

**BANYARD MANAGEMENT
Board of Directors Meeting**

2039 Forest Avenue
Chico, CA 95928

MEETING AGENDA

November 17, 2022
2:00 p.m.

Due to COVID-19 and California State Assembly Bill 361 that amends the Ralph M. Brown Act to include new authorization for remote meetings, including remote public comment for all local agencies. California State Assembly Bill 361 extends the provision of Governor Newsom's Executive Order N-29-20 and N-35-20 until January 2024. The meeting will be a hybrid meeting both in person at this Housing Authority office and remotely. Members of the Board of Directors and HACB staff will be participating either in person or remotely. The Board of Directors welcomes and encourages public participation in the Board meetings either in person or remotely from a safe location.

Members of the public may be heard on any items on the Directors' agenda. A person addressing the Directors will be limited to 5 minutes unless the Chairperson grants a longer period of time. Comments by members of the public on any item on the agenda will only be allowed during consideration of the item by the Directors. Members of the public desiring to be heard on matters under jurisdiction of the Directors, but not on the agenda, may address the Directors during agenda item 6.

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

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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. 22-3B

ITEMS OF BUSINESS

1. ROLL CALL
2. AGENDA AMENDMENTS

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3. CONSENT CALENDAR
 - 3.1 Minutes of Meeting on August 18, 2022
 - 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 FY2023 Chico Commons Budget.

Recommendation:	Resolution No. 22-3B
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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 16, 2023
13. ADJOURNMENT

BANYARD MANAGEMENT

Board of Directors Meeting

2039 Forest Avenue
Chico, CA 95928

MEETING MINUTES

August 18, 2022

President Mayer called the meeting of Banyard Management to order at 2:03 p.m.

The meeting was conducted via teleconference, web-conference and in person, as noticed.

1. ROLL CALL

Present for the Directors: Charles Alford, Robert Crowe, David Pittman, Sarah Richter and Regina Sayles-Lambert. Directors Crowe and Pittman attended in person. Directors Richter and Sayles-Lambert attended by means of web-conference.

Others Present: President Ed Mayer, Chief Financial Officer Hope Stone, Secretary Marysol Perez, Larry Guanzon, Tamra Young, all attended in person with the exception of Ed Mayer and Tamra Young, who attended by means of web-conference.

2. AGENDA AMENDMENTS

None.

3. CONSENT CALENDAR

Director Pittman moved to accept the Consent Calendar as presented. Director Sayles-Lambert seconded the motion. The vote in favor was unanimous.

4. CORRESPONDENCE

None.

5. REPORTS FROM PRESIDENT

- 5.1 Banyard Management Budget – The FY2023 Banyard Management budget was presented for approval. The proposed budget is consistent with previous year budgets, reflecting the entity’s single asset, its interest in the partnership that owns and operates the Chico Commons Apartments. This year, \$100,000 was again budgeted for Extraordinary Services, to compensate the HACB for asset repositioning work. The budget currently shows a negative cash flow. However, Banyard Management receives an annual cash distribution from Chico Commons, LP; last year’s cash distribution was \$22,021. The excess cash balance at the

Banyard Management

Board of Directors

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beginning of FY2023 again is estimated to be \$230,000, which is more than enough to address anticipated expenses.

RESOLUTION NO. 22-2B

Director Pittman moved that Resolution No. 22-2B be adopted by reading of title only: “APPROVAL OF BANYARD MANAGEMENT OPERATING BUDGET FOR F/Y 2023”. Director Crowe seconded it. 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 17, 2022.

13. ADJOURNMENT

Director Sayles-Lambert moved that the meeting be adjourned. Director Crowe seconded. The meeting was adjourned at 2:15 p.m.

Dated: August 18, 2022.

Edward S. Mayer, President

ATTEST:

Marysol Perez, Secretary

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Housing Authority of the County of Butte
BANYARD BALANCE SHEET
September, 2022

	Cumulative
ASSETS	
Current Assets	
Cash - Unrestricted	216,130.93
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	216,130.93
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.	254,893.07
Total Other Assets	254,893.07
TOTAL ASSETS	471,024.00
LIABILITIES	
Current Liabilities	
Accounts Payable	0.00
Accrued Liabilities - Other	188.69
Total Current Liabilities	188.69
Long-Term Liabilities	
Long-Term Debt Net of Current	0.00
Total Long-Term Liabilities	0.00
TOTAL LIABILITIES	188.69
NET POSITION	
Beginning Net Position	524,593.40
Retained Earnings	-53,758.09
TOTAL NET POSITION	470,835.31
TOTAL LIABILITIES AND NET POSITION	471,024.00

