	Family	No
Major Crossing Apartments	Beaumont	TX	75428	96	East Texas	Family	No
Mansions at Hastings Green	Houston	TX	77065	230	Upper Gulf Coast	Family	Yes
Mansions at Hastings Green Senior	Houston	TX	77065	252	Upper Gulf Coast	Seniors	Yes



Property	City	State	Zip	Units	Region	Description	LIHTC
Mansions at Moses Lake	Texas City	TX	77590	240	Upper Gulf Coast	Family	Yes
Mark at Denton (new construction)	Denton	TX	76207	316	North Texas	Family	No
Mark at Midlothian (new construction)	Midlothian	TX	76065	236	North Texas	Family	No
Mark at Weatherford (new construction)	Weatherford	TX		355	North Texas	Family	No
Mark on Conquest (new construction)	Waxahachie	TX	75165	140	North Texas	Family	No
Mark on Solon	Waxahachie	TX	75165	112	North Texas	Family	No
Martha's Vineyard Place	Dallas	TX	75235	100	North Texas	Family	No
McMullen Square	San Antonio	TX	78228	100	South Texas	Family	Yes
Meadows at Bentley Drive, The	San Antonio	TX	78218	208	South Texas	Family	Yes
Mill Stone Apartments	Fort Worth	TX	76120	144	North Texas	Family	Yes
Mill Town Seniors	Silsbee	TX	77565	80	East Texas	Seniors	Yes
Millennium Apartments, The	McKinney	TX	75070	164	North Texas	Family	Yes
Miramonte (new construction)	Stafford	TX	77471	124	South Texas	Family	Yes
Miramonte Single Living (new construction)	Stafford	TX	77471	68	South Texas	Seniors	Yes
Moore Grocery Lofts	Tyler	TX	75702	88	East Texas	Family	Yes
Museum Reach Lofts (New construction)	San Antonio	TX	78215	94	South Texas	Family	Yes
Navigation Pointe	Corpus Christi	TX	78405	124	South Texas	Family	Yes
North Forest Trails	Houston	TX	77028	168	Upper Gulf Coast	Family	Yes
Oak Meadows Townhomes	Commerce	TX	75428	72	North Texas	Family	Yes
Orchards at Arlington Heights	Arlington	TX	76018	180	North Texas	Seniors	No
Orchards at Market Plaza	Plano	TX	75075	180	North Texas	Seniors	No
Palisades of Inwood	Houston	TX	77088	127	Upper Gulf Coast	Seniors	Yes
Parc East Apartments	Mesquite	TX	75150	209	North Texas	Family	Yes
Park Gardens North	Paris	TX	75462	100	East Texas	Family	No
Park Hill	San Marcos	TX	78666	168	Central Texas	Family	No
Park Village	Big Spring	TX	79720	76	West Texas	Family	Yes
Park, The	Corpus Christi	TX	78413	226	South Texas	Family	No
Parkstone Crossroads	Wichita Falls	TX	76301	112	North Texas	Family	Yes
Parkstone Senior Village I	Wichita Falls	TX	76310	140	North Texas	Seniors	Yes
Parkstone Senior Village II	Wichita Falls	TX	76310	64	North Texas	Seniors	Yes
Parkstone Senior Village III	Wichita Falls	TX	76310	40	North Texas	Seniors	No
Peter's Colony	Carrollton	TX	75007	160	North Texas	Family	No
Pioneer Crossing - Diboll (new construction)	Diboll	TX	75941	80	East Texas	Family	Yes
Pioneer Crossing Burkburnett Seniors	Burkburnett	TX	76354	80	North Texas	Seniors	Yes
Pioneer Crossing Henrietta	Henrietta	TX	76365	49	North Texas	Family	No
Pioneer Crossing Lufkin Family	Lufkin	TX	75904	80	East Texas	Family	Yes
Pioneer Crossing Lufkin Seniors	Lufkin	TX	75904	80	East Texas	Seniors	Yes
Pioneer Crossing Mineral Wells	Mineral Wells	TX	76067	80	North Texas	Family	Yes
Pioneer Crossing Sulphur Springs Seniors	Sulphur Springs	TX	75482	80	East Texas	Seniors	Yes
Pointe Apartments, The	Dallas	TX	75215	10	North Texas	Family	No
Post Oak - Edna, The	Edna	TX	77957	64	South Texas	Family	Yes
Post Oak - McKinney	McKinney	TX	75070	182	North Texas	Family	Yes
Ray Hubbard Ranch I Apartments	Garland	TX	75043	80	North Texas	Family	No
Ray Hubbard Ranch II Apartments	Garland	TX	75043	68	North Texas	Family	No
Red Oaks Townhomes	Waco	TX	76706	80	Central Texas	Family	No
Reserve at Towne Crossing, The	Longview	TX	75605	216	East Texas	Family	No
Residences on Stillhouse Road	Paris	TX	76460	76	East Texas	Family	Yes
River Pointe	San Angelo	TX	76903	204	West Texas	Family	Yes
Riverside Village	Rio Hondo	TX	78583	60	South Texas	Family	Yes
Riversquare	Corpus Christi	TX	78410	204	South Texas	Family	Yes
Riverwalk Townhomes	Stephenville	TX	76401	76	North Texas	Family	Yes
Rockhill (new construction)	McKinney	TX	75070	60	North Texas	Family	No
Rockwell Manor	Brownsville	TX	78521	126	South Texas	Family	Yes
Royal Gardens Mineral Wells	Mineral Wells	TX	76067	75	North Texas	Seniors	Yes
Royal Gardens Wichita Falls	Wichita Falls	TX	76310	49	North Texas	Seniors	Yes
Rush Creek	Arlington	TX	76017	248	North Texas	Family	Yes
Saddle Creek	Kyle	TX	78640	104	Central Texas	Family	Yes
Sage Brush Village	Odessa	TX	79763	112	West Texas	Family	Yes
Santa Rita Senior Village	Midland	TX	79701	136	West Texas	Seniors	Yes
Sedona Springs Villas	Odessa	TX	79764	100	West Texas	Family	Yes
Shadow Brook	Arlington	TX	76013	403	North Texas	Family	Yes
Silver Springs Apartments	Austin	TX	78753	360	Central Texas	Family	Yes
Silver Spur Apartments (New construction opening 1/1/2020)	Palmview	TX	78572	120	South Texas	Family	Yes
Sleepy Hollow	Arlington	TX	76013	128	North Texas	Family	Yes
Somerset Lofts (new construction)	Houston	TX	77008	120	Upper Gulf Coast	Family	No
Southwest Pines	Tyler	TX	75701	248	East Texas	Family	Yes

ALPHA BARNES REAL ESTATE SERVICES, LLC  
12720 HILLCREST RD, STE 400  
DALLAS, TX 75230



Property	City	State	Zip	Units	Region	Description	LIHTC
Springfield Manor	Kirby	TX	78219	130	South Texas	Family	Yes
St. George's Court	Austin	TX	78752	60	Central Texas	Seniors	Yes
Stablewood Farms	San Antonio	TX	78227	252	South Texas	Family	Yes
Sterling Springs Villas	Midland	TX	79706	120	West Texas	Family	Yes
Stone Hearst Apts	Beaumont	TX	77703	104	East Texas	Family	Yes
Stone Hearst Seniors	Beaumont	TX	77703	36	East Texas	Seniors	Yes
Stonebridge of Plainview	Plainview	TX	79072	80	West Texas	Family	Yes
Stream at High Pointe (The) (New construction)	Halton City	TX	76137	286	North Texas	Family	No
Sundance Meadows Apartments	Brownsville	TX	78526	132	South Texas	Family	Yes
Sunflower	La Feria	TX	78559	80	South Texas	Family	Yes
Sunquest	Primera	TX	78552	128	South Texas	Family	Yes
Sunray Community	Richardson	TX	75081	50	North Texas	Seniors	Yes
Sunrise Terrace	La Feria	TX	78559	70	South Texas	Family	Yes
Sycamore Pointe Apts.	Fort Worth	TX	76134	168	North Texas	Family	Yes
Taylor's Farm	Dallas	TX	75211	160	North Texas	Family	Yes
Thompson Place	San Antonio	TX	78226	128	South Texas	Family	Yes
Timber Creek at Sienna Trails	Beaumont	TX	77708	36	East Texas	Family	Yes
Treepoint Meadows	Amarillo	TX	79109	432	Panhandle	Family	No
Trinity Loft	Dallas	TX	75207	101	North Texas	Family	No
Tuscany Court Townhomes	Hondo	TX	78861	76	South Texas	Family	Yes
Tuscany Park at Buda	Buda	TX	78610	176	Central Texas	Family	Yes
Twin Oaks	Mission	TX	78572	108	South Texas	Family	Yes
Valley View Apartments	Pharr	TX	78577	128	South Texas	Family	Yes
Villages at Snyder	Snyder	TX	79550	80	West Texas	Family	Yes
Villages of Huntsville	Huntsville	TX	77320	76	Upper Gulf Coast	Family	Yes
Villages of Huntsville Senior	Huntsville	TX	77320	36	Upper Gulf Coast	Seniors	Yes
Villas at Boston Heights	Benbrook	TX	76116	144	North Texas	Family	Yes
Villas of Giddings	Giddings	TX	78942	36	Central Texas	Family	Yes
Villas on Calloway Creek	Hurst	TX	76053	135	North Texas	Seniors	Yes
Villas on Raiford	Carrollton	TX	75007	180	North Texas	Seniors	Yes
Vineyard on Lancaster (new construction)	Ft Worth	TX	76102	104	North Texas	Family	Yes
Walnut Creek Apartments	Austin	TX	78723	98	Central Texas	Family	Yes
West Oaks Village	Houston	TX	77082	232	Upper Gulf Coast	Seniors	Yes
West Ridge Villas	McKinney	TX	75070	132	North Texas	Family	Yes
Western Hills	San Antonio	TX	78227	146	South Texas	Family	Yes
Westmount at Houston Street	San Antonio	TX	78220	200	South Texas	Family	Yes
Windsor Place	Laredo	TX	78045	176	South Texas	Family	No
Wood River	Corpus Christi	TX	78410	200	South Texas	Family	No
Woodland Ridge	San Antonio	TX	78240	152	South Texas	Family	Yes
Works at Pleasant Valley II, The	Austin	TX	78702	29	Central Texas	Family	Yes
Works at Pleasant Valley, The	Austin	TX	78702	45	Central Texas	Family	Yes
Wurzbach Manor	San Antonio	TX	78240	161	South Texas	Family	Yes
Zion Village	Houston	TX	77004	50	Upper Gulf Coast	Family	Yes

HUD Program/Financing	TOTAL UNITS	30,493
	TOTAL PROPERTIES	241
	LIHTC UNITS	21,068
	LIHTC PROPERTIES	175
	SENIOR UNITS	6,390
	SENIOR PROPERTIES	58

HAP UNITS	1380
HAP PROPERTIES	14
811 UNITS	153
811 PROPERTIES	16
PRAC UNITS	314
PRAC PROPERTY	7

## MISSION STATEMENT

Alpha Barnes provides extraordinary results in our multifamily real estate products and services. We achieve these results by focusing on one single set of core values that guide every aspect of our business: ***Relationships, Integrity, Trust, Commitment to Excellence, Stewardship, and Recognition***. We believe that treating all people with integrity, encouraging and recognizing excellence, and approaching people with servant hearts creates a recurring cycle of positive outcomes for all of our stakeholders.

## THE ALPHA BARNES BENEFIT

We understand the importance of engaging a professional property management company, as well as, **a management company that understands real estate investments**. Our teams know we must all think, act and make decisions like Investors and Owners. Almost all investments are measured by five benefits of ownership:

1. Asset Appreciation;
2. Cash Flow;
3. Principle Reduction;
4. Tax advantage benefits;
5. Equity Discount.

Of course, we will work with you to identify your priorities and establish a strategy to accomplish them. Our process begins prior to engaging us; we will help you to identify ways we can create value, introduce you to our team of professionals and walk you through every step of a management transition. Our team of professionals go to work quickly, act with urgency and move forward in achieving your goals. The following describes the Alpha Barnes advantage:

### Powerful Experience

At Alpha Barnes we understand the real estate investment business, we think, act and make decisions like Investors and Asset Owners vs. fee property management companies. With over 100 years combined experience, the Principals of Alpha Barnes know development, investment, acquisition and the importance of having this experience on your team. Our firm provides management for multi-family residential apartments, commercial property, homeowners associations and more. Our clients include institutional and corporate investors, banks, pension funds, partnerships and individual investors. To effectively manage the many needs of our clients' properties, we train and hire employees with a wide range of skills. This expertise extends to cover typical multi-family housing; mid-rises; high-rises; pre-planning; consulting, leasing and stabilized operations for new construction; rehabilitation of properties with untapped potential; affordable programs such as LIHTC (Section 42), Section 8, Tax Exempt Bond (501 C3), RTC/ADHP Affordable Housing compliance; receiverships; retail, office and industrial buildings; etc. Through close corporate supervision at every level of operations, we are able to bring the advantages of all our experience to benefit each property we manage.

## Corporate History



### History Runs Deep at Alpha Barnes

Since the mid 1970's, the principals of Alpha Barnes have been working in the real estate industry developing and managing multifamily properties. In 2000, The Barnes Companies and Alpha Management merged to form Alpha Barnes as we know it today. With a depth of experience across many markets and asset types, Alpha Barnes has become a leader in the affordable property (LIHTC, Section 8 and other) management. The company is the 14th largest manager of affordable properties in the country. Alpha Barnes is also aggressively pursuing opportunities to develop new multifamily communities. The company has developed 3 communities in the last four years across the DFW metroplex. In addition, due to our depth of experience, the company offers advisory services to clients in the real estate industry consulting on matters from underwriting new opportunities to maximizing the value of existing assets.

We believe that our drive to create 'Home' for each and every resident is what has given us success in the past and what will drive us forward. Our core values include integrity, intentionality, the desire for excellence, and of course, being people-focused. One of the founding Principals of the company, Art Barnes, would always say, "People do business with people, not companies. You must earn their respect and work hard every day to maintain what you have earned." We are proud of the legacy and reputation our company has established, and we hope to continue to build upon its solid foundation every day.



## Management Presence

Alpha Barnes Real Estate Services, LLC is recognized Nationally. Our **Corporate Headquarters** is in Dallas, Texas, maintaining **Regional offices in Austin, Houston, and San Antonio**. We manage approximately **30,000 multi-family units**. The size of our portfolio ranks us as the **10th largest third-party management firms** in the nation. Alpha Barnes was most recently awarded the prestigious Accredited Management Organization (AMO®). This signifies our trust, credibility and performance above all other management companies.

We strongly believe that ABRES' experience, presence and track record in the **Austin** market uniquely positions us to provide the best management services available. While our company was established in 2000, our Principals have spent their careers in the Texas markets, giving us a unique advantage, while enjoying **20 continuous years**.

We presently manage **approximately 30,000 units company-wide**. Subsequently, our size benefits you through our expanded services and personalized attention. Included is highly competitive purchasing power through national accounts, such as our master insurance program. Therefore, the full strength of our firm is devoted to the success of Espero Austin at W. 24<sup>th</sup>.

We believe our strong record of success will contribute favorably toward performance. Our approach is to initiate competitive pricing, aggressive leasing and provide the BEST RESIDENT SERVICES available. Residents pay more and stay longer when given professional attention. Our people make the difference. They work toward producing higher income and reducing operating costs through lower turnover and elimination of deferred maintenance. ABRES combines product knowledge, market knowledge, and skilled professionals to produce results for our clients.



## Leadership Matters

The individuals below are the **core team members** to be associated with your Espero Austin at W. 24<sup>th</sup>. All have extensive and successful experience at communities similar to yours.



**Hugh A. Cobb**, is a Partner and one of the Owners of Alpha Barnes Real Estate Services, LLC in Dallas, Texas. He leads property management operations and strategic new business development at the firm.

Hugh earned a Bachelor's of Business Administration (Dean's List) from Texas Wesleyan University in 1983. In 1984, Hugh was appointed by President Reagan, to serve as Congressional Liaison for The White House in Washington D.C. Prior to joining Alpha Barnes in January of 2017, Hugh held executive positions with Capstone Real Estate Services, The Trammell Crow Company and Integrity Properties. Mr. Cobb has over 30 years of real estate experience including management, brokerage, new construction, lending and investment. He has supervised lease-ups for more than 28,000 new and renovated units over 17 years.

Hugh is Past President of the Apartment Association of Greater Dallas (AAGD) and serves on the Executive Committee of the Texas Apartment Association (TAA). On the federal level, Hugh lobbies on behalf of issues important to real estate investment, development and housing affordability. Hugh serves several nonprofit organizations, in Board and Advisory capacities. Mr. Cobb is a Certified Property Manager® (CPM).



**Michael D. Clark**, is a Partner and one of the Owners of Alpha Barnes Real Estate Services, LLC in Dallas, Texas. Together with Hugh Cobb, he leads property management operations and strategic development at the firm.

Mr. Clark graduated from High Point University, in High Point, North Carolina in 1974. He entered the multi-family housing industry a short time later, serving at the Dallas Housing Authority from 1980-1984. Mr. Clark founded and owned M-DC Group and continued to serve as President in privately held management and ownership firms specializing in affordable housing compliance and management, new construction and asset growth.

Mr. Clark has served in volunteer leadership roles throughout his career. He has continued current roles with the Board of Directors of Texas Inter-Faith Housing, Inc., of Houston, Texas. He is also a Past President of the Rural Rental Housing Association of Texas (RRHA), the Texas Affiliation of Affordable Housing Providers (TAAHP), as well as local Apartment Associations and the Texas Apartment Association (TAA). He is currently a Regional Vice President for the National Apartment Association (NAA). Mr. Clark is a Housing Credit Certified Professional (HCCP).





Jeffrey A. Barnes is a Partner and one of the Owners of Alpha Barnes Real Estate Services, LLC in Dallas, Texas. He leads all accounting, administrative, human resource and legal oversight functions at the firm. Alpha Barnes Real Estate Services, LLC manages approximately 30,000 units of affordable and conventional housing and is recognized as an industry leader in property management and tax credit compliance. Alpha Barnes also develops multi-family properties primarily in the Dallas/Fort Worth region.

Jeff earned a Bachelor of Science Degree in Business Administration in 1982 from Trinity University in San Antonio. That same year he joined a commercial brokerage firm in Dallas, where he was directly involved in the sale of over \$50 million of raw land and income producing properties throughout Texas. In 1985 he joined Barnes Development, as Vice President, and assumed responsibility for development, acquisitions, management and sales. In 1989, he assisted in the formation of Dal Mac Barnes Co. and served as President for three years prior to forming the Barnes Company, forming Alpha Barnes Real Estate Services in 2000.

