

**BANYARD MANAGEMENT
Board of Directors Meeting**

2039 Forest Avenue
Chico, CA 95928

MEETING AGENDA

November 16, 2023
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. 23-3B

ITEMS OF BUSINESS

1. ROLL CALL

*Banyard Management
Board of Directors
Agenda –Meeting of November 16, 2023
Page 1*

2. AGENDA AMENDMENTS
3. CONSENT CALENDAR
 - 3.1 Minutes of Meeting on August 17, 2023
 - 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 FY2024 Chico Commons Budget.
Recommendation: Resolution No. 23-3B
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 15, 2024
13. ADJOURNMENT

BANYARD MANAGEMENT

Board of Directors Meeting

2039 Forest Avenue
Chico, CA 95928

MEETING MINUTES

August 17, 2023

President Mayer called the meeting of Banyard Management to order at 2:04 p.m.

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

1. ROLL CALL

Present for the Directors: Charles Alford, Randy Coy, Darlene Fredericks, David Pittman, and Sarah Richter; all attended in person.

Others Present: President Ed Mayer, Chief Financial Officer Hope Stone, Secretary Marysol Perez, Larry Guanzon, Tamra Young, Angie Little and Taylor Gonzalez; all attended in person.

Others Present: Tina Rose, HACB Occupancy Specialist and OE#3 Union Steward.

2. AGENDA AMENDMENTS

None.

3. CONSENT CALENDAR

Director Pittman moved to accept the Consent Calendar as presented. Director Richter seconded. The vote in favor was unanimous.

4. CORRESPONDENCE

None.

5. REPORTS FROM PRESIDENT

- 5.1 Banyard Management Budget – The FY2024 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

*Banyard Management
Board of Directors
Minutes – Meeting of August 17, 2023
Page 1*

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 \$98,744; however, it was approved to be transferred to reserves. The excess cash balance at the beginning of FY2024 is estimated to be \$198,500, which is more than enough to address anticipated expenses.

RESOLUTION NO. 23-2B

Director Pittman moved that Resolution No. 23-2B be adopted by reading of title only: "APPROVAL OF BANYARD MANAGEMENT OPERATING BUDGET FOR F/Y 2024" Director Richter 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

A question was asked about the Pet Policy at Chico Commons Apts., Chico. Deputy Executive Director Guanzon to investigate and report back.

11. EXECUTIVE SESSION

None.

12. DIRECTOR'S CALENDAR

Next Meeting – November 16, 2023.

13. ADJOURNMENT

Director Pittman moved that the meeting be adjourned. Director Richter seconded. The meeting was adjourned at 2:13 p.m.

Dated: August 17, 2023.

Edward S. Mayer, President

ATTEST:

Marysol Perez, Secretary

Banyard Management
GENERAL FUND BALANCE SHEET
September 30, 2023

CUMULATIVE

ASSETS

Current Assets

Cash - Unrestricted	187,899
Cash - Other Restricted	0
Cash - Tenant Security Deposits	0
Account Receivable	0
Accrued Interest Receivable	0
Investments - Unrestricted	0
Investments - Restricted	0
Inventory	0

Total Current Assets	187,899
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Fixed Assets

Fixed Assets & Accumulated Depreciation	0
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Total Fixed Assets	0
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Other Assets

Other Assets & Prepaid Expenses	0
Investment in Chico Commons	254,893

Total Other Assets	254,893
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TOTAL ASSETS	442,793
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LIABILITIES

Current Liabilities

Accounts Payable	0
Accrued Liabilities - Other	189

Total Current Liabilities	189
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Long-Term Liabilities

Long-Term Debt Net of Current	0
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Total Long-Term Liabilities	0
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TOTAL LIABILITIES	189
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NET POSITION

Beginning Net Position	506,896
Retained Earnings	(64,292)

TOTAL NET POSITION	442,604
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TOTAL LIABILITIES AND NET POSITION	442,793
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Banyard Management
GENERAL FUND INCOME STATEMENT
September 30, 2023