BANYARD-GEN. FUND INCOME STATEMENT
September 30, 2022

YTD %
100.00

	Month to Date			Year to Date			% used
	Actual	Budget	Remaining	Actual	Budget	Remaining	
REVENUES							
Partnership Income	0	1,122	-1,122	5,400	13,460	-8,060	40.12
Investment Income	5	17	-11	76	200	-124	38.24
TOTAL REVENUES	5	1,138	-1,133	5,476	13,660	-8,184	40.09
EXPENSES							
Audit Fee	0	54	-54	460	650	-190	70.77
Corporate Services	4,136	1,250	2,886	34,755	15,000	19,755	231.70
Consulting Fees	0	1,250	-1,250	0	15,000	-15,000	0.00
Legal Expenses	0	417	-417	0	5,000	-5,000	0.00
Misc. Administrative Costs	0	0	0	0	0	0	0.00
Outside Management Fees	0	1,080	-1,080	5,400	12,960	-7,560	41.67
Partnership Losses	0	0	0	0	0	0	0.00
Taxes and Fees	0	43	-43	0	520	-520	0.00
TOTAL EXPENSES	4,136	4,094	42	40,615	49,130	-8,515	82.67
RETAINED EARNINGS	-4,131	-2,956	-1,175	-35,139	-35,470	331	99.07

MEMO

Date: November 10, 2022

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 are five (5) vacancies as of the 1st of November. Three (3) units were leased and occupied in the past month. AWI is processing applications for all five vacancies. There is one (1) notice to vacate where an Unlawful Detainer has been filed. Unpaid rents include seven (7) units; AWI’s report details the specifics owed, and associated payments through California’s Rent Relief Program (RRP). AWI is monitoring the units where Unlawful Detainers can be filed, regarding households that did not apply for RRP, or continue to not make their rental obligations.



A bid for one dumpster enclosure/ gate was received and work has commenced. Finals proofs for a new directory sign have been completed, with the sign being fabricated as of this memo. The grape stake balconies are in process of being bid for replacement, with solid siding applied in the style used at the Cordillera Apartments, which should upgrade the property’s curb appeal. The property continues to operate subject to pandemic protocols, with leasing dynamics being watched carefully as new affordable properties are being built in the area. Parking lot repairs are also in the works. Please find AWI’s narrative property report and financials, following. The property is subject to repositioning, involving refinancing, capital improvements, and replacements.



Chico Commons Apartments October 2022

Separate Variance Report explaining budget differences and expenditures.

Updates:

Chico Commons currently has 5 vacancies. 3 move-ins and no move-outs during the month of October.

Vacancies:

- **Unit #62** – Applicant approved & ready for move –in 11/8.
- **Unit #47** – Unit market ready as of 10/17. Current applicant in process has not submitted required paperwork. 2nd applicant close to an approval.
- **Unit #10** – Will be market ready this Friday. Working applicant.
- **Unit #3** – Unit market ready 10/26. Applicant close to an approval with a move-in this week.
- **Unit #35** – Unit market ready with an applicant close to an approval.

Upcoming Vacancies:

- **Unit #16 –Eviction/Nonpayment**

There are 7 October rent payments pending, which includes those listed below.

- **Unit #5; Balance \$4,728** sent to the attorney for non-payment.
- **Unit #8; Balance \$3,770** notice of eviction intent served.
- **Unit #14; Balance \$4,995.99** has a payment plan.
- **Unit #16; Balance \$9,169** under eviction for non-payment.
- **Unit #18; Balance \$5,554** notice of eviction intent served.
- **Unit #30; Balance \$1228** currently working on a payment plan.
- **Unit #53; Balance \$1, 244.61** will serve a 3/30 day notice.

We will be monitoring closely and those that choose to not pay will go to legal.

The final proofs of the new map directory signs have been approved and are currently in process of being fabricated. Vendor will contact staff with installation date.



Replacement of the garbage enclosure near units 1-8 is in process. The brick structure is complete and the vendor is fabricating the metal doors. The doors will be installed once they are ready. Before and after pictures to follow when done!



Staff has contacted Cody Hosier for an estimate to upgrade the 2nd floor balconies. Cody will notify the PM of his availability to tour the site and provide the bid.

Additional storage space is needed for purge items such as move outs, rejected/ withdrawn applications, accounting records, etc...investigating pricing of different options for a small storage shed.

