

FHFC II, Inc.
June 26, 2026
Action Items
Table of Contents



I. FHFC II, INC.

- A. [In re: Resolutions 2026-003, Signature Authority](#)

FHFC II, INC.

Action

I. FHFC II, INC.

A. In re: Resolutions 2026-003, Signature Authority

1. Background:

- a) During the ordinary course of business, situations arise wherein an authorized signature is on routine documents necessary for the operation of FHFC II, Inc. Through a series of prior resolutions, the Board of Directors of FHFC II, Inc. has previously delegated signature authority to certain Florida Housing Finance Corporation officers and staff to execute routine documents on behalf of FHFC II, Inc., and has designated certain individuals as Assistant Secretaries for the limited purpose of attesting signatures to or certifying those documents.

2. Present Situation:

- a) Draft Resolutions 2026-003 ([Exhibit A](#)), updates FHFC II, Inc.'s routine document signature authority to include the Chief Operating Officer.

3. Recommendation:

- a) Staff recommends that the Board adopt Resolution 2026-003.

**FHFC II, INC.
RESOLUTION NO. 2026-003**

A RESOLUTION OF THE BOARD OF DIRECTORS OF FHFC II, INC., DELEGATING THE AUTHORITY TO EXECUTE ROUTINE DOCUMENTS; DESIGNATING AND AUTHORIZING ASSISTANT SECRETARIES TO PROVIDE ATTESTATIONS AND CERTIFICATIONS TO ROUTINE PROGRAM DOCUMENTS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, FHFC II, Inc. ("FHFC II"), a wholly-owned subsidiary of Florida Housing Finance Corporation ("Florida Housing"), is authorized to carry out activities in furtherance of Florida Housing's statutory purpose under the provisions of Chapter 420, Part V, Florida Statutes, including activities related to the financing or refinancing of housing and related facilities, and the administration of affordable housing programs; and

WHEREAS, the Board of Directors of FHFC II (the "Board") has authorized and may in the future authorize the Executive Director and other senior officers of Florida Housing to execute routine program documents on behalf of FHFC II and to bind FHFC II thereby; and

WHEREAS, in the interest of operational efficiency and continuity, the Board wishes to adopt a title-based delegation structure that minimizes the need for frequent revisions due to individual personnel changes and ensures authority is preserved when duties are formally reassigned due to vacancy or transition; and

WHEREAS, the Board desires to designate and authorize Assistant Secretaries to provide attestations and certifications to routine program documents on behalf of FHFC II.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF FHFC II, INC. AS FOLLOWS:

1. The Board hereby designates and authorizes Florida Housing's Executive Director, Chief Financial Officer, Chief Operating Officer, and General Counsel, to be responsible for programs administered by FHFC II, for as long as they are employed in those capacities, or formally assigned such duties by the Board or Executive Director, to execute routine program documents and such other documents as, in their judgment, are necessary to ensure market or program continuity including but not limited to: contracts, notes, mortgages, loan closing documents, submittals, reports, amendments, checks, and such other documents as may be necessary for the operation of FHFC II.

2. The Board hereby authorizes Florida Housing's Executive Director, Chief Financial Officer, Chief Operating Officer, and General Counsel to execute routine documents on behalf of FHFC II, including but not limited to: contracts, notes, mortgages, loan closing documents, submittals, reports, amendments, checks, and such other documents as may be necessary for the operation of FHFC II. This authority shall apply for as long as they are employed in those capacities or formally assigned such responsibilities. The Executive Director, Chief Financial Officer, or Chief Operating Officer may delegate this authority to the Comptroller, the Managing Director of

Multifamily Programs, the Multifamily Loans and Bonds Director, the Multifamily Tax Credits Director, the Managing Director of Homebuyer and Federal Loan Programs, the Managing Director of Asset Management and Guarantee Program, the Managing Director of Policy and Special Programs, and the Managing Director of External Affairs, for as long as they are employed by Florida Housing.

3. The Board hereby designates and authorizes the General Counsel, the Comptroller, the Managing Director of Multifamily Programs, the Multifamily Loans and Bonds Director, and the Multifamily Tax Credits Director, as Assistant Secretaries of FHFC II for as long as they are employed in those capacities by Florida Housing, for the purpose of providing attestations and certifications of, and only one of them needs to attest or certify, all routine program documents on behalf of FHFC II, including but not limited to: loan closing documents, submittals, reports, amendments, checks, contracts, draw requests, and such other documents as may be necessary.

4. This Resolution shall supersede and replace all prior resolutions delegating authority to execute routine documents on behalf of FHFC II.

5. This resolution shall take effect on June 26, 2026, (the "Effective Date").

ADOPTED THIS _____ day of _____, 2026.

(SEAL)

ATTEST:

FHFC, II, Inc., a subsidiary entity wholly owned by:
FLORIDA HOUSING FINANCE CORPORATION, a public corporation and a public body corporate and politic duly created and existing under the laws of the State of Florida

Melissa Levy, Assistant Secretary
FHFC, II, Inc.

Sandra Veszi Einhorn, Chair
Florida Housing Finance Corporation, Board
of Directors

STATE OF FLORIDA
COUNTY OF LEON

I hereby certify that the above and foregoing is a true and correct copy of a Resolution adopted at a duly noticed public meeting of FHFC II, Inc., legally called and held on the 26 day of June, 2026, at which a quorum was present, all as will appear by reference to the original Resolution incorporated in the official records of the Florida Housing Finance Corporation.

By: _____
Jade Grubbs, Assistant Secretary
FHFC, II, Inc.

STATE OF FLORIDA
COUNTY OF LEON

The foregoing instrument was acknowledged before me by means of ☐ physical presence or ☐ online notarization, this ____ day of _____, 2026, by Jade Grubbs, as Assistant Secretary of FHFC II, Inc. a subsidiary entity wholly owned by the Florida Housing Finance Corporation, a public corporation and a public body corporate and politic duly created and existing under the laws of the State of Florida, on behalf of the corporation. She is personally known to me.

NOTARY SEAL

Notary Public

Name typed, printed or stamped

My Commission Expires: _____