	Month to Date			Year to Date		
	Actual	Budget	Remaining	Actual	Budget	Remaining
Partnership Fees	0	1,205	1,205	23,546	14,460	(9,086)
Investment Income-unrestricted	17	8	(9)	41	100	59
Other Income	0	0	0	0	0	0
TOTAL REVENUES	<u>17</u>	<u>1,213</u>	<u>1,196</u>	<u>23,587</u>	<u>14,560</u>	<u>(9,027)</u>
Audit & Accounting Fees	207	92	(116)	1,352	1,100	(252)
Corporate Services	27	9,583	9,557	1,309	115,000	113,691
Consulting Fees	0	2,083	2,083	4,941	25,000	20,059
Legal Expenses	0	833	833	455	10,000	9,545
Misc. Admin. Expenses	368	42	(327)	529	500	(29)
Outside Management Fees	7,115	1,080	(6,035)	14,499	12,960	(1,539)
Partnership Losses	0	0	0	0	0	0
Taxes and Fees	2,000	2	(1,998)	2,057	20	(2,037)
Total Operating Admin Costs	<u>9,718</u>	<u>13,715</u>	<u>3,997</u>	<u>25,142</u>	<u>164,580</u>	<u>139,438</u>
TOTAL EXPENSES	<u>9,718</u>	<u>13,715</u>	<u>3,997</u>	<u>25,142</u>	<u>164,580</u>	<u>139,438</u>
RETAINED EARNINGS	<u>(9,700)</u>	<u>(12,502)</u>		<u>(1,556)</u>	<u>(150,020)</u>	

MEMO

Date: November 9, 2023

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. AWI details current turnover status in the monthly narrative following, as well as unpaid rents for the month. Three units are on re-payment plans, and two units received 3/30-day notices for unpaid rent. The third and last dumpster enclosure will be upgraded and rebuilt by year end. The cost for three (3) exterior building balconies came in at approximately \$50,000, which will be completed by end of December. The expense to rebuild the balconies will come out of property reserves. Parking lot bids to repair/replace sections of asphalt have been obtained and work will be completed at year end. Annual tree trimming is being scheduled for this month. YTD income is up approximately \$49,893 compared to budget, with expenses \$19,831 more than budget YTD. Net income is \$30,061 more than budget, at \$97,580. The property is subject to repositioning, involving refinancing, capital improvements, and replacements.



Chico Commons Apartments, 2071 Amanda Way, Chico

Chico Commons Apartments October 2023



Separate *Variance Report* explaining budget differences and expenditures.

Updates:

Chico Commons currently has 5 vacancies. One move-in and two move-outs during the month of October.

Vacancies:

- **Unit #22** – Unit market ready. Working applicants.
- **Unit #36** – Unit close to market ready. Applicant scheduled to move in 11/08/23.
- **Unit #48** – Unit market ready. Working applicants.
- **Unit #23** – Pending flooring and detail cleaning. Working on applicants.
- **Unit #20** – New move out. Abandoned unit. Will be a complete rehab. Left all belonging in the unit.

Applicant traffic at the property is low and those that apply have adverse landlord history and/or credit. Flyers have been distributed to businesses and a new banner will be installed to attract more traffic.

To date in October, 15 rents are outstanding, including the below. Property Manager is following up to collect.

- **Unit #12; Balance \$2,552** has a payment plan.
- **Unit #14; Balance \$2,831.99** has a payment plan.
- **Unit #21; Balance \$4,495.60** 3\30 day notice serve
- **Unit #30; Balance \$428** has a payment plan
- **Unit #53; Balance \$1,600.61** 3/30 day notice serve

The Tree Trimming is scheduled for November 6th - 8th.

Estimates for asphalt repairs are still in process. One vendor has visited the property, but has not supplied the bid. Staff is seeking a 2nd estimate.



The updating of the 2nd level balconies has been approved for buildings 25-32, 33-40 and 41-48. A total of \$50k to be paid from reserves. Work is scheduled to begin in mid-November.

We are currently recruiting for the part time maintenance position. Two interviews and one reference check completed. Hoping to have this position filled by next week.