He has been a member of the Greater Dallas Association of Realtors, The North Texas Commercial Association of Realtors and the Home and Apartment Builders Association of Metropolitan Dallas. Within the community, Jeff serves actively with the Park Cities YMCA, the American Heart Association, Salesmanship Club of Dallas, and is past President of the Highland Park ISD Board of Trustees. He also serves as a Deacon of Park Cities Baptist Church and has taught Sunday School for over 35 years.

Mr. Barnes is a licensed real estate broker in the State of Texas.



**Connie Quillen is Vice President** in Austin, Texas. Connie oversees the operations and activities of six regional supervisors and managers, a total of 6,000 apartment units. The portfolio contains affordable housing, conventional and senior housing assets. As Vice President, Ms. Quillen is responsible for the operational, contractual and regulatory performance of the assets. In her role as investment manager, she maintains regular and informative contact with asset investors and clients.

Ms. Quillen holds a degree in Business Administration from Central Texas College. Connie began her career in property management in 1991 as a property manager. She worked for the Travis County Housing Authority with responsibility for Public Housing and then as its Director of Assisted Housing. Connie joined Alpha Barnes in 2001 and was promoted to Regional Supervisor in 2003. After rising to the role of Senior Regional Supervisor, Connie was promoted to Vice President in December 2018. Connie's experience with Public Housing and Section 8 makes her invaluable to clients with difficult to manage properties with high levels of rental assistance. She has been responsible for the operations of literally dozens of Low-Income Housing Tax Credit (LIHTC) and Project Based Section 8 properties across Texas over the past 15 years.

Ms. Quillen is a licensed Texas real estate broker. She is a Housing Credit Certified Professional (HCCP), a Certified Apartment Portfolio Supervisor (CAPS), a Public Housing Manager (PHM) and a Section 8 Housing Manager (SHM).



**Patrick King** is the Director of Client Accounting. As a Corporate Department Head, Patrick provides critical support to the daily site and regional property operation. At Alpha Barnes, our clients meet their financial goals when we support the needs of our customers at the point of service. Administrative productivity and efficiency are essential. Patrick maximizes accounting technology to reduce costs and create greater efficiencies for the company and its managed assets. Patrick's team of five Client Accounting Specialists ensures that financial reporting is accurate, timely and meets the unique needs of clients and their accountants, including property cash management and partnership distributions.

Patrick earned a Bachelor's degree from Southern Methodist University after starting his education at the University of North Texas. Beginning in 1982, Mr. King worked in financial management capacities for several firms, including environmental, import/export and retail companies. At those firms, Patrick honed his unique ability to support financial acumen with research and operational impacts. He joined Alpha Barnes in 2007. By 2009, Patrick had assumed the role of Director of Client Accounting, where he continues to ensure strong client relationship, negotiate owner funding protocols and provide leadership in deploying new efficiencies in processing and reporting.

Mr. King regularly consults with top audit firms to ensure legal and regulatory compliance needs are met.



**Lori Erbst** is Director of Compliance. As a Corporate Department Head, Ms. Erbst provides critical support to the daily site and regional property operation. At Alpha Barnes, our clients meet their financial goals when we support the needs of our customers at the point of service. Administrative productivity and efficiency are essential. Lori specifically directs the administration of the Alpha Barnes compliance department, overseeing 7 specialists who ensure the regulatory and contractual obligations are met at all levels with local and state housing and support agencies. Ongoing training and support of site personnel is a key performance indicator. First year files, tenant income certifications and renewals and audit preparation and findings corrections are managed by

Ms. Erbst.

Lori attended Dallas County Community College and began her career in property management in Dallas in 1996 with an owner/developer of Low-Income Housing Tax Credit (LIHTC) properties. In 2001, she joined Alpha Barnes as a compliance specialist and was promoted to Director of Compliance in 2007. Over time, the department grew to a manager and six specialists. Lori's extensive knowledge and experience with Housing Tax Credit, HOME, BOND, Housing Trust Fund and the Affordable Housing Disposition program make her invaluable to our clients and staff members. Additionally, through strong business relationships, Lori is able to work closely with all state agencies and maintain a respected partnership. Lori participates regularly in training offered by the Texas Department of Housing and Community Affairs. Ms. Erbst is a Certified Credit Compliance Professional (C3P), a Housing Credit Certified Professional (HCCP) and a National Compliance Professional (NCP).

## Non-Competition

ABRES does not compete with its clients, therefore we have no conflict of interest. Unlike “fee only” third party management companies, our teams think like investors. As such you will find our teams act and make decisions like investors vs. “hired hand fee only” property management only companies. This distinguishes us from many competing firms and enables us to provide the investment mindset each property deserves, without the distraction just being a “hired hand fee only”, which are known to focus only on management company revenues.

Subsequently, **we focus on your goals** from the beginning. Third-party real estate management is the business on which we have built our reputation, and we are committed to providing the highest possible standards of service and integrity to our clients.

## Acquisitions

Since we understand investment dynamics, we are able to assist with due diligence and new property acquisitions. This also enables us to inform you of properties that are for sale, whether managed by ABRES or not. We are interested in **your** success.

## Expansion/Pre-Acquisition Due Diligence

We are prepared to grow with you when or if new purchases are consummated. As you know, we manage in over 85 different cities and can assimilate your acquisitions as they occur. In addition, we are available to assist with your **pre-acquisition due diligence** needs as well.

## Bench Strength

We strengthen our bench by recruiting the best and brightest property management professionals. Second, we challenge our teams to be even better, by providing them an excellent training and education program. Combine this with support and encouragement and you have what we call the “ABRES WINNING COMBINATION”. We attribute our growth and continued success to “bench strength”. We think, act and make decisions like investors you desire as your partner. Our team members are all highly skilled and dedicated to the overall success of our clients’ investments. Alpha Barnes employs approximately 850 professional and support personnel, with a single goal of achieving your objectives.

**Corporate Forte:** Our Corporate Office Team’s exist to support our site teams. Regional Supervisors have authority to direct corporate department resources to the needs that Clients, Site Teams and Residents need. We experience extremely low turnover at our corporate office, so we are able to achieve consistent quality and efficient support.

**Industry Achievement:** We believe the key to quality client service is based upon well-trained and motivated personnel. We encourage all of our employees to strengthen their professional skills through the achievement of appropriate designations such as Certified Property Manager®.

## Low Income Housing Tax Credit (LIHTC)

**Alpha Barnes Real Estate Services** presently manages over 170 properties which utilize the LIHTC. Compliance with LIHTC program requirements are controlled by direct supervisory and compliance staff review of all work and extensive training of all personnel. **Alpha Barnes Real Estate Services** takes special pride in its reputation as an expert in this program and works hard to maintain that reputation.

## HUD Financed Properties

**Alpha Barnes Real Estate Services** operates projects financed by the U.S. Department of Housing and Urban Development (HUD) under the Section 221 (d)(3) BMIR and 221 (d)(4) program, the Section 202 program, and the Section 236 program. **Alpha Barnes Real Estate Services** is familiar with the reporting requirements of all housing related HUD programs as well as the management intricacies.

## Properties with 811 Program

**Alpha Barnes Real Estate Services** is currently managing 14 assets under the Section 811 Program, including PRAC and PRA programs. Our Compliance team has an excellent rapport with HUD & TDHCA and is familiar with all the regulations and requirements of the program. Furthermore, ABRES' accounting team is prepared to set up the onsite property software for new construction or newly acquired assets with confidence.

## Properties with HUD Section 8

**Alpha Barnes Real Estate Services** is under contract to operate 16 entities that have projected-based Section 8 rent subsidies. In addition, **Alpha Barnes Real Estate Services** completes the paperwork for Section 8 projects for several other management companies on a contract basis. **Alpha Barnes Real Estate Services** has five Certified Occupancy Specialists' (COS) on staff.

## Professional Certifications of Team Members

Institute of Real Estate Management (IREM <sup>®</sup> )	Certified Property Manager (CPM <sup>®</sup> )
Certified Public Accountant (CPA <sup>®</sup> )	Certified Apartment Portfolio Supervisor (CAPS <sup>®</sup> )
Accredited Resident Manager (ARM <sup>®</sup> )	Certified Apartment Manager (CAM <sup>®</sup> )
Certified Occupancy Specialist (COS <sup>®</sup> )	Assisted Housing Professional (AHP)
Tax Credit Specialist (TCS)	Housing Credit Certified Professional (HCCP <sup>®</sup> )
National Compliance Professional (NCP)	Certified Professional of Occupancy (CPO)
Continuing Certified Credit Compliance Professional (C4P)	

## Financial Reporting and Controls

Alpha Barnes Accounting Department is focused on delivering 1) Accurate Reporting, 2) Timely Delivery and 3) Knowledgeable Teams. Our accounting systems can be customized to meet specific client needs. Through our centralized system we can create specialized financial statement formats and charts of accounts. Our systems are designed to maximize control of cash and disbursements while utilizing state of the art technology to maximize efficient use by on-site personnel.

The property budget forms the basis for the overall **expense control** process. Qualifying purchases must be approved by the Regional Supervisor who must seek approval for all non-budgeted or over budget items. Per the management agreement, all expenditures over a set amount require the owner's approval. The Budget Control Ledger serves as further control for the Property Manager and Regional Supervisor.

Vendors are selected based on service, reliability and price. Each vendor must submit an application and is required to provide proof of insurance coverage. Payments are scheduled to be made thirty days after invoicing and are coded according to a five-level priority payment system. A complete audit trail is maintained throughout the payable processing system.

## Property Leasing

On-site managers and staff are provided detailed instruction pertaining to all aspects of leasing on the property. From marketing the property, qualifying prospective tenants and closing the sale, to maintaining positive relations. Property staff is instructed with guidelines and methods of how to best manage any leasing situation. Again, these policies are documented in the Residential Standard Operating Procedures Manual and reinforced through training courses.

ABRES also instructs on-site management staff with ABRES' Vision, Mission and Value Statements. To be outstanding, it is not enough to simply instruct and supervise managers and staff with operating standards, each individual must also be motivated to always act with the utmost integrity, respect and teamwork. We are committed to achieving and recognizing individual achievement in attaining excellence in all aspects of property operation.

## Bid Control/Subcontractor

Alpha Barnes has designed and successfully implemented a concise program for bid control and contractor supervision. In accordance with the management plan, operating budget and owner objectives, capital improvements/enhancements are identified. Our full-time Training Department trains staff and remains available as support during the process.

At takeover and on an on-going basis, all services to the property are subject to the bid control process. Bids for trash removal, answering service, landscaping, etc. are received and approved in the same manner as construction bids. This assures the best service at the lowest cost without compromising quality. Alpha Barnes' personnel understand the bid-control process including coordination with the owner. The process is very controlled, defined and effective.

## Construction/Subcontracting Program

Alpha Barnes utilizes services from many different contractors and service organizations. When a specific job is identified, exact specifications for that job are derived. Bids are received from qualified contractors and/or service organizations and reviewed. Bids are evaluated to determine if they meet the exact specification required. After careful review, a contractor is selected based on experience history, understanding of the job and cost. We seek the lowest cost without compromising the integrity of the work.

## Vendor Qualification

Alpha Barnes policy requires that all on-site vendors provide proof of minimum insurance coverage. This assists in reducing exposure to liability claims resulting from personal injury and property damage by vendors.

On-site vendors are required to provide proof of the following insurance coverage:

- Comprehensive General Liability or Commercial General Liability Insurance.
- Worker's Compensation Insurance with statutory limits, as required by the state or when stipulated by owner; with Employer Liability Insurance.
- Comprehensive Automotive Liability insurance for all owned, hired and non-owned vehicles.

Delivery Only vendors are required to provide proof of Comprehensive Automobile Liability Insurance for all owned, hired and non-owned vehicles.





## Overview

Delivering comprehensive affordable Housing Compliance services is essential to the operations of affordable housing. This includes day to day operational support, with a focus on eligibility requirements in accordance with Federal, State and Local housing requirements. To complement our efforts, Alpha Barnes (ABRES) has developed numerous propriety initiatives, including those outlined below, designed to accomplish this.

## ABRES' Approach to Compliance Services

1. Personalized expertise and advanced technologies are the backbone of our proven compliance systems. Each property is assigned to an affordable housing specialist who is personally responsible for each file.
2. 24-hour turnaround for File Review which improves leasing velocity and revenue.
3. Income and Asset Calculations are verified centrally by a corporate compliance specialist. Additionally, staff spends time on-site with staff to ensure files are completed thoroughly prior to submitting for approval.
4. All files must be approved by a Compliance Specialist or the Regional Supervisor before move-in to ensure all files remain in compliance.
5. Specialist conduct on-site visits in preparation of upcoming audits and inspections.

## New Move-In File – Eligibility Review

1. Using the OneSite software systems, ABRES will review files for eligibility. All reviews are completed at the corporate level.
2. Files are reviewed Monday through Friday, except for holidays.
3. Compliance Specialist send corrections and then approve with Managers Cert.
4. Once approved, it is returned to site so applicant can be notified.
5. No move in will be permitted into the system before the file is approved by the specialist or RS.

## Recertification File Review

1. ABRES will review files for continued eligibility.
2. ABRES will not review the initial move in file eligibility. The file at the time of recertification will assume the initial file review and any prior recertification file reviews were done correctly.
3. Pending sheets will be issued for any required clarifications, corrections or mistakes requiring attention.
4. Recerts are reviewed onsite.
5. Any past due recertification files will be reviewed as they are submitted in the same manner as current files.

## Initial Training and Setup

1. Initial staff training and system setup will be included.
2. The respective assigned Compliance Specialist is the training resource for our on-site teams to obtain general tax credit program knowledge.
3. Ongoing quarterly training from our corporate office and locations throughout Texas.

## **Quarterly Reporting to State Agency**

1. The respective assigned Compliance Specialist will review the information in CMTS with representatives from the property prior to final submission to TDHCA, each quarter.

## **Agency Audit Services**

1. Compliance Specialist will manage any required pre-audit submissions to requiring agencies.
2. Compliance Specialist will review audit results with on-site team, prepare responses and submit to agency.
3. Where eligibility findings occur, the Compliance Specialist will support your company in answering related audit findings.

## **Services Included in Compliance Monitoring:**

1. Regulatory Document Review and Rental Information Sheet creation
2. Utility Allowance Management, including HUD Utility Model
3. Income Limit Management
4. Applicable Fraction Management
5. Set Aside Management
6. Special Needs Requirements
7. Backup of TIC for Each Resident (if requested)
8. USR's
9. Certification and other Compliance Reporting
10. Upcoming and Past Due TIC Recertification Management
11. Rental Rates are computed accurately using the HUD formulas

## **Cost of Services:**

There is no additional cost for these services.



**CAIRN POINT AUSTIN AT SPRINGDALE  
AUSTIN, TEXAS**

**ATTACHMENT TABS**

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**Attachment 3 – Financial Info**

**3a. Federal IRS Certification**

**NOT  
APPLICABLE**

**CAIRN POINT AUSTIN AT SPRINGDALE  
AUSTIN, TEXAS**

**ATTACHMENT TABS**

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**Attachment 3 – Financial Info**

**3b. Certified Financial Audit**

**NOT  
APPLICABLE**

**CAIRN POINT AUSTIN AT SPRINGDALE  
AUSTIN, TEXAS**

**ATTACHMENT TABS**

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**Attachment 3 – Financial Info**

**3c. Board Resolution**

**NOT  
APPLICABLE**

**CAIRN POINT AUSTIN AT SPRINGDALE  
AUSTIN, TEXAS**

**ATTACHMENT TABS**

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**Attachment 3 – Financial Info**

**3d. Financial Statements**

**FINANCIAL  
STATEMENTS  
TO BE  
PROVIDED  
UNDER  
SEPARATE  
COVER**



**CAIRN POINT AUSTIN AT SPRINGDALE  
AUSTIN, TEXAS**

**ATTACHMENT TABS**

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**Attachment 3 – Financial Info**

**3e. Funding Commitment Letters**



## **CAIRN POINT AUSTIN AT SPRINGDALE - AUSTIN, TEXAS**

# **Funding Sources**

- **Financing Narrative**
- **Sources:**
  - **Low Income Housing Tax Credits – Application to be submitted in 2<sup>nd</sup> Q 2022 once bond reservation given**
  - **Private Activity Bonds – Application to be submitted in October 2021 for 2022 Lottery**
  - **Construction to Perm Loan – Lender is TBD – excellent relationships with quality lenders**
  - **Multifamily Direct Loan Funding from the Texas Department of Housing and Community Affairs – Application to be submitted in 2<sup>nd</sup> Q 2022 once bond reservation given.**
  - **City of Austin Funding – Application in August 6, 2021 with awards approved by Austin City Council on November 18, 2021.**

## **Financing Narrative**

### **CAIRN POINT AUSTIN AT SPRINGDALE - AUSTIN, TEXAS**

#### **Construction Sources and Uses**

The construction funding sources include construction loans in two tranches from a construction lender – Tranche A \$7,657,400 and Tranche B \$7,342,600, a Multifamily Direct Loan (Soft Repayable) in the amount of \$3,000,000, a City of Austin loan in the amount of \$5,200,000, and investor equity in the amount of \$5,167,854.

The construction loan has an estimated interest rate of 4.16% and will require interest-only payments during the construction period.

Equity will be advanced from to be determined investor in the estimated amount of \$10,335,707 with 50% of this amount disbursed during the construction phase. The exact amount may be adjusted based on adjusters to be defined in the partnership agreement. The syndication proceeds are to be based on \$0.88 per dollar of tax credits and a projected tax credit allocation of \$1,174,747.

The developer will apply for \$5,200,000 in funding from the Austin Housing Finance Corporation (City of Austin). The source of the funds is general obligation bond funding administered through the City's Rental Housing Developer Assistance program that is not Federal. The loan will be used for soft and hard costs. Terms of the loan will be for a minimum of 40 years at zero percent interest. Soft repayment of the loan will be based on cash flow.

The developer is simultaneously applying for \$3,000,000 in TDHCA Multifamily Direct Loan funding under the Supportive Housing/Soft Repayment Set-Aside as part of the HTC application. Term of the loan will be for 40 years at zero percent interest. Repayment of the loan will be payable from surplus cash flow and/or deferred on a yearly basis and payable at the end of the loan period contingent upon compliance with the loan agreement. It is the preference for this loan to be structured as a pass-through loan that will be forgiven at the end of the loan period.

#### **Permanent Sources and Uses**

The total equity available from to be determined investor partner as a permanent source of funding will be \$10,335,707.

The permanent loan from to be determined lender will be in the amount of \$7,342,600 with a 4.60% rate, a 17 year term and 35 year amortization.

The developer will apply for \$5,200,000 in funding from the Austin Housing Finance Corporation (City of Austin). The source of the funds is general obligation bond funding administered through the City's Rental Housing Developer Assistance program that is not Federal. The loan will be used for soft and hard costs. Terms of the loan will be for a minimum of 40 years at zero percent interest. Soft repayment of the loan will be based on cash flow.

