

**BUTTE COUNTY AFFORDABLE HOUSING
DEVELOPMENT CORPORATION**

Board of Directors Meeting

2039 Forest Avenue
Chico, CA 95928

SPECIAL MEETING AGENDA

October 22, 2026
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. 25-15C

ITEMS OF BUSINESS

1. ROLL CALL

*Butte County Affordable Housing Development Corporation
Board of Directors*

Agenda – Special Meeting of October 22, 2026

2. AGENDA AMENDMENTS
3. CONSENT CALENDAR
4. CORRESPONDENCE
5. REPORTS FROM PRESIDENT

5.1 Harvest Park Budget – Adoption of FY2027 Harvest Park Budget.

Recommendation:

Resolution No. 26-5C

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 – November 19, 2026**
13. ADJOURNMENT

MEMO

October 16, 2026

To: BCAHDC Board of Directors

From: Larry Guanzon, BCAHDC President
Taylor Gonzalez, HACB Staff

Subject: Agenda Item No. – Resolution No. 26-5C
Adoption of 2027 Operating Budget for Harvest Park Apartments, Chico

Attached please find proposed Resolution No. 26-5C, adopting the 2027 Operating Budget for the Harvest Park Apartments, Chico. Attached to the Resolution is the Operating Budget itself. In considering the budget, BCAHDC is acting in its capacity of Managing General Partner of Chico Harvest Park LP, owner of the property.

The proposed budget was prepared by WINN Residential, third party property manager, along with Central California Housing Corporation (Administrative General Partner, aka AHDC). HACB reviewed the draft and provided input on behalf of BCAHDC.

The budget was prepared using current and historical trends. Total Income is estimated at \$1,289,900, which represents an increase of 4.5% over the prior year. Vacancy loss is estimated at 1.5% of total Rental Income. Total Expenses are estimated at \$723,349, which represents a 5.4% increase over the prior year. Subsequently, the Net Operating Income is estimated at \$566,551. The Debt Service, Replacement Reserve contributions, Capital Expenditures and Mortgagor Expenses total \$372,247, leading to an estimated positive cash flow of \$194,304 for the year.

The Capital Expenditures from operations include flooring replacements; and appliance replacements.

The budget is presented for approval in October because the budget needs to be delivered to the owning Partnership's Investor Limited Partners by November 1st in order to be effective January 1, 2027.

If you have any questions we will gladly answer them at the Board Meeting.

Recommend motion to approve Resolution No. 26-5C

BUTTE COUNTY AFFORDABLE HOUSING DEVELOPMENT CORPORATION

RESOLUTION NO. 26-5C

APPROVAL OF THE OPERATING BUDGET FOR F/Y 2027
FOR HARVEST PARK APARTMENTS, CHICO, CA

WHEREAS, Butte County Affordable Housing Development Corporation (BCAHDC), as Managing General Partner of Chico Harvest Park LP (Partnership), itself owner of Harvest Park Apartments, Chico, California, prepares the Operating Budget for Harvest Park Apartments in conjunction with the Partnership's Administrative General Partner, Chico Harvest Park, LLC, its Managing General Partner agent, Housing Authority of the County Butte, and the Harvest Park Apartments property manager, WINN Residential; and

WHEREAS the Board of Directors of BCAHDC has reviewed the Operating Budget as proposed and found the budget to be in the best interest of the Harvest Park Apartments property, its residents, the Partnership, and BCAHDC;

THEREFORE, BE IT RESOLVED by the Board of Directors of the Butte County Affordable Housing Development Corporation, acting as Managing General Partner of Chico Harvest Park, LP, owner of the Harvest Park Apartments, Chico, CA, to hereby approve and adopt the Operating Budget for fiscal year 2027 for Harvest Park Apartments, Chico, California, such Operating Budget attached to and made a part of this Resolution No. 26-5C.