Chico Commons 549
For the Month Ended October 31, 2023
Statement of Income & Cash Flow

	Current Activity	Current Budget	Current Variance	YTD Activity	YTD Budget	YTD Variance
Rental Income						
Gross Rents	\$ 76,812.00	\$ 69,187.00	\$ 7,625.00	\$ 738,129.00	\$ 691,870.00	\$ 46,259.00
Vacancies	(6,805.00)	(3,459.33)	(3,345.67)	(39,094.00)	(34,593.33)	(4,500.67)
Rent Adjustments	1,115.82	(245.83)	1,361.65	(5,974.00)	(2,458.33)	(3,515.67)
Manager's Unit	(965.00)	(965.00)	0.00	(9,650.00)	(9,650.00)	0.00
Total Tenant Rent	\$ 70,157.82	\$ 64,516.84	\$ 5,640.98	\$ 683,411.00	\$ 645,168.34	\$ 38,242.66
Other Project Income:						
Laundry Income	\$ 793.13	\$ 872.67	\$ (79.54)	\$ 8,956.29	\$ 8,726.67	\$ 229.62
Interest Income	222.62	4.75	217.87	758.01	47.50	710.51
Restricted Reserve Interest Incom	0.00	0.00	0.00	838.91	0.00	838.91
Late Charges	175.00	271.08	(96.08)	3,569.00	2,710.83	858.17
Other Tenant Income	\$ 1,275.00	\$ 349.58	\$ 925.42	\$ 5,604.84	\$ 3,495.83	\$ 2,109.01
Miscellaneous Income	\$ 25.00	\$ 0.00	\$ 25.00	\$ 6,904.44	\$ 0.00	\$ 6,904.44
Other Project Income	\$ 2,490.75	\$ 1,498.08	\$ 992.67	\$ 26,631.49	\$ 14,980.83	\$ 11,650.66
Total Project Income	\$ 72,648.57	\$ 66,014.92	\$ 6,633.65	\$ 710,042.49	\$ 660,149.17	\$ 49,893.32
Project Expenses:						
Maint. & Oper. Exp. (Fr Page 2)	\$ 32,789.10	\$ 24,707.08	\$ 8,082.02	\$ 206,672.95	\$ 247,070.83	\$ (40,397.88)
Utilities (From Pg 2)	11,911.54	9,902.91	2,008.63	90,300.79	99,029.16	(8,728.37)
Administrative (From Pg 2)	8,911.17	11,165.74	(2,254.57)	105,845.09	111,657.49	(5,812.40)
Taxes & Insurance (From Pg 2)	2,601.92	2,767.17	(165.25)	26,680.19	27,671.67	(991.48)
Other Taxes & Insurance (Fr Page	985.06	2,744.17	(1,759.11)	11,834.64	27,441.67	(15,607.03)
Other Project Expenses	1,464.24	1,791.76	(327.52)	10,542.49	17,917.51	(7,375.02)
Total O&M Expenses	\$ 58,663.03	\$ 53,078.83	\$ 5,584.20	\$ 451,876.15	\$ 530,788.33	\$ (78,912.18)
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	123,744.00	25,000.00	98,744.00
Total Mortgage & Owner's Exp.	\$ 6,184.17	\$ 6,184.17	\$ 0.00	\$ 160,585.70	\$ 61,841.67	\$ 98,744.03
Total Project Expenses	\$ 64,847.20	\$ 59,263.00	\$ 5,584.20	\$ 612,461.85	\$ 592,630.00	\$ 19,831.85
Net Profit (Loss)	\$ 7,801.37	\$ 6,751.92	\$ 1,049.45	\$ 97,580.64	\$ 67,519.17	\$ 30,061.47

Other Cash Flow Items:

Chico Commons 549
For the Month Ended October 31, 2023
Statement of Income & Cash Flow

	Current Activity	Current Budget	Current Variance	YTD Activity	YTD Budget	YTD Variance
Reserve Transfers	\$ 0.00	\$ 0.00	\$ 0.00	\$ (838.91)	\$ 0.00	\$ (838.91)
T & I Transfers	(2,779.66)	0.00	(2,779.66)	(24,450.18)	0.00	(24,450.18)
Operating - MMKT- FFB*	(42,776.38)	0.00	(42,776.38)	(43,271.25)	0.00	(43,271.25)
Security Deposits Held	(650.00)	0.00	(650.00)	(600.00)	0.00	(600.00)
Authorized Reserve - Other	0.00	(12,433.33)	12,433.33	0.00	(124,333.33)	124,333.33
Pending Reserves	0.00	0.00	0.00	(2,221.84)	0.00	(2,221.84)
Tenant Receivables	(798.67)	0.00	(798.67)	1,768.97	0.00	1,768.97
Other Receivables	3,226.92	0.00	3,226.92	24,595.52	0.00	24,595.52
Accounts Payable - Trade	603.85	0.00	603.85	(22,291.15)	0.00	(22,291.15)
Accrued Interest - City of Chico	2,604.17	0.00	2,604.17	(5,208.30)	0.00	(5,208.30)
Accrued Property Taxes	0.00	0.00	0.00	370.67	0.00	370.67
Total Other Cash Flow Items	\$ (40,569.77)	\$ (12,433.33)	\$ (28,136.44)	\$ (72,146.47)	\$ (124,333.33)	\$ 52,186.86
Net Operating Cash Change	\$ (32,768.40)	\$ (5,681.41)	\$ (27,086.99)	\$ 25,434.17	\$ (56,814.16)	\$ 82,248.33

