

**BANYARD MANAGEMENT
Board of Directors Meeting**

2039 Forest Avenue
Chico, CA 95928

MEETING AGENDA

November 19, 2020
2:00 p.m.

Coronavirus (COVID-19) Advisory Notice: The health and safety of Butte County residents and community members, public officials and employees is a top priority for the Housing Authority of the County of Butte and the Board of Commissioners.

Pursuant to current State Public Health directives to shelter-in-place and practice social distancing, and as authorized by Governor Gavin Newsom’s Executive Orders N-25-20 and N-29-20, Board of Commissioners meetings will be closed to the public for the foreseeable future. Members of the Board of Commissioners and HACB staff will be participating either in person or via teleconference. The Board of Commissioners encourages members of the public to participate remotely from a safe location.

Please join my meeting from your computer, tablet or smartphone.

<https://global.gotomeeting.com/join/735146733>

Dial in instructions:

United States (Toll Free): 1 877 309 2073

United States: +1 (571) 317-3129

Access Code: 735-146-733

If you have any trouble accessing the meeting agenda, or attachments; or if you are disabled and need special assistance to participate in this meeting, please email marysolp@butte-housing.com or call 530-895-4474 x.210.

Notification at least 24 hours prior to the meeting will enable the Housing Authority to make a reasonable attempt to assist you.

NEXT RESOLUTION NO. 20-2B

ITEMS OF BUSINESS

1. ROLL CALL
2. AGENDA AMENDMENTS
3. CONSENT CALENDAR
 - 3.1 Minutes for the meeting of August 20, 2020

- 3.2 Banyard Management – Financial Report
- 3.3 Chico Commons – HACB report/AWI Report
- 4. CORRESPONDENCE
- 5. REPORTS FROM PRESIDENT
 - 5.1 Chico Commons Budget – Adopt FY2021 Chico Commons Budget
- Recommendation: Resolution No. 20-2B
- 6. MEETING OPEN FOR PUBLIC DISCUSSION
- 7. MATTERS CONTINUED FOR DISCUSSION
- 8. SPECIAL REPORTS
- 9. REPORTS FROM DIRECTORS
- 10. MATTERS INITIATED BY DIRECTORS
- 11. EXECUTIVE SESSION
- 12. DIRECTORS’ CALENDAR
- Next meeting – February 18, 2021.**
- 13. ADJOURNMENT

BANYARD MANAGEMENT

Board of Directors Meeting

2039 Forest Avenue
Chico, CA 95928

MEETING MINUTES

August 20, 2020

President Mayer called the meeting of Banyard Management to order at 3:11 p.m.

(Pursuant to current State Public Health directives to shelter-in-place and practice social distancing, and as authorized by Governor Gavin Newsom's Executive Orders N-25-20 and N-29-20, This Board of Directors meeting observed "social distancing" protocols, and was conducted via teleconference and web-conference. Meeting notice and public participation was addressed consistent with the State Governor's COVID-19 Executive Order, providing for Brown Act exceptions.)

1. ROLL CALL

Present for the Directors: Kate Anderson, Larry Hamman, Laura Moravec, Rich Ober, and David Pittman.

Others Present: President Ed Mayer, Chief Financial Officer Sue Kemp, Secretary Marysol Perez, Larry Guanzon, Tamra Young, and Jerry Martin.

2. AGENDA AMENDMENTS

None.

3. CONSENT CALENDAR

Director Moravec moved to accept the Consent Calendar as presented. Director Ober seconded the motion. The vote in favor was unanimous.

4. CORRESPONDENCE

None.

5. REPORTS FROM PRESIDENT

- 5.1 Banyard Management Budget – The FY2021 Banyard Management budget was presented for approval. The proposed budget is consistent with previous FY budget, nothing extraordinary. However, as Managing General Partner, Banyard receives a cash distribution from Chico Commons LP each year. Last year's distribution was \$24,451, sourced from excess cash flow. Per Chief Financial Officer Kemp, the excess cash balance at the beginning of FY 2021 is estimated at \$250,000.

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RESOLUTION NO. 20-1B

Director Anderson moved that Resolution No. 20-1B be adopted by reading of title only: "APPROVAL OF BANYARD MANAGEMENT OPERATING BUDGET FOR F/Y 2021". Director Moravec seconded. The vote in favor was unanimous.

6. MEETING OPEN FOR PUBLIC DISCUSSION

None.

7. MATTERS CONTINUED FOR DISCUSSION

None.

8. SPECIAL REPORTS

None.

9. REPORTS FROM BOARD MEMBERS

None.

10. MATTERS INITIATED BY BOARD MEMBERS

None.

11. EXECUTIVE SESSION

None.

12. DIRECTOR'S CALENDAR

Next Meeting – November 19, 2020.

13. ADJOURNMENT

Director Moravec moved that the meeting be adjourned. Director Pittman seconded. The meeting was adjourned at 3:17 p.m.

Dated: August 20, 2020.

