



Beaufort Jasper Housing Trust (BJHT) Board Meeting Minutes

December 15, 2025

Attendance In Person

Board Members: Dick Stewart, Caitlin Reid, Ashley Feaster, Courtney Hampson, David House, Christian Kata, Wendy Zara, Matt Davis, Jan Malinowski, James Williams, and Christine Rogers-Raetsch

Staff: Claude Hicks, Jennifer Tuckwiller and Ashley Strouse,

Invited Guests: Ben Brown and Nicte Barrientos from the Town of Hilton Head Island

Absent

Board Members: Camika Beaton, Ethan James, Bill Quarles, Matt Garnes, Victoria Smalls, Tom Henz, and Carmen Washington

The meeting was called to order by Chairman Dick Stewart at 10:00 am.

Claude Hicks introduced friends from Hilton Head in lieu of a representative. Ben Brown, who is Town's Strategic Initiatives Director and Nicte Barrientos, who is an economic development planner for the Town.

It was determined that a quorum of members was present for the meeting and the business portion of the meeting began at 10:02. Chair Stewart asked for a motion to approve the consent agenda. Ashley Feaster made the motion and Christian Kata seconded. The motion passed unanimously.

Committee Reports

Programs Committee

The committee gave a second look to Beaufort Jasper EOC, Jasper County Neighbors United, and Rise with Living Hope to extend funding and came to the same conclusion. These three grantees failed to expend awarded funds within the specified timeframe and the committee decided against extending the funding timeline beyond the 1-year timeframe set in the agreement.

At the September meeting, three grantees with unspent funds at the one-year mark were reviewed. Each case was handled individually based on capacity to spend and

prior performance. After much discussion, the Programs committee approved the following actions for each grantee and is informing the Board of their directive back to staff. Here is a summary of what was decided:

- Beaufort-Jasper EOC: Spent \$47,500 out of \$150,000 awarded. They will have the ability to apply for home repair funds on a case-by-case basis while funding is available with all repairs completed by January 31, 2026.
- Jasper County Neighbors United: \$8,772 remains out of \$90,000 awarded for home repairs. They have the ability to use the remainder of the funds and repairs must be completed by December 31, 2025. \$0 spent out of \$130,000 for homebuyer assistance funding. Revoke funding and return initial tranche of \$50,000 to BJHT for non-performance.
- Rise with Living Hope: \$20,000 spent out of \$90,000 for home repairs. They may utilize remaining \$30,000 for repairs already underway or approved by their Board. These repairs must be completed by January 31, 2025. \$35,000 spent of its \$100,000 award for homebuyer assistance. They may utilize \$15,000 in remaining funds for the 2 approved homebuyer in process. They may also apply for homebuyer assistance funds on a case-by-case basis as funding remains available through December 31, 2025.

Finance Committee

Claude referred to BJHT Development Pipeline [Projected 2025-2028] included in the Board Packet, which Finance Committee would like to present for a vote today.

Christine asked how often we would revisit the pipeline. Claude noted the pipeline would be reviewed as follows: 1 /when the Board is considering another round of funding and 2/ each quarter during Jennifer's review of how the recipient is utilizing the funds, reporting to us, etc. Jennifer noted that she wants to be clearer during this round about the requirements and documentation needed from each recipient, so she isn't tracking down information, etc.

Dick recused our Hilton Head guests and David House because they are involved with organizations that submitted a request for funds.

Claude reviewed the summary of the pipeline requests:

- 45 Ferry Lane - Behind Publix on Lady's Island / construction would begin in 1st quarter of 2026; BJHT funds will be issued in the form of a loan - BJHT will be the last contributor so funds will not be disbursed until 2028.
- Ninety-Seven, LLC - found in-fill lot in Bluffton, which is great news.
- Carrington Manor, asked for \$250k - recommending declination of request based on history of project, etc.
- City of Beaufort Home Repair Fund - promising start with identifying first five candidates that we believe will qualify (income and ownership)
- Deep Well, asked for \$84k - they spend their money quickly but expanding into Jasper County - we want to support this effort

- SHGCHP - 70 house backlog while waiting for funding and about 70 homes are tied up in heirs' property issues; doing good work and want to support this effort
- Habitat for Humanity - found 3 lots within an existing 20-year-old community; the third and final ribbon cutting will be on Wednesday, 12/17
- HHI Water Sewer - asked for \$100k but committee approved \$50k
- HHI Home Repair - asked for \$600k but committee approved \$100k with the caveat that HHI match funds
- Justice Square - this name has been on our list for about 3 years. No funding from us at this point - uncertain whether the development will continue or not.
- Northpoint - asked for \$100k and committee approved \$100k; HHI has proven that they are putting their money into this deal with respect to the land and infrastructure. Support of this project will give our organization some public exposure.
- Town of Bluffton asked for \$100k and committee approved \$50k

Slightly under 400 units with all projects; Claude requested approval of this development pipeline by the Board of Directors. Wendy so moved and Courtney seconded.

