

**BUTTE COUNTY AFFORDABLE HOUSING
DEVELOPMENT CORPORATION**

Board of Directors Meeting

2039 Forest Avenue
Chico, CA 95928

MEETING MINUTES

May 18, 2023

President Mayer called the meeting of Butte County Affordable Housing Development Corporation (BCAHDC) to order at 3:23 p.m.

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

1. ROLL CALL

Present for the Directors: Charles Alford, Randy Coy, Darlene Fredericks, David Pittman, Sarah Richter and Regina Sayles-Lambert. attended in person with the exception of Director Sayles-Lambert, who attended by means of web-conference.

Others Present: President Ed Mayer, Chief Financial Officer Hope Stone, Secretary Marysol Perez, Larry Guanzon, Angie Little and Taylor Gonzalez; all attended in person. with the exception of Ed Mayer and Hope Stone, who attended by means of web-conference.

Others Present: Tina Rose, HACB Occupancy Specialist and OE#3 Union Steward.

2. AGENDA AMENDMENTS

None.

3. CONSENT CALENDAR

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

4. CORRESPONDENCE

None.

5. REPORTS FROM PRESIDENT

- 5.1 Gridley Springs I Audit Report – The Gridley Springs I Apartments audited financial statement, for the year ended December 31, 2022, was presented. This property is a highly regulated USDA property, yielding minimal surplus cash flow by design. The property enjoys excellent third-party property management. Despite the comprehensiveness of the data shared with the auditor, similar to past audit history, there were no questioned costs or findings.

MOTION

Director Pittman moved that the Gridley Springs I Apartments audit report be accepted as presented. Director Richter seconded. The vote in favor was unanimous

- 5.2 Harvest Park Audit Report – The Harvest Park Apartments audited financial statements, for the year ended December 31, 2022, were presented. BCAHDC receives a \$20,000 per year Managing General Partner fee. Despite the comprehensiveness of the data shared with the auditor, there were no questioned costs or findings.

MOTION

Director Richter moved that the Harvest Park Apartments audit be accepted as presented. Director Sayles-Lambert seconded. The vote in favor was unanimous.

- 5.3 1