The developer is simultaneously applying for \$3,000,000 in TDHCA Multifamily Direct Loan funding under the Supportive Housing/Soft Repayment Set-Aside as part of the HTC application. Term of the loan will be for 40 years at zero percent interest. Repayment of the loan will be through surplus cash flow and/or deferred on a yearly basis and payable at the end of the loan period contingent upon compliance with the loan agreement.

Finally, the developer is prepared to make up any gap in sources and uses by deferring the developer fee. Currently, the permanently deferred developer fee is projected at \$968,729 and can be paid back from cash flow prior to year fifteen of operations.

**CAIRN POINT AUSTIN AT SPRINGDALE  
AUSTIN, TEXAS**

**ATTACHMENT TABS**

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**Attachment 4 – Project Info**

**4a. Market Study**

**Vecino Group will engage  
a market analyst as part  
of TDHCA application and  
will forward to AHFC upon  
receipt**

**CAIRN POINT AUSTIN AT SPRINGDALE  
AUSTIN, TEXAS**

**ATTACHMENT TABS**

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**Attachment 4 – Project Info**

**4b. Good Neighbor Policy**



## City of Austin Good Neighbor Checklist

The Neighborhood Housing and Community Development Office (NHCD) offers a Good Neighbor Policy to standardize process and identify expectations for all projects funded through the City of Austin's Rental Housing Development Assistance (RHDA) and Acquisition and Development (A&D) programs. Applicants of these programs are required to prepare and begin implementing a community engagement plan, including neighborhood notification activities. The community engagement plan is required whether the application is for funding for new construction or renovation of an existing building, regardless of whether there is a change in ownership.

A successful community engagement plan leads to open, ongoing two-way communication between developers and neighbors. This requires good-faith efforts and cooperation by developers, City officials and residents. A positive, open dialogue between housing developers and neighbors can prevent misunderstandings, facilitate prompt resolution of any inadvertent misunderstandings, and provide a fair, thoughtful, dependable means of resolving differences.

The following checklist of items is required of all applicants for funding:

### (1) Preliminary Research

- ☒ Review the Neighborhood Plan (if applicable)

### (2) Neighborhood Notification TDHCA notifications will be sent out - no zoning change

- ☒ Notify property owners within at least 500 feet of the site and registered neighborhood organizations with boundaries included in the proposed development site, using a written notice, letter or flyer.

### (3) Pre-Application Engagement

- ☒ Contact neighborhood organizations to provide current information about the project, including any neighborhood association whose boundaries are included in the proposed development site and Neighborhood Planning Contact Team (if applicable). *(see full City of Austin Good Neighbor Guidelines for more detailed information on what kind of information may be appropriate to share)*
- ☒ Appoint a Single-Point-of-Contact (SPOC) to serve as the liaison for exchanging information.

### (4) Application requirements

- ☒ Provide communications plan
- ☐ Provide documentation showing the content of the notice, and proof of delivery To be provided at the time of TDHCA app submission
- ☒ Provide signed copy of this checklist.

I have reviewed and completed all of the above checklist items required by the City of Austin's Good Neighbor Guidelines.



Signed

Richard Manzardo  
printed name

8/5/21  
date



## GOOD NEIGHBOR POLICY

### **CAIRN POINT AUSTIN AT SPRINGDALE**

5612 Springdale Road  
Austin, TX 78723

### **CONTACT**

Donnell McGhee  
Vecino Group  
305 W. Commercial St.  
Springfield, MO 65803  
(417) 200-2983  
[DMcGhee@vecinogroup.com](mailto:DMcGhee@vecinogroup.com)

### **COMMUNICATIONS PLAN FOR NEIGHBORHOOD ENGAGEMENT**

Before any other facets of a development are pursued, Vecino Group will approach the neighborhood and talk to key stakeholders about the project, target population and share examples of the future development.

The following steps have already or will soon be taken to communicate with the neighborhood surrounding the proposed development located at 5612 Springdale Road, Austin, TX 78723:

**Preliminary Research:** Using the City of Austin's Community Registry site and general Internet searches, True Casa Consulting researched the neighborhood organizations that contain the proposed site and identified the following active organizations.

Del Valle Community Coalition  
East Austin Conservancy  
East MLK Combined Neighborhood Plan Contact Team  
Friends of Northeast Austin  
Pecan Springs/Springdale Hills Neighborhood Association  
Senate Hills Homeowners' Association  
Windsor Park-Pecan Springs Heritage NA

**Neighborhood Plan:** The development is located in the East MLK Combined Neighborhood Plan located at the link below:

[https://www.austintexas.gov/sites/default/files/files/Housing\\_%26\\_Planning/Adopted%20Neighborhood%20Planning%20Areas/10\\_EastMLKCombined/emlk-np.pdf](https://www.austintexas.gov/sites/default/files/files/Housing_%26_Planning/Adopted%20Neighborhood%20Planning%20Areas/10_EastMLKCombined/emlk-np.pdf)



- 1) **Neighborhood Contact:** Vecino Group will reach out to the priority neighborhood organization(s) to share info on plans for the development of Cairn Point Austin at Springdale. HPD will be updated once those meetings have occurred.
- 2) **Neighborhood Notification** – The organizations above will be notified as part of the TDHCA notification process. At this time, we do not anticipate a zoning change being necessary. The team will also reach out to neighborhood and publicly engage, as a neighbor, on the plans for development of the site.
- 3) **Neighborhood Engagement** – At the any upcoming neighborhood meetings, Vecino Group will present information about their firm, plans for design of the building and talk about who will live at the property and what services will be offered.
  - After initial phone contact, meetings will be scheduled with any organization that should request such.
  - Vecino Group will invite neighborhood members to volunteer events to get more involved with the project.
- 4) **Implementation/Ongoing Relations** – Vecino Group will implement the following processes to encourage ongoing relations with neighborhood members:
  - Neighborhood members will be invited to the Ground Breaking and Ribbon Cutting events that will be held for the property. Neighborhoods will be given recognition for their support.
  - The property will invite neighborhood members to participate in services programs being offered at our community.
  - The property will invite and educate neighborhood members on the many ways to volunteer with the property.
  - Vecino Group will establish an open-door policy so that neighborhood members will feel comfortable communicating any concerns with either the on-site property management or the single point of contact.

**CAIRN POINT AUSTIN AT SPRINGDALE  
AUSTIN, TEXAS**

**ATTACHMENT TABS**

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**Attachment 4 – Project Info**

**4c. SMART Housing Letter**

**Vecino Group has applied  
for SMART Housing  
Certification and will  
forward upon approval**

**CAIRN POINT AUSTIN AT SPRINGDALE  
AUSTIN, TEXAS**

**ATTACHMENT TABS**

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**Attachment 4 – Project Info**

**4d. MOU with ECHO**

# **Memorandum of Understanding (MOU) Between Ending Community Homelessness Coalition (ECHO) and Cairn Point Austin at Springdale, LP Austin at Springdale**

## **I. OVERVIEW**

- To qualify for a Continuum of Care unit, applicants will meet the following definition of homelessness:
    1. "Households that qualify as homeless under the HUD HEARTH Act <sup>1</sup>Homeless definition paragraph one: (i) those whose primary nighttime residence is not designed as a sleeping accommodation for human beings, (ii) those in shelter, transitional housing, or motels paid for by charitable organizations, and (iii) those exiting institutions after 90 days or less and who were previously homeless;" and
    2. Be referred through Coordinated Assessment.
  - The Cairn Point Austin at Springdale, LP Austin at Springdale will dedicate 65 units to the Continuum of Care.
- 

## **II. GENERAL ROLES**

- Cairn Point Austin at Springdale, LP Austin at Springdale will systematically alert ECHO of anticipated unit vacancies to be filled by the Continuum of Care, comply with the summary of time limitations outlined below, and comply with attached tenant screening criteria. Details outlined below.
  - ECHO will assume responsibility for readying eligible homeless applicants to quickly apply to fill those vacancies and efficiently meet all requirements of the tenant screening and lease up process to the Cairn Point Austin at Springdale, LP Austin at Springdale 's satisfaction. Details outlined below. Referred households will have the following characteristics:
    1. Homeless status has been certified
    2. Household matches the property's income, unit size restrictions, etc.
    3. Household has completed Coordinated Assessment
  - For each referral, ECHO will identify the household as prioritized through the Coordinated Assessment system; individual household vulnerability and eligibility will be considered as part of the Coordinated Assessment process. ECHO will then pair that household with an appropriate support service program. These are support service programs, not governed by ECHO, that are often positioned to provide short term and/or long term support services to the households during their new tenancy that will promote their stability as tenants. Details outlined below.
- 

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<sup>1</sup> *The Homeless Emergency Assistance and Rapid Transition to Housing Act* (HEARTH); May 20, 2009. The HEARTH Act amends and reauthorizes the McKinney-Vento Homeless Assistance Act .



### **III. RESPONSIBILITIES OF CAIRN POINT AUSTIN AT SPRINGDALE, LP AUSTIN AT SPRINGDALE**

- Provide ECHO, in a separate email, the following documents at least 30 days prior to the start of application acceptance:
  1. Standard Application
  2. Standard Lease Agreement - including specifications regarding utility payments
  3. List of documents needed for a complete application
  4. Property rules related to smoking, parking, pets, etc.
- Email ECHO point of contact with timely notification of a vacancy that will be assigned as a CoC unit and provide relevant information about the vacant unit.
- Copy assigned support service provider on all communication with a homeless applicant. Note that ECHO will obtain a Release of Information for each household to allow this communication to proceed.
- Whenever possible, accept initial applications by secure email or fax in order to decrease the number of visits the applicant and service provider need to make to the property.
- Screen the batch of up to three referred applicants for eligibility and suitability in the order received from ECHO (i.e. Applicant #1 and Applicant #2).
- Alert ECHO, assigned support service provider, and applicants of any deficiencies in applications.
- Make an eligibility determination within 5 business days whenever possible.
- Ensure a general response time for all communications with the MOU partner of 1-2 business days.

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### **IV. RESPONSIBILITIES OF ECHO**

- Provide Cairn Point Austin at Springdale, LP Austin at Springdale with a batch of up to three applicants that meet the property's eligibility criteria within 5 business days of notification from the Cairn Point Austin at Springdale, LP Austin at Springdale of an available CoC unit. If the applicants are rejected or decline an offer of housing, ECHO can refer more applicants if requested by the Cairn Point Austin at Springdale, LP Austin at Springdale. If a suitable applicant is not identified within 30 business days, then the property may revert back to its standing waiting list to fill the vacancy.
- Provide the Cairn Point Austin at Springdale, LP Austin at Springdale with a complete referral package for each referral that includes:
  1. Completed housing application of the Cairn Point Austin at Springdale, LP Austin at Springdale.
  2. Required supporting documentation needed by the Cairn Point Austin at Springdale, LP Austin at Springdale to process applications:
    - a. Birth certificates and social security cards for ALL household members
    - b. Picture IDs for all adults
    - c. Income and asset documentation
  3. Verification of homelessness for CoC unit eligibility.

4. Determination that household is most appropriate as determined by the Austin/Travis County Continuum-of-Care Coordinated Assessment process.
  5. Release of Information from the referred households to authorize ECHO and the Cairn Point Austin at Springdale, LP Austin at Springdale to share information regarding the households' applications, including third party documents the development receives from doing third party verifications (i.e. bank statements, credit reports, etc).
  6. Contact information for assigned support service provider.
- Inform the applicants referred that this is only a referral and does not constitute an offer of housing and that the Cairn Point Austin at Springdale, LP Austin at Springdale will confirm eligibility for the housing and conduct a screening that will include a credit check, criminal background check, and landlord history check.
  - Support the appropriate support service program in accompanying the referred applicants for interviews with the Cairn Point Austin at Springdale, LP Austin at Springdale and lease signing at the property if the household needs that support.
  - For each referral, ECHO will identify the household as prioritized through the Coordinated Assessment process; individual household vulnerability and eligibility will be considered as part of the Coordinated Assessment process. ECHO will then pair that household with an appropriate support service program. These are support service programs, not governed or guaranteed by ECHO, that are often positioned to provide short term and/or long term human services to the households during their new tenancy that will promote their stability as new tenants.
  - Ensure a general response time for all communications with the MOU partner of 1-2 business days.
-

## V. SUMMARY OF TIME LIMITATIONS TO COORDINATION

Party	Step	Time Limitation
Cairn Point Austin at Springdale, LP Austin at Springdale	Email announcement of vacancy to be dedicated to homeless preference	<b>Immediately upon vacancy - or as soon as anticipated</b>
ECHO	Submit up to 3 referrals to fill vacancy in a ranking order for consideration	<b>5 business days</b>
Cairn Point Austin at Springdale, LP Austin at Springdale	Announce eligibility determination	<b>5 business days</b>
ECHO	Second attempt to fill unit before vacancy may go to general waiting list	<b>5 business days</b>
All parties	General response time for all communications between parties	<b>1-2 business days</b>



**VI. ESTABLISHED POINTS OF CONTACT**

**ECHO Point of Contact**

Name:

Title: Community Housing Portfolio Manager

Phone: 737-231-0495

Email: [kaylinrubin@austinecho.org](mailto:kaylinrubin@austinecho.org)

Address: P.O. Box 150249, Austin, TX 78715

Website: [www.austinecho.org](http://www.austinecho.org)

**RHDA Applicant Point of Contact**

Name: Donnell McGhee

Title: Senior Development Project Manager

Phone: (417) 200-2983

Email: [DMcGhee@vecinogroup.com](mailto:DMcGhee@vecinogroup.com)

Address: 305 W. Commercial Street, Springfield, MO 65803

Website: [www.vecinogroup.com](http://www.vecinogroup.com)

**VII. VACANCY INFORMATION**

**Vacancy Announcement Email Contents**

Property Name: Cairn Point Austin at Springdale

Contact Person:

Phone:

Email:

Date unit will be ready for occupancy:

# of Bedrooms:

Utilities tenant is responsible for:

Is this a first floor or elevator unit?

Is this an accessible unit?

Anything else an applicant should know about the unit?

**VIII. MOU ATTACHMENTS**

- RHDA Applicant should attach the following to this MOU:
  1. Rental Application and related document requirements, if available
  2. Standard Lease and utility payment specifications, if available
  
- ECHO should attach the following to this MOU:
  1. CoC Unit Screening Criteria
  2. Sample Release of Information



IX. MOU SIGNATURES

**ECHO**

Name: Kate Moore

Title: VP of Strategic Planning and Partnerships

Phone: 512-898-9916

Email: [katemoore@austinecho.org](mailto:katemoore@austinecho.org)

Address: P.O. Box 150249, Austin, TX 78715

Website: [www.austinecho.org](http://www.austinecho.org)

Signature: Kate Moore  
Kate Moore (Aug 5, 2021 16:51 CDT)

Date: Aug 5, 2021

**RHDA Applicant**

Name: Cairn Point Austin at Springdale, LP

Title: Owner

Phone: 417-720-1577

Email: [Rick@vecinogroup.com](mailto:Rick@vecinogroup.com)

Address: 305 W. Commercial Street, Springfield, MO 65803

Website: [www.vecinogroup.com](http://www.vecinogroup.com)

Signature: Rick  
rick manzardo (Aug 5, 2021 17:08 CDT)

Date: Aug 5, 2021









# CairnPoint\_MoU

Final Audit Report

2021-08-05

Created:	2021-08-05
By:	Poleth Robledo (polethrobledo@austinecho.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAADF8jY--s82JqK86DN6eMoX4nXV3-iXUi

## "CairnPoint\_MoU" History

-  Document created by Poleth Robledo (polethrobledo@austinecho.org)  
2021-08-05 - 8:13:44 PM GMT- IP address: 162.229.210.47
-  Document emailed to Kate Moore (katemoore@austinecho.org) for signature  
2021-08-05 - 8:14:42 PM GMT
-  Email viewed by Kate Moore (katemoore@austinecho.org)  
2021-08-05 - 9:50:39 PM GMT- IP address: 136.62.173.63
-  Document e-signed by Kate Moore (katemoore@austinecho.org)  
Signature Date: 2021-08-05 - 9:51:09 PM GMT - Time Source: server- IP address: 136.62.173.63
-  Document emailed to rick manzardo (rick@vecinogroup.com) for signature  
2021-08-05 - 9:51:11 PM GMT
-  Email viewed by rick manzardo (rick@vecinogroup.com)  
2021-08-05 - 10:08:06 PM GMT- IP address: 54.87.192.249
-  Document e-signed by rick manzardo (rick@vecinogroup.com)  
Signature Date: 2021-08-05 - 10:08:24 PM GMT - Time Source: server- IP address: 173.17.55.93
-  Agreement completed.  
2021-08-05 - 10:08:24 PM GMT

**CAIRN POINT AUSTIN AT SPRINGDALE  
AUSTIN, TEXAS**

**ATTACHMENT TABS**

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**Attachment 4 – Project Info**

**4e. Resident Services**



## **CAIRN POINT AUSTIN AT SPRINGDALE - AUSTIN, TEXAS**

Cairn Point Austin at Springdale is a partnership with **Family Eldercare** who will have on-site staff offering free, multi-disciplinary services designed to support residents and build well-being including: relationship-based case management, employment services, life skills classes, financial literacy classes, and health and well-being classes.

Approximately 65 units out of the total 130 units at Cairn Point Austin at Springdale will be reserved for persons experiencing homelessness through Austin's Continuum of Care.

### **ABOUT FAMILY ELDERCARE**

Recognized experts in the field of aging, Family Eldercare is a community lead mission that has served Central Texas since 1982. We ensure that older adults, at-risk veterans, and adults with disabilities receive the care they need to thrive in their community which includes independence and living in the comfort of their own homes for as long as possible. We **support caregivers with services and education that allow them the opportunity to have balance in their lives and to maintain good health. As available, our rates are on a sliding fee scale based on the client's income.** Today, Family Eldercare provides a continuum of services to more than 5,700 elders, people with disabilities and their caregivers annually in Greater Austin Areas, including Travis, Williamson and Hays counties.

Though Family Eldercare does not own an assisted living facility or nursing home, our services are mobile and available in those facilities or continuous care communities, and hospitals 24 hours a day, 7 days a week. We are licensed by the Texas Department of Aging and Disability Services to provide Personal Assistant Services.

At the core of Family Eldercare's mission is the philosophy that a supportive community is a great place to grow old. Family Eldercare carries out its mission through a variety of programs, which are designed to prevent abuse, neglect, self-neglect and financial exploitation of elders and adults with disabilities, prolong independent living in the least restrictive environment, and promote the health, well-being and dignity of elders, adults with disabilities and their caregivers. Our goal is to help you thrive.

### About the Services:

Family Eldercare will be the Supportive Service Coordinator and the main provider of Supportive Services at Cairn Point Austin.

