
Louisiana Housing Finance Agency



Legal Department

Christine Bratkowski
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December 5, 2007

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MEMORANDUM

To: Commissioner Allison Jones, Chairman
Commissioner Mark Madderra
Commissioner Lisa Woodruff-White
Commissioner Adell Brown, Jr.
Commissioner Guy Williams

From: Christine Bratkowski, Keith Cunningham and Leslie Strahan, Legal Department

Date: December 5, 2007

Re: Legal Committee

There will be a Legal Committee meeting, Wednesday, December 12, 2007, at 10:30 a.m. in Committee Room 1 at Louisiana Housing Finance Agency, located at 2415 Quail Drive, Baton Rouge, LA.

If you have any questions or concerns, please contact us.

December 5, 2007

LEGAL COMMITTEE MEETING

A regular meeting of the Louisiana Housing Finance Agency Legal Committee will be held on Wednesday, December 12, 2007, at 10:30 a.m., Louisiana Housing Finance Agency, Committee Room 1, located at 2415 Quail Drive, Baton Rouge, LA, by order of the Chairman.

Preliminary Agenda

1. Call to order, roll call and introduction of guests
2. Approval of the minutes of September 12, 2007 and November 14 Committee Meetings
3. Discussion of the Site Planner/Architect Contract
4. LFRC Contract Approval
5. Other Business
6. Adjournment

Milton J. Bailey, President

**Louisiana Housing Finance Agency
Legal Committee Meeting Minutes
Wednesday, September 12, 2007
2415 Quail Drive
Committee Room 1
Baton Rouge, LA 70808
10:00 A.M.**

Commissioners Present

Allison A. Jones, Chairman
Lisa Woodruff-White
Mark Madderra

Commissioners Absent

Dr. Adell Brown, Jr.
Guy Williams

Legal Counsel Present

Keith Cunningham
Christine Bratkowski
Leslie Strahan
Wendell Clark
Wayne Neveu

Staff Present

Milton Bailey
Roger Tijerino
J. C. Caesar
Dana Pitts
Loretta Wallace
Melanie Brocato

Others Present

Wayne Woods
John Kennedy
Lenny Grabowski
Randy Nicholls
Tammy LeBlanc
William Smith

Scott Kirkpatrick
Kevin Boyd
Josephine Innis

Chairman Allison A. Jones called the meeting to order at 10:08 a.m. and asked for roll call. A quorum was established.

1. Call to order, roll call and introduction of guests
2. **Approval of the minutes.** A motion was made by Commissioner Allison Jones, and a second by Commissioner Lisa Woodruff-White to approve the minutes of the May 9, 2007 Legal Committee meeting. The minutes were approved.
3. **Update on Katrina Cottages Cooperative Endeavor Agreement and FEMA AHPP Agreement.** A copy of the Development Services Agreement was provided for all members. Keith Cunningham gave an overview of that document with discussion following. After a lengthy discussion of the issues involved, Commissioner John Kennedy requested information for the board regarding the name of the Cypress Group, principles, guaranty from the principles of the Cypress Group for the complete construction contracted amount, a surety bond supplied by Cypress Group for Katrina Cottage Project and the last audited financial statements for Cypress Group. Commissioner Kennedy also inquired as to why the Jackson Barracks site was selected and who the owners are of the sites previously selected as part of the Katrina cottages Proposal. A recommendation by Commissioner Allison Jones was made to defer this issue to the full board meeting. There was a second by Commissioner Wayne Woods.
4. **Update on Ninth Ward Housing Development Corporation Litigation.** Wendell Clark, Long Law Firm provided an updated status report on this litigation so that the committee could revisit the LHFA's position, and matters involving the subject properties. Upon a motion by Allison Jones the committee went into Executive Session.
3. **Update on Agency Trust Funds.** The committee received an overview of the Fund. Other than the blessing of the legal committee, no other action is required except that the board will make recommendations on how the money is spent.
4. **Defaulted 202 Properties.** The committee went into Executive Session.
5. **Other Business.** No other business to discuss.
6. **Adjournment.** The meeting adjourned at 12:19 p.m.

**Louisiana Housing Finance Agency
Legal Committee Meeting Minutes
Wednesday, November 14, 2007
2415 Quail Drive
Committee Room 1
Baton Rouge, LA 70808
9:30 A.M.**

Commissioners Present

Allison A. Jones, Chairman
Lisa Woodruff-White
Dr. Adell Brown, Jr.
Larry Broussard
Guy Williams
Robert Austin
Wayne Woods

Commissioners Absent

Mark Madderra

Legal Counsel Present

Keith Cunningham
Christine Bratkowski
Leslie Strahan

Staff Present

Milton Bailey
Melanie Brocato
Dana Pitts
J.C. Caesar

Others Present

Paul Evans
Mr. Luster and Associate
Adam Fishbein
Jerry Hebert
Lenny Kapowski

Chairman Allison A. Jones called the meeting to order at 9:30 a.m. and asked for roll call. A quorum was established.

1. Call to order, roll call and introduction of guests
2. **Approval of the minutes.** Approval of the September minutes was postponed due to the lack of minutes prepared for the preliminary mail out as the legal committee meeting was scheduled at the last minute.
3. **Discussion of RFP for Construction Manager.** After a discussion of the two companies and a motion to discuss budgetary issues individually with each company, a motion was made by Wayne Woods to do so and a second by Guy Williams. The committee then went into Executive Session.
4. **Other Business**
5. **Adjournment** – Motion to adjourn at 11:10 a.m. was made by Commissioner Allison Jones and a second by Dr. Adell Brown, Jr. Meeting adjourned.