Cash Accounts	End Balance 1 Year Ago	Current Balance	Change
Operating-FFB	\$ 1,756.98	\$ 27,191.15	\$ 25,434.17
Operating - MMKT- FFB*	217,291.17	260,562.42	43,271.25
Tax & Insurance-FFB	2,752.59	27,202.77	24,450.18
Security Deposit - FFB	44,775.00	44,775.00	0.00
Reserve Acct-FFB	101,881.07	165,890.54	64,009.47
Reserve Acct - MMKT - FFB*	200,116.89	260,690.33	60,573.44
Payables & Receivables:			
Accounts Payable - Trade	25,304.52	3,013.37	(22,291.15)
Rents Receivable - Current Tenants	20,366.39	6,897.69	(13,468.70)
Allowance for Doubtful Accounts	(14,834.60)	(2,913.60)	11,921.00
Other Tenant Charges Receivable	1,964.68	1,743.41	(221.27)

	Current Activity	Current Budget	Current Variance	YTD Activity	YTD Budget	YTD Variance
Maintenance & Operating Expenses:						
Maintenance Payroll	\$ 4,734.22	\$ 5,212.00	\$ (477.78)	\$ 50,548.06	\$ 52,120.00	\$ (1,571.94)
Janitorial/Cleaning Supplies	92.87	137.33	(44.46)	836.59	1,373.33	(536.74)
Plumbing Repairs	0.00	468.17	(468.17)	900.55	4,681.67	(3,781.12)
Painting & Decorating	695.50	508.17	187.33	3,553.06	5,081.67	(1,528.61)
Repairs & Maintenance - Supply	3,384.67	3,707.08	(322.41)	30,402.03	37,070.83	(6,668.80)
Repairs & Maintenance - Contract	3,408.26	1,570.58	1,837.68	19,319.16	15,705.83	3,613.33
Grounds Maintenance	1,700.00	1,908.33	(208.33)	19,070.00	19,083.33	(13.33)

Chico Commons 549
For the Month Ended October 31, 2023
Statement of Income & Cash Flow