The following wrap-around supportive services are provided by Family Eldercare:

### **Financial and Housing Stability**

Our Representative Payee & V.A. Fiduciary are proven to ensure that people's basic needs are met and that they do not experience financial abuse, exploitation, or other neglect. Our case managers frequently work with clients to improve their money habits and share tools and resources to stabilize their finances.

Our Benefits Enrollment Center was the first in Central Texas to receive a designation from the National Council on Aging (NCOA) because of our person-centered approach to assisting older adults with obtaining and maintaining their benefits.

Our Homeless Prevention is a critical intervention for older adults as they face upward pressure on housing, transportation, and medical costs. For those experiencing a crisis, it is far more cost effective to prevent the loss of housing than to provide shelter and re-housing assistance after such loss. Our program provides funds and case management to prevent eviction, pay off rental and/or utility debts, negotiate with property owners, and provide money management skills training. With this model we hope to end homelessness by preventing it in the first place.

Our Rapid Rehousing for Older Adults is Austin's only crisis response system for older adults experiencing homelessness. Research shows there is an emerging crisis of aged homelessness as the homeless population is increasingly represented by older adults. This intervention transitions older adults experiencing homelessness into permanent housing with financial assistance and case management to reduce the number of days they experience homelessness and prevent it from recurring.

### **Service Coordination Program**

This program addresses the issues of poverty, social isolation and loneliness, and the need for support to find resources to meet needs of low-income older adults and adults with disabilities and connects them to healthy aging programs through our Healthy Connections program. Our strategy centers on the provision of supports and services in the very same place people live. This is necessary because many of the individuals we serve have severe mobility issues as well as complex health issues that often preclude them from leaving the property. Enhanced Service Coordination participants live below 200% of the federal poverty guidelines, and as a result, have limited ability to pay for and access needed services. Service Coordinators are agency staff that are embedded in these low-income housing communities. These properties include seven of the Housing Authority of the City of Austin's (HACA) public housing as well as properties owned and operated by various nonprofit agencies. At present, our target population includes just over 1,000 seniors 60 and adults with disabilities.

### **Guardianship Program**

A Court of Law appoints Family Eldercare to be legal guardian of persons who lack the mental capacity to make decisions and have no appropriate family or friends to act in that capacity. Care managers are designated Texas Certified Guardians and serve as guardian agents. A core value of the Guardianship Program is to provide the highest quality of services and referrals with the least restrictive options for the client. Guardianship may be provided to a person, an estate, or both.

- Guardian of Person: Make decisions on behalf of the client regarding their care and safety, including medical treatment and residential placement. We advocate for the best possible quality of life for our clients and report our progress to the Court annually.
- Guardian of Estate: Make decisions about the estate of the client. This includes managing the client's assets and paying bills from the client's account with court approval.

Care managers train and support volunteer Guardian Advocates, who are matched one-on-one with qualifying clients to provide social companionship and ensure client needs are being met. Pro-bono attorneys handle legal filings to establish guardianship. Services are provided on a fee-for-service basis set by state law.

### **Lifetime Connections Without Walls (LCWW)**

This is a telephone-based socialization program for older adults (50+) that allows them to easily connect by conference call with other seniors from the comfort of their own home using a personal telephone. To combat social isolation among home-bound older adults, LCWW provides a variety of daily classes ranging from the creative (Art workshops) to educational (Medicare Minutes), that allow participants to engage in stimulating activities while interacting with their peers.

**Counseling Program**

Counseling is provided to homebound older adults by Licensed Clinical Social Workers to reduce social isolation and maintain or improve mental health outcomes.

**Summer Fan Drive**

The Summer Fan Drive is a community health initiative beginning May 1st–August 31st. The fans and funds collected during the Summer Fan Drive provide heat relief to low income seniors, adults with disabilities, veterans and children living Central Texans who cannot afford air conditioning during the hottest months of the year. This program also connects these individuals to unknown additional resources and services they may need.





## Key Staff

Kent Herring, Chief Executive Officer: Kent Herring joined Family Eldercare as the Chief Executive Officer in July 2014. Mr. Herring joins our mission with great experience in personally working with the aging community for over 20 years. Mr. Herring relocated from Abilene where he spent 8 years as the Regional Vice President of Sears Methodist Retirement System and the Executive Director of Wesley Court Methodist Retirement Community. He also has 11 years of sub-acute hospital experience in Waco, Texas. He has an extensive track record of building strong and successful organizations and managing large operations. Mr. Herring serves on the board of Best Single Source Plus, a collaboration of 13 nonprofits, as well as LeadingAge Texas, whose mission is to lead not-for-profit members in their efforts to better serve seniors through collaboration in advocacy, networking, services and education.

Brittany Baize, Director of Development & Communications: Brittany oversees all fundraising, strategy and communications activities at Family Eldercare, as well as the 29-year-old Summer Fan Drive program, and has been with the agency since 2017. She has a Bachelor's of Business Administration in Finance from the McCombs School of Business at the University of Texas at Austin, a Bachelor's of Science in Radio-TV-Film from UT Austin, and is an alumna of the Women's Campaign School at Yale. She previously helped YES Prep Public Schools in Houston expand from serving 5,000 students to 20,000 students as their Senior Director of Advancement and later as their Director of Product Management acting as Deputy CIO from 2012-2016. She also was a founding team member of Success Preparatory Academy as Director of Finance and Operations in New Orleans in 2009.

Cheryl Dunn Donley, Director of Finance: Cheryl Dunn Donley oversees the financial operations of the agency and has been with the agency for just under two years. She has more than 35 years of progressive experience working as a staff accountant, office manager, Controller, and Senior Director of Finance with nonprofit and commercial companies in the Austin area. Mrs. Donley graduated from St. Edward's University where she majored in Accounting.

Shontell Gauthier, Financial & Housing Stability Director: Ms. Gauthier has a B.S. from the University of Louisiana at Lafayette. She began work at Family Eldercare in 2006, overseeing the successful transition of 200+ elderly and disabled Hurricane Katrina evacuees in Austin. Prior to working at Family Eldercare, she co-owned and served as the Program Director of Acadiana Community Based Services, an agency that provided supervised, independent living and vocational rehabilitation services for individuals with a developmental disability.

Shondrea Harroon, PhD, Guardianship Director: Dr. Shondrea Harroon recently joined Family Eldercare as the Director of Guardianship. Dr. Harroon is a health care professional who is passionate about connecting people to communities of meaning, promoting healthy dissension, celebrating diversity, and standing up for the full worth of all humans. She is a powerful force in the workplace and uses her positive attitude and tireless energy to encourage others to work hard and succeed.

Joyce Hefner, LMSW, Director Housing and Community Services: Joyce Hefner has worked for Family Eldercare since 1996. She began as Director of Guardianship and Bill Payer services. Currently, she serves as the Director of Housing and Community Services (HCS). As Director of HCS, her responsibilities include program development and expansion; internal and external program monitoring; evaluating and licensing; and billing and contract compliance. HCS includes Home-Based Counseling, Service Coordination (embedded in 12 senior/disabled housing communities), and Healthy Connections Healthy Aging Programs (includes Lifetime Connections Without Walls (LCWW)--a phone-based socialization and learning activity program for home-bound seniors and Living Well! Healthy Aging programs offered at senior/disabled housing communities. The department is comprised of 14 staff. Joyce earned her Master of Science in Social Work with a concentration in Administration and Planning at the University of Texas at Austin. Among other community and stakeholder planning groups, Ms. Hefner participates in the Aging Services Council of Central Texas.



# ANNUAL REPORT 2019

family  
ELDERCARE



Photo Credit: Annie Ray Creative

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## A LETTER FROM OUR CEO

Dear Friends of Family Eldercare,

We had much to be grateful for in 2019:

I'm grateful for the strides we made in housing stability. One such achievement is that Family Eldercare's Benefits Enrollment Center helped secure more than \$2.2 million in benefits to help pay for healthcare, food, and more. That means more stable lives for seniors, families, and adults with disabilities on a fixed income.

I'm grateful for the growth we experienced. Family Eldercare's Guardianship services expanded into Brazos County, allowing us to meet a gap in services in that area. We also invested more resources to combat social isolation among seniors through an expansion of our Healthy Connections and in-home Counseling programs.

Most of all, I'm grateful for you. You joined Family Eldercare on a journey to promote independence and stability whether through your financial contribution, governance, partnership, advocacy, or service. Because of supporters like you, in 2019 Family Eldercare served nearly 8,000 individuals, and our employees had nearly 64,000 meaningful interactions with the people we serve. We were able to distribute free fans to 11,200 Central Texans this summer. And, a record-breaking 513 seniors and adults with disabilities had their holiday wishes fulfilled during our annual Holiday Giving Drive. Thank you.

Now, I'm excited to share Family Eldercare's special initiatives in 2020:

Our most urgent focus is to address the housing shortage crisis among people age 55+. To that end, Family Eldercare is moving forward with two big initiatives in the coming year. One, we are in the midst of planning our Innovative Housing Initiative which aims to develop and build housing that is affordable for people age 55+ surviving on \$800/month or less. Two, we are extremely excited to expand our partnership with Mobile Loaves & Fishes on a pilot project funded by St. David's Foundation to bring our full continuum of services to Community First! Village.

We are on target with our 2019-2021 Strategic Plan initiatives. This year, you can expect more efforts aimed at increasing Family Eldercare's presence in the community. Central Texas is growing, and we need to as well.

All of us at Family Eldercare are looking forward to a productive, innovative year of growth in 2020. We know we can achieve our vision with your support.

With Gratitude,  
Kent Herring, CEO

## OUR STORY

Since 1982, Family Eldercare has served older adults and adults with disabilities. Our beginnings were small, but our task was enormous. Jackie Lelong and Tina Dublin were experts in the field of gerontology and had a concern for supporting families as they cared for their aging loved ones. With their research and professional backgrounds, the women founded Family Eldercare to serve as a resource in the community. Initially, Family Eldercare hosted public forums throughout Texas discussing aging and disability issues. They disseminated their educational program “As Parents Grow Older” to empower families and caregivers helping older adults to stay at home as long as possible. At that time, Family Eldercare was described as a group of fierce advocates with only a file cabinet, but it eventually became the primary agency in Central Texas directly serving older adults, adults with disabilities, and those who care for them. This emergence began in 1986 when, at the request of the Texas Department of Human Services and the Travis County Probate Court, Family Eldercare developed the Travis County Guardianship and Money Management program for incompetent adults at risk of abuse, neglect, and exploitation.

Family Eldercare has developed other services which improve the lives of the most vulnerable people in our community, especially older adults. Our services are designed to maintain safe, affordable, and stable housing in the least restrictive environment possible; prevent abuse, neglect, and exploitation; promote health, well-being, and dignity; and support people living on a fixed income.



Thanks to the St. David's Foundation for being our biggest supporter!

## **Our Vision and Mission**

Family Eldercare is an Austin, TX organization, born of a grassroots response to a community need, and committed to supporting an aging population with true and innovative avenues toward Aging in Place.

We are excited to share our updated vision and mission statements which more closely aligns with who we are and want to be.

### **Our Vision**

All Texans thrive with dignity and purpose in supportive communities and are financially secure.

### **Our Mission**

We are experts on the journey of aging providing services tailored to the individual to promote independence and stability.



## **BOARD OF DIRECTORS**

**Sandra Morris - Board Chair**

**Charles Colley - Past Board Chair**

**Mario Rivera - Board Chair Elect**

**Melissa Harris - Board Treasurer**

**Shubhada Saxena - Board Secretary**

**Clint Alexander**

**Eric Corum**

**Dax Dobbs**

**Shayne Eddleman**

**Cass Grange**

**Johanne Ibsen-Wolford**

**Gail Miller**

**Deborah L. Kerr PhD**

**Eric Lassberg**

**Bill McHugh**

## EXECUTIVE LEADERSHIP

**Kent Herring**  
**Chief Executive Officer**

**Brittany Baize**  
**Director of Development & Communications**

**Sara Clymer**  
**Director of Guardianship Services**

**Tamara Christian**  
**Director of Human Resources**

**Lisa Daly**  
**Director of In Home Care**

**Cheryl Dunn**  
**Director of Finance & Administration**

**Shontell Gauthier**  
**Director of Money Management Services**

**Joyce Hefner**  
**Director of Housing & Community Services**

## OUR PROGRAMS

Family Eldercare is effective because we have 36 years of experience with sustainable growth, strong leadership, innovative partnerships, and generous community support.

### **Counseling**

Provided in the homes of older adults by Licensed Clinical Social Workers to support patients' mental health and help them cope with depression, anxiety, stress, conflict, trauma, and crisis.

### **Guardianship**

Appointed by local courts to make decisions and exercise the legal rights of people—often the most vulnerable in the community—who lack the capacity to manage their property, health, and safety.

### **In Home Care**

Provides trained, carefully screened, reliable, and most important, affordable services in the homes of older adults and adults with disabilities. In Home Care increases clients' capabilities around activities of daily living (ADLs) such as bathing, grooming, dressing, and eating and drinking. Additionally, In Home Care supports instrumental ADLs (IADLs) such as housekeeping, grocery shopping, meal preparation, caring for pets, and participating in leisure activities.

### **Lifetime Connections Without Walls**

A telephone program that provides opportunities for isolated or lonely older adults to connect with others in their community and across the country. We offer social and educational sessions, support groups, and friendly conversation – all over the phone – all from the comfort of home.

### **Money Management Services**

Uses holistic case management to support people to live within their financial means and meet their basic living needs.

### **Service Coordination**

Guided by the Department of Housing and Urban Development to connect people living in affordable housing with supportive services that help them remain independent in their homes. Family Eldercare Service Coordinators are found in affordable housing properties throughout Austin, TX including the Family Eldercare-owned Lyons Gardens.

# 2019 MILESTONES

**13,410**  
**PEOPLE**

RECEIVED FAMILY  
ELDERCARE SERVICES



**7,077**  
**FANS**

DISTRIBUTED ACROSS  
12 COUNTIES IN  
CENTRAL TEXAS

**5114**  
**HOURS**

SHARED BY FAMILY  
ELDERCARE  
VOLUNTEERS



**67**  
**LIVES TRANSFORMED**  
FOR OLDER ADULTS WHO  
TRANSITIONED OUT OF  
HOMELESSNESS

**80**

**REASONS**

TO CELEBRATE OUR NEW  
ANNUAL EVENT: 80 OVER  
EIGHTY. HONORING  
CENTRAL TEXANS AGE 80+



**10,000**  
**INTERACTIONS**

BETWEEN SERVICE  
COORDINATORS & CLIENTS  
IN CITY OF AUSTIN  
HOUSING



**\$2 MM+**  
**IN BENEFITS**

SECURED FOR MONEY  
MANAGEMENT  
CLIENTS

**21,399**  
**HOURS**

OF PROFESSIONAL  
CAREGIVING SUPPORT  
PROVIDED



**59,754**  
**MEANINGFUL  
CONTACTS**  
MADE WITH CLIENTS  
ACROSS PROGRAMS

**\$23K**  
**RAISED**

@ 2ND ANNUAL FANS-4-  
PAWS & MORE THAN  
DOUBLING 2018 TOTALS



## CLIENT SUCCESS STORIES

### **Guardianship**

58 year-old Brian lived in a home which was not fit for anyone to live in. Brian had uncontrolled diabetes and did not eat healthy. Because of his intellectual disabilities Brian was not able to advocate for himself. After being granted Guardianship, Family Eldercare determined his medical needs warranted 24-hr care and Brian began living at a local nursing home where he now receives 24 hour care and 3 healthy meals a day. His diabetes is under control as are other medical conditions as he is consistently taking his medications. Family Eldercare was able to become his Rep Payee and manage his benefits which include VA benefits as a survivor from his deceased father. Brian has the mental health supports to work through trauma-induced depression given his previous living arrangements and he is a happy engaging with others now.

### **LCWW**

Ms. W joined LCWW in the fall of 2019 after being referred by Family Eldercare's In-Home Counseling program. Ms. W, age 81, had been in the nursing home for a couple years and was having difficulty coping after returning to her home. After just a few LCWW sessions, things quickly improved for her. "I don't need counseling anymore," Ms. W stated during a Share and Learn session. Ms. W has been a regular participant of nearly all our sessions since joining. She's become a real ambassador of our program, referring others to LCWW and speaking so highly of the program. Our session facilitators often mention Ms. W in their session notes, documenting her complimentary words of the program and how much she's enjoying the sessions. "I enjoy LCWW and find it engaging," Ms. W said in our year-end satisfaction survey. "I just wish I found you sooner."

### **Service Coordination**

John is resident who was transferred to our site from another Public Housing site. He is a client of FEC Money Management who provide rep payee and money management services. John suffers from a severe Mental Health condition for which he had not been treated. John was facing eviction because his mental health deteriorated and he was acting out and self-medicating by drinking alcohol. Our Service Coordinator began calling resources, coordinating and advocating for John through Austin Tenant's Council, Legal Aid and Mental Health Services housing. After several months of Mental Health treatments, John dedicated himself to his recovery and reunited with his estranged family and is stably housed today.

### **Money Management**

Marvin, age 64, was enrolled with Family Eldercare's Financial & Housing Stability Program in February 2019 after many years on the streets as a chronically homeless individual. Shortly after his enrollment, Marvin was hospitalized, and it was determined that he would need to have a below-the-knee amputation due to being homeless for so many years. Marvin thought he would have to return to the streets following his operation but with the help of Family Eldercare, appropriate and accessible housing was secured for Marvin immediately after his discharge. Marvin now lives in a setting where he is supported and safe—a place to call home.

## CLIENT SUCCESS STORIES

### **In Home Counseling**

Sandy, in her late 80s, was referred for in-home counseling by the social worker at her doctor's office. Sandy was experiencing depression related to her failing health and the aging process. As someone who was not interested in anti-depressants, she welcomed a counselor into her home to help address her symptoms and concerns. Sandy was a well-educated woman who herself had spent much of her career helping older adults and had been extremely active in her community. Sandy received counseling for nearly a year before she passed away from a degenerative disease. In that time, Sandy was able to engage in extensive life review and process the feelings she had about her life's joys and triumphs, but also her regrets and pain. On her deathbed, the counselor visited her for one final session. "I'll miss you when I am gone," she said. "Thank you and I love you." Sandy and the counselor formed a true therapeutic relationship in the final year of her life, beautifully ending her time on earth with the opportunity to have an outlet to share parts of her that she could not speak to with anyone else in her life.

### **In Home Care**

Kathy has been mobility issues. She has been a long time client in In Home Care and Money Management at Family Eldercare. Our In Home Care department has been working with her caregiver to help her organize her apartment so that she can get around more easily while at home. She had some items stacked up that she had not physically been able to reach. We worked in a supportive manner to communicate our interest in helping her and communicated the benefits to her regarding accessibility in her apartment. She worked with our care manager to downsize some items and was given homework to do regarding small boxes of items to sort through. She was very motivated, and during several follow-up visits she set aside some surplus items for donation such as extra craft supplies, and surplus clothing or shoes. Kathy felt proud of the steps she took and felt supported and empowered by the services provided through In Home Care. Kathy also agreed this year to participate in our Holiday Giving Drive, after previously declining to participate. A local Girl Scout troop donated items on her wish list, and she received a generous donation of gifts. Kathy was thrilled and expressed how happy she was to encounter so many supportive people through Family Eldercare.