Dated: October 22, 2026

Lawrence C. Guanzon, President

ATTEST:

Marysol Perez, Secretary

WinnResidential Corp.
2027 Budget
Site Name - Harvest Park - 1649

No. Units: 90

Account Description	Jan 2027	Feb 2027	Mar 2027	Apr 2027	May 2027	Jun 2027	Jul 2027	Aug 2027	Sep 2027	Oct 2027	Nov 2027	Dec 2027	2027 Budget
INCOME													
RENTAL INCOME													
5120-0000 Rental Income	82,610	82,610	82,610	82,610	82,610	82,610	82,610	82,610	82,610	82,610	82,610	82,610	991,320
5150-0000 Rental Assistance	24,181	24,181	24,181	24,181	24,181	24,181	24,181	24,181	24,181	24,181	24,181	24,181	290,172
5221-0000 Gain/(Loss) to Lease	4,609	4,609	4,609	4,609	4,609	4,609	4,609	4,609	4,609	4,609	4,609	4,609	55,308
Total RENTAL INCOME	111,400	111,400	111,400	111,400	111,400	111,400	111,400	111,400	111,400	111,400	111,400	111,400	1,336,800
MISC INCOME													
5330-0000 Tenant Services	50	25	50	25	50	25	50	25	50	25	50	25	450
5332-0000 Application Fees	135	135	135	135	135	135	135	135	135	135	135	135	1,620
5341-0000 Cable Revenue	0	1,118	0	0	1,118	0	0	1,118	0	0	1,118	0	4,472
5341-0001 Contra Cable Revenue	0	-279	0	0	-279	0	0	-279	0	0	-279	0	-1,116
5385-0000 Late/Term Fees	550	600	550	600	600	600	650	600	550	600	600	550	7,050
5390-0002 Damages	914	914	914	914	914	914	914	914	914	914	914	914	10,968
Total MISC INCOME	1,649	2,513	1,649	1,674	2,538	1,674	1,749	2,513	1,649	1,674	2,538	1,624	23,444
OTHER INCOME													
5491-0000 Interest on Security Deposits	99	99	99	99	99	99	99	99	99	99	99	99	1,188
Total OTHER INCOME	99	99	99	99	99	99	99	99	99	99	99	99	1,188
VACANCY LOSS/RENTAL LOSS/BAD DEBT													
5220-0000 Vacancies Apartment	-1,671	-1,671	-1,671	-1,671	-1,671	-1,671	-1,671	-1,671	-1,671	-1,671	-1,671	-1,671	-20,052
6370-0000 Bad Debt	-2,070	-2,070	-2,070	-2,070	-2,070	-2,070	-2,070	-2,070	-2,070	-2,070	-2,070	-2,070	-24,840
6370-0004 Bad Debt-Miscellaneous	-705	-705	-705	-705	-705	-705	-705	-705	-705	-705	-705	-705	-8,460
6371-0000 Bad Debt Recovery - Resident Rent	0	0	0	0	0	0	0	0	0	0	0	0	0
6539-0002 Maintenance Staff Rent Free Unit	-1,515	-1,515	-1,515	-1,515	-1,515	-1,515	-1,515	-1,515	-1,515	-1,515	-1,515	-1,515	-18,180
Total VACANCY LOSS/RENTAL LOSS/BAD DEBT	-5,961	-5,961	-5,961	-5,961	-5,961	-5,961	-5,961	-5,961	-5,961	-5,961	-5,961	-5,961	-71,532
TOTAL INCOME	107,187	108,051	107,187	107,212	108,076	107,212	107,287	108,051	107,187	107,212	108,076	107,162	1,289,900
EXPENSES													
MANAGEMENT FEES													
6320-0000 Management Fees	5,311	5,314	5,311	5,314	5,314	5,314	5,316	5,314	5,311	5,314	5,314	5,311	63,758
Total MANAGEMENT FEES	5,311	5,314	5,311	5,314	5,314	5,314	5,316	5,314	5,311	5,314	5,314	5,311	63,758
