

**BUTTE COUNTY AFFORDABLE HOUSING
DEVELOPMENT CORPORATION**

Board of Directors Meeting

2039 Forest Avenue
Chico, CA 95928

MEETING MINUTES

November 17, 2022

President Mayer called the meeting of Butte County Affordable Housing Development Corporation (BCAHDC) to order at 2:13 p.m.

The meeting was conducted via teleconference, web-conference and in person, as noticed.

1. ROLL CALL

Present for the Directors: Charles Alford, Robert Crowe, Larry Hamman, Rich Ober, David Pittman, Sarah Richter and Regina Sayles-Lambert. Directors Alford, Crowe, Hamman, Ober and Pittman attended in person. Directors Richter and Sayles-Lambert attended by means of web-conference.

Others Present: President Ed Mayer, Chief Financial Officer Hope Stone, Secretary Marysol Perez, Larry Guanzon, and Angie Little, all attended in person.

Public Present: Darlene Fredericks.

2. AGENDA AMENDMENTS

None.

3. CONSENT CALENDAR

Director Hamman moved to accept the Consent Calendar as presented. Director Ober seconded the motion. The vote in favor was unanimous.

4. CORRESPONDENCE

None.

5. REPORTS FROM PRESIDENT

- 5.1 Walker Commons Budget – The FY2023 Walker Commons Budget was prepared by AWI Property Management, third party property manager, with HACB staff input. The property vacancy loss is projected at 3%. Rents at Walker Commons will be set at the maximum allowed by tax credit regulations, applying increased Section 8 Payment Standards, which will result in increased Housing Assistance Payment (HAP) receipts. Walker Commons continues to be a popular senior property in Chico, the property is projected to have a positive cash flow of \$39,594 in 2023. \$49,812 is projected for Capital Improvement expenses which include appliance, flooring, cabinet and air conditioning and heating replacements, roof cleaning, irrigation repairs and visual smoke detector installations. Additionally, there is \$38,000 budgeted from Reserves for additional improvements which include water heaters, dry rot at pillars, and concrete/walkaway replacements. Staff recommends approval of the budget as presented.

RESOLUTION NO. 22-17C

Director Ober moved that Resolution No. 22-17C be adopted by reading of title only: “APPROVAL OF THE OPERATING BUDGET FOR FISCAL YEAR 2023 FOR WALKER COMMONS APARTMENTS, CHICO, CA”. Director Hamman seconded. The vote in favor was unanimous.

- 5.2 1200 Park Avenue Budget – The proposed budget was prepared by AWI, third party property manager, with HACB staff input. The budget was compiled using current and historical trends. Similar to the Walker Commons, rental income is projected to increase as rents will be set at maximum allowed by tax credit regulation, and increased Section 8 Payment Standards will be applied, resulting in increases in Housing Assistance Payments (HAP). Vacancy loss at 1200 Park Avenue is projected at 3%, which is higher than previous years; this provides a cushion as new affordable housing units come online in the community. Additionally, AWI is proposed a management fee increase from \$45 to \$50 per unit, which is consistent with industry standard. Staff recommends approval of the budget as presented. Staff recommend approval of the budget as presented.

RESOLUTION NO. 22-18C

Director Hamman moved that Resolution No. 22-18C be adopted by reading of title only: “APPROVAL OF THE OPERATING BUDGET FOR FISCAL YEAR 2023 FOR 1200 PARK AVENUE APARTMENTS, CHICO, CA”. Director Ober seconded. The vote in favor was unanimous.

- 5.3 Gridley Springs I Budget – The proposed operating budget for Gridley Springs I was prepared by Sackett Corporation, third party property manager, along with Dawson Holdings, the owning Partnership’s Administrative General Partner. This is Sackett’s fifth operational year at the property and they continue to perform well as third party property managers. Vacancy loss is estimated to remain at 2%, and only routine Capital Improvements are anticipated. The budget is subject to USDA-RD approval, as the property is regulated by USDA under a Section 515 loan.

RESOLUTION NO. 22-19C

Director Ober moved that Resolution No. 22-19C be adopted by reading of title only: “APPROVAL OF THE OPERATING BUDGET FOR FISCAL YEAR 2023 FOR GRIDLEY SPRINGS I APARTMENTS, GRIDLEY, CA” Director Sayles-Lambert seconded. The vote in favor was unanimous.

- 5.4 Development Activity – President Mayer provided an update to development activity, including a thorough memo with pictures identifying all current known affordable housing development projects and their status in Butte and Glenn Counties.

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 16, 2023**

13. ADJOURNMENT

Director Hamman moved that the meeting be adjourned. Director Sayles-Lambert seconded. The meeting was adjourned at 2:37 p.m.

Dated: November 17, 2022

Edward S. Mayer, President

ATTEST:

Marysol Perez, Secretary