

**BUTTE COUNTY AFFORDABLE HOUSING
DEVELOPMENT CORPORATION**

Board of Directors Meeting

2039 Forest Avenue
Chico, CA 95928

MEETING MINUTES

November 15, 2018

President Mayer called the meeting of Butte County Affordable Housing Development Corporation (BCAHDC) to order at 3:51 p.m.

1. ROLL CALL

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

Others Present: President Ed Mayer, Chief Financial Officer Sue Kemp, Secretary Marysol Perez, Larry Guanzon, and Tamra Young.

2. AGENDA AMENDMENTS

None.

3. CONSENT CALENDAR

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

4. CORRESPONDENCE

None.

5. REPORTS FROM PRESIDENT

- 5.1 Walker Commons Budget – The FY2019 Walker Commons budget was prepared for approval by AWI Property Manager with input from HACB. Total Operating and Maintenance Expenses are projected at \$305,940.00. The property is projected to bring in an estimated positive cash flow of \$42,053.00. The operations of the property are moving forward consistently.

RESOLUTION NO. 18-6C

Director Hamman moved that Resolution No. 18-6C be adopted by reading of title only:
“APPROVAL OF THE OPERATING BUDGET FOR F/Y 2019 FOR WALKER COMMONS

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APARTMENTS, CHICO, CA”. Director Anderson seconded. The vote in favor was unanimous.

- 5.2 1200 Park Avenue Budget – The operating budget for 1200 Park Avenue Apartments was prepared in coordination with AWI/ Estimated total income is projected at \$788,297.00. Large capital improvement items for the property include roofing replacement in three (3) flat roof areas, and stucco repair in the breezeway off of Park Avenue.

RESOLUTION NO. 18-7C

Director Hamman moved that Resolution No. 18-7C be adopted by reading of title only: “APPROVAL OF THE OPERATING BUDGET FOR F/Y 2019 FOR 1200 PARK AVENUE APARTMENTS, CHICO, CA”. Director Jones seconded. The vote in favor was unanimous.

- 5.3 Harvest Park Budget – The proposed operating budget for Chico Harvest Park, LP calendar year was presented for approval. The budget was prepared by WINN Residential; third party property manager, with AHDC, Administrative General Partner and HACB staff input.

RESOLUTION NO. 18-8C

Director Hart moved that Resolution No. 18-8C be adopted by reading of title only: “APPROVAL OF THE FISCAL YEAR 2019 OPERATING BUDGET FOR HARVEST PARK APARTMENTS, CHICO CA”. Director Anderson seconded. The vote in favor was unanimous.

- 5.4 Gridley Springs I Budget – The proposed operating budget for Gridley Springs I was prepared by Sackett Corporation, third party property manager, with DHI-DFA Gridley Springs Associates LP, Administrative General Partner. This is the first time Sackett participated in Budget preparation as they are a new to the property. Thus far they have performed well as third party property managers. The proposed budget is subject to USDA approval.

RESOLUTION NO. 18-9C

Director Hamman moved that Resolution No. 18-9C be adopted by reading of title only: “APPROVAL OF THE 2019 FISCAL YEAR OPERATING BUDGET FOR GRIDLEY SPRINGS I APARTMENTS, GRIDLEY, CA”. Director Pittman seconded. The vote in favor was unanimous.

- 5.5 Cordillera Apartment Write-Offs – Annually, BCAHDC records tenant account receivable amounts to be written off the Balance Sheet as uncollectible. The amount to be written off, as of September 30, 2018, is \$5,303.17. The write off process is simply considered an in-house accounting action, as writing off the balances does not change the accounts receivable balance, nor does it prevent BCAHDC from pursuing collections.

RESOLUTION NO. 18-10C

Director Hart moved that Resolution No. 18-10C be adopted by reading of title only: “APPROVE WRITE-OFF OF UNCOLLECTIBLE ACCOUNTS RECEIVABLE FOR CORDILLERA APARTMENTS AS OF SEPTEMBER 30, 2018”. Director Besser seconded. The vote in favor was unanimous

- 5.6 Walker Commons and 1200 Park Avenue Apartments – The no-smoking policy has been discussed twice previously with the Board of Directors. There was confusion as to whether the policy being discussed was for 1200 Park Avenue or Walker Commons. A smoke-free housing policy was implemented at Chico Commons and Walker Commons in November of 2017. AWI Property Management reports that since implementation the complaints have been minimal, and most residents are complying with the new policy. AWI plans to implement a “no smoking policy” at 1200 Park Ave., effective January 1, 2019. Similar to Chico Commons and Walker Commons, a “soft policy” will be implemented, and every effort will be made to work with residents in resolving ongoing smoking activity. Eviction will only be used as a last resort. It is recommended by staff that all three (3) properties managed by AWI, Chico Commons (owned by Banyard Management), Walker Commons and 1200 Park Avenue, be transitioned to no-smoking properties.

MOTION

Director Pittman moved to authorize the implementation of smoke-free housing policies at BCAHDC’s two properties – Walker Commons Apartments and 1200 Park Avenue Apartments. Director Anderson 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 21, 2019.

13. ADJOURNMENT

Director Jones moved that the meeting be adjourned. Director Hamman seconded. The meeting was adjourned at 4:01 p.m.

Dated: November 15, 2018.

Edward S. Mayer, President

ATTEST:

Marysol Perez, Secretary