Edward S. Mayer, President

ATTEST:

Marysol Perez, Secretary

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Housing Authority of the County of Butte
BANYARD BALANCE SHEET
September, 2020

	Cumulative
ASSETS	
Current Assets	
Cash - Unrestricted	249,000.19
Cash - Other Restricted	0.00
Cash - Tenant Security Deposits	0.00
Accounts Receivable	0.00
Accrued Interest Receivable	0.00
Investments - Unrestricted	0.00
Investments - Restricted	0.00
Inventories	0.00
Total Current Assets	249,000.19
Fixed Assets	
Fixed Assets & Accumulated Depreciation	0.00
Total Fixed Assets	0.00
Other Assets	
Prepaid Expenses and Other Assets	0.00
Investment in Chico Commons, L.P.	275,110.34
Total Other Assets	275,110.34
TOTAL ASSETS	524,110.53
LIABILITIES	
Current Liabilities	
Accounts Payable	0.00
Accrued Liabilities - Other	0.00
Total Current Liabilities	0.00
Long-Term Liabilities	
Long-Term Debt Net of Current	0.00
Total Long-Term Liabilities	0.00
TOTAL LIABILITIES	0.00
NET POSITION	
Beginning Net Position	536,252.60
Retained Earnings	-12,142.07
TOTAL NET POSITION	524,110.53
TOTAL LIABILITIES AND NET POSITION	524,110.53

BANYARD-GEN. FUND INCOME STATEMENT

September 30, 2020

**YTD %
100.00**

	Month to Date			Year to Date			% used
	Actual	Budget	Remaining	Actual	Budget	Remaining	
REVENUES							
Partnership Income	1,080	1,122	-42	12,960	13,460	-500	96.29
Investment Income	8	17	-9	152	200	-48	76.08
TOTAL REVENUES	1,088	1,138	-50	13,112	13,660	-548	95.99
EXPENSES							
Audit Fee	0	50	-50	497	600	-103	82.83
Corporate Services	0	1,250	-1,250	6,933	15,000	-8,067	46.22
Consulting Fees	0	250	-250	4,864	3,000	1,864	162.14
Legal Expenses	0	125	-125	0	1,500	-1,500	0.00
Misc. Administrative Costs	0	0	0	0	0	0	0.00
Outside Management Fees	1,080	1,080	0	12,960	12,960	0	100.00
Partnership Losses	0	0	0	0	0	0	0.00
Taxes and Fees	0	43	-43	0	520	-520	0.00
TOTAL EXPENSES	1,080	2,798	-1,718	25,254	33,580	-8,326	75.21
RETAINED EARNINGS	8	-1,660	1,668	-12,142	-19,920	7,778	60.95

MEMO

Date: November 13, 2020

To: Board of Directors, Banyard Management

From: Larry Guanzon, HACB Deputy Executive Director

Subject: Status Report – Chico Commons Apartments, Chico

Chico Commons Apartments, Chico (72 units, LIHTC, Family, MGP, Banyard Management, PM: AWI) – There is currently one (1) vacancy as of the 1st of November, but the unit has since been re-rented. A total of one (1) move-in and one (1) moveout occurred during the month of November. Plus, there are two (2) thirty-day notices to vacate. *Rent collection for the month of October was at 94%, with three unpaid full rents and two partials. November rent is at 80%, with rent continuing to be collected for the month. The majority of outstanding rent will be collected, or legal action will be required.* We are working with PG&E to use their low-income energy efficiency program to replace common area water heaters, washing machines, and lighting - the owner pays for improvements up front, with PG&E reimbursing after completion. The deadline to improve the property with P G & E's recommendations is July of 2021. Gutter Cleaning, Tree Trimming, Painting of some of the faded patio railings, are also planned within the next 30-60 days. A new security camera system will be installed for the benefit of the property and the annual Fire inspection passed thru the City of Chico. The property continues to be operated subject to COVID-19 pandemic response protocols, and leasing dynamics are being watched carefully – please find AWI's narrative property report and financials, following.

Chico Commons



Separate Variance Report sent explaining budget differences and expenses.

Updates:

Chico Commons has one vacancy. One move-in and one move-out during the month of October.

#65 is recently vacant and is a very full turn, including cabinetry and countertop replacement. Randy will be completing the cabinetry replacement in house. Materials are on order.

#24 and #10 on notice to vacate.

October rent outstanding at month end was 6% which accounts for three full rents and two partials which we are actively working to collect. Month to date in November, rent collection is consistent w/ prior months with 80% of rent collected as of November 9th.

The leaves are beginning to turn and it is time to trim trees and clean gutters. J&J Tree Service has provided the most competitive price for the needed tree trimming. One more bid is expected by 11/13 before a final decision is made and work is scheduled.

Bids in process to paint railings on second story patios w/ plans to complete work by year end.

Bids to install a CCTV system for coverage at office and surrounding areas has been submitted for review and consideration.

Chico Fire Inspector Marie Fickert conducted the annual Fire inspection on 11/9. The official report has not been received; however Marie confirmed verbally that all was in order.

Staff continues to practice Covid-19 prevention measures and encourages residents to do the same. Stay Safe!