## 2019-2021 STRATEGIC PLAN OVERVIEW

### **Major Strategic Initiatives:**

1. Measure and track organizational excellence
2. Align programs and services to best serve our mission
3. Elevate Family Eldercare's brand
4. Invest in community awareness

**Supportive Service Budget**  
**Cairn Point Austin at Springdale**

<u>Sources</u>	<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>
Cash flow from Cairn Point Austin at Springdale	\$35,000	\$36,050	\$37,132
Governmental and Private Fundraising	\$131,113	\$135,047	\$139,098
<b>TOTAL SOURCES</b>	<b>\$166,113</b>	<b>\$171,097</b>	<b>\$176,229</b>
<u>Uses</u>			
Total Salary Costs - Staff (2), Supervisor (20%)			
*includes salary, taxes and benefits	\$144,950	\$149,299	\$153,777
Program Costs			
*includes computers, phones, office equipment, postage, etc.	\$6,062	\$6,244	\$6,431
10% Administration Overhead	\$15,101	\$15,554	\$16,021
<b>TOTAL</b>	<b>\$166,113</b>	<b>\$171,097</b>	<b>\$176,229</b>

America is in a housing crisis. But together we have the power to change it.

There are currently 567,715 people who are homeless on any given night in the United States. Though the breakdown varies from state to state, essentially 17 out of every 10,000 people are living without housing—either in a shelter or on the street. Why? The reasons are diverse: income instability, illness and trauma, developmental challenges, PTSD—and more. But by recognizing and understanding this, cities and communities are steadily beginning to create positive momentum against homelessness.

**Supportive Housing is the solution.** Studies have revealed that supportive housing not only resolves homelessness and increases housing stability, but also improves health and lowers public costs by reducing the use of publicly-funded crisis services, including shelters, hospitals, psychiatric centers, jails and prisons. There are many different ways to develop supportive housing—but knowing how and what to develop for a neighborhood is key to success.

The Vecino Group is a company devoted to development for the greater good.

Every project we touch has to address a broader community issue, set an example, give back & inspire the people working on it with a greater sense of purpose. Since 2011, the Vecino Group has created development with a local-minded attention-to-detail and true community connectivity that brings each development to life. With a specific focus on Affordable and Supportive housing partnerships, our approach and expertise has successfully delivered homes—and a path toward a bright future—for people in more than a dozen states.



A family of communities, each as beautiful and unique as the residents who call it home.

Vecino believes that affordable and supportive housing should spark pride and joy as any market rate home. To help deliver on this we utilize a family of brands—each one inspired by the specific community it is designed to serve. Rest assured: our brands are not cookie-cutter. Though the name and philosophy are consistent, no two are alike. Each development is borne of the neighborhood where it will live—its history, culture and people.



Intrada™  
Transition-age Youth



Talia™  
Survivors of Domestic Violence



Freedom Springs™  
Veterans/Homelessness



Libertad™  
Families Suffering from or at Risk of Homelessness



Alhaven™  
Transition-age Youth living with HIV or AIDS



Bodhi™  
Persons with severe & persistent mental illness



Cairn Point™  
Seniors Experiencing or at Risk of Homelessness



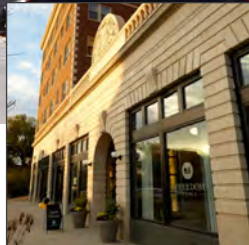
Asteri™  
Persons with Physical/ Developmental challenges



Arthaus™  
Emerging Artists



Espero™  
Individuals who experience chronic homelessness

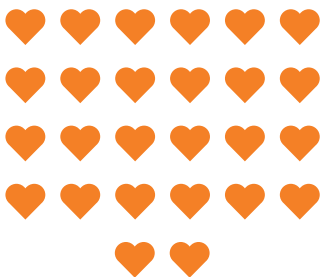


“Vecino is a hardworking, well-prepared and strategic outfit, and were instrumental in identifying the resources necessary toward quality supportive services for the Veterans we aspire to serve.”

Brenton Huston  
Division Director of Veterans Services,  
Volunteers of America / Colorado

# Our mission, by the numbers.

26 Non-profit services partners



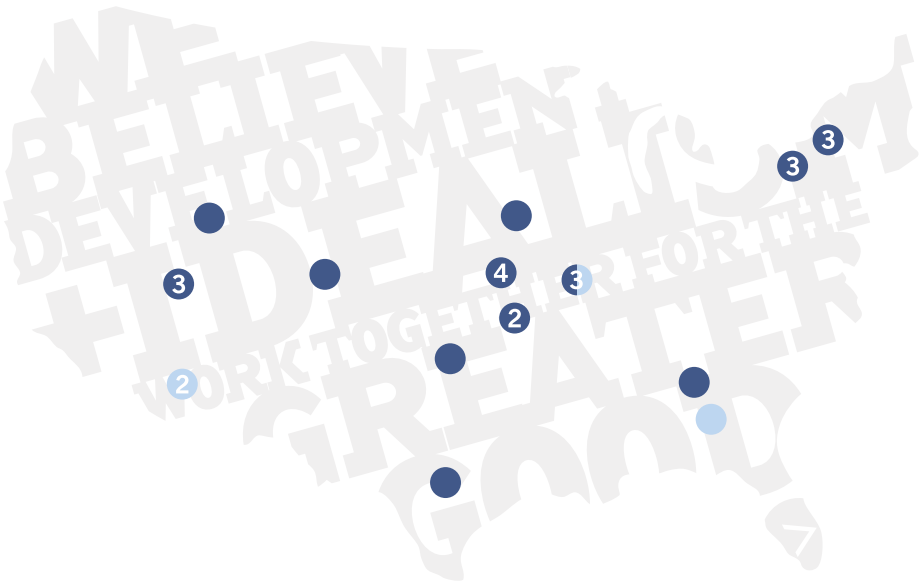
\$5.2M  
Annual nonprofit-commited services

\$3.5M  
Annual funding secured via outside grants

627 Supportive Units

2108 Total Units  
(supportive, Service-Enriched, Affordable)

27 Permanent Supportive Housing Developments



“ Having been a supportive housing provider in Kansas City, Missouri for 35 years SAVE, Inc. chose to develop two supportive housing projects in partnership with Vecino Group because of their support and belief in creating a community that provides supportive services as part of the entire development package.

Blaine Proctor  
Chief Executive Officer,  
SAVE Inc.

”

## Permanent Supportive Housing ●

Allhaven	Kansas City, MO
Asteri	Cedar City, UT
	Ithaca, NY
	Utica, NY
Bodhi	Kansas City, MO
	Salt Lake City, UT
Cairn Point	Cedar City, UT
Eileen's Place	Kansas City, KS
Espero	Austin, TX
Freedom Place	St Louis, MO
Freedom Springs	Colorado Springs, CO
Intrada	El Reno, OK
	St Louis, MO
	Saratoga Springs, NY
	Atlanta, GA
Ithaca Arthaus	Ithaca, NY
Joplin Bungalows	Joplin, MO
Libertad	Cedar City, UT
	Des Moines, IA
	Elmira, NY
	Grandview, MO
Mosaic Village	Cohoes, NY
Talia	Springfield, MO

## Service Enriched ●

Alumnus Gardens	St Louis, MO
Birdsong	Phoenix, AZ
Gillespie Gardens	Cordele, GA
Libertad	Glendale, AZ

## One development, one community at a time.

Development for the greater good is a team effort. Working together, we can be the difference for your community—so let's do it. Contact Heather Bradley-Geary at (913) 905-9645 or [heather@vecinogroup.com](mailto:heather@vecinogroup.com) Find out more about Vecino and our work at [vecinogroup.com](http://vecinogroup.com)



**THE VECINO GROUP**  
Development for the greater good.



**CAIRN POINT AUSTIN AT SPRINGDALE  
AUSTIN, TEXAS**

**ATTACHMENT TABS**

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**Attachment 5 – Property Info**

**5a. Appraisal**

**Vecino Group will engage  
an appraiser as part of  
TDHCA application and  
will forward to AHFC upon  
receipt**

**CAIRN POINT AUSTIN AT SPRINGDALE  
AUSTIN, TEXAS**

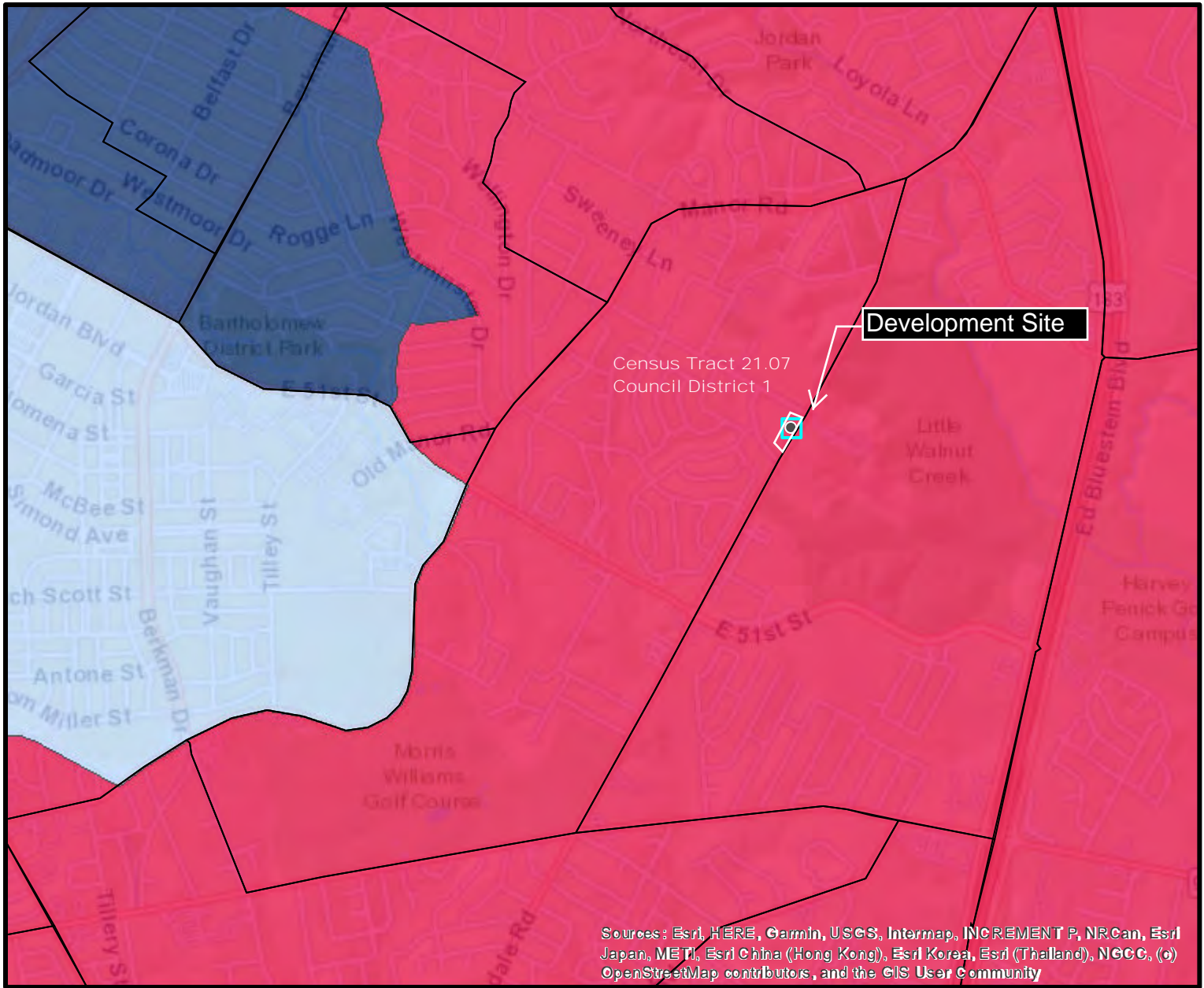
**ATTACHMENT TABS**

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**Attachment 5 – Property Info**

**5b. Property Maps**





Property Label

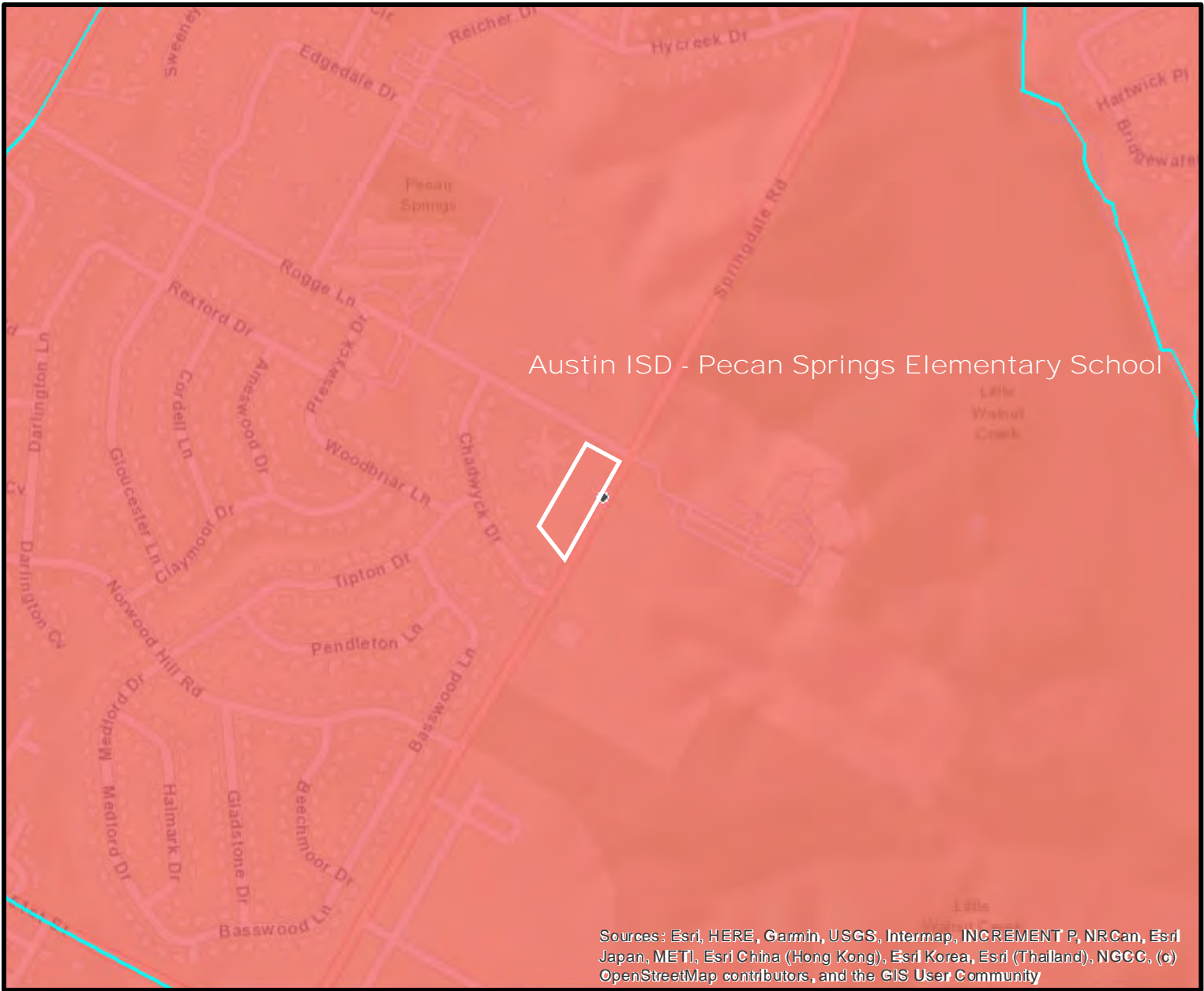
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- Managing Agency: Managing Label
- Address: Address Label
- Land Attributes: Land Label
- ORES Management ID: ORES ID Label
- ORES File Number: ORES File Label
- Restrictions: Restrictions Label
- Restrictions & Protection Comments: Comments Label

- Land Classification: Classification Label
- Land Category: Land Category Label
- Approximate Acreage: Acreage Label
- Appraisal District: Appraisal Label
- Appraisal District Property ID: Property ID Label
- Maximo Asset Tracking Number: Maximo Label



This product is for informational purposes and may not have been prepared for or be suitable for legal, engineering, or surveying purposes. It does not represent an on-the-ground survey and represents only the approximate relative location of property boundaries. This product has been produced by the Parks and Recreation Department for the sole purpose of geographic reference. No warranty is made by the City of Austin regarding specific accuracy or completeness.