Chico Commons 549
For the Month Ended October 31, 2022
Statement of Income & Cash Flow

	Current Activity	Current Budget	Current Variance	YTD Activity	YTD Budget	YTD Variance
Rental Income						
Gross Rents	\$ 67,335.00	\$ 61,820.00	\$ 5,515.00	\$ 669,349.00	\$ 618,200.00	\$ 51,149.00
Vacancies	(5,756.00)	(2,472.83)	(3,283.17)	(30,009.00)	(24,728.33)	(5,280.67)
Rent Adjustments	(37.23)	(245.83)	208.60	206.76	(2,458.33)	2,665.09
Manager's Unit	(796.00)	(796.00)	0.00	(7,960.00)	(7,960.00)	0.00
Total Tenant Rent	\$ 60,745.77	\$ 58,305.34	\$ 2,440.43	\$ 631,586.76	\$ 583,053.34	\$ 48,533.42
Other Project Income:						
Laundry Income	\$ 531.43	\$ 677.83	\$ (146.40)	\$ 6,910.15	\$ 6,778.33	\$ 131.82
Interest Income	9.63	4.75	4.88	62.12	47.50	14.62
Restricted Reserve Interest Incom	15.80	0.00	15.80	162.26	0.00	162.26
Late Charges	375.00	0.00	375.00	2,815.00	0.00	2,815.00
Other Tenant Income	\$ 323.56	\$ 349.58	\$ (26.02)	\$ 7,115.29	\$ 3,495.83	\$ 3,619.46
Miscellaneous Income	\$ 0.00	\$ 0.00	\$ 0.00	\$ 5,948.57	\$ 0.00	\$ 5,948.57
Other Project Income	\$ 1,255.42	\$ 1,032.16	\$ 223.26	\$ 23,013.39	\$ 10,321.66	\$ 12,691.73
Total Project Income	\$ 62,001.19	\$ 59,337.50	\$ 2,663.69	\$ 654,600.15	\$ 593,375.00	\$ 61,225.15
Project Expenses:						
Maint. & Oper. Exp. (Fr Page 2)	\$ 28,587.96	\$ 21,872.57	\$ 6,715.39	\$ 209,255.82	\$ 218,725.82	\$ (9,470.00)
Utilities (From Pg 2)	9,810.56	8,643.99	1,166.57	83,803.85	86,439.99	(2,636.14)
Administrative (From Pg 2)	7,983.38	8,925.24	(941.86)	91,922.48	89,252.49	2,669.99
Taxes & Insurance (From Pg 2)	2,333.33	2,443.58	(110.25)	23,333.32	24,435.83	(1,102.51)
Other Taxes & Insurance (Fr Page	963.67	2,715.50	(1,751.83)	11,792.02	27,155.00	(15,362.98)
Other Project Expenses	2,429.92	1,588.33	841.59	11,082.53	15,883.33	(4,800.80)
Total O&M Expenses	\$ 52,108.82	\$ 46,189.21	\$ 5,919.61	\$ 431,190.02	\$ 461,892.46	\$ (30,702.44)
Mortgage & Owner's Expense						
Mortgage Payment	\$ 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	\$ 58,292.99	\$ 52,373.38	\$ 5,919.61	\$ 493,031.72	\$ 523,734.13	\$ (30,702.41)
Net Profit (Loss)	\$ 3,708.20	\$ 6,964.12	\$ (3,255.92)	\$ 161,568.43	\$ 69,640.87	\$ 91,927.56

Other Cash Flow Items:

Chico Commons 549
For the Month Ended October 31, 2022
Statement of Income & Cash Flow

	Current Activity	Current Budget	Current Variance	YTD Activity	YTD Budget	YTD Variance
Reserve Transfers	\$ (15.80)	\$ 0.00	\$ (15.80)	\$ (162.26)	\$ 0.00	\$ (162.26)
T & I Transfers	(1,770.71)	0.00	(1,770.71)	(17,704.48)	0.00	(17,704.48)
Operating - MMKT- FFB*	(8.92)	0.00	(8.92)	(100,057.64)	0.00	(100,057.64)
Security Deposit - FFB	0.00	0.00	0.00	(1,000.00)	0.00	(1,000.00)
Security Deposits Held	1,300.00	0.00	1,300.00	(1,250.00)	0.00	(1,250.00)
Authorized Reserve - Other	0.00	(9,801.67)	9,801.67	0.00	(98,016.67)	98,016.67
Tenant Receivables	1,511.16	0.00	1,511.16	(13,825.86)	0.00	(13,825.86)
Other Receivables	2,958.33	0.00	2,958.33	21,642.32	0.00	21,642.32
Accounts Payable - Trade	(20,850.35)	0.00	(20,850.35)	(40,076.71)	0.00	(40,076.71)
Accrued Interest - City of Chico	(28,645.83)	0.00	(28,645.83)	(5,208.30)	0.00	(5,208.30)
Partner's Equity	(44,487.01)	0.00	(44,487.01)	(44,487.01)	0.00	(44,487.01)
Total Other Cash Flow Items	\$ (90,009.13)	\$ (9,801.67)	\$ (80,207.46)	\$ (202,129.94)	\$ (98,016.67)	\$ (104,113.27)
Net Operating Cash Change	\$ (86,300.93)	\$ (2,837.55)	\$ (83,463.38)	\$ (40,561.51)	\$ (28,375.80)	\$ (12,185.71)

