

BANYARD MANAGEMENT  
**Board of Directors Meeting**  
2039 Forest Avenue  
Chico, CA 95928

**SPECIAL MEETING**  
**MEETING MINUTES**

November 17, 2016

President Mayer called the meeting of Banyard Management to order at 3:18 p.m.

1. ROLL CALL

Present for Directors: Kate Anderson, Patricia Besser, Larry Hamman, Roger Hart, Anne Jones, and Laura Moravec.

Others Present: President Ed Mayer; Treasurer Sue Kemp; Secretary Tamra Young; Roy Peters, HACB; Larry Guanzon, HACB; and Marysol Perez, HACB.

2. AGENDA AMENDMENTS

None.

3. CONSENT CALENDAR

None.

4. CORRESPONDENCE

None.

5. REPORTS FROM PRESIDENT

- 5.1 Chico Commons Budget – The FY2017 Chico Commons budget was presented for approval. The budget was developed by Treasurer Kemp and HACB Deputy Executive Director Guanzon. Budget that was developed reflects proposed changes in property management company. Higher maintenance payroll costs are anticipated with costs offset by reduced contracting.

**\*RESOLUTION NO. 16-5B\***

Commissioner Anderson moved that Resolution NO. 16-5B be adopted by reading of title only: “APPROVAL OF THE OPERATING BUDGET FOR F/Y 2017 FOR CHICO COMMONS APARTMENT, CHICO, CA” Commissioner Hart seconded. The vote in favor was unanimous.

- 5.2 Chico Commons Apartment, Property Management – USRG had notified HACB they wanted to withdraw from property management of Chico Commons Apartments. HACB requested two solicitations from Property Management Companies; AWI and CY Properties. Both companies submitted proposals and were interviewed by President Mayer and HACB Deputy Executive Director Guanzon. AWI has USDA and Low Income Tax Credit experience desired by HACB. Where CY Properties is a local company but does not have the desired LIHTC experience. Motion authorizing change in 3<sup>rd</sup> party Property Management Company, from USRG to AWI, effective January 1, 2017 is recommended.

**\*MOTION\***

Commissioner Hart moved that motion to transition property management of Chico Commons Apartments from USRG to AWI be effective January 1, 2017. Commissioner Hammon seconded. The vote in favor was unanimous.

- 5.3 Banyard Management – effective November 7, 2016 Marysol Perez has been retained as the Executive Assistant of the HACB and therefore given authorization to serve in official capacity as Secretary to Banyard Management.

**\*RESOLUTION NO. 16-6B\***

Commissioner Besser moved that Resolution NO. 16-6B be adopted by reading of title only: “AUTHORIZATION FOR SECRETARY TO ACT AS SIGNATORY ON BEHALF OF BANYARD MANAGEMENT” Commissioner Hard seconded. The vote in favor was unanimous.

- 5.4 Banyard Management – recommended the Board Calendar be shifted back by a month, so that more current accounting can be provided and budget development can occur, eliminating need for Special Meetings. Recommendation would set quarterly meetings for the months of February, May, August, and November.

**\*MOTION\***

Commissioner Anderson moved that motion to set the Corporate Calendars for Banyard Management meeting be held in the months of February, May, August, and November, on the same days as regular meetings of the Housing Authority of the County of Butte. Commissioner 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 Regular Meeting – February 16, 2017.**

13. ADJOURNMENT

Director Moravec moved that the meeting be adjourned. Director Hart seconded. The meeting was adjourned at 3:40 p.m.

Dated: November 17, 2016.

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Edward S. Mayer, President

ATTEST:

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Marysol Perez, Secretary