

**BUTTE COUNTY AFFORDABLE HOUSING
DEVELOPMENT CORPORATION
Board of Directors Meeting**

2039 Forest Avenue
Chico, CA 95928

SPECIAL MEETING
MEETING MINUTES

November 17, 2016

President Mayer called the meeting of Butte County Affordable Housing Development Corporation (BCAHDC) to order at 3:40 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, Larry Guanzon, and Marysol Perez.

2. AGENDA AMENDMENTS

None.

3. CONSENT CALENDAR

Director Moravec moved that the Consent Calendar be accepted as presented. Director Anderson seconded. The vote in favor was unanimous.

4. CORRESPONDENCE

None.

5. REPORTS FROM PRESIDENT

- 5.1 Walker Commons Budget – The FY2017 Walker 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 change in the property management company. Higher maintenance payroll costs are anticipated with costs offset by reduced contracting.

RESOLUTION NO. 16-9C

Director Moravec moved that Resolution NO. 16-9C be adopted by reading of title only: “APPROVAL OF THE OPERATING BUDGET FOR F/Y 2017 FOR WALKER COMMONS APARTMENTS, CHICO, CA” Director Hart seconded. The vote in favor was unanimous.

- 5.2 1200 Park Avenue Budget – The operating budget for 1200 Park Avenue Apartments, Chico was prepared in coordination with WINN Residential. HACB Deputy Executive Director Guanzon reported an increase in rent potential to maximize rents, vacancy numbers remained low and consistent with prior years operation, and also reported the property is already doing better this year in comparison to last year.

RESOLUTION NO. 16-10C

Director Hamman moved that Resolution NO. 16-10C be adopted by reading of title only: “APPROVAL OF THE OPERATING BUDGET FOR F/Y 2017 FOR 1200 PARK AVENUE APARTMENT S, CHICO, CA”, Director Besser seconded. The vote in favor was unanimous.

- 5.3 Walker Commons Apartments, Property Management – USRG had notified HACB they wanted to withdraw from property management of Walker 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 LITC experience. Motion authorizing change in 3rd party Property Management Company, from USRG to AWI, effective January 1, 2017 is recommended.

MOTION

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

- 5.4 BCAHDC Management – effective November 7, 2016 Marysol Perez has been retained as the Executive Assistant of the HACB, and as such seeks authorization to serve in official capacity as Secretary to Butte County Affordable Housing Corporation

RESOLUTION NO. 16-11C

Director Moravec moved that Resolution NO. 16-11C be adopted by reading of title only: “AUTHORIZATION FOR SECRETARY TO ACT AS SIGNATORY ON BEHALF OF THE BUTTE COUNTY AFFORDABLE HOUSING DEVELOPMENT CORPORATION” Director Besser seconded. The vote in favor was unanimous.

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

MOTION

Director Anderson moved that motion to set the Corporate Calendars for Butte County Affordable Housing Development Corporation 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. Director 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 DIRECTORS

None.

10. MATTERS INITIATED BY DIRECTORS

None.

11. EXECUTIVE SESSION

None.

12. DIRECTOR'S CALENDAR

Next Meeting – February 16, 2017.

13. ADJOURNMENT

Director Moravec moved that the meeting be adjourned. Director Besser seconded. The meeting was adjourned at 3:55 p.m.

Dated: November 17, 2016.

Edward S. Mayer, President

ATTEST:

Marysol Perez, Secretary