REAL ESTATE TAXES													
6710-0000 Taxes Real Estate	18	18	18	18	18	18	19	19	19	19	19	19	222
6712-0000 Taxes Other	0	0	0	0	402	0	0	0	0	0	0	0	402
Total REAL ESTATE TAXES	18	18	18	18	420	18	19	19	19	19	19	19	624
INSURANCE													
6720-0000 Insurance Property	5,959	5,959	5,959	5,959	5,959	5,959	5,959	5,959	5,959	5,959	5,959	5,959	71,508
6720-0002 Franchise Tax - Calif Pnps	0	800	0	0	0	0	0	0	0	0	0	0	800
Total INSURANCE	5,959	6,759	5,959	5,959	5,959	5,959	5,959	5,959	5,959	5,959	5,959	5,959	72,308
UTILITIES EXPENSES													
6430-0000 Electricity Vacant	0	20	20	20	20	20	20	20	20	20	20	0	200
6430-0001 Employee Unit Utility	117	117	117	117	117	117	117	117	117	117	117	117	1,404
6440-0000 Gas/Oil Heat Vacant	0	0	0	0	0	0	0	0	0	0	0	0	0
6450-0000 Electricity	1,497	1,503	1,525	1,067	1,497	1,407	1,588	1,443	1,600	1,174	1,174	1,174	16,649
6451-0000 Water and Sewer	6,290	7,904	6,800	6,961	7,202	7,926	8,541	8,074	7,117	7,214	7,374	7,098	88,501
6452-0000 Natural Gas Heat	390	180	180	100	30	30	30	30	180	250	390	390	2,180
6454-0000 Utility Processing	74	74	74	74	74	290	74	74	74	74	74	74	1,104
6470-0000 Rubbish Removal	1,250	1,250	1,250	1,250	1,313	1,313	1,313	1,313	1,313	1,313	1,313	1,313	15,504
6470-0001 Rubbish Removal - Bulk	100	100	100	100	100	100	200	150	100	100	200	150	1,500
Total UTILITIES EXPENSES	9,718	11,148	10,066	9,689	10,353	11,203	11,883	11,221	10,521	10,262	10,662	10,316	127,042
PAYROLL													
6310-0000 Office Payroll	90	90	90	90	90	90	90	90	90	90	90	190	1,180
6330-0000 Managers Payroll	8,734	5,197	8,057	5,197	8,734	5,197	5,586	5,405	8,380	5,405	5,586	7,791	79,269
6539-0000 Maintenance Payroll General	5,676	5,176	7,765	5,176	5,496	5,176	5,383	5,383	8,075	5,196	5,383	7,596	71,481
6714-0001 Taxes-Payroll Administrative	1,004	398	618	398	670	398	428	415	642	414	427	597	6,409
6714-0002 Taxes-Payroll Maintenance	689	458	595	397	421	397	412	412	619	398	411	581	5,790
6724-0001 Workers Comp. - Payroll Admin	656	391	605	391	656	391	419	406	630	406	419	585	5,955
6724-0002 Workers Compensation-Payroll Maintenance	426	388	583	388	412	388	404	404	606	390	404	570	5,363
6726-0001 Health Ins. & Benefits-Payroll Admin	1,125	1,125	1,125	1,695	1,125	1,125	1,125	1,125	1,125	1,695	1,125	1,125	14,640
6726-0002 Health Ins. & Benefits-Payroll Maint.	2,512	2,512	2,512	3,788	2,512	2,512	2,512	2,512	2,512	3,788	2,512	2,512	32,696
Total PAYROLL	20,912	15,735	21,950	17,520	20,116	15,674	16,359	16,152	22,679	17,782	16,357	21,547	222,783
OPERATING & MAINTENANCE EXPENSE													
6462-0000 Exterminating Contract	378	378	873	1,578	378	878	378	378	378	378	378	378	6,731