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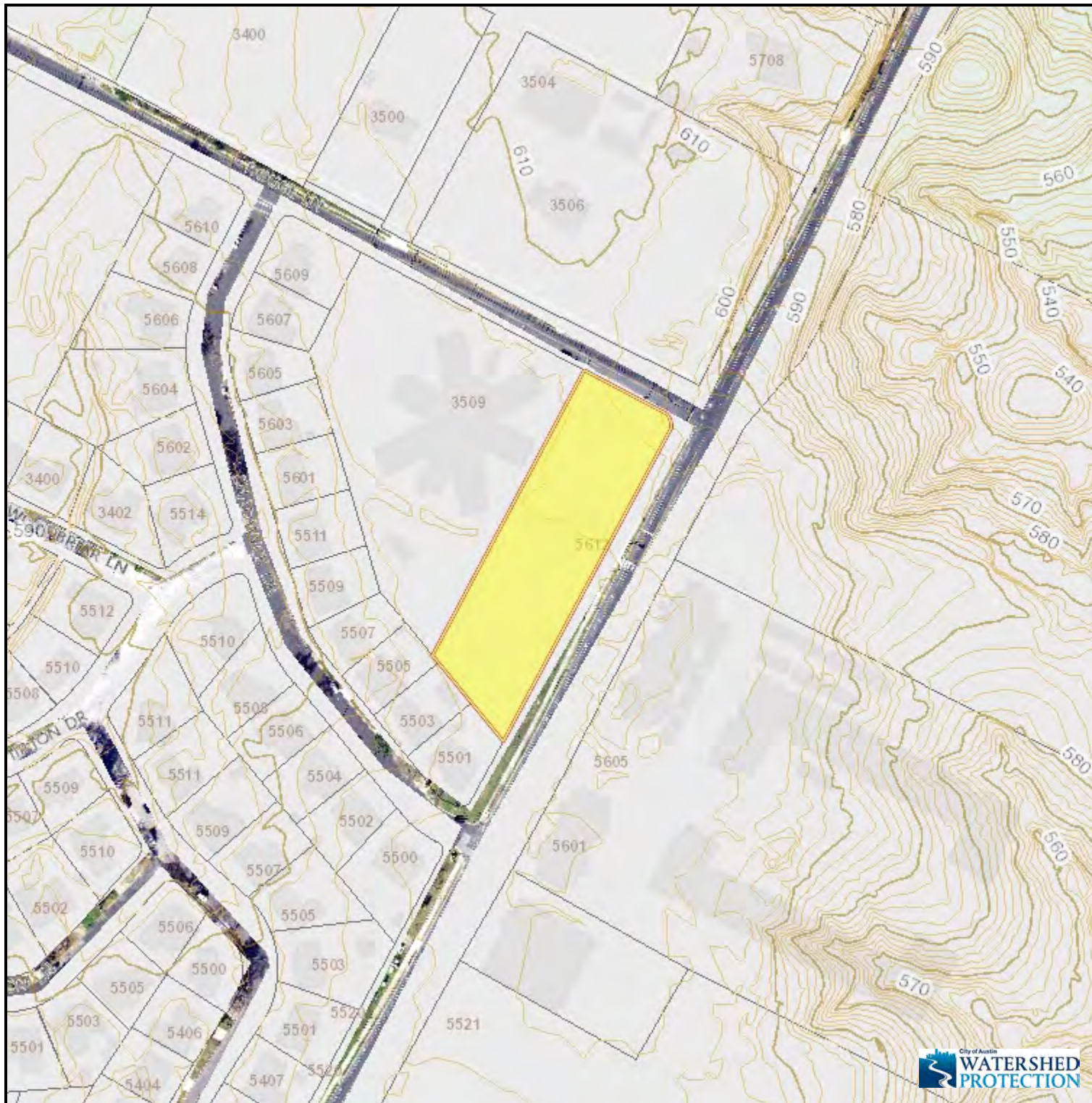


Elementary School

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# FEMA Floodplains

The City of Austin Watershed Protection Department produced this product for informational purposes. It is not intended for or suitable for legal, engineering, or surveying purposes. It does not represent an on-the-ground survey and represents only the approximate relative locations of property boundaries. No warranty is made by the City of Austin regarding specific accuracy or completeness. Final determination of the floodplain status for a property must be based on a topographic survey by a Texas registered professional. For regulatory purposes, 100-Year floodplain elevations must be determined from an engineering model created in accordance with the Drainage Criteria Manual and approved by the City of Austin.

0 200 400 Feet



Prepared: 7/28/2021

Address

Contour

Index

Intermediate

Parcel

FEMA Floodplain

100 Year (Detailed-AE)

100 year (Shallow-AO)

100 Year (Approx-A)

X Protected by Levee

500 Year

Outside Austin City Limits



Sources: Esri, HERE, Garmin, USGS, Intermap, INCREMENT P, NRCan, Esri Japan, METI, Esri China (Hong Kong), Esri Korea, Esri (Thailand), NGCC, (c) OpenStreetMap contributors, and the GIS User Community

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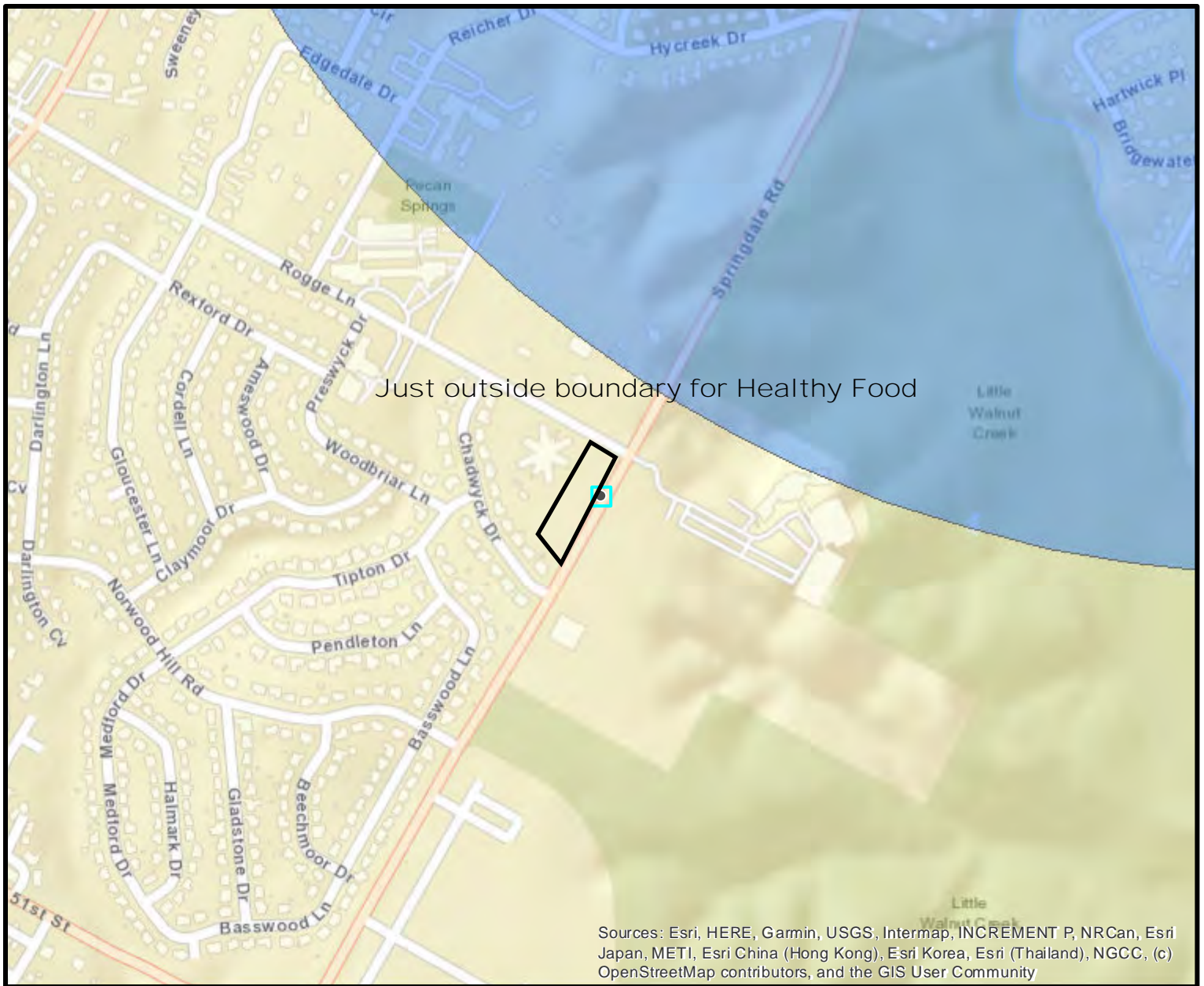
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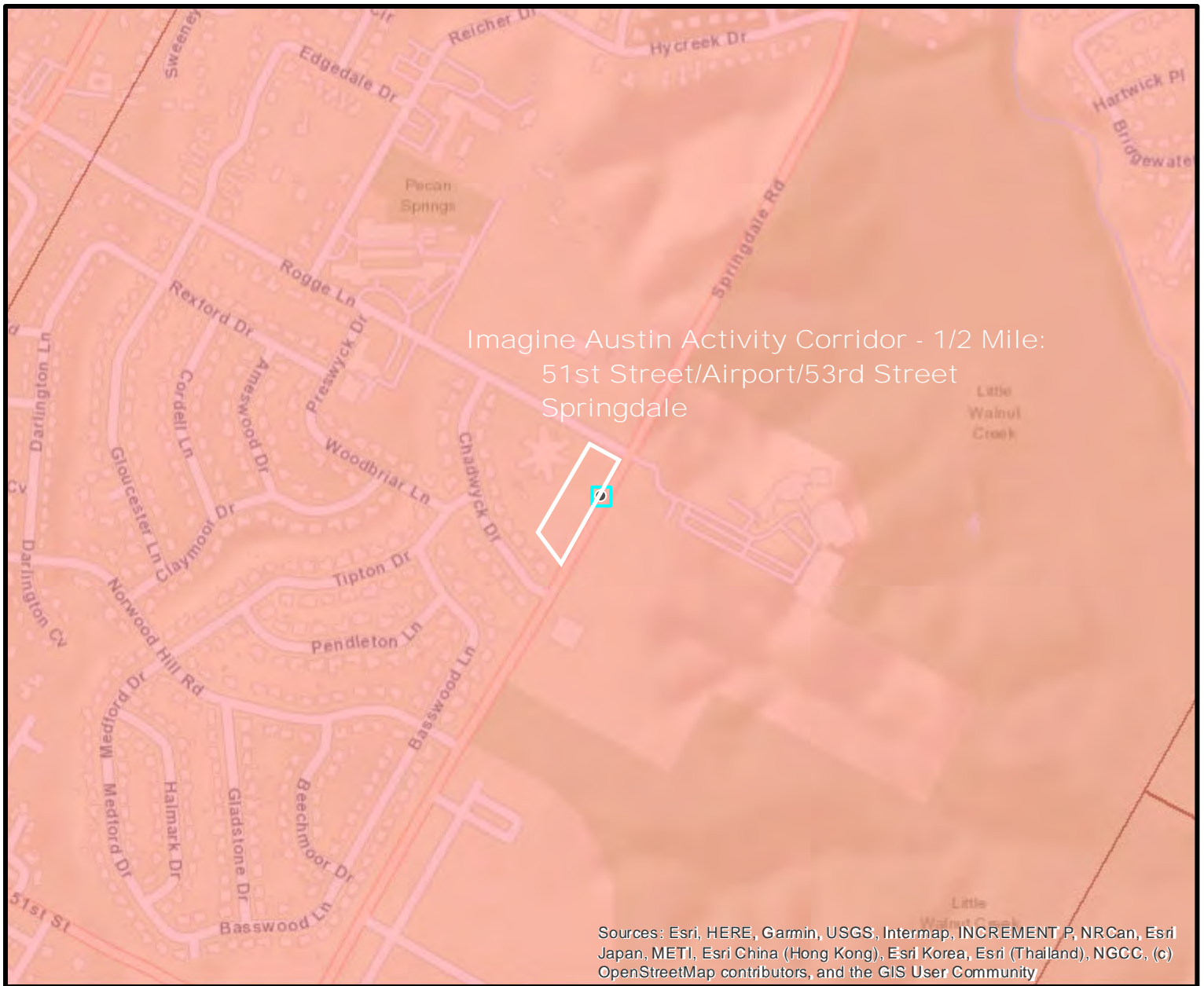
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Healthy Food

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Imagine Austin

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Cairn Point - Transit

ArcGIS Web AppBuilder

7/29/2021

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**CAIRN POINT AUSTIN AT SPRINGDALE  
AUSTIN, TEXAS**

**ATTACHMENT TABS**

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**Attachment 5 – Property Info**

**5c. Zoning Verification Letter**

**Vecino Group has applied  
for Affordability Unlocked  
Certification and will  
forward upon approval**

**CAIRN POINT AUSTIN AT SPRINGDALE  
AUSTIN, TEXAS**

**ATTACHMENT TABS**

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**Attachment 5 – Property Info**

**5d. Proof of Site Control**



TEXAS ASSOCIATION OF REALTORS®  
**COMMERCIAL CONTRACT - UNIMPROVED PROPERTY**

USE OF THIS FORM BY PERSONS WHO ARE NOT MEMBERS OF THE TEXAS FORMSOURCE IS NOT AUTHORIZED.  
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1. **PARTIES:** Seller agrees to sell and convey to Buyer the Property described in Paragraph 2. Buyer agrees to buy the Property from Seller for the sales price stated in Paragraph 3. The parties to this contract are:

Seller: Metrohill Enterprises LLC

Address: PO Box 2192, Pflugerville TX 78691

Phone: (512) 826-0033

E-mail: sdrhone@sbcglobal.net

Fax: \_\_\_\_\_

Other: \_\_\_\_\_

Buyer: Vecino Bond Group LLC and/or assigns

Address: 305 W Commercial St., Springfield MO 65803

Phone: (417) 720-1577

E-mail: rick@vecinogroup.com

Fax: \_\_\_\_\_

Other: \_\_\_\_\_

2. **PROPERTY:**

- A. "Property" means that real property situated in Travis County, Texas at 5612 Springdale Rd., Austin TX 78723 (address) and that is legally described on the attached Exhibit A and ~~or~~ as follows:

LOT B PRESWYCK HILLS COMMERCIAL ADDN

- B. Seller will sell and convey the Property together with:

- (1) all rights, privileges, and appurtenances pertaining to the Property, including Seller's right, title, and interest in any minerals, utilities, adjacent streets, alleys, strips, gores, and rights-of-way;
- (2) Seller's interest in all leases, rents, and security deposits for all or part of the Property; and
- (3) Seller's interest in all licenses and permits related to the Property.

(Describe any exceptions, reservations, or restrictions in Paragraph 12 or an addendum.)

(If mineral rights are to be reserved an appropriate addendum should be attached.)

3. **SALES PRICE:**

- A. At or before closing, Buyer will pay the following sales price for the Property:

(1) Cash portion payable by Buyer at closing . . . . . \$ 2,000,000

(2) Sum of all financing described in Paragraph 4 . . . . . \$ \_\_\_\_\_

(3) Sales price (sum of 3A(1) and 3A(2)) . . . . . \$ 2,000,000



B. Adjustment to Sales Price: (Check (1) or (2) only.)

☒ (1) The sales price will not be adjusted based on a survey.

☐ (2) The sales price will be adjusted based on the latest survey obtained under Paragraph 6B.

(a) The sales price is calculated on the basis of \$ \_\_\_\_\_ per:

☐ (i) square foot of ☐ total area ☐ net area.

☐ (ii) acre of ☐ total area ☐ net area.

(b) "Total area" means all land area within the perimeter boundaries of the Property. "Net area" means total area less any area of the Property within:

☐ (i) public roadways;

☐ (ii) rights-of-way and easements other than those that directly provide utility services to the Property; and

☐ (iii) \_\_\_\_\_.

(c) If the sales price is adjusted by more than \_\_\_\_\_ % of the stated sales price, either party may terminate this contract by providing written notice to the other party within \_\_\_\_\_ days after the terminating party receives the survey. If neither party terminates this contract or if the variance is less than the stated percentage, the adjustment to the sales price will be made to the cash portion of the sales price payable by Buyer.

4. **FINANCING:** Buyer will finance the portion of the sales price under Paragraph 3A(2) as follows:

☐ A. Third Party Financing: One or more third party loans in the total amount of \$ \_\_\_\_\_ This contract:

☐ (1) is not contingent upon Buyer obtaining third party financing.

☐ (2) is contingent upon Buyer obtaining third party financing in accordance with the attached Commercial Contract Financing Addendum (TAR-1931).

☐ B. Assumption: In accordance with the attached Commercial Contract Financing Addendum (TAR-1931), Buyer will assume the existing promissory note secured by the Property, which balance at closing will be \$ \_\_\_\_\_.

☐ C. Seller Financing: The delivery of a promissory note and deed of trust to Seller under the terms of the attached Commercial Contract Financing Addendum (TAR-1931) in the amount of \$ \_\_\_\_\_.

5. **EARNEST MONEY:**

A. Not later than 3 days after the effective date, Buyer must deposit \$ 25,000.00 as earnest money with Champion Title (title company) at 8000 Centre Park Dr., Ste. 220, Austin TX 78754 (address) Lisa Krc (closer). If Buyer fails to timely deposit the earnest money, Seller may terminate this contract or exercise any of Seller's other remedies under Paragraph 15 by providing written notice to Buyer before Buyer deposits the earnest money. See Special Provisions

B. Buyer will deposit an additional amount of \$ \_\_\_\_\_ with the title company to be made part of the earnest money on or before:

☐ (i) \_\_\_\_\_ days after Buyer's right to terminate under Paragraph 7B expires; or

☐ (ii) \_\_\_\_\_ Buyer will be in default if Buyer fails to deposit the additional amount required by this Paragraph 5B within 3 days after Seller notifies Buyer that Buyer has not timely deposited the additional amount.



- C. Buyer may instruct the title company to deposit the earnest money in an interest-bearing account at a federally insured financial institution and to credit any interest to Buyer.

**6. TITLE POLICY AND SURVEY:**

**A. Title Policy:**

- (1) Seller, at Seller's expense, will furnish Buyer an Owner's Policy of Title Insurance (the title policy) issued by any underwriter of the title company in the amount of the sales price, dated at or after closing, insuring Buyer against loss under the title policy, subject only to:
- (a) those title exceptions permitted by this contract or as may be approved by Buyer in writing; and
  - (b) the standard printed exceptions contained in the promulgated form of title policy unless this contract provides otherwise.
- (2) The standard printed exception as to discrepancies, conflicts, or shortages in area and boundary lines, or any encroachments or protrusions, or any overlapping improvements:
- ☒ (a) will not be amended or deleted from the title policy.
- ☐ (b) will be amended to read "shortages in areas" at the expense of ☐ Buyer ☐ Seller.
- (3) Within 15 days after the effective date, Seller will furnish Buyer a commitment for title insurance (the commitment) including legible copies of recorded documents evidencing title exceptions. Seller authorizes the title company to deliver the commitment and related documents to Buyer at Buyer's address.
- (4) Title Policy to include Survey Amendment and T19.1 Endorsement.

**B. Survey: Within 15 days after the effective date:**

- ☐ (1) Buyer will obtain a survey of the Property at Buyer's expense and deliver a copy of the survey to Seller. The survey must be made in accordance with the: (i) ALTA/ACSM Land Title Survey standards, or (ii) Texas Society of Professional Surveyors' standards for a Category 1A survey under the appropriate condition. Seller will reimburse Buyer \_\_\_\_\_ (insert amount) of the cost of the survey at closing, if closing occurs.
- ☒ (2) Seller, at Seller's expense, will furnish Buyer a survey of the Property ~~dated after the effective date~~. The survey must be made in accordance with the: (i) ALTA/ACSM Land Title Survey standards, or (ii) Texas Society of Professional Surveyors' standards for a Category 1A survey under the appropriate condition.
- ☐ (3) Seller will deliver to Buyer and the title company a true and correct copy of Seller's most recent survey of the Property along with an affidavit required by the title company for approval of the existing survey. If the existing survey is not acceptable to the title company, Seller, at Seller's expense, will obtain a new or updated survey acceptable to the title company and deliver the acceptable survey to Buyer and the title company within 20 days after Seller receives notice that the existing survey is not acceptable to the title company. The closing date will be extended daily up to 20 days if necessary for Seller to deliver an acceptable survey within the time required. Buyer will reimburse Seller \_\_\_\_\_ (insert amount) of the cost of the new or updated survey at closing, if closing occurs.