Courtney commented on the fact that several years ago the total number of potential units was zero so congrats to Claude and the Team.

Christian asked a question about the timing of the 45 Ferry Lane commitment. Jennifer noted that their LIHTC application will be submitted in June, and they'll find out in October 2026. BHJT's commitment is contingent on LIHTC approval.

Matt Davis noted the Town of Bluffton Neighborhood Assistance commitment should be a topic of conversation for the Board so that we can consider whether the grant should be a revolving loan - potential to provide ongoing funding over a greater period of time, etc.

Dick suggested we circle back to that later. He moved to finalize the Board's approval of the pipeline. The motion passed unanimously.

Hilton Head guests and David House brought back to the meeting.

Governance Committee

Committee unanimously recommends three board members need to be reappointed:

- Matt Davis
- Dick Stewart
- Wendy Zara

All board members are agreeable to continue their service on the Board. The committee brings the motion forward by unanimous vote. The motion passed unanimously.

Executive Director's Report

Claude noted:

1. **Candidate for board representative from Hilton Head**
 - Name: Karl Brondell
 - Retired State Farm Broker
 - Application submitted to governance committee
 - 1st board meeting will be February 23, 2026
2. **Beaufort County is Engaged** - About 1 year ago, Dick, Jennifer, and Claude attended a meeting where a developer was struggling to award a 220-unit deal where 20 units would be affordable; Jennifer put together the Blueprint for Change - heard an earful from those involved with affordable housing; challenged the group to share two things that they felt they could change - 29% more jobs than there are people to fill them - County Council has asked for BJHT to speak and further educate council members so they can attempt to tackle a few of the challenges identified locally. All good signs of progress.
3. **Intellectual Property Disclaimer** - Communications between and related to BJHT (i.e., emails internal documents, etc.) are confidential. Must have permission to utilize BJHT's intellectual property. Policy coming soon.
4. **Board Attendance** - Our board is strong and diverse. It's important to hear your voice and hear your opinion. Consequently, attendance is critical. Governance Committee will be reviewing attendance to date and talking about how to address continual absences, etc.
5. **SC State Housing Finance and Development Authority** - Robert Macdonald is the new Executive Director. He was the former chief of staff at the South Carolina Housing Authority, so he certainly understands bonds and impacts of bonds in affordable housing. We are working on setting up a meeting with Senator Davis and Mr. Macdonald to discuss bonding.

Dick summarized the progress that is being made on the state level regarding affordable housing and earmarking state dollars for the lowcountry.

Jan asked Dick whether he thinks Tom Davis is satisfied with the composition of the commissioners on the SC Housing Finance Agency. We need representative from Coastal SC. As these are governor appointed positions, it will require a legislative move.

Claude said that representation is one of the issues that they plan to discuss with Senator Tom Davis in their upcoming meeting.

Dick suggested that perhaps our governance committee can draft a resolution to ask our municipal and county partners to work towards a legislative push to change the composition of the commissioners.

Claude circled back to the last two items of new business:

1. Community Foundation of the Lowcountry Forum on March 5 at 8 AM at Culinary Institute of the South -- BJHT asked to participate
2. This coming year, you will hear a lot about sustainability and “how can we help?”

Jennifer introduced Ashley Strouse. She works for BJHT part time and helped with the Blueprint for Change and the Foundations event for elected officials. She also helped research and document information that will be added to our website. It will allow you to search for affordable housing options in Beaufort and Jasper County. Her focus moving forward will be the state repair funds program and getting our first application approved.

Courtney Hampson asked about status of Carrington Manor. Claude updated that the development is about 27% capacity, which puts the developer about 6 months behind.

Hearing no further business to be discussed, Chair Stewart asked for a motion to adjourn. Wendy made a motion to adjourn, and Christian seconded. The meeting was adjourned at 11:05 am.

Summary of Actions Taken During Meeting

1. Consent Agenda approved - October 6 Minutes and September / October Financial Reports.
2. BJHT Development Pipeline [Projected 2025-2028] approved.
3. Approved reappointment of board members Dick Stewart, Wendy Zara, and Matt Davis.