(530) 745-6170 tel AWI Management Corporation
(530) 745-6173 fax PO Box 550
www.awimc.com Auburn CA 95604



AWI Management Corporation is an Equal Opportunity provider and employer.

Chico Commons 549
For the Month Ended October 31, 2020
Statement of Income & Cash Flow

	Current Activity	Current Budget	Current Variance	YTD Activity	YTD Budget	YTD Variance
Rental Income						
Gross Rents	\$ 61,775.00	\$ 58,150.00	\$ 3,625.00	\$ 611,200.00	\$ 581,500.00	\$ 29,700.00
Vacancies	(155.00)	(2,326.00)	2,171.00	(15,122.00)	(23,260.00)	8,138.00
Rent Adjustments	0.00	(519.75)	519.75	2,323.49	(5,197.50)	7,520.99
Manager's Unit	(771.00)	(820.00)	49.00	(7,710.00)	(8,200.00)	490.00
Total Tenant Rent	\$ 60,849.00	\$ 54,484.25	\$ 6,364.75	\$ 590,691.49	\$ 544,842.50	\$ 45,848.99
Other Project Income:						
Laundry Income	\$ 767.99	\$ 677.83	\$ 90.16	\$ 10,157.89	\$ 6,778.33	\$ 3,379.56
Interest Income	6.74	4.17	2.57	91.15	41.67	49.48
Restricted Reserve Interest Incom	2.80	0.00	2.80	19.93	0.00	19.93
Late Charges	0.00	216.67	(216.67)	1,065.00	2,166.67	(1,101.67)
Other Tenant Income	\$ 0.00	\$ 428.50	\$ (428.50)	\$ 2,735.50	\$ 4,285.00	\$ (1,549.50)
Miscellaneous Income	\$ 0.00	\$ 0.00	\$ 0.00	\$ 2,476.83	\$ 0.00	\$ 2,476.83
Other Project Income	\$ 777.53	\$ 1,327.17	\$ (549.64)	\$ 16,546.30	\$ 13,271.67	\$ 3,274.63
Total Project Income	\$ 61,626.53	\$ 55,811.42	\$ 5,815.11	\$ 607,237.79	\$ 558,114.17	\$ 49,123.62
Project Expenses:						
Maint. & Oper. Exp. (Fr Page 2)	\$ 26,957.34	\$ 23,877.49	\$ 3,079.85	\$ 136,274.36	\$ 238,774.99	\$ (102,500.63)
Utilities (From Pg 2)	9,330.08	6,970.58	2,359.50	74,487.46	69,705.83	4,781.63
Administrative (From Pg 2)	6,650.18	8,103.58	(1,453.40)	74,532.10	81,035.83	(6,503.73)
Taxes & Insurance (From Pg 2)	1,304.83	1,513.75	(208.92)	13,696.10	15,137.50	(1,441.40)
Other Taxes & Insurance (Fr Page	905.68	3,405.67	(2,499.99)	12,526.26	34,056.67	(21,530.41)
Other Project Expenses	565.82	1,057.33	(491.51)	7,616.20	10,573.33	(2,957.13)
Total O&M Expenses	\$ 45,713.93	\$ 44,928.40	\$ 785.53	\$ 319,132.48	\$ 449,284.15	\$ (130,151.67)
Mortgage & Owner's Expense						
Mortgage Payment	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Interest Expense - City of Chico	\$ 2,604.17	\$ 2,604.17	\$ 0.00	\$ 26,041.70	\$ 26,041.67	\$.03
Reporting / Partner Management F	1,080.00	1,080.00	0.00	10,800.00	10,800.00	0.00
Transfer - Reserves	2,500.00	2,500.00	0.00	25,000.00	25,000.00	0.00
Total Mortgage & Owner's Exp.	\$ 6,184.17	\$ 6,184.17	\$ 0.00	\$ 61,841.70	\$ 61,841.67	\$.03
Total Project Expenses	\$ 51,898.10	\$ 51,112.57	\$ 785.53	\$ 380,974.18	\$ 511,125.82	\$ (130,151.64)
Net Profit (Loss)	\$ 9,728.43	\$ 4,698.85	\$ 5,029.58	\$ 226,263.61	\$ 46,988.35	\$ 179,275.26

Other Cash Flow Items:

Chico Commons 549
For the Month Ended October 31, 2020
Statement of Income & Cash Flow