Cash Accounts	End Balance 1 Year Ago	Current Balance	Change
Operating - FFB	\$ 61,916.16	\$ 21,354.65	\$ (40,561.51)
Operating - MMKT- FFB*	117,215.39	217,273.03	100,057.64
Tax & Insurance-FFB	2,840.05	20,544.53	17,704.48
Security Deposit - FFB	43,775.00	44,775.00	1,000.00
Reserve Acct-FFB	71,774.45	96,857.59	25,083.14
Reserve Acct - MMKT - FFB*	200,021.06	200,100.18	79.12
Payables & Receivables:			
Accounts Payable - Trade	40,076.71	0.00	(40,076.71)
Rents Receivable - Current Tenants	17,872.90	24,473.21	6,600.31
Allowance for Doubtful Accounts	(5,053.99)	0.00	5,053.99
Other Tenant Charges Receivable	479.00	2,650.56	2,171.56

	Current Activity	Current Budget	Current Variance	YTD Activity	YTD Budget	YTD Variance
Maintenance & Operating Expenses:						
Maintenance Payroll	\$ 3,866.00	\$ 4,898.33	\$ (1,032.33)	\$ 31,605.86	\$ 48,983.33	\$ (17,377.47)
Janitorial/Cleaning Supplies	0.00	137.33	(137.33)	402.96	1,373.33	(970.37)
Plumbing Repairs	0.00	468.17	(468.17)	2,908.14	4,681.67	(1,773.53)
Painting & Decorating	2,319.84	508.17	1,811.67	5,001.62	5,081.67	(80.05)
Repairs & Maintenance - Supply	3,631.65	2,503.25	1,128.40	24,392.90	25,032.50	(639.60)
Repairs & Maintenance - Contract	3,432.00	1,570.58	1,861.42	43,633.71	15,705.83	27,927.88
Grounds Maintenance	1,890.00	1,552.25	337.75	19,325.00	15,522.50	3,802.50

Chico Commons 549
For the Month Ended October 31, 2022
Statement of Income & Cash Flow

