

**BANYARD MANAGEMENT  
Board of Directors Meeting**

2039 Forest Avenue  
Chico, CA 95928

**MEETING MINUTES**

November 16, 2017

President Mayer called the meeting of Banyard Management to order at 2:00 p.m.

1. ROLL CALL

Present for the Directors: Kate Anderson, Patricia Besser, Larry Hamman, Anne Jones, Laura Moravec 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 Anderson seconded the motion. The vote in favor was unanimous.

4. CORRESPONDENCE

None.

5. REPORTS FROM PRESIDENT

- 5.1 Chico Commons Budget – The FY2018 Chico Commons budget was presented for approval. The budget was developed by Financial Officer Kemp and HACB Deputy Executive Director Guanzon, with coordination from AWI, property manager. AWI has been managing the property since the beginning of the year. Budgeting sees the next and last phase of siding replacements; no siding work was completed in 2017. The mortgage will be paid in full on September 1, 2018, which will free up and additional \$12,997 in cash flow each month.

**\*RESOLUTION NO 17-2B\***

Director Anderson moved that Resolution No. 17-2B be adopted by reading of title only: “APPROVAL OF THE OPERATING BUDGET FOR F/Y 2018 FOR CHICO COMMONS APARTMENTS, CHICO, CA”. Director Pittman seconded. The vote in favor was unanimous.

- 5.2 Chico Commons Audit Report – The Chico Commons audited financial statements for year ended December 31, 2016 were presented. The audit report is being presented much later than normal, due to final close out with U.S. Residential; audit report is normally completed in March. Despite changes, not too many variances in the report, there were no questioned costs or findings by the auditors.

**\*MOTION\***

Director Moravec moved motion to accept Chico Commons FY 2016 Audit Report as presented. Director Jones seconded. The vote in favor was unanimous.

- 5.3 Chico Commons Apartments – AWI property management has proposed moving to a no-smoking policy at Chico Commons Apartments. Housing Authority management recommends such policy implementation for the property, based on health and the cost of physically remediating the impacts of smoking. A “soft” policy will be implemented, where every effort will be made to work with residents in resolving ongoing smoking activity as opposed to terminations of tenancy. The Housing Authority is subject to a mandatory no-smoking policy for its HUD Public Housing Properties.

**\*MOTION\***

Director Moravec moved motion to direct AWI, property manager to implement a no-smoking policy at Chico Commons Apartments. Director Pittman 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 – February 15, 2018.**

13. ADJOURNMENT

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

Dated: November 16, 2017.

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Edward S. Mayer, President

ATTEST:

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Marysol Perez, Secretary