	Current Activity	Current Budget	Current Variance	YTD Activity	YTD Budget	YTD Variance
Reserve Transfers	\$ (2.80)	\$ 0.00	\$ (2.80)	\$ (19.93)	\$ 0.00	\$ (19.93)
T & I Transfers	(1,600.69)	0.00	(1,600.69)	123.83	0.00	123.83
Operating Acct MMKT - FFB	(6.05)	0.00	(6.05)	(50,081.01)	0.00	(50,081.01)
Security Acct-FFB	(490.00)	0.00	(490.00)	(490.00)	0.00	(490.00)
Security Deposits Held	650.00	0.00	650.00	1,540.00	0.00	1,540.00
Authorized Reserve - Other	0.00	(10,416.67)	10,416.67	0.00	(104,166.67)	104,166.67
Tenant Receivables	(7,603.42)	0.00	(7,603.42)	(15,129.66)	0.00	(15,129.66)
Other Receivables	1,929.83	0.00	1,929.83	(5,909.41)	0.00	(5,909.41)
Fixed Assets	0.00	0.00	0.00	.20	0.00	.20
Accounts Payable - Trade	(5,649.04)	0.00	(5,649.04)	(31,958.39)	0.00	(31,958.39)
Accrued Interest - City of Chico	2,604.17	0.00	2,604.17	(5,208.30)	0.00	(5,208.30)
Accrued RTO - Prior Year	0.00	0.00	0.00	(242.10)	0.00	(242.10)
Partner's Equity	0.00	0.00	0.00	(48,176.90)	0.00	(48,176.90)
Total Other Cash Flow Items	\$ (10,168.00)	\$ (10,416.67)	\$ 248.67	\$ (155,551.67)	\$ (104,166.67)	\$ (51,385.00)
Net Operating Cash Change	\$ (439.57)	\$ (5,717.82)	\$ 5,278.25	\$ 70,711.94	\$ (57,178.32)	\$ 127,890.26

Cash Accounts	End Balance 1 Year Ago	Current Balance	Change
Operating Acct-FFB	\$ 63,207.88	\$ 133,919.82	\$ 70,711.94
Operating Acct MMKT - FFB	100,058.88	150,139.89	50,081.01
Tax & Insurance-FFB	6,067.09	5,943.26	(123.83)
Security Acct-FFB	42,985.00	43,475.00	490.00
Reserve Acct-FFB	11,618.28	36,638.21	25,019.93
Payables & Receivables:			
Accounts Payable - Trade	49,569.95	17,611.56	(31,958.39)
Rents Receivable - Current Tenants	3,689.22	19,767.80	16,078.58
Other Tenant Charges Receivable	1,234.34	285.00	(949.34)

	Current Activity	Current Budget	Current Variance	YTD Activity	YTD Budget	YTD Variance
Maintenance & Operating Expenses:						
Maintenance Payroll	\$ 2,889.62	\$ 3,798.08	\$ (908.46)	\$ 35,306.21	\$ 37,980.83	\$ (2,674.62)
Janitorial/Cleaning Supplies	6.44	114.00	(107.56)	1,418.50	1,140.00	278.50
Plumbing Repairs	294.00	119.08	174.92	4,507.32	1,190.83	3,316.49
Painting & Decorating	0.00	250.00	(250.00)	475.98	2,500.00	(2,024.02)
Repairs & Maintenance - Supply	1,529.76	2,500.00	(970.24)	15,290.77	25,000.00	(9,709.23)
Repairs & Maintenance - Contract	1,200.00	1,427.83	(227.83)	14,410.26	14,278.33	131.93

Chico Commons 549
For the Month Ended October 31, 2020
Statement of Income & Cash Flow