	Current Activity	Current Budget	Current Variance	YTD Activity	YTD Budget	YTD Variance
Pest Control Service	\$ 430.00	\$ 695.08	\$ (265.08)	\$ 5,645.00	\$ 6,950.83	\$ (1,305.83)
Fire/Alarm Services	1,549.28	579.33	969.95	4,039.58	5,793.33	(1,753.75)
Capital Improvements - Other	1,018.47	5,588.58	(4,570.11)	24,422.54	55,885.83	(31,463.29)
Capital Improvements - Flooring	10,400.82	1,650.00	8,750.82	25,326.19	16,500.00	8,826.19
Capital Improvements - Appliance	0.00	937.50	(937.50)	8,723.42	9,375.00	(651.58)
Capital Improvements - HVAC Repl	0.00	0.00	0.00	9,700.00	0.00	9,700.00
Carpet Cleaning	0.00	41.33	(41.33)	1,039.00	413.33	625.67
HVAC Repairs	0.00	651.08	(651.08)	2,541.00	6,510.83	(3,969.83)
Cable Service	49.90	49.92	(.02)	548.90	499.17	49.73
Tenant Services	0.00	41.67	(41.67)	0.00	416.67	(416.67)
Total Maint. & Operating Exp.	\$ 28,587.96	\$ 21,872.57	\$ 6,715.39	\$ 209,255.82	\$ 218,725.82	\$ (9,470.00)
Utilities:						
Electricity	\$ 860.96	\$ 584.58	\$ 276.38	\$ 7,043.88	\$ 5,845.83	\$ 1,198.05
Water	4,462.57	2,746.08	1,716.49	27,921.28	27,460.83	460.45
Sewer	1,654.56	1,654.58	(.02)	16,545.60	16,545.83	(.23)
Heating Fuel/Other	1,342.47	1,643.08	(300.61)	14,547.96	16,430.83	(1,882.87)
Garbage & Trash Removal	1,490.00	2,015.67	(525.67)	17,745.13	20,156.67	(2,411.54)
Total Utilities	\$ 9,810.56	\$ 8,643.99	\$ 1,166.57	\$ 83,803.85	\$ 86,439.99	\$ (2,636.14)
Administrative:						
Manager's Salary	\$ 3,447.38	\$ 3,587.33	\$ (139.95)	\$ 34,852.58	\$ 35,873.33	\$ (1,020.75)
Management Fees	3,240.00	3,240.00	0.00	32,400.00	32,400.00	0.00
Bad Debt Expense	0.00	625.00	(625.00)	12,585.00	6,250.00	6,335.00
Auditing	625.00	625.00	0.00	6,250.00	6,250.00	0.00
Legal	671.00	833.33	(162.33)	5,834.90	8,333.33	(2,498.43)
Other Administrative Expenses	0.00	14.58	(14.58)	0.00	145.83	(145.83)
Total Administrative Expense	\$ 7,983.38	\$ 8,925.24	\$ (941.86)	\$ 91,922.48	\$ 89,252.49	\$ 2,669.99
Taxes & Insurance Reserve For:						
Real Estate Taxes	\$ 0.00	\$ 110.25	\$ (110.25)	\$ 0.00	\$ 1,102.50	\$ (1,102.50)
Property Insurance	2,333.33	2,333.33	0.00	23,333.32	23,333.33	(.01)
Total Taxes & Insurance Expense	\$ 2,333.33	\$ 2,443.58	\$ (110.25)	\$ 23,333.32	\$ 24,435.83	\$ (1,102.51)
Other Taxes & Insurance:						
Payroll Taxes	\$ 567.10	\$ 738.42	\$ (171.32)	\$ 5,813.88	\$ 7,384.17	\$ (1,570.29)
Other Taxes, Fees & Permits	107.26	192.00	(84.74)	2,123.84	1,920.00	203.84
Bond Premiums	0.00	73.25	(73.25)	349.00	732.50	(383.50)
Worker's Compensation Insurance	313.31	835.33	(522.02)	2,871.28	8,353.33	(5,482.05)
Personnel Medical Insurance	(24.00)	876.50	(900.50)	634.02	8,765.00	(8,130.98)
Total Other Taxes & Insurance	\$ 963.67	\$ 2,715.50	\$ (1,751.83)	\$ 11,792.02	\$ 27,155.00	\$ (15,362.98)

Other Project Expenses

Chico Commons 549
For the Month Ended October 31, 2022
Statement of Income & Cash Flow

	Current Activity	Current Budget	Current Variance	YTD Activity	YTD Budget	YTD Variance
Telephone & Answering Service	\$ 301.45	\$ 164.75	\$ 136.70	\$ 2,377.67	\$ 1,647.50	\$ 730.17
Internet Service	144.85	144.83	.02	1,612.67	1,448.33	164.34
Advertising	0.00	54.17	(54.17)	0.00	541.67	(541.67)
Water/Coffee Service	0.00	0.00	0.00	24.78	0.00	24.78
Office Supplies & Expense	1,601.32	221.00	1,380.32	3,570.38	2,210.00	1,360.38
Postage	10.95	82.08	(71.13)	950.96	820.83	130.13
Toner/Copier Expense	133.49	188.08	(54.59)	1,164.28	1,880.83	(716.55)
Office Furniture & Equipment Expe	0.00	500.00	(500.00)	504.05	5,000.00	(4,495.95)
Travel & Promotion	0.00	70.92	(70.92)	129.80	709.17	(579.37)
Training Expense	186.42	62.50	123.92	472.72	625.00	(152.28)
Credit Checking	51.44	100.00	(48.56)	275.22	1,000.00	(724.78)
Total Other Project Expenses	\$ 2,429.92	\$ 1,588.33	\$ 841.59	\$ 11,082.53	\$ 15,883.33	\$ (4,800.80)
Mortgage & Owner's Expense						
Mortgage Payment	\$ 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	\$ 58,292.99	\$ 52,373.38	\$ 5,919.61	\$ 493,031.72	\$ 523,734.13	\$ (30,702.41)
Authorized Reserve - Other	\$ 0.00	\$ 9,801.67	\$ (9,801.67)	\$ 0.00	\$ 98,016.67	\$ (98,016.67)
Total Authorized Reserves	\$ 0.00	\$ 9,801.67	\$ (9,801.67)	\$ 0.00	\$ 98,016.67	\$ (98,016.67)

MEMO

Date: November 10, 2022

To: Banyard Management Board of Directors

From: Larry Guanzon, HACB Deputy Executive Director
Hope Stone, Banyard Management CFO

Subject: Resolution No. 22-3B
Chico Commons Apartments, Chico - 2023 Operating Budget

Attached please find the proposed calendar year 2023 Operating Budget for Chico Commons Apartments, Chico. The proposed budget was prepared by AWI Property Management, third party property manager, with HACB input on behalf of Banyard Management, the Managing General Partner of the owning partnership, Chico Commons LP.