**C. Buyer's Objections to the Commitment and Survey:**

- (1) Within 15 days after Buyer receives the commitment, copies of the documents evidencing the title exceptions, and any required survey, Buyer may object in writing to matters disclosed in the items if: (a) the matters disclosed are a restriction upon the Property or constitute a defect or encumbrance to title other than those permitted by this contract or liens that Seller will satisfy at closing or Buyer will assume at closing; or (b) the items show that any part of the Property lies in a special flood hazard area (an "A" or "V" zone as defined by FEMA). If Paragraph 6B(1) applies,



Buyer is deemed to receive the survey on the earlier of: (i) the date of Buyer's actual receipt of the survey; or (ii) of the deadline specified in Paragraph 6B.

- (2) Seller may, but is not obligated to, cure Buyer's timely objections within 15 days after Seller receives the objections. The closing date will be extended as necessary to provide such time to cure the objections. If Seller fails to cure the objections by the time required, Buyer may terminate this contract by providing written notice to Seller within 5 days after the time by which Seller must cure the objections. If Buyer terminates, the earnest money, less any independent consideration under Paragraph 7B(1), will be refunded to Buyer.
- (3) Buyer's failure to timely object or terminate under this Paragraph 6C is a waiver of Buyer's right to object except that Buyer will not waive the requirements in Schedule C of the commitment.

## 7. PROPERTY CONDITION:

- A. Present Condition: Buyer accepts the Property in its present condition except that Seller, at Seller's expense, will complete the following before closing: NA

- B. Feasibility Period: ~~Buyer may terminate this contract for any reason within \_\_\_\_\_ days after the effective date (feasibility period) by providing Seller written notice of termination. (Check only one box.)~~  
See Special Provisions Addendum

- ☒ (1) If Buyer terminates under this Paragraph 7B, the earnest money will be refunded to Buyer less \$ 1,000 that Seller will retain as independent consideration for Buyer's unrestricted right to terminate. Buyer has tendered the independent consideration to Seller upon payment of the amount specified in Paragraph 5A to the title company. The independent consideration is to be credited to the sales price only upon closing of the sale. If no dollar amount is stated in this Paragraph 7B(1) or if Buyer fails to deposit the independent consideration, Buyer will not have the right to terminate under this Paragraph 7B.
- ☐ (2) Not later than 3 days after the effective date, Buyer must pay Seller \$ \_\_\_\_\_ as independent consideration for Buyer's right to terminate by tendering such amount to Seller or Seller's agent. If Buyer terminates under this Paragraph 7B, the earnest money will be refunded to Buyer and Seller will retain the independent consideration. The independent consideration will be credited to the sales price only upon closing of the sale. If no dollar amount is stated in this Paragraph 7B(2) or if Buyer fails to pay the earnest money, Buyer will not have the right to terminate under this Paragraph 7B.

- C. Inspections, Studies, or Assessments:

- (1) During the feasibility period, Buyer, at Buyer's expense, may complete or cause to be completed any and all inspections, studies, or assessments of the Property (including all improvements and fixtures) desired by Buyer.
- (2) Buyer must:
- (a) employ only trained and qualified inspectors and assessors;
  - (b) notify Seller, in advance, of when the inspectors or assessors will be on the Property;
  - (c) abide by any reasonable entry rules or requirements of Seller;
  - (d) not interfere with existing operations or occupants of the Property; and
  - (e) restore the Property to its original condition if altered due to inspections, studies, or assessments that Buyer completes or causes to be completed.



- (3) Except for those matters that arise from the negligence of Seller or Seller's agents, Buyer is responsible for any claim, liability, encumbrance, cause of action, and expense resulting from Buyer's inspections, studies, or assessments, including any property damage or personal injury. Buyer will indemnify, hold harmless, and defend Seller and Seller's agents against any claim involving a matter for which Buyer is responsible under this paragraph. This paragraph survives termination of this contract.

D. Property Information:

- (1) Delivery of Property Information: Within 10 days after the effective date, Seller will deliver to Buyer: *(Check all that apply.)* (If Seller has in their possession.)
- ☒ (a) copies of all current leases pertaining to the Property, including any modifications, supplements, or amendments to the leases;
  - ☐ (b) copies of all notes and deeds of trust against the Property that Buyer will assume or that Seller will not pay in full on or before closing;
  - ☒ (c) copies of all previous environmental assessments, geotechnical reports, studies, or analyses made on or relating to the Property;
  - ☐ (d) copies property tax statements for the Property for the previous 2 calendar years;
  - ☐ (e) plats of the Property;
  - ☒ (f) copies of current utility capacity letters from the Property's water and sewer service provider; and
  - ☐ (g) \_\_\_\_\_

- (2) Return of Property Information: If this contract terminates for any reason, Buyer will, not later than 10 days after the termination date: *(Check all that apply.)*

- ☐ (a) return to Seller all those items described in Paragraph 7D(1) that Seller delivered to Buyer in other than an electronic format and all copies that Buyer made of those items;
- ☐ (b) delete or destroy all electronic versions of those items described in Paragraph 7D(1) that Seller delivered to Buyer or Buyer copied; and
- ☒ (c) deliver copies of all inspection and assessment reports related to the Property that Buyer completed or caused to be completed.

This Paragraph 7D(2) survives termination of this contract.

- E. Contracts Affecting Operations: Until closing, Seller: (1) will operate the Property in the same manner as on the effective date under reasonably prudent business standards; and (2) will not transfer or dispose of any part of the Property, any interest or right in the Property, or any of the personal property or other items described in Paragraph 2B or sold under this contract. After the feasibility period ends, Seller may not enter into, amend, or terminate any other contract that affects the operations of the Property without Buyer's written approval.

8. **LEASES:**

- A. Each written lease Seller is to assign to Buyer under this contract must be in full force and effect according to its terms. Seller may not enter into any new lease, fail to comply with any existing lease, or make any amendment or modification to any existing lease without Buyer's written consent. Seller must disclose, in writing, if any of the following exist at the time Seller provides the leases to the Buyer or subsequently occur before closing:
- (1) any failure by Seller to comply with Seller's obligations under the leases;
  - (2) any circumstances under any lease that entitle the tenant to terminate the lease or seek any offsets or damages;
  - (3) any advance sums paid by a tenant under any lease;
  - (4) any concessions, bonuses, free rents, rebates, brokerage commissions, or other matters that affect any lease; and



(5) any amounts payable under the leases that have been assigned or encumbered, except as security for loan(s) assumed or taken subject to under this contract.

B. Estoppel Certificates: Within \_\_\_\_\_ days after the effective date, Seller will deliver to Buyer estoppel certificates signed not earlier than \_\_\_\_\_ by each tenant that leases space in the Property. The estoppel certificates must include the certifications contained in the current version of TAR Form 1938 - Commercial Tenant Estoppel Certificate and any additional information requested by a third party lender providing financing under Paragraph 4 if the third party lender requests such additional information at least 10 days prior to the earliest date that Seller may deliver the signed estoppel certificates.

**9. BROKERS:**

A. The brokers to this sale are:

Principal Broker: Asterra Commercial LLC

Agent: Lucian Morehead

Address: 3305 Steck, Suite 250  
Austin TX 78757

Phone & Fax: (512) 825-6287

E-mail: lmorehead@asterra.com

License No.: 9000901

Cooperating Broker: PCR Brokerage Austin LLC  
dba NAI Partners

Agent: Troy Martin

Address: 901 S MoPac Expressway, Bldg 1, Suite 550  
Austin TX 78746

Phone & Fax: (512) 580-6025

E-mail: troy.martin@naipartners.com

License No.: 9003950

Principal Broker: (Check only one box.)

- ☒ represents Seller only.  
☐ represents Buyer only.  
☐ is an intermediary between Seller and Buyer.

Cooperating Broker represents Buyer.

B. Fees: (Check only (1) or (2) below.)

(Complete the Agreement Between Brokers on page 13 only if (1) is selected.)

☐ (1) Seller will pay Principal Broker the fee specified by separate written commission agreement between Principal Broker and Seller. Principal Broker will pay Cooperating Broker the fee specified in the Agreement Between Brokers found below the parties' signatures to this contract.

☒ (2) At the closing of this sale, Seller will pay:

Principal Broker a total cash fee of:

☒ 3.00 % of the sales price.

Cooperating Broker a total cash fee of:

☒ 1.50 % of the sales price.

☒ 1.50% of the sales price to The Kucera Companies

The cash fees will be paid in Travis County, Texas. Seller authorizes the title company to pay the brokers from the Seller's proceeds at closing.

*NOTICE: Chapter 62, Texas Property Code, authorizes a broker to secure an earned commission with a lien against the Property.*

C. The parties may not amend this Paragraph 9 without the written consent of the brokers affected by the amendment.



**10. CLOSING:**

- A. The date of the closing of the sale (closing date) will be on or before the later of:
- (1) ☒ 30 days after the expiration of the feasibility period.
- ☐ \_\_\_\_\_ (specific date).
- ☐ \_\_\_\_\_
- (2) 7 days after objections made under Paragraph 6C have been cured or waived.
- B. If either party fails to close by the closing date, the non-defaulting party may exercise the remedies in Paragraph 15.
- C. At closing, Seller will execute and deliver, at Seller's expense, a ☐ general ☒ special warranty deed. The deed must include a vendor's lien if any part of the sales price is financed. The deed must convey good and indefeasible title to the Property and show no exceptions other than those permitted under Paragraph 6 or other provisions of this contract. Seller must convey the Property:
- (1) with no liens, assessments, or other security interests against the Property which will not be satisfied out of the sales price, unless securing loans Buyer assumes;
- (2) without any assumed loans in default; and
- (3) with no persons in possession of any part of the Property as lessees, tenants at sufferance, or trespassers except tenants under the written leases assigned to Buyer under this contract.
- D. At closing, Seller, at Seller's expense, will also deliver to Buyer:
- (1) tax statements showing no delinquent taxes on the Property;
- (2) an assignment of all leases to or on the Property;
- (3) to the extent assignable, an assignment to Buyer of any licenses and permits related to the Property;
- (4) evidence that the person executing this contract is legally capable and authorized to bind Seller;
- (5) an affidavit acceptable to the title company stating that Seller is not a foreign person or, if Seller is a foreign person, a written authorization for the title company to: (i) withhold from Seller's proceeds an amount sufficient to comply applicable tax law; and (ii) deliver the amount to the Internal Revenue Service (IRS) together with appropriate tax forms; and
- (6) any notices, statements, certificates, affidavits, releases, and other documents required by this contract, the commitment, or law necessary for the closing of the sale and issuance of the title policy, all of which must be completed by Seller as necessary.
- E. At closing, Buyer will:
- (1) pay the sales price in good funds acceptable to the title company;
- (2) deliver evidence that the person executing this contract is legally capable and authorized to bind Buyer;
- (3) sign and send to each tenant in a lease for any part of the Property a written statement that:
- (a) acknowledges Buyer has received and is responsible for the tenant's security deposit; and
- (b) specifies the exact dollar amount of the security deposit;
- (4) sign an assumption of all leases then in effect; and
- (5) execute and deliver any notices, statements, certificates, or other documents required by this contract or law necessary to close the sale.
- F. Unless the parties agree otherwise, the closing documents will be as found in the basic forms in the current edition of the State Bar of Texas Real Estate Forms Manual without any additional clauses.

**11. POSSESSION:** Seller will deliver possession of the Property to Buyer upon closing and funding of this sale in its present condition with any repairs Seller is obligated to complete under this contract, ordinary wear and tear excepted. Any possession by Buyer before closing or by Seller after closing that is not authorized by a separate written lease agreement is a landlord-tenant at sufferance relationship between the parties.



**12. SPECIAL PROVISIONS:** The following special provisions apply and will control in the event of a conflict with other provisions of this contract. *(If special provisions are contained in an Addendum, identify the Addendum here and reference the Addendum in Paragraph 22D.)*

See Special Provisions Addendum

**13. SALES EXPENSES:**

- A. Seller's Expenses: Seller will pay for the following at or before closing:
- (1) releases of existing liens, other than those liens assumed by Buyer, including prepayment penalties and recording fees;
  - (2) release of Seller's loan liability, if applicable;
  - (3) tax statements or certificates;
  - (4) preparation of the deed;
  - (5) one-half of any escrow fee;
  - (6) costs to record any documents to cure title objections that Seller must cure; and
  - (7) other expenses that Seller will pay under other provisions of this contract.
- B. Buyer's Expenses: Buyer will pay for the following at or before closing:
- (1) all loan expenses and fees;
  - (2) preparation of any deed of trust;
  - (3) recording fees for the deed and any deed of trust;
  - (4) premiums for flood insurance as may be required by Buyer's lender;
  - (5) one-half of any escrow fee;
  - (6) other expenses that Buyer will pay under other provisions of this contract.

**14. PRORATIONS:**

- A. Prorations:
- (1) Interest on any assumed loan, taxes, rents, and any expense reimbursements from tenants will be prorated through the closing date.
  - (2) If the amount of ad valorem taxes for the year in which the sale closes is not available on the closing date, taxes will be prorated on the basis of taxes assessed in the previous year. If the taxes for the year in which the sale closes vary from the amount prorated at closing, the parties will adjust the prorations when the tax statements for the year in which the sale closes become available. This Paragraph 14A(2) survives closing.
  - (3) If Buyer assumes a loan or is taking the Property subject to an existing lien, Seller will transfer all reserve deposits held by the lender for the payment of taxes, insurance premiums, and other charges to Buyer at closing and Buyer will reimburse such amounts to Seller by an appropriate adjustment at closing.
- B. Rollback Taxes: If Seller's use or change in use of the Property before closing results in the assessment of additional taxes, penalties, or interest (assessments) for periods before closing, the assessments will be the obligation of the Seller. If this sale or Buyer's use of the Property after closing results in additional assessments for periods before closing, the assessments will be the obligation of Buyer. This Paragraph 14B survives closing.
- C. Rent and Security Deposits: At closing, Seller will tender to Buyer all security deposits and the following advance payments received by Seller for periods after closing: prepaid expenses, advance rental payments, and other advance payments paid by tenants. Rents prorated to one party but received by the other party will be remitted by the recipient to the party to whom it was prorated within 5 days after the rent is received. This Paragraph 14C survives closing.



## 15. DEFAULT:

- A. If Buyer fails to comply with this contract, Buyer is in default and Seller, as Seller's sole remedy(ies), may terminate this contract and receive the earnest money, as liquidated damages for Buyer's failure except for any damages resulting from Buyer's inspections, studies or assessments in accordance with Paragraph 7C(3) which Seller may pursue; ~~or~~  
~~(Check if applicable)~~  
~~enforce specific performance, or seek such other relief as may be provided by law.~~
- B. If, without fault, Seller is unable within the time allowed to deliver the estoppel certificates, survey or the commitment, Buyer may:
- (1) terminate this contract and receive the earnest money, less any independent consideration under Paragraph 7B(1), as liquidated damages and as Buyer's sole remedy; or
  - (2) extend the time for performance up to 15 days and the closing will be extended as necessary.
- C. Except as provided in Paragraph 15B, if Seller fails to comply with this contract, Seller is in default and Buyer may:
- (1) terminate this contract and receive the earnest money, less any independent consideration under Paragraph 7B(1), as liquidated damages and as Buyer's sole remedy; or
  - (2) enforce specific performance, or seek such other relief as may be provided by law, or both.

16. **CONDEMNATION:** If before closing, condemnation proceedings are commenced against any part of the Property, Buyer may:

- A. terminate this contract by providing written notice to Seller within 15 days after Buyer is advised of the condemnation proceedings and the earnest money, less any independent consideration paid under Paragraph 7B(1), will be refunded to Buyer; or
- B. appear and defend in the condemnation proceedings and any award will, at Buyer's election, belong to:
- (1) Seller and the sales price will be reduced by the same amount; or
  - (2) Buyer and the sales price will not be reduced.

**17. ATTORNEY'S FEES:** If Buyer, Seller, any broker, or the title company is a prevailing party in any legal proceeding brought under or with relation to this contract or this transaction, such party is entitled to recover from the non-prevailing parties all costs of such proceeding and reasonable attorney's fees. This Paragraph 17 survives termination of this contract.

## 18. ESCROW:

- A. At closing, the earnest money will be applied first to any cash down payment, then to Buyer's closing costs, and any excess will be refunded to Buyer. If no closing occurs, the title company may require payment of unpaid expenses incurred on behalf of the parties and a written release of liability of the title company from all parties.
- B. If one party makes written demand for the earnest money, the title company will give notice of the demand by providing to the other party a copy of the demand. If the title company does not receive written objection to the demand from the other party within 15 days after the date the title company sent the demand to the other party, the title company may disburse the earnest money to the party making demand, reduced by the amount of unpaid expenses incurred on behalf of the party receiving the earnest money and the title company may pay the same to the creditors.
- C. The title company will deduct any independent consideration under Paragraph 7B(1) before disbursing any earnest money to Buyer and will pay the independent consideration to Seller.
- D. If the title company complies with this Paragraph 18, each party hereby releases the title company from all claims related to the disbursement of the earnest money.



- E. Notices under this Paragraph 18 must be sent by certified mail, return receipt requested. Notices to the title company are effective upon receipt by the title company.
- F. Any party who wrongfully fails or refuses to sign a release acceptable to the title company within 7 days after receipt of the request will be liable to the other party for: (i) damages; (ii) the earnest money; (iii) reasonable attorney's fees; and (iv) all costs of suit.
- G. ☐ Seller ☐ Buyer intend(s) to complete this transaction as a part of an exchange of like-kind properties in accordance with Section 1031 of the Internal Revenue Code, as amended. All expenses in connection with the contemplated exchange will be paid by the exchanging party. The other party will not incur any expense or liability with respect to the exchange. The parties agree to cooperate fully and in good faith to arrange and consummate the exchange so as to comply to the maximum extent feasible with the provisions of Section 1031 of the Internal Revenue Code. The other provisions of this contract will not be affected in the event the contemplated exchange fails to occur.

**19. MATERIAL FACTS:** To the best of Seller's knowledge and belief: *(Check only one box.)*

- ☐ A. Seller is not aware of any material defects to the Property except as stated in the attached Commercial Property Condition Statement (TAR-1408).
- ☒ B. Except as otherwise provided in this contract, Seller is not aware of:
- (1) any subsurface: structures, pits, waste, springs, or improvements;
  - (2) any pending or threatened litigation, condemnation, or assessment affecting the Property;
  - (3) any environmental hazards or conditions that materially affect the Property;
  - (4) whether the Property is or has been used for the storage or disposal of hazardous materials or toxic waste, a dump site or landfill, or any underground tanks or containers;
  - (5) whether radon, asbestos containing materials, urea-formaldehyde foam insulation, lead-based paint, toxic mold (to the extent that it adversely affects the health of ordinary occupants), or other pollutants or contaminants of any nature now exist or ever existed on the Property;
  - (6) any wetlands, as defined by federal or state law or regulation, on the Property;
  - (7) any threatened or endangered species or their habitat on the Property;
  - (8) any present or past infestation of wood-destroying insects in the Property's improvements;
  - (9) any contemplated material changes to the Property or surrounding area that would materially and detrimentally affect the ordinary use of the Property;
  - (10) any condition on the Property that violates any law or ordinance.