	Current Activity	Current Budget	Current Variance	YTD Activity	YTD Budget	YTD Variance
Grounds Maintenance	\$ 910.00	\$ 966.67	\$ (56.67)	\$ 11,535.51	\$ 9,666.67	\$ 1,868.84
Pest Control Service	95.00	754.67	(659.67)	3,545.00	7,546.67	(4,001.67)
Fire/Alarm Services	1,641.80	145.83	1,495.97	3,151.85	1,458.33	1,693.52
Capital Improvements - Other	17,774.07	12,802.08	4,971.99	22,224.99	128,020.83	(105,795.84)
Capital Improvements - Flooring	0.00	0.00	0.00	12,792.43	0.00	12,792.43
Capital Improvements - Appliance	594.00	0.00	594.00	5,183.13	0.00	5,183.13
Capital Improvements - HVAC Repl	0.00	0.00	0.00	369.09	0.00	369.09
Capital Improvements - Water Heat	0.00	0.00	0.00	2,137.17	0.00	2,137.17
Carpet Cleaning	0.00	35.00	(35.00)	400.00	350.00	50.00
HVAC Repairs	0.00	900.00	(900.00)	3,322.30	9,000.00	(5,677.70)
Cable Service	22.65	22.58	.07	203.85	225.83	(21.98)
Tenant Services	0.00	41.67	(41.67)	0.00	416.67	(416.67)
Total Maint. & Operating Exp.	\$ 26,957.34	\$ 23,877.49	\$ 3,079.85	\$ 136,274.36	\$ 238,774.99	\$ (102,500.63)
Utilities:						
Electricity	\$ 561.01	\$ 636.33	\$ (75.32)	\$ 5,303.81	\$ 6,363.33	\$ (1,059.52)
Water	4,057.66	1,949.33	2,108.33	23,452.94	19,493.33	3,959.61
Sewer	1,654.56	1,654.58	(.02)	16,545.60	16,545.83	(.23)
Heating Fuel/Other	1,462.43	1,491.67	(29.24)	14,966.91	14,916.67	50.24
Garbage & Trash Removal	1,594.42	1,238.67	355.75	14,218.20	12,386.67	1,831.53
Total Utilities	\$ 9,330.08	\$ 6,970.58	\$ 2,359.50	\$ 74,487.46	\$ 69,705.83	\$ 4,781.63
Administrative:						
Manager's Salary	\$ 3,073.60	\$ 3,266.58	\$ (192.98)	\$ 33,519.27	\$ 32,665.83	\$ 853.44
Management Fees	2,952.00	3,096.00	(144.00)	29,520.00	30,960.00	(1,440.00)
Bad Debt Expense	(.42)	625.00	(625.42)	1,421.58	6,250.00	(4,828.42)
Auditing	625.00	625.00	0.00	6,250.00	6,250.00	0.00
Legal	0.00	476.42	(476.42)	3,821.25	4,764.17	(942.92)
Other Administrative Expenses	0.00	14.58	(14.58)	0.00	145.83	(145.83)
Total Administrative Expense	\$ 6,650.18	\$ 8,103.58	\$ (1,453.40)	\$ 74,532.10	\$ 81,035.83	\$ (6,503.73)
Taxes & Insurance Reserve For:						
Real Estate Taxes	\$ 0.00	\$ 78.42	\$ (78.42)	\$ 647.80	\$ 784.17	\$ (136.37)
Property Insurance	1,304.83	1,435.33	(130.50)	13,048.30	14,353.33	(1,305.03)
Total Taxes & Insurance Expense	\$ 1,304.83	\$ 1,513.75	\$ (208.92)	\$ 13,696.10	\$ 15,137.50	\$ (1,441.40)
Other Taxes & Insurance:						
Payroll Taxes	\$ 456.18	\$ 719.75	\$ (263.57)	\$ 6,284.63	\$ 7,197.50	\$ (912.87)
Other Taxes, Fees & Permits	45.90	89.33	(43.43)	1,385.43	893.33	492.10
Bond Premiums	0.00	51.67	(51.67)	295.37	516.67	(221.30)
Worker's Compensation Insurance	387.65	705.25	(317.60)	4,389.13	7,052.50	(2,663.37)
Personnel Medical Insurance	15.95	1,839.67	(1,823.72)	171.70	18,396.67	(18,224.97)
Total Other Taxes & Insurance	\$ 905.68	\$ 3,405.67	\$ (2,499.99)	\$ 12,526.26	\$ 34,056.67	\$ (21,530.41)

Chico Commons 549
For the Month Ended October 31, 2020
Statement of Income & Cash Flow

	Current Activity	Current Budget	Current Variance	YTD Activity	YTD Budget	YTD Variance
Other Project Expenses						
Telephone & Answering Service	\$ 143.42	\$ 195.00	\$ (51.58)	\$ 1,350.64	\$ 1,950.00	\$ (599.36)
Internet Service	144.85	90.00	54.85	1,283.70	900.00	383.70
Advertising	0.00	54.17	(54.17)	22.59	541.67	(519.08)
Office Supplies & Expense	79.43	214.58	(135.15)	2,033.54	2,145.83	(112.29)
Postage	175.12	82.08	93.04	602.38	820.83	(218.45)
Toner/Copier Expense	0.00	188.08	(188.08)	1,471.03	1,880.83	(409.80)
Travel & Promotion	0.00	70.92	(70.92)	70.00	709.17	(639.17)
Training Expense	0.00	62.50	(62.50)	593.50	625.00	(31.50)
Credit Checking	23.00	100.00	(77.00)	188.82	1,000.00	(811.18)
Total Other Project Expenses	\$ 565.82	\$ 1,057.33	\$ (491.51)	\$ 7,616.20	\$ 10,573.33	\$ (2,957.13)
Mortgage & Owner's Expense						
Mortgage Payment	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Interest Expense - City of Chico	\$ 2,604.17	\$ 2,604.17	\$ 0.00	\$ 26,041.70	\$ 26,041.67	\$.03
Reporting / Partner Management F	1,080.00	1,080.00	0.00	10,800.00	10,800.00	0.00
Transfer - Reserves	2,500.00	2,500.00	0.00	25,000.00	25,000.00	0.00
Total Mortgage & Owner's Exp.	\$ 6,184.17	\$ 6,184.17	\$ 0.00	\$ 61,841.70	\$ 61,841.67	\$.03
Total Expenses	\$ 51,898.10	\$ 51,112.57	\$ 785.53	\$ 380,974.18	\$ 511,125.82	\$ (130,151.64)
Authorized Reserve - Other	\$ 0.00	\$ 10,416.67	\$ (10,416.67)	\$ 0.00	\$ 104,166.67	\$ (104,166.67)
Total Authorized Reserves	\$ 0.00	\$ 10,416.67	\$ (10,416.67)	\$ 0.00	\$ 104,166.67	\$ (104,166.67)

MEMO

Date: November 13, 2020

To: Banyard Management Board of Directors

From: Larry Guanzon, HACB Deputy Executive Director
Sue Kemp, Banyard Management CFO

Subject: Banyard Resolution No. 20-2B
Chico Commons, LP - 2021 Operating Budget

Attached please find a proposed Operating Budget for Chico Commons, LP, calendar year 2021. The proposed budget was prepared by AWI Property Management, third party property manager, with HACB in-house input on behalf of Banyard Management.