The budget was compiled using current and historical trends. Total Estimated Income is projected at \$792,179. Vacancy loss is projected at 5% to allow for turnovers and new affordable units being built in Chico. Estimated sources and uses are as follows: total Operations Income is \$941,379, use of Reserves for Capital Improvements totals \$149,200; with Total Cash Uses amounting to \$860,357, resulting in an estimated positive cash flow of \$81,021 for the year. The property manager proposed a management fee increase from \$45 to \$50 per unit per month, which is consistent with industry standard.

Budget Page 5 outlines the projected Capital Improvements funded by Operations and Reserves in the amounts of 109,400 and \$149,200, respectively. Improvements to be completed include appliance replacements; flooring and cabinet replacements on turnover; select air conditioning replacements; annual tree trimming; parking lot repair; dumpster enclosure; building electrical panels, balcony inspections and replacement of balcony fencing. Capital Improvement items may be taken care of through property repositioning and refinancing activity 2023.

Recommendation: adoption of Resolution No. 22-3B

BANYARD MANAGEMENT

RESOLUTION NO. 22-3B

APPROVAL OF THE OPERATING BUDGET FOR FISCAL YEAR 2023
FOR CHICO COMMONS APARTMENTS, CHICO, CA

WHEREAS, Banyard Management is Managing General Partner (MGP) of the Chico Commons LP partnership, 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, owner of Chico Commons Apartments, Chico, California, to hereby approve and adopt the Operating Budget for Fiscal Year 2023 for Chico Commons Apartments, Chico, California, such Operating Budget attached to and made a part of this Resolution No. 22-3B.

Dated: November 17, 2022.

