

RESOLUTION

WHEREAS, the Housing Finance Corporation Act, Chapter 394 Local Government Code authorizes the creation of a Housing Finance Corporation, and

WHEREAS, the City of El Paso has approved the incorporation of the El Paso Housing Finance Corporation pursuant to the Housing Finance Corporations Act, which incorporation took place in 1979, and

WHEREAS, the Articles of Incorporation and the Articles of Amendment of the El Paso Housing Finance Corporation provide for appointment of members of the Board of Directors to be appointed by written resolution of the governing body of the City of El Paso, Texas, and

WHEREAS, Charlie Vinson has resigned and this appointment is being made to fill the vacancy.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF EL PASO:

That Melanie Bailey is appointed to the Board of Directors of the El Paso Housing Finance Corporation to fill the unexpired term that ends November 26, 2012.

Approved this 27th day of March 2012.

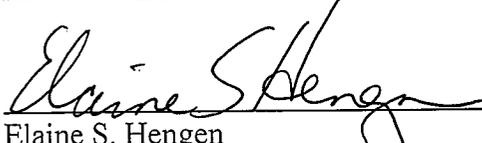
CITY OF EL PASO

John F. Cook, Mayor

ATTEST:

Richarda Duffy Momsen
City Clerk

APPROVED AS TO FORM:


Elaine S. Hengen
Senior Assistant City Attorney

CITY CLERK DEPT.
2012 MAR 20 AM 7:06

Melanie Bailey

Employment Experience

Integrity Asset Management September 2003 – Current
Vice-President/Partner

- Instrumental in the start up of the management company
- Oversee day-to-day operation of corporate office
- Oversee financial reporting
- Assist in creation of operating budgets for portfolio and the adherence of such
- Oversee accounting procedures for portfolio
- Manage and coordinate due diligence for possible acquisitions
- Create pro-formas for communities being sold
- Create pro-formas for possible acquisitions
- Coordinate all financing activities for acquisitions and refinancing
- Assist in development of procedures for on site employees
- Maintain client relationships and coordinate required meetings and updates on assets
- Maintain compliance on several communities in portfolio with Bond restrictions
- Assist in maintaining a portfolio occupancy of 93%
- Coordinate renovations and renovation budgets for communities
- Assist in development of company training program
- Teach multiple training classes with employees
- Implement delinquency program to maintain portfolio wide reduced closing delinquency numbers
- Participate in development of new construction located in El Paso, TX to include floorplan design, exterior and interior features and lease up
- Assist in the motivation and management of 300+ employees

Nationwide Management 1999 – 2003
District Manager

- Directly responsible for the supervision of 3 communities
- Maintained consistent occupancy at communities of 95%
- Coordinated major maintenance projects on communities
- Instrumental on successfully increasing NOI on communities monthly
- Created operating budgets for supervised communities and ensured adherence to them on site
- Coordinated all annual insurance and lender inspections for supervised communities
- Maintained delinquency of less than 1% on supervised communities

I started with this company as a manager and worked my way up to District Manager while working on troubled assets. I had the opportunity to work on an asset in Bankruptcy (due to partnership issues) and participate in the bankruptcy process. The lender chose to keep us as management during the bankruptcy rather than install new management (a rare occurrence). In addition, I actively worked with the lender in marketing the community for sale and developed relationships with local brokers during this process. Once the community was sold I moved to another community as a manager and began to supervise an additional community. After successfully leasing the community and maintaining a stable occupancy I was moved yet again to another troubled asset and assigned an additional community to supervise. I actively assisted the Regional Supervisor with acquisitions and renovation projects in addition to supervising my communities. I had an opportunity to meet with multiple clients and develop relationships with them in the process.

Educational Background

Irving High School – El Paso, TX - 1992 Graduate
University of Texas at El Paso – 1992-1993
EL Paso Community College – 1994-1996
University of Phoenix – 2012 Bachelor of Arts in Human Services

Industry Training and Designations

Current Designations Held – NALP(National Apartment Leasing Professional), CAM(Certified Apartment Manager), CAPS(Certified Apartment Property Supervisor), CAMT (Certified Apartment Maintenance Technician)

Active participant in EFT (Education Fast Track) and Legislative Committees with the El Paso Apartment Association
Certified Occupancy Specialist with the National Center for Housing Management

Awards and Recognition

Recognized as a top executive under 40 by MultiFamily Executive Magazine
Past President El Paso Apartment Association
Currently serving on Texas Apartment Association Executive Committee
2011 Texas Apartment Association Regional Supervisor of the Year
2011 National Apartment Association Professional Designate of the Year