The budget was compiled using current and historical trends. Vacancy loss is projected at 4%, to allow for turnovers. Estimated sources and uses are as follows: Operational income of \$690,860; Reserves transfer in of \$0; Cash Uses of \$623,680 resulting in an estimated positive cash flow of \$67,180 for the year. The property manager proposed a management fee increase from \$41 to \$43 per unit month, which is consistent with industry standard.

2021 Rental Income is budgeted lower than 2020 projected because the current number of Section 8 rents are not assumed. The 2020 net cash is much higher than budget, with higher income and lower capital improvement expenses. The property manager will complete as much as possible before year end and actual net cash flow may be lower in 2020.

Page 5 outlines the projected, operational capital expenses of \$149,573 which includes: appliance replacements; flooring and cabinet replacements on turnover; annual tree trimming; rain gutters; property signage; dumpster enclosures; and maintenance equipment.

If you have any questions we will gladly answer them at the Board Meeting.

Recommend motion to approve Resolution No. 20-2B

BANYARD MANAGEMENT

RESOLUTION NO. 20-2B

APPROVAL OF THE OPERATING BUDGET FOR F/Y 2021
FOR CHICO COMMONS APARTMENTS, CHICO, CA

WHEREAS, Banyard Management is Managing General Partner (MGP) of Chico Commons LP, itself owner of the Chico Commons Apartments, Chico, California; and

WHEREAS, as MGP, Banyard Management prepares the budget for the Chico Commons Apartments, Chico in conjunction with costs projected by its Managing General Partner agent, Housing Authority of the County of Butte, along with recommendations made by the Chico Commons Apartments Property Manager, AWI, Inc.; and

WHEREAS, the Board of Directors of Banyard Management has reviewed the budget as proposed and found the budget to be in the best interest of the Chico Commons Apartments property, its residents, Chico Commons LP, and Banyard Management;

THEREFORE, BE IT RESOLVED by the Board of Directors of Banyard Management, acting as Managing General Partner of Chico Commons LP, the owner of Chico Commons Apartments, Chico, California, to hereby approve and adopt the Operating Budget for fiscal year 2021 for Chico Commons Apartments, Chico, California, such Operating Budget attached to and made a part of this Resolution No. 20-2B.

Dated: November 19, 2020.

Edward S. Mayer, President

ATTEST:

Marysol Perez, Secretary

TAX CREDIT MULTIPLE FAMILY HOUSING PROJECT BUDGET

PROJECT NAME: Chico Commons	SYNDICATOR & NON-PROFIT NAMES: Butte Housing
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DESCRIPTION	CURRENT BUDGET (01/01/20) (12/31/20)	ACTUAL (01/01/20) (12/31/20)	PROPOSED BUDGET (01/01/21) (12/31/21)	COMMENTS
BEGINNING DATES: ENDING DATES:				72 Units
OPERATIONAL CASH SOURCES				
RENTAL INCOME	697,800	733,440	719,400	
LESS (Vacancy Allowance)	(27,912)	(18,146)	(28,776)	4.00%
LESS RENT INCENTIVES	(6,237)	2,788	(2,950)	3 yr average
LESS NON-REVENUE MANAGER'S UNIT	(9,840)	(9,252)	(10,140)	
LAUNDRY AND VENDING	8,134	12,189	8,134	keep budget
INTEREST INCOME	50	133	50	interest on unrestricted funds
LATE CHARGES	2,600	1,278	0	not charging due to Covid 19
APPLICATION FEES	0	0	0	
OTHER TENANT INCOME	5,142	3,283	5,142	keep budget
MISCELLANEOUS INCOME		2,972	0	moved out tenant charges
SUB - TOTAL	669,737	728,685	690,860	
NON-OPERATIONAL CASH SOURCES				
CASH - NON PROJECT	0	0	0	
AUTHORIZED LOAN	0	0	0	
TRANSFER FROM RESERVE	25,000	0	0	
SUB - TOTAL	25,000	0	0	
TOTAL CASH SOURCES	694,737	728,685	690,860	
OPERATIONAL CASH USES				
TOTAL O & M EXPENSES (From Part II)	489,141	382,959	549,470	
ANNUAL CAPITAL BUDGET	25,000	0	0	
MORTGAGE PAYMENT (Principal & Int.)	0	0	0	pd off in Sept 2018
INTEREST EXPENSE - CHICO RDA	31,250	31,250	31,250	accrued
INTEREST EXPENSE - HACB		0		
RESERVE TRANSFER	30,000	30,000	30,000	
GENERAL PARTNERS FEES	12,960	12,960	12,960	paid monthly to HACB
SUB - TOTAL	588,351	457,169	623,680	
			0	
TOTAL CASH USES	588,351	457,169	623,680	
NET CASH (DEFICIT)	106,386	271,516	67,180	
CASH BALANCE				
BEGINNING CASH BALANCE				
DEFERRED DEVELOPMENT FEE				
ACCRUAL TO CASH ADJUSTMENT				
ENDING CASH BALANCE				