	Current Activity	Current Budget	Current Variance	YTD Activity	YTD Budget	YTD Variance
Pest Control Service	\$ 340.00	\$ 695.08	\$ (355.08)	\$ 7,055.00	\$ 6,950.83	\$ 104.17
Fire/Alarm Services	187.26	579.33	(392.07)	4,830.59	5,793.33	(962.74)
Capital Improvements - Other	530.81	7,262.50	(6,731.69)	8,009.94	72,625.00	(64,615.06)
Capital Improvements - Flooring	3,890.97	979.17	2,911.80	24,185.61	9,791.67	14,393.94
Capital Improvements - Appliance	4,382.49	875.00	3,507.49	9,759.03	8,750.00	1,009.03
Capital Improvements - HVAC Repl	8,500.00	0.00	8,500.00	18,569.18	0.00	18,569.18
Capital Improvements - Water Heat	663.50	0.00	663.50	663.50	0.00	663.50
Carpet Cleaning	0.00	61.67	(61.67)	596.00	616.67	(20.67)
HVAC Repairs	199.00	651.08	(452.08)	7,579.15	6,510.83	1,068.32
Cable Service	79.55	49.92	29.63	795.50	499.17	296.33
Tenant Services	0.00	41.67	(41.67)	0.00	416.67	(416.67)
Total Maint. & Operating Exp.	\$ 32,789.10	\$ 24,707.08	\$ 8,082.02	\$ 206,672.95	\$ 247,070.83	\$ (40,397.88)
Utilities:						
Electricity	\$ 906.13	\$ 800.17	\$ 105.96	\$ 7,643.43	\$ 8,001.67	\$ (358.24)
Water	4,632.18	2,754.83	1,877.35	22,662.88	27,548.33	(4,885.45)
Sewer	3,396.22	2,746.58	649.64	21,571.33	27,465.83	(5,894.50)
Heating Fuel/Other	1,168.11	1,691.33	(523.22)	15,654.39	16,913.33	(1,258.94)
Garbage & Trash Removal	1,808.90	1,910.00	(101.10)	22,768.76	19,100.00	3,668.76
Total Utilities	\$ 11,911.54	\$ 9,902.91	\$ 2,008.63	\$ 90,300.79	\$ 99,029.16	\$ (8,728.37)
Administrative:						
Manager's Salary	\$ 3,652.30	\$ 4,939.00	\$ (1,286.70)	\$ 37,547.87	\$ 49,390.00	\$ (11,842.13)
Management Fees	3,600.00	3,600.00	0.00	36,000.00	36,000.00	0.00
Bad Debt Expense	960.12	1,153.83	(193.71)	19,972.12	11,538.33	8,433.79
Auditing	625.00	625.00	0.00	6,250.00	6,250.00	0.00
Legal	73.75	833.33	(759.58)	6,075.10	8,333.33	(2,258.23)
Other Administrative Expenses	0.00	14.58	(14.58)	0.00	145.83	(145.83)
Total Administrative Expense	\$ 8,911.17	\$ 11,165.74	\$ (2,254.57)	\$ 105,845.09	\$ 111,657.49	\$ (5,812.40)
Taxes & Insurance Reserve For:						
Real Estate Taxes	\$ 0.00	\$ 92.67	\$ (92.67)	\$ 370.67	\$ 926.67	\$ (556.00)
Property Insurance	2,601.92	2,674.50	(72.58)	26,309.52	26,745.00	(435.48)
Total Taxes & Insurance Expense	\$ 2,601.92	\$ 2,767.17	\$ (165.25)	\$ 26,680.19	\$ 27,671.67	\$ (991.48)
Other Taxes & Insurance:						
Payroll Taxes	\$ 637.19	\$ 865.83	\$ (228.64)	\$ 7,451.54	\$ 8,658.33	\$ (1,206.79)
Other Taxes, Fees & Permits	0.00	192.00	(192.00)	268.88	1,920.00	(1,651.12)
Bond Premiums	0.00	29.92	(29.92)	376.00	299.17	76.83
Worker's Compensation Insurance	327.58	766.25	(438.67)	3,435.56	7,662.50	(4,226.94)
Personnel Medical Insurance	20.29	890.17	(869.88)	302.66	8,901.67	(8,599.01)
Total Other Taxes & Insurance	\$ 985.06	\$ 2,744.17	\$ (1,759.11)	\$ 11,834.64	\$ 27,441.67	\$ (15,607.03)

Chico Commons 549
For the Month Ended October 31, 2023
Statement of Income & Cash Flow