*(Describe any exceptions to (1)-(10) in Paragraph 12 or an addendum.)*

**20. NOTICES:** All notices between the parties under this contract must be in writing and are effective when hand-delivered, mailed by certified mail return receipt requested, or sent by facsimile transmission to the parties addresses or facsimile numbers stated in Paragraph 1. The parties will send copies of any notices to the broker representing the party to whom the notices are sent.

- ☒ A. Seller also consents to receive any notices by e-mail at Seller's e-mail address stated in Paragraph 1.
- ☒ B. Buyer also consents to receive any notices by e-mail at Buyer's e-mail address stated in Paragraph 1.

**21. DISPUTE RESOLUTION:** The parties agree to negotiate in good faith in an effort to resolve any dispute related to this contract that may arise. If the dispute cannot be resolved by negotiation, the parties will submit the dispute to mediation before resorting to arbitration or litigation and will equally share the costs of a mutually acceptable mediator. This paragraph survives termination of this contract. This paragraph does not preclude a party from seeking equitable relief from a court of competent jurisdiction.

**22. AGREEMENT OF THE PARTIES:**

- A. This contract is binding on the parties, their heirs, executors, representatives, successors, and permitted assigns. This contract is to be construed in accordance with the laws of the State of Texas.



If any term or condition of this contract shall be held to be invalid or unenforceable, the remainder of this contract shall not be affected thereby.

- B. This contract contains the entire agreement of the parties and may not be changed except in writing.
- C. If this contract is executed in a number of identical counterparts, each counterpart is an original and all counterparts, collectively, constitute one agreement.
- D. Addenda which are part of this contract are: *(Check all that apply.)*
- ☐ (1) Property Description Exhibit identified in Paragraph 2;
  - ☐ (2) Commercial Contract Financing Addendum (TAR-1931);
  - ☐ (3) Commercial Property Condition Statement (TAR-1408);
  - ☒ (4) Commercial Contract Addendum for Special Provisions (TAR-1940);
  - ☐ (5) Notice to Purchaser of Real Property in a Water District (MUD);
  - ☐ (6) Addendum for Coastal Area Property (TAR-1915);
  - ☐ (7) Addendum for Property Located Seaward of the Gulf Intracoastal Waterway (TAR-1916);
  - ☒ (8) Information About Brokerage Services (TAR-2501); and
  - ☒ (9) Exhibit A - Property map

*(Note: Counsel for the Texas Association of REALTORS® (TAR) has determined that any of the foregoing addenda which are promulgated by the Texas Real Estate Commission (TREC) or published by TAR are appropriate for use with this form.)*

- E. Buyer ☒ may ☐ may not assign this contract. <sup>to an affiliate of Buyer.</sup> If Buyer assigns this contract, Buyer will be relieved of any future liability under this contract only if the assignee assumes, in writing, all obligations and liability of Buyer under this contract.

**23. TIME:** Time is of the essence in this contract. The parties require strict compliance with the times for performance. If the last day to perform under a provision of this contract falls on a Saturday, Sunday, or legal holiday, the time for performance is extended until the end of the next day which is not a Saturday, Sunday, or legal holiday.

**24. EFFECTIVE DATE:** The effective date of this contract for the purpose of performance of all obligations is the date the title company receives this contract after all parties execute this contract.

**25. ADDITIONAL NOTICES:**

- A. Buyer should have an abstract covering the Property examined by an attorney of Buyer's selection, or Buyer should be furnished with or obtain a title policy.
- B. If the Property is situated in a utility or other statutorily created district providing water, sewer, drainage, or flood control facilities and services, Chapter 49, Texas Water Code, requires Seller to deliver and Buyer to sign the statutory notice relating to the tax rate, bonded indebtedness, or standby fees of the district before final execution of this contract.
- C. Notice Required by §13.257, Water Code: "The real property, described below, that you are about to purchase may be located in a certificated water or sewer service area, which is authorized by law to provide water or sewer service to the properties in the certificated area. If your property is located in a certificated area there may be special costs or charges that you will be required to pay before you can receive water or sewer service. There may be a period required to construct lines or other facilities necessary to provide water or sewer service to your property. You are advised to determine if the property is in a certificated area and contact the utility service provider to determine the cost that you will be required to pay and the period, if any, that is required to provide water or sewer service to your property. The undersigned purchaser hereby acknowledges receipt of the foregoing notice at or before the execution of a binding contract for the purchase of the real property described in the notice or at closing of purchase of the real property." The real property is described in Paragraph 2 of this contract.



- D. If the Property adjoins or shares a common boundary with the tidally influenced submerged lands of the state, §33.135 of the Texas Natural Resources Code requires a notice regarding coastal area property to be included as part of this contract.
- E. If the Property is located seaward of the Gulf Intracoastal Waterway, §61.025, Texas Natural Resources Code, requires a notice regarding the seaward location of the Property to be included as part of this contract.
- F. If the Property is located outside the limits of a municipality, the Property may now or later be included in the extra-territorial jurisdiction (ETJ) of a municipality and may now or later be subject to annexation by the municipality. Each municipality maintains a map that depicts its boundaries and ETJ. To determine if the Property is located within a municipality's ETJ, Buyer should contact all municipalities located in the general proximity of the Property for further information.
- G. Brokers are not qualified to perform property inspections, surveys, engineering studies, environmental assessments, or inspections to determine compliance with zoning, governmental regulations, or laws. Buyer should seek experts to perform such services. Buyer should review local building codes, ordinances and other applicable laws to determine their effect on the Property. Selection of experts, inspectors, and repairmen is the responsibility of Buyer and not the brokers. Brokers are not qualified to determine the credit worthiness of the parties.
- H. NOTICE OF WATER LEVEL FLUCTUATIONS: If the Property adjoins an impoundment of water, including a reservoir or lake, constructed and maintained under Chapter 11, Water Code, that has a storage capacity of at least 5,000 acre-feet at the impoundment's normal operating level, Seller hereby notifies Buyer: "The water level of the impoundment of water adjoining the Property fluctuates for various reasons, including as a result of: (1) an entity lawfully exercising its right to use the water stored in the impoundment; or (2) drought or flood conditions."

**26. CONTRACT AS OFFER:** The execution of this contract by the first party constitutes an offer to buy or sell the Property. Unless the other party accepts the offer by 5:00 p.m., in the time zone in which the Property is located, on 28 February 2021, the offer will lapse and become null and void.

**READ THIS CONTRACT CAREFULLY.** The brokers and agents make no representation or recommendation as to the legal sufficiency, legal effect, or tax consequences of this document or transaction. **CONSULT** your attorney **BEFORE** signing.

Seller: Metrohill Enterprises LLC

Buyer: Vecino Bond Group LLC and/or assigns

By: \_\_\_\_\_  
 By (signature): [Signature]  
 Printed Name: Stacy Rhone  
 Title: Managing Partner

By: \_\_\_\_\_  
 By (signature): [Signature]  
 Printed Name: Rick Manzardo  
 Title: Authorized Representative

By: \_\_\_\_\_  
 By (signature): \_\_\_\_\_  
 Printed Name: \_\_\_\_\_  
 Title: \_\_\_\_\_

By: \_\_\_\_\_  
 By (signature): \_\_\_\_\_  
 Printed Name: \_\_\_\_\_  
 Title: \_\_\_\_\_

### AGREEMENT BETWEEN BROKERS

(use only if Paragraph 9B(1) is effective)

Principal Broker agrees to pay \_\_\_\_\_ (Cooperating Broker) a fee when the Principal Broker's fee is received. The fee to be paid to Cooperating Broker will be:

☐ \$ \_\_\_\_\_, or  
☐ \_\_\_\_\_ % of the sales price, or  
☐ \_\_\_\_\_ % of the Principal Broker's fee.

The title company is authorized and directed to pay Cooperating Broker from Principal Broker's fee at closing. This Agreement Between Brokers supersedes any prior offers and agreements for compensation between brokers.

Principal Broker: \_\_\_\_\_ Cooperating Broker: \_\_\_\_\_

By: \_\_\_\_\_ By: \_\_\_\_\_

### ATTORNEYS

Seller's attorney: Justin G. Roberts

Buyer's attorney: Shawn Whitney  
Spencer Fane LP

Address: 8000 Centre Park Dr., Suite 330  
Austin TX 78754

Address: 1000 Walnut, Suite 1400  
Kansas City, MO 64106

Phone & Fax: (713) 805-2583

Phone & Fax: (816) 292-8269

E-mail: jroberts@andersonroberts.com

E-mail: swhitney@spencerfane.com

Seller's attorney requests copies of documents, notices, and other information:

☒ the title company sends to Seller.  
☒ Buyer sends to Seller.

Buyer's attorney requests copies of documents, notices, and other information:

☒ the title company sends to Buyer.  
☒ Seller sends to Buyer.

### ESCROW RECEIPT

The title company acknowledges receipt of:

☐ A. the contract on this day \_\_\_\_\_ (effective date);  
☐ B. earnest money in the amount of \$ \_\_\_\_\_ in the form of \_\_\_\_\_ on \_\_\_\_\_.

Title company: \_\_\_\_\_ Address: \_\_\_\_\_

By: \_\_\_\_\_ Phone & Fax: \_\_\_\_\_

Assigned file number (GF#): \_\_\_\_\_ E-mail: \_\_\_\_\_





# Property Profile

A DEVELOPMENT SERVICES TOOL

5612 Springdale Rd., Austin TX 78723

EXHIBIT A

Setting Around

Search & Identify Data

Drawing & Measurement

Printing & Reporting

Help

Address Search

Find Review Case

Parcel Search

Permits By Address

Find ROW Permits

Change visible map layers

Historic Layers

Find Layers

Point

Query

Filter

Identify & Find Data

Layers

Available Layers

Filter Layers...

☒ Property

☒ Address Information

☒ Addresses

☐ Streets

☐ Street Labels

☐ Council District

☐ Easement Annotation

☐ Easement Lines

☐ County

☐ Jurisdiction

☐ Information

☐ Layers

☐ Address

Filter

★ TCAD Parcels, 48657

TCAD Parcels: 0219231013  
Property ID: 215277  
Appraisal District

[View Additional Details](#)

[Remove from Results](#)



GreyScale

TX 78723

# Exhibit A - Survey

GRAPHIC SCALE  
1" = 20'

(LEGEND)

Symbol	Description
•	Survey Station
—	Property Line
—	Right of Way Line
—	Center Line
—	Section Line
—	Survey Line
—	Boundary Line
—	Water Line
—	Other Line

**NOTES:**

1. All measurements were made by the Surveyor in the field.
2. The Surveyor has verified the accuracy of the measurements.
3. The Surveyor has verified the accuracy of the measurements.
4. The Surveyor has verified the accuracy of the measurements.
5. The Surveyor has verified the accuracy of the measurements.
6. The Surveyor has verified the accuracy of the measurements.
7. The Surveyor has verified the accuracy of the measurements.
8. The Surveyor has verified the accuracy of the measurements.
9. The Surveyor has verified the accuracy of the measurements.
10. The Surveyor has verified the accuracy of the measurements.

**OWNER'S CERTIFICATE OF TITLE**  
(To be filled out by the owner)

OWNER: \_\_\_\_\_

DATE: \_\_\_\_\_

STATE OF TEXAS: \_\_\_\_\_

**REF. LIST**

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

6. \_\_\_\_\_

7. \_\_\_\_\_

8. \_\_\_\_\_

9. \_\_\_\_\_

10. \_\_\_\_\_

**STATE OF TEXAS**  
**CERTIFICATE OF TITLE**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



**TOPOGRAPHIC SURVEY OF**  
**LOT B, PRESWYCK HILLS**  
**COMMERCIAL ADDITION**

**THE MULHOLLAND**  
**GROUP, LLC.**

NO.	DATE	DESCRIPTION
1	10/1/2011	Original Survey
2	10/1/2011	Revised Survey
3	10/1/2011	Revised Survey
4	10/1/2011	Revised Survey
5	10/1/2011	Revised Survey
6	10/1/2011	Revised Survey
7	10/1/2011	Revised Survey
8	10/1/2011	Revised Survey
9	10/1/2011	Revised Survey
10	10/1/2011	Revised Survey



# TEXAS ASSOCIATION OF REALTORS® COMMERCIAL CONTRACT SPECIAL PROVISIONS ADDENDUM

USE OF THIS FORM BY PERSONS WHO ARE NOT MEMBERS OF THE TEXAS ASSOCIATION OF REALTORS® IS NOT AUTHORIZED.  
©Texas Association of REALTORS®, Inc. 2010

## ADDENDUM TO COMMERCIAL CONTRACT BETWEEN THE UNDERSIGNED PARTIES CONCERNING THE PROPERTY AT:

5612 Springdale Rd., Austin TX 78723

The following special provisions apply and will control in the event of a conflict with the other provisions of the contract:

Within 3 (three) days of Effective Date, Buyer to deposit \$25,000 (twenty five thousand) dollars Initial Earnest Money as per 5.A. of this contract. This Initial Earnest Money to become non-refundable on 31 December 2021.

By the 1st (first) day of each month of April 2021, May 2021, and June 2021 Buyer to deposit \$3,000 (three thousand dollars) of Additional Earnest Money which will become immediately non-refundable.

By the 1st (first) day of each month of July 2021, Aug 2021, Sept 2021, Oct 2021, and Nov 2021 Buyer to deposit \$6,000 (six thousand dollars) of Additional Earnest Money which will become immediately non-refundable.

By the 1st (first) day of each month of Dec 2021, Jan 2022, and Feb 2022 Buyer to deposit \$7,000 (seven thousand dollars) of Additional Earnest Money which will become immediately non-refundable.

All Earnest Money to be applicable to Purchase Price.

Closing to be on, or before, 31 March 2022.

If Seller chooses, Title Company is authorized to release Earnest Money to Seller immediately upon the Earnest Money becoming non-refundable.

Seller: Metrohill Enterprises LLC

By: \_\_\_\_\_

By (signature): [Signature]

Printed Name: Stacy Rhonda

Title: Managing Partner

By: \_\_\_\_\_

By (signature): \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Buyer: Vecino Bond Group LLC and/or assigns

By: \_\_\_\_\_

By (signature): [Signature]

Printed Name: Rick Manzardo

Title: Authorized Representative

By: \_\_\_\_\_

By (signature): \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_





## Information About Brokerage Services

*Texas law requires all real estate license holders to give the following information about brokerage services to prospective buyers, tenants, sellers and landlords.*

11-2-2015



### TYPES OF REAL ESTATE LICENSE HOLDERS:

- A **BROKER** is responsible for all brokerage activities, including acts performed by sales agents sponsored by the broker.
- A **SALES AGENT** must be sponsored by a broker and works with clients on behalf of the broker.

### A BROKER'S MINIMUM DUTIES REQUIRED BY LAW (A client is the person or party that the broker represents):

- Put the interests of the client above all others, including the broker's own interests;
- Inform the client of any material information about the property or transaction received by the broker;
- Answer the client's questions and present any offer to or counter-offer from the client; and
- Treat all parties to a real estate transaction honestly and fairly.

### A LICENSE HOLDER CAN REPRESENT A PARTY IN A REAL ESTATE TRANSACTION:

**AS AGENT FOR OWNER (SELLER/LANDLORD):** The broker becomes the property owner's agent through an agreement with the owner, usually in a written listing to sell or property management agreement. An owner's agent must perform the broker's minimum duties above and must inform the owner of any material information about the property or transaction known by the agent, including information disclosed to the agent or subagent by the buyer or buyer's agent.

**AS AGENT FOR BUYER/TENANT:** The broker becomes the buyer/tenant's agent by agreeing to represent the buyer, usually through a written representation agreement. A buyer's agent must perform the broker's minimum duties above and must inform the buyer of any material information about the property or transaction known by the agent, including information disclosed to the agent by the seller or seller's agent.

**AS AGENT FOR BOTH - INTERMEDIARY:** To act as an intermediary between the parties the broker must first obtain the written agreement of *each party* to the transaction. The written agreement must state who will pay the broker and, in conspicuous bold or underlined print, set forth the broker's obligations as an intermediary. A broker who acts as an intermediary:

- Must treat all parties to the transaction impartially and fairly;
- May, with the parties' written consent, appoint a different license holder associated with the broker to each party (owner and buyer) to communicate with, provide opinions and advice to, and carry out the instructions of each party to the transaction.
- Must not, unless specifically authorized in writing to do so by the party, disclose:
  - that the owner will accept a price less than the written asking price;
  - that the buyer/tenant will pay a price greater than the price submitted in a written offer; and
  - any confidential information or any other information that a party specifically instructs the broker in writing not to disclose, unless required to do so by law.

**AS SUBAGENT:** A license holder acts as a subagent when aiding a buyer in a transaction without an agreement to represent the buyer. A subagent can assist the buyer but does not represent the buyer and must place the interests of the owner first.

### TO AVOID DISPUTES, ALL AGREEMENTS BETWEEN YOU AND A BROKER SHOULD BE IN WRITING AND CLEARLY ESTABLISH:

- The broker's duties and responsibilities to you, and your obligations under the representation agreement.
- Who will pay the broker for services provided to you, when payment will be made and how the payment will be calculated.

**LICENSE HOLDER CONTACT INFORMATION:** This notice is being provided for information purposes. It does not create an obligation for you to use the broker's services. Please acknowledge receipt of this notice below and retain a copy for your records.

PCR Brokerage Austin, LLC dba NAI Partners	9003950	licensing@naipartners.com	713-629-0500
Licensed Broker /Broker Firm Name or Primary Assumed Business Name	License No.	Email	Phone
Jon Silberman	389162	jon.silberman@naipartners.com	713-629-0500
Designated Broker of Firm	License No.	Email	Phone
Jon Silberman	389162	jon.silberman@naipartners.com	713-629-0500
Licensed Supervisor of Sales Agent/ Associate	License No.	Email	Phone
Troy Martin	651528	troy.martin@naipartners.com	512-580-6025
Sales Agent/Associate's Name	License No.	Email	Phone

\_\_\_\_\_  
Buyer/Tenant/Seller/Landlord Initials

\_\_\_\_\_  
Date

**CAIRN POINT AUSTIN AT SPRINGDALE  
AUSTIN, TEXAS**

**ATTACHMENT TABS**

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**Attachment 5 – Property Info**

**5e. Phase I ESA**

**Vecino Group will engage  
a Phase I ESA to be  
completed as part of  
TDHCA application and  
will forward to AHFC upon  
receipt – attached is  
existing Phase I ESA  
provided by Seller**



**CAIRN POINT AUSTIN AT SPRINGDALE  
AUSTIN, TEXAS**

**ATTACHMENT TABS**

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**Attachment 5 – Property Info**

**5f. SHPO**

**NOT  
APPLICABLE**