6511-0000 Security Contract and Repairs	143	143	143	143	143	143	143	143	143	143	143	143	1,716
6521-0000 Grounds Supplies	2,945	1,075	0	2,575	0	4,750	250	250	250	75	200	275	12,645
6522-0000 Grounds Contract	2,890	2,890	2,890	2,890	2,890	2,890	2,890	2,890	2,890	2,890	2,890	2,890	34,680
6522-0001 Landscaping	0	0	0	4,900	0	0	0	0	0	0	3,950	0	8,850
6541-0000 Maintenance Supplies	2,062	2,062	2,062	2,062	7,062	2,062	2,062	2,062	2,062	2,062	2,062	2,062	29,744
6545-0000 Repairs Contract General	610	610	610	610	11,620	610	610	610	610	610	610	610	18,330
6546-0000 Repairs Contract Electric	200	0	0	0	200	0	0	0	0	200	0	0	600
6547-0000 Repairs - Contract - HVAC	250	250	250	250	1,000	1,500	2,000	2,400	1,800	250	250	250	10,450
6548-0000 Repairs - Contract - Plumbing	500	500	500	500	1,200	1,000	500	500	500	500	500	500	7,200
6552-0000 Uniforms	0	750	0	0	0	0	0	0	0	0	0	0	750
6581-0000 Appliance Repair	0	0	0	0	375	0	0	0	0	0	0	375	750
6582-0000 Lock and Key Expense	0	0	250	0	0	0	0	0	250	0	0	0	500
6583-0000 Window Expense	0	0	0	250	0	0	0	0	0	250	0	0	500
6586-0000 Fire and Safety Systems	0	0	795	0	0	295	0	3,720	2,106	1,900	0	295	9,111
6991-0000 Pool Supplies	80	80	80	80	150	850	850	850	500	80	80	80	3,760
6992-0000 Pool Contract	394	394	394	394	420	420	420	420	420	420	420	420	4,935
Total OPERATING & MAINTENANCE EXPENSE	10,452	9,132	8,847	16,232	25,438	15,398	10,103	14,223	11,909	9,758	11,483	8,278	151,252
TURNOVER COSTS													
6532-0000 Cleaning Contract	600	500	800	600	600	800	600	500	800	600	600	800	7,800
6561-0000 Decorator Supplies	175	175	175	175	175	175	175	175	175	175	175	175	2,100
Total TURNOVER COSTS	775	675	975	775	775	975	775	675	975	775	775	975	9,900
MARKETING													
6210-0006 Signs/Exhibit/Display	0	0	0	250	0	0	250	0	0	0	0	0	500
6212-0000 Collateral Materials/Brand Identity	142	552	1,514	142	142	142	142	142	142	142	142	142	3,486
6290-0000 Miscellaneous Renting Expense	174	174	174	174	174	174	174	174	174	174	174	174	2,082
6981-0000 Resident Supplies	94	94	94	94	94	94	94	494	94	94	94	94	1,528
Total MARKETING	410	820	1,782	660	410	410	660	810	410	410	410	410	7,596
ADMINISTRATIVE EXPENSES													
6280-0000 Credit Reports and Fees	150	150	200	150	200	150	200	150	180	150	150	150	1,980
6311-0000 Office Expenses	1,194	1,508	781	781	781	881	781	781	781	781	781	781	10,612
6312-0000 Copy Machine	264	264	264	264	264	264	1,458	264	264	264	264	264	4,362
6313-0000 Postage	60	60	60	60	60	60	60	60	60	60	60	60	720
6316-0000 Travel/Mileage	134	134	90	90	134	180	134	2,034	490	90	134	168	3,812
6316-0003 Training	162	882	0	420	0	0	0	1,152	0	0	270	300	3,186
6340-0000 Legal Expense	0	2,500	0	2,500	0	0	1,500	0	0	1,500	0	0	8,000
6350-0000 Auditing	0	16,561	0	0	0	0	0	0	0	0	0	0	16,561
6355-0001 Administrative Fees	0	0	0	0	0	0	0	0	0	0	0	2,781	2,781
6360-0000 Telephone	1,382	882	882	882	882	882	882	882	882	882	882	882	11,084