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 (Opened:)
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DESCRIPTION	CURRENT BUDGET (01/01/22)	ACTUAL (01/01/22) (12/31/22)	PROPOSED BUDGET (01/01/23) (12/31/23)	COMMENTS
BEGINNING DATES: ENDING DATES:	(01/01/22) (12/31/22)	(01/01/22) (12/31/22)	(01/01/23) (12/31/23)	72 Units
OPERATIONAL CASH SOURCES				
RENTAL INCOME	741,840	802,685	830,244	ok / review of page 4
LESS (Vacancy Allowance)	(29,674)	(32,337)	(41,512)	5.00%
LESS RENT INCENTIVES	(2,950)	325	(2,950)	
LESS NON-REVENUE MANAGER'S UNIT	(10,500)	(9,552)	(11,580)	ok
LAUNDRY AND VENDING	8,062	8,505	10,472	12 mo actuals
INTEREST INCOME	57	265	57	interest on unrestricted funds
LATE CHARGES	0	3,253	3,253	projected actuals
APPLICATION FEES	0	100	0	
OTHER TENANT INCOME	4,195	8,956	4,195	keep; approx 1/2 of proj actuals
MISCELLANEOUS INCOME	0	7,932	0	
SUB - TOTAL	711,030	790,133	792,179	
NON-OPERATIONAL CASH SOURCES				
CASH - NON PROJECT	0	0	0	
AUTHORIZED LOAN	0	0	0	
TRANSFER FROM RESERVE	117,620	0	149,200	ties out to page 5
SUB - TOTAL	117,620	0	149,200	
TOTAL CASH SOURCES	828,650	790,133	941,379	
OPERATIONAL CASH USES				
TOTAL O & M EXPENSES (From Part II)	554,271	505,442	636,947	YTD \$370,081 thru 9-22
ANNUAL CAPITAL BUDGET	117,620	0	149,200	ok, revise to balcony rebuild from ext painting Page 5
MORTGAGE PAYMENT (Principal & Int.)	0	0	0	pd off in Sept 2018
INTEREST EXPENSE - CHICO RDA	31,250	31,250	31,250	ok, Hope to verify - this is correct
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, Hope to verify - this is correct
SUB - TOTAL	746,101	579,652	860,357	YTD \$434,738 thru 9-22
	0		0	
	0		0	
TOTAL CASH USES	746,101	579,652	860,357	
NET CASH (DEFICIT)	82,549	210,482	81,021	YTD @ \$157,860 thru 9-22
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	58,780	36,986	62,544	see payroll worksheet ties to worksheet	857
JANITORIAL SUPPLIES & SERVICE	1,648	537	1,648		23
PLUMBING REPAIRS	5,618	3,878	5,618		77
PAINTING AND DECORATING	6,098	3,576	6,098		84
MAINTENANCE & REPAIRS SUPPLY	30,039	27,682	44,485	12 mo actuals; includes weekly laundry rm 15.6k	609
MAINTENANCE & REPAIRS CONTRACT	18,847	53,602	18,847	10% increase	258
GROUNDS	18,627	23,247	22,900	new fee \$1700/mo +2.5 extras	314
POOL SERVICE	0	0	0		0
ELEVATOR MAINTENANCE / CONTRACT	0	0	0		0
PEST CONTROL SERVICE	8,341	6,953	8,341		114
FIRE/ALARM SERVICES	6,952	3,320	6,952		95
RESIDENT SERVICES STAFFING	0	0	0		0
RESIDENT SERVICES SUPPLIES	0	0	0		0
SECURITY SERVICE	0	0	0		0
FURNISHINGS	98,113	75,670	109,400	See page 5	1,499
CARPET CLEANING	496	1,385	740	12 mo actuals	10
HVAC REPAIRS	7,813	3,388	7,813		107
CABLE SERVICE	599	665	599	\$49.90/month	8
TENANT SERVICES	500	0	500	resident retention & activities	7
RESIDENT DIRECT SUPPORT	0	0	0		0
SUB - TOTAL MAINT. & OPERATING	262,471	240,890	296,485		4,061
ELECTRICITY	7,015	8,244	9,602	12 months actuals+20%	132
WATER	32,953	31,278	33,058	12 months actuals	453
SEWER	19,855	19,855	32,959	\$1654.56/mo +66% increase	451
FUEL (Oil / Coal / Gas)	19,717	17,607	20,296	12 months actuals +15%	278
GARBAGE & TRASH REMOVAL	24,188	21,674	22,920	12 months actuals + 900 organic bin	314
OTHER UTILITIES	0	0	0		0
SUB - TOTAL UTILITIES	103,728	98,658	118,836		1,628
SITE MANAGER PAYROLL	43,048	41,874	59,268	see payroll worksheet 37% increase from 2022 budget - amount ties to worksheet	812
ASSISTANT MANAGER PAYROLL	0	0	0		0
MANAGEMENT FEE	38,880	38,880	43,200	\$45/unit & \$5/unit increase proposed	592
BAD DEBT	7,500	16,780	13,846	3 yr average	
BAD DEBT RECOVERY	0	0	0		0
PROJECT AUDITING EXPENSE	7,500	7,500	7,500		103
LEGAL EXPENSES	10,000	6,885	10,000		137
OTHER ADMINISTRATIVE EXPENSES	175	0	175	bank fees	2
TELEPHONE & ANSWERING SERVICE	1,977	2,768	2,712	12 mo actuals	37
INTERNET SERVICE	1,738	1,957	3,258	12 mo actuals + new maint line \$125/mo	45
ADVERTISING	650	0	650		9
WATER/COFFEE SERVICE	0	33	0		0
OFFICE SUPPLIES	2,652	2,625	2,732	Budget plus 3%	37
POSTAGE	985	1,253	1,065	12 mo actuals	15
TONER/COPIES	2,257	1,374	2,257		
OFFICE FURNITURE & EQUIPMENT	6,000	672	6,000		82
TRAVEL & PROMOTION	851	173	851		12
TRAINING EXPENSE	750	382	776	3.5% increase	11
CREDIT CHECKING	1,200	298	1,200		16
EMPLOYEE MEALS	0	0	0		0
HEALTH INS. & OTHER EMP. BENEFITS	10,518	877	10,682	Per Payroll Worksheet/Budgeted for 1 employee = 22,363.84 divided by 2 ties out to worksheet	146
PAYROLL TAXES	8,861	6,996	10,390	Per Payroll Worksheet ties to worksheet	142
WORKMAN'S COMPENSATION	10,024	3,411	9,195	Per Payroll Worksheet ties to worksheet	126
SUB - TOTAL ADMINISTRATIVE	155,566	134,739	185,757		2,545
REAL ESTATE TAXES	1,323	0	1,112	2022-23 invoice	15
SPECIAL ASSESSMENTS	0	0	0		0
OTHER TAXES, LICENSES & PERMITS	2,304	2,689	2,304	FTB, Avid, fees	32
PROPERTY & LIABILITY INSURANCE	28,000	28,000	32,094	current invoices +15% ok good 15% is on trend	440
FIDELITY COVERAGE INSURANCE	879	465	359	current invoice +3%	5
OTHER INSURANCE	0	0	0		0
SUB - TOTAL TAXES & INSURANCE	32,506	31,154	35,870		491
TOTAL O & M EXPENSES	554,271	505,442	636,947		8,725