PART II - OPERATING AND MAINTENANCE EXPENSE SCHEDULE

DESCRIPTION	BUDGET	Actuals	PROPOSED BUDGET	COMMENTS	COST PER UNIT
MAINTENANCE & REPAIRS PAYROLL	45,577	42,367	47,191	see payroll worksheet	655
JANITORIAL SUPPLIES & SERVICE	1,368	1,702	1,648	3 yr avg	23
PLUMBING REPAIRS	1,429	5,409	5,618	using outside vendors due to Covid 19	78
PAINTING AND DECORATING	3,000	571	3,000		42
MAINTENANCE & REPAIRS SUPPLY	30,000	18,349	20,000	3 yr avg	278
MAINTENANCE & REPAIRS CONTRACT	17,134	17,292	17,134		238
GROUNDS	11,600	13,843	14,167	projected actuals for monthly service & extras	197
POOL SERVICE	0	0	0		0
ELEVATOR MAINTENANCE / CONTRACT	0	0	0		0
PEST CONTROL SERVICE	9,056	4,254	8,341	3 yr avg	116
FIRE/ALARM SERVICES	1,750	3,782	3,453	3 yr avg	48
RESIDENT SERVICES STAFFING	0	0	0		0
RESIDENT SERVICES SUPPLIES	0	0	0		0
SECURITY SERVICE	0	0	0		0
FURNISHINGS	103,625	51,248	149,573	See page 5	2,077
CARPET CLEANING	420	480	420		6
HVAC REPAIRS	10,800	3,987	7,813	3 yr avg	109
CABLE SERVICE	271	245	271		4
TENANT SERVICES	500	0	500	resident retention & activities	7
RESIDENT DIRECT SUPPORT	0	0	0		0
SUB - TOTAL MAINT. & OPERATING	236,530	163,529	279,129		3,877
ELECTRICITY	7,636	6,365	7,636	keep	106
WATER	23,392	28,144	25,860	projected actuals	359
SEWER	19,855	19,855	19,855	\$1654.56/mo	276
FUEL (Oil / Coal / Gas)	17,900	17,960	17,900	keep	249
GARBAGE & TRASH REMOVAL	14,864	17,062	16,832	projected actuals	234
OTHER UTILITIES	0	0	0		0
SUB - TOTAL UTILITIES	83,647	89,385	88,083		1,223
SITE MANAGER PAYROLL	39,199	40,223	40,270		559
ASSISTANT MANAGER PAYROLL	0	0	0		0
MANAGEMENT FEE	37,152	35,424	37,152	\$43/unit, incl. \$2/unit increase proposed	516
BAD DEBT	7,500	1,706	7,500		
BAD DEBT RECOVERY	0	0	0		0
PROJECT AUDITING EXPENSE	7,500	7,500	7,500		104
LEGAL EXPENSES	5,717	4,586	10,000	anticipate higher costs due to Covid once evictions are allowed again.	139
OTHER ADMINISTRATIVE EXPENSES	175	0	175	bank fees	2
TELEPHONE & ANSWERING SERVICE	2,340	1,621	1,969	new contract, \$58/mo ans serv & \$105/mo phone	27
INTERNET SERVICE	1,080	1,540	1,738	\$144.85/mo	24
ADVERTISING	650	27	650		9
WATER/COFFEE SERVICE	0	0	0		0
OFFICE SUPPLIES	2,575	2,440	2,575		36
POSTAGE	985	723	985		14
TONER/COPIES	2,257	1,765	2,257		
OFFICE FURNITURE & EQUIPMENT	0	0	6,000	replace multifunction machine / shredder	83
TRAVEL & PROMOTION	851	84	851		12
TRAINING EXPENSE	750	712	750		10
CREDIT CHECKING	1,200	227	1,200		17
EMPLOYEE MEALS	0	0	0		0
HEALTH INS. & OTHER EMP. BENEFITS	22,076	206	22,043		306
PAYROLL TAXES	8,637	7,542	7,762		108
WORKMAN'S COMPENSATION	8,463	5,267	8,704		121
SUB - TOTAL ADMINISTRATIVE	149,107	111,593	160,081		2,223
REAL ESTATE TAXES	941	777	1,322	2019-20 invoice + 2%	18
SPECIAL ASSESSMENTS	0	0	0		0
OTHER TAXES, LICENSES & PERMITS	1,072	1,663	1,072	FTB + Utility survey	15
PROPERTY & LIABILITY INSURANCE	17,224	15,658	18,904	current invoice +10%	263
FIDELITY COVERAGE INSURANCE	620	354	879	current invoice +3%	12
OTHER INSURANCE	0	0	0		0
SUB - TOTAL TAXES & INSURANCE	19,857	18,452	22,177		308
TOTAL O & M EXPENSES	489,141	382,959	549,470		7,632