	Current Activity	Current Budget	Current Variance	YTD Activity	YTD Budget	YTD Variance
Other Project Expenses						
Telephone & Answering Service	\$ 210.07	\$ 226.00	\$ (15.93)	\$ 1,897.17	\$ 2,260.00	\$ (362.83)
Internet Service	144.85	271.50	(126.65)	1,448.50	2,715.00	(1,266.50)
Advertising	100.00	54.17	45.83	100.00	541.67	(441.67)
Water/Coffee Service	5.68	0.00	5.68	47.13	0.00	47.13
Office Supplies & Expense	267.44	227.67	39.77	2,389.23	2,276.67	112.56
Postage	90.16	88.75	1.41	476.72	887.50	(410.78)
Toner/Copier Expense	303.75	188.08	115.67	1,091.47	1,880.83	(789.36)
Office Furniture & Equipment Expe	108.24	500.00	(391.76)	2,170.93	5,000.00	(2,829.07)
Travel & Promotion	0.00	70.92	(70.92)	0.00	709.17	(709.17)
Training Expense	212.17	64.67	147.50	445.22	646.67	(201.45)
Credit Checking	21.88	100.00	(78.12)	476.12	1,000.00	(523.88)
Total Other Project Expenses	\$ 1,464.24	\$ 1,791.76	\$ (327.52)	\$ 10,542.49	\$ 17,917.51	\$ (7,375.02)
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	123,744.00	25,000.00	98,744.00
Total Mortgage & Owner's Exp.	\$ 6,184.17	\$ 6,184.17	\$ 0.00	\$ 160,585.70	\$ 61,841.67	\$ 98,744.03
Total Expenses	\$ 64,847.20	\$ 59,263.00	\$ 5,584.20	\$ 612,461.85	\$ 592,630.00	\$ 19,831.85
Authorized Reserve - Other	\$ 0.00	\$ 12,433.33	\$ (12,433.33)	\$ 0.00	\$ 124,333.33	\$ (124,333.33)
Pending Reserves	0.00	0.00	0.00	2,221.84	0.00	2,221.84
Total Authorized Reserves	\$ 0.00	\$ 12,433.33	\$ (12,433.33)	\$ 2,221.84	\$ 124,333.33	\$ (122,111.49)

MEMO

Date: November 9, 2023

To: Banyard Management Board of Directors

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

Subject: Resolution No. 23-3B
Chico Commons Apartments, Chico - 2024 Operating Budget

Attached please find the proposed calendar year 2024 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 \$834,289. Vacancy loss is projected at 6% to allow for turnovers and new affordable units being built in Chico. Estimated sources and uses are as follows: total Operations Income are \$931,339, use of Reserves for Capital Improvements totals \$97,050; with Total Cash Uses amounting to \$857,642, resulting in an estimated positive cash flow of \$73,697 for the year.

Management fees to 3rd party property manager AWI were increased from \$50 per unit to \$53 per unit, totaling \$45,792 annually. This was justified to bring management fees to current market.

Budget Page 5 outlines the projected Capital Improvements funded by Operations and Reserves in the amounts of \$102,014 and \$97,050, respectively. Improvements to be completed include appliance replacements; flooring, cabinet and door 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 2024.

Recommendation: adoption of Resolution No. 23-3B

BANYARD MANAGEMENT

RESOLUTION NO. 23-3B

APPROVAL OF THE OPERATING BUDGET FOR FISCAL YEAR 2024
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 2024 for Chico Commons Apartments, Chico, California, such Operating Budget attached to and made a part of this Resolution No. 23-3B

Dated: November 16, 2023.

