

**BANYARD MANAGEMENT  
Board of Directors Meeting**

2039 Forest Avenue  
Chico, CA 95928

**MEETING MINUTES**

February 15, 2018

Director Anderson called the meeting of Banyard Management to order at 2:01p.m.

1. ROLL CALL

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

Others Present: 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 Corporate Services Agreement – The Corporate Services Agreement between HACB and Banyard sets out both the rates of compensation and a contract maximum, the HACB has proposed new rates for compensation, and seeks to re-affirm the contract maximum, currently set at \$15,000 per year for the coming year, extending from October 1, 2017 through September 30, 2018.

**\*MOTION\***

Director Hart made a motion to accept the HACB proposed billing rates, to be made effective March 1, 2018, and to further authorize continuance of annual not-to-exceed compensation in an amount not to exceed \$15,000, for the year extending from October 1, 2017 through September

30, 2018. Director Pittman seconded, the vote in favor was unanimous.

- 5.2 Housing Authority of the County of Butte (HACB) – By request of Banyard, the HACB has proposed contract terms for provision of project management services for capital improvement work provided to Banyard’s property. Banyard seeks expertise and capacity to carry out the organization, construction, and implementation of capital improvement work at the property in which Banyard participates as Managing General Partner. Banyard Management seeks to establish a working relationship with HACB where capital improvement work can be carried out efficiently and effectively by utilizing the expertise and capacities of the HACB. The proposed contract eliminates the need for HACB’s General Fund to carry out such improvement activity, as has been done in the past. This is a more direct approach to managing Capital Improvement projects at the subject properties, consistent with practice, and furthering the arms-length relationship between Banyard and HACB. HACB shall provide Capital Improvement Management Services for Capital Improvements in accordance with the following: (a) If the Capital Improvement Cost is less than \$50,000, HACB shall receive a fee equal to fifteen percent (15%) of the Capital Improvement Cost, (b) If the Capital Improvement Cost is more greater than \$50,000, HACB shall receive a fee equal to ten percent (10%) of the Capital Improvement cost. The agreement shall extend for a twelve (12) month term, starting January 18, 2018 and extending through January 17, 2019. The agreement shall renew automatically in one-year increments, unless extended or modified in writing.

**\*RESOLUTION NO. 18-1B\***

Director Hamman moved that Resolution 18-1B be adopted by reading of title only: “AUTHORIZATION TO ENTER INTO CAPITAL IMPROVEMENTS MANAGEMENT SERVICES AGREEMENT WITH HOUSING AUHTORITY OF THE COUNTY OF BUTTE. Director Hart seconded. The vote in favor was unanimous.

6. MEETING OPEN FOR PUBLIC DISCUSSION

None.

7. MATTERS CONTINUED FOR DISCUSSION

Larry Guanzon, Deputy Executive Director of HACB, gave a brief update regarding vacancies at Chico Commons, there were seven (7) vacancies as of the first of the month and currently there are five (5) vacancies. AWI is working diligently to fill the vacancies at Chico Commons and hopes to have vacancies filled by next month.

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 – May 17, 2018.**

13. ADJOURNMENT

Director Hamman moved that the meeting be adjourned. Director Pittman seconded. The meeting was adjourned at 2:11 p.m.

Dated: February 15, 2018.

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Edward S. Mayer, President

ATTEST:

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Marysol Perez, Secretary