6385-0000 Dues and Memberships	0	0	0	0	0	0	675	0	612	0	0	0	1,287
6390-0000 Miscellaneous	58	0	0	0	0	0	0	0	0	754	0	0	812
6392-0000 Bank Charges	138	138	138	138	138	138	138	138	138	138	138	138	1,656
6392-0001 RP Transaction Fees	125	125	125	125	125	125	125	125	125	125	125	125	1,500
6392-0002 Paymode Rebate	-30	0	0	-80	0	0	-75	0	0	-82	0	0	-267
Total ADMINISTRATIVE EXPENSES	3,637	23,204	2,540	5,330	2,584	2,680	5,878	5,586	3,532	4,662	2,804	5,649	68,086
Total EXPENSES	57,191	72,804	57,447	61,496	71,369	57,631	56,952	59,959	61,315	54,941	53,783	58,464	723,349
NET OPERATING INCOME	49,996	35,247	49,740	45,716	36,708	49,582	50,336	48,093	45,873	52,272	54,294	48,699	566,551
REPLACEMENT RESERVE/OTHER ESCROWS													
1316-0000 Escrow - Replacement Reserve	2,333	2,333	2,333	2,333	2,333	2,333	2,333	2,333	2,333	2,333	2,333	2,333	27,996
1317-0000 Res for Replacement Withdrawals	-1,225	-9,482	-7,780	-1,225	-3,715	-1,775	-5,290	-9,293	-3,715	-1,850	-4,740	0	-50,090
Total REPLACEMENT RESERVE/OTHER ESCROWS	1,108	-7,149	-5,447	1,108	-1,382	558	-2,957	-6,960	-1,382	483	-2,407	2,333	-22,094
DEBT SERVICE													
2320-0000 Mortgage Payable 1st Mortgage	6,667	6,667	6,667	6,667	6,667	6,667	6,667	6,667	6,667	6,667	6,667	6,667	80,004
6820-0000 Interest on Mortgage	9,859	9,859	9,859	9,859	9,859	9,859	9,859	9,859	9,859	9,859	9,859	9,859	118,308
6824-0000 Interest on Mortgage - 4th	1,905	1,905	1,905	1,905	1,905	1,905	1,905	1,905	1,905	1,905	1,905	1,905	22,860
6828-0000 Service Fee	5,420	5,414	5,408	5,402	5,396	5,390	5,384	5,379	5,374	5,369	5,364	5,358	64,658
6845-0000 Security Deposit Interest Exp	0	0	0	0	0	0	0	0	0	0	0	0	0
Total DEBT SERVICE	23,851	23,845	23,839	23,833	23,827	23,821	23,815	23,810	23,805	23,800	23,795	23,789	285,830
MISCELLANEOUS													
6890-0000 Miscellaneous Financial Exp	417	417	417	417	417	1,667	417	417	417	417	417	1,667	7,504
6892-0000 Trustee Fees	283	283	283	283	283	283	283	4,300	283	283	283	283	7,413
Total MISCELLANEOUS	700	700	700	700	700	1,950	700	4,717	700	700	700	1,950	14,917
CAPITAL EXPENDITURES													
1431-0002 Building Improvements	0	0	0	0	0	0	0	0	0	0	0	0	0
1440-0001 Carpet/Flooring R/R	0	8,125	7,155	0	3,715	0	3,440	8,125	3,715	0	3,715	0	37,990
1461-0002 Furniture & Fixtures	0	0	0	0	0	0	0	0	0	0	0	0	0
1486-0001 Appliances - R/R	1,225	1,357	625	1,225	0	1,775	1,850	1,168	0	1,850	1,025	0	12,100
Total CAPITAL EXPENDITURES	1,225	9,482	7,780	1,225	3,715	1,775	5,290	9,293	3,715	1,850	4,740	0	50,090

MORTGAGOR EXPENSES													
7115-0000 Non Profit Fee	0	0	0	0	0	0	0	0	0	0	0	13,703	13,703
7135-0000 Asset Management Fees	0	0	0	0	0	0	0	0	0	0	0	15,687	15,687
7153-0000 Administration Fee Expense	0	0	0	0	0	0	0	0	0	0	0	14,114	14,114
Total MORTGAGOR EXPENSES	0	0	0	0	0	0	0	0	0	0	0	43,504	43,504
PROFIT/LOSS	23,112	8,369	22,868	18,849	9,848	21,478	23,488	17,233	19,035	25,439	27,466	-22,878	194,304