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 (01/01/23) (12/31/23)	ACTUAL (01/01/22) (12/31/22)	PROPOSED BUDGET (01/01/24) (12/31/24)	COMMENTS
BEGINNING DATES: ENDING DATES:				72 Units
OPERATIONAL CASH SOURCES				
RENTAL INCOME	830,244	881,756	883,668	
LESS (Vacancy Allowance)	(41,512)	(43,052)	(53,020)	6.00%
LESS RENT INCENTIVES	(2,950)	(9,453)	(2,950)	
LESS NON-REVENUE MANAGER'S UNIT	(11,580)	(11,580)	(12,288)	
LAUNDRY AND VENDING	10,472	10,884	10,472	
INTEREST INCOME	57	1,832	87	interest on unrestricted funds 3 Yr Avg
LATE CHARGES	3,253	4,525	3,253	
APPLICATION FEES	0	0	0	
OTHER TENANT INCOME	4,195	5,773	5,067	3 Yr Avg
MISCELLANEOUS INCOME	0	9,173	0	
SUB - TOTAL	792,179	849,859	834,289	
NON-OPERATIONAL CASH SOURCES				
CASH - NON PROJECT	0	0	0	
AUTHORIZED LOAN	0	0	0	
TRANSFER FROM RESERVE	149,200	0	97,050	
SUB - TOTAL	149,200	0	97,050	
TOTAL CASH SOURCES	941,379	849,859	931,339	
OPERATIONAL CASH USES				
TOTAL O & M EXPENSES (From Part II)	636,946	524,284	686,382	
ANNUAL CAPITAL BUDGET	149,200	0	97,050	
MORTGAGE PAYMENT (Principal & Int.)	0	0	0	pd off in Sept 2018
INTEREST EXPENSE - CHICO RDA	31,250	31,250	31,250	
INTEREST EXPENSE - HACB		0		
RESERVE TRANSFER	30,000	161,659	30,000	
GENERAL PARTNERS FEES	12,960	12,960	12,960	paid monthly to HACB
SUB - TOTAL	860,356	730,153	857,642	
	0		0	
	0		0	
TOTAL CASH USES	860,356	730,153	857,642	
NET CASH (DEFICIT)	81,023	119,706	73,697	
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	62,544	61,085	72,530	ties out to payroll worksheet	994
JANITORIAL SUPPLIES & SERVICE	1,648	992	1,648		23
PLUMBING REPAIRS	5,618	1,201	5,618		77
PAINTING AND DECORATING	6,098	3,810	6,098		84
MAINTENANCE & REPAIRS SUPPLY	44,485	36,023	44,485		609
MAINTENANCE & REPAIRS CONTRACT	18,847	21,215	20,732	Budget + 10%	284
GROUNDS	22,900	23,160	24,100	new fee \$1800/mo +2.5 extras	330
POOL SERVICE	0	0	0		0
ELEVATOR MAINTENANCE / CONTRACT	0	0	0		0
PEST CONTROL SERVICE	8,341	8,953	8,953	Projected Acts	123
FIRE/ALARM SERVICES	6,952	6,191	8,880	Projected Acts + 2 additional cameras	122
RESIDENT SERVICES STAFFING	0	0	0		0
RESIDENT SERVICES SUPPLIES	0	0	0		0
SECURITY SERVICE	0	0	0		0
FURNISHINGS	109,400	57,626	102,014	See page 5	1,397
CARPET CLEANING	740	795	795	Proj Acts	11
HVAC REPAIRS	7,813	9,840	9,840	Proj Acts	135
CABLE SERVICE	599	955	955	\$79.55/month	13
TENANT SERVICES	500	0	500	resident retention & activities	7
RESIDENT DIRECT SUPPORT	0	0	0		0
SUB - TOTAL MAINT. & OPERATING	296,485	231,845	307,148		4,208
ELECTRICITY	9,602	8,983	10,559	12 months actuals+20%	145
WATER	33,058	24,041	33,058		453
SEWER	32,959	24,233	32,959		451
FUEL (Oil / Coal / Gas)	20,296	19,315	23,207	12 months actuals +20%	318
GARBAGE & TRASH REMOVAL	22,920	27,946	30,180	12 months actuals +3% & \$1800 organic bins	413
OTHER UTILITIES	0	0	0		0
SUB - TOTAL UTILITIES	118,835	104,519	129,963		1,780
SITE MANAGER PAYROLL	59,268	45,194	70,388	ties out to payroll worksheet	964
ASSISTANT MANAGER PAYROLL	0	0	0		0
MANAGEMENT FEE	43,200	43,200	45,792	\$3 increase from \$50 to \$53	627
BAD DEBT	13,846	25,349	15,231	Budget plus 10%. (3yr avg \$23K)	
BAD DEBT RECOVERY	0	0	0		0
PROJECT AUDITING EXPENSE	7,500	7,500	8,000	Per Bowman	110
LEGAL EXPENSES	10,000	8,002	10,000		137
OTHER ADMINISTRATIVE EXPENSES	175	0	175	bank fees	2
TELEPHONE & ANSWERING SERVICE	2,712	2,249	2,712		37
INTERNET SERVICE	3,258	1,738	3,258		45
ADVERTISING	650	0	650		9
WATER/COFFEE SERVICE	0	55	0		0
OFFICE SUPPLIES	2,732	2,829	2,951	Budget + 8%	40
POSTAGE	1,065	515	1,065		15
TONER/COPIES	2,257	1,050	2,257		
OFFICE FURNITURE & EQUIPMENT	6,000	2,750	6,000		82
TRAVEL & PROMOTION	851	0	851		12
TRAINING EXPENSE	776	311	803		11
CREDIT CHECKING	1,200	606	1,200		16
EMPLOYEE MEALS	0	0	0		0
HEALTH INS. & OTHER EMP. BENEFITS	10,682	376	17,667	ties out to payroll worksheet	242
PAYROLL TAXES	10,390	9,086	12,837	ties out to payroll worksheet	176
WORKMAN'S COMPENSATION	9,195	4,144	7,725	ties out to payroll worksheet	106
SUB - TOTAL ADMINISTRATIVE	185,757	154,956	209,562		2,871
REAL ESTATE TAXES	1,112	494	1,112		15
SPECIAL ASSESSMENTS	0	0	0		0
OTHER TAXES, LICENSES & PERMITS	2,304	359	2,304	FTB, Avid, fees	32
PROPERTY & LIABILITY INSURANCE	32,094	31,610	35,906	current invoices +15%	492
FIDELITY COVERAGE INSURANCE	359	501	387	current invoice +3%	5
OTHER INSURANCE	0	0	0		0
SUB - TOTAL TAXES & INSURANCE	35,869	32,964	39,709		544
TOTAL O & M EXPENSES	636,946	524,284	686,382		9,402