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)	PROPOSED BUDGET	ACTUAL	PROPOSED BUDGET	COMMENTS
BEGINNING BALANCE	271,644	271,795	301,795	
TRANSFER TO RESERVE	30,000	30,000	30,000	
TRANSFER FROM RESERVE				
OPERATING DEFICIT				
BUILDING REPAIR & IMPROVEMENTS	117,620	0	149,200	
EQUIPMENT REPAIR & REPLACEMENT				
OTHER NON - OPERATING EXPENSES				
TOTAL TRANSFER FROM RESERVE	117,620	0	149,200	
ENDING BALANCE	184,024	301,795	182,595	

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PART IV - RENT SCHEDULE

A. CURRENT APPROVED RENTS:

UNIT DESCRIPTION			TAX CREDIT RENTAL RATES			POTENTIAL INCOME FROM EACH RATE				
% OF MEDIAN TYPE	SIZE	NUMBER	MAX RENT - UA	MAX ADJ RENT	CURRENT RENT	PROPOSED RENT	NET RENT			
1 Br 50%	1	3	663-64	599	594	599	21,564	0	5	
1 Br 60%	1	13	795-64	731	712	731	114,036	0	19	
2 Br 50%	2	6	796-74	722	704	722	51,984	0	18	
2 Br 60%	2	21	955-74	881	845	875	220,500	(6)	30	
3 Br 50%	3	6	919-85	834	804	834	60,048	0	30	
3 Br 60%	3	22	1103-85	1,018	967	997	263,208	(21)	30	
							0			
							0			
2 Br Non-Rev	2	1			845	875	10,500			
#68										
							0			
New move-ins will be at max TC - rents here are based on current averages with a rent increase								0		
							0			
							0			
72								741,840	(27)	

SEC. 8

CURRENT RENT TOTALS:

u/a change 9/1/22

UNIT DESCRIPTION			TAX CREDIT RENTAL RATES			POTENTIAL INCOME FROM EACH RATE			RENT INCREASE
% OF MEDIAN TYPE	SIZE	NUMBER	MAX RENT - UA	MAX ADJ RENT	CURRENT RENT	PROPOSED RENT	NET RENT	OVER/UND TC MAX	
1 Br 50%	1	3	731-77	654	599	654	23,544	0	55
1 Br 60%	1	13	877-77	800	731	800	124,800	0	69
2 Br 50%	2	8	877-91	786	722	786	75,456	0	64
2 Br 60%	2	20	1056-91	965	875	965	231,600	0	90
3 Br 50%	3	4	1013-105	908	834	908	43,584	0	74
3 Br 60%	3	24	1215-105	1,110	997	1,110	319,680	0	113
							0		
							0		
2 Br Non-Rev	2	1			875	965	11,580		
#68									
73								830,244	

CURRENT RENT TOTALS:

GROSS NET SEC. 8

rent inc. max TC

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	5			4000			
Refrigerator	5			4500			
Dishwashers	5			2000			
Washers (Common)							
Dryers (Common)							
Carpet and Vinyl:							
1 Br.	1			2000			
2 Br.	3			7500			
3 Br.	3			9000			
4 Br.							
Other: Vinyl							
Cabinets:							
Kitchen	2			14000			
Bathrooms	3			3000			
Other:							
Doors:							
Exterior	10			3000			
Interior	20			3000			
Other:							
Window Coverings:							
Blinds	7			2100			
Other:							
Heating and Air Conditioning:							
Heating --Wall heaters							
Air conditioning	1	9700					
Other:							
Plumbing:							
Water Heater							
Bath Sinks							
Kitchen Sinks							
Faucets							
Toilets							
Other:							
Major Electrical							
Detail: Elec Panels	3			5800			
Other:							
Structures:							
Windows							
Screens							
Walls							
Roofing / rain gutters-repairs&cleaning							
Siding							
Exterior Painting							
Other: Structural Inspect: SB721		4500					
Paving:							
Asphalt							
Concrete				2000			
Seal and Stripe		10000					
Other: walkway repairs							
Landscape and grounds:							
Landscaping/tree trimming & gutter clean				12000			
Playground Repairs				2500			
Fencing							
Recreation area							
Signs				5000			
Other: Pressure Wash Breezeways							
Accessibility features:							
List: reasonable accommodations							
Other:							
Automation equipment							
Site management							
Common area							
Other:Cameras							
Other:							
List: Dumpster Enclosures				25000			
List: Auto Stops				3000			
List:Patio Repairs / upgrades		125000					
TOTAL CAPITAL EXPENSES:	68	149200		109400	0	0	0