RESERVE ACCOUNT ACTIVITY

RESERVE ACCOUNT ACTIVITY (ESCROWED WITH LENDER)	CURRENT BUDGET	ACTUAL	PROPOSED BUDGET	COMMENTS
BEGINNING BALANCE				
TRANSFER TO RESERVE				
TRANSFER FROM RESERVE				
OPERATING DEFICIT				
BUILDING REPAIR & IMPROVEMENTS				
EQUIPMENT REPAIR & REPLACEMENT				
OTHER NON - OPERATING EXPENSES				
TOTAL TRANSFER FROM RESERVE				
ENDING BALANCE				

RESERVE ACCOUNT ACTIVITY (ACCOUNT HELD BY AWI)	CURRENT BUDGET	ACTUAL	PROPOSED BUDGET	COMMENTS
BEGINNING BALANCE	64,138	11,618	41,618	
TRANSFER TO RESERVE	30,000	30,000	30,000	
TRANSFER FROM RESERVE				
OPERATING DEFICIT				
BUILDING REPAIR & IMPROVEMENTS	25,000	0	0	
EQUIPMENT REPAIR & REPLACEMENT				
OTHER NON - OPERATING EXPENSES				
TOTAL TRANSFER FROM RESERVE	25,000	0	0	
ENDING BALANCE	69,138	41,618	71,618	

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PART IV - RENT SCHEDULE

A. CURRENT APPROVED RENTS:

UNIT DESCRIPTION			TAX CREDIT RENTAL RATES			POTENTIAL INCOME FROM EACH RATE			UTILITY ALLOWANCE (if used)
% OF MEDIAN TYPE	SIZE	NUMBER	MAX RENT - UA	MAX ADJ RENT	PROPOSED RENTS		NET RENTS		
1 Br 50%	1	3	623-49	574	569	539	20,484		
1 Br 60%	1	13	748-49	699	687	657	107,172		
2 Br 50%	2	6	748-58	690	679	649	48,888		
2 Br 60%	2	21	898-58	840	820	790	206,640		
3 Br 50%	3	6	865-66	799	779	749	56,088		
3 Br 60%	3	22	1038-66	972	942	912	248,688		
2 Br Non-Rev	2	1			820		9,840		
							0		
							0		
New move-ins will be at max TC - rents here are based on current averages with a rent increase							0		
							0		
							0		
72						4,296	697,800	0	

SEC. 8

CURRENT RENT TOTALS:

u/a change 5/1/19

UNIT DESCRIPTION			TAX CREDIT RENTAL RATES			POTENTIAL INCOME FROM EACH RATE			UTILITY ALLOWANCE (if used)
% OF MEDIAN TYPE	SIZE	NUMBER	MAX RENT - UA	MAX ADJ RENT	PROPOSED RENTS	CURRENT RENTS	NET RENTS	OVER/UND TC MAX	
1 Br 50%	1	3	663-55	608	594	569	21,384	(14)	
1 Br 60%	1	13	795-55	740	712	687	111,072	(28)	
2 Br 50%	2	6	796-65	731	704	679	50,688	(27)	
2 Br 60%	2	21	955-65	890	845	820	212,940	(45)	
3 Br 50%	3	6	916-74	842	804	779	57,888	(38)	
3 Br 60%	3	22	1103-74	1,029	967	942	255,288	(62)	
2 Br Non-Rev	2	1			845		10,140		
#68									
72						0	719,400	(214)	

GROSS NET SEC. 8

rent inc. 25

PREPARED BY: _____

DATE: _____

PART V - ANNUAL CAPITAL BUDGET

	Proposed Number of Units/Items	Proposed from Reserve	Actual from Reserve	Proposed from Operating	Actual from Operating	Actual Total Cost	Total Actual Units/Items
Appliances:							
Range	2			1000			
Refrigerator	4			2800			
Dishwashers	5			1665			
Washers (Common)	3			3600			
Dryers (Common)	3			3600			
Carpet and Vinyl:							
1 Br.	3			6000			
2 Br.	3			6600			
3 Br.	3			7200			
4 Br.							
Other: Vinyl							
Cabinets:							
Kitchen	2			14840			
Bathrooms							
Other:							
Doors:							
Exterior	10			1590			
Interior	12			1200			
Other:							
Window Coverings:							
Blinds	10			1590			
Other:							
Heating and Air Conditioning:							
Heating --Wall heaters							
Air conditioning	2			5088			
Other:							
Plumbing:							
Water Heater	2			7000			
Bath Sinks							
Kitchen Sinks							
Faucets							
Toilets							
Other:							
Major Electrical							
Detail: Exterior Lighting				3000			
Other:							
Structures:							
Windows							
Screens							
Walls							
Roofing / rain gutters				20,000			
Siding							
Exterior Painting							
Other: Interior Painting							
Paving:							
Asphalt							
Concrete				3800			
Seal and Stripe							
Other: walkway repairs							
Landscape and grounds:							
Landscaping/tree trimming				19000			
Lawn Equipment							
Fencing							
Recreation area							
Signs				15000			
Other:							
Accessibility features:							
List: reasonable accommodations							
Other:							
Automation equipment							
Site management							
Common area							
Other:							
Other:							
List: Dumpster Enclosures				22500			
List: Gutter Cleaning				2500			
List: Maint Equipment							
TOTAL CAPITAL EXPENSES:	64	0		149573	0	0	0