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	301,795	301,998	204,776	
TRANSFER TO RESERVE	30,000	30,000	30,000	
TRANSFER FROM RESERVE				
OPERATING DEFICIT				
BUILDING REPAIR & IMPROVEMENTS	149,200	127,222	97,050	
EQUIPMENT REPAIR & REPLACEMENT				
OTHER NON - OPERATING EXPENSES				
TOTAL TRANSFER FROM RESERVE	149,200	127,222	97,050	
ENDING BALANCE	182,595	204,776	137,726	

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PART IV - RENT SCHEDULE

A. CURRENT APPROVED RENTS: Effective 1-1-2023

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	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	962	230,880	(3)	87
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
2 Br Non-Rev	2	1			875	965	11,580		
#68									
New move-ins will be at max TC - rents here are based on current averages with a rent increase							0		
73							829,524	(3)	

SEC. 8

CURRENT RENT TOTALS:

B. PROPOSED RENTS: Effective 1-1-2024

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	OVER/UND TC MAX	RENT INCREASE
1 Br 50%	1	3	773-76	697	654	697	25,092	0	43
1 Br 60%	1	13	928-76	852	800	852	132,912	0	52
2 Br 50%	2	8	928-90	838	786	838	80,448	0	52
2 Br 60%	2	20	1114-90	1,024	962	1,024	245,760	0	62
3 Br 50%	3	4	1072-104	968	908	968	46,464	0	60
3 Br 60%	3	24	1287-104	1,183	1,110	1,183	340,704	0	73
2 Br Non-Rev	2	1			965	1,024	12,288		
73						CURRENT RENT TOTALS:	0	883,668	

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	6			5100			
Refrigerator	5			4000			
Dishwashers	2			1200			
Washers (Common)							
Dryers (Common)							
Carpet and Vinyl:							
1 Br.	2			3800			
2 Br.	5			13000			
3 Br.	4			12400			
4 Br.							
Other: Vinyl							
Cabinets:							
Kitchen	2			14550			
Bathrooms	2			3000			
Other:							
Doors:							
Exterior	10			4000			
Interior	20			3200			
Other:							
Window Coverings:							
Blinds	7			4200			
Other:							
Heating and Air Conditioning:							
Heating --Wall heaters							
Air conditioning	3	28050					
Other:							
Plumbing:							
Water Heater							
Bath Sinks							
Kitchen Sinks							
Faucets							
Toilets							
Other:							
Major Electrical							
Detail: Elec Panels				5800			
Other:							
Structures:							
Windows							
Screens							
Walls/Stairs - Paint Stairs				3000			
Roofing / rain gutters-repairs&cleaning							
Siding							
Exterior Painting							
Other: Pressure wash gutters/breezeways				2200			
Paving:							
Asphalt							
Concrete				4500			
Seal and Stripe							
Other: walkway repairs							
Landscape and grounds:							
Landscaping/tree trimming /tree back fence		25000					
Playground Repairs							
Fencing							
Recreation area Playground Sand & Paint				4000			
Signs				5000			
Other: Pressure Wash Breezeways							
Accessibility features:							
List: reasonable accommodations							
Other:							
Automation equipment							
Site management							
Common area							
Other:Visual Smoke Detectors	19			2964			
Other:							
List: Balcony repairs/updates		44000					
List: CNA				4500			
List: Dryer Vent Cleaning				1600			
TOTAL CAPITAL EXPENSES:	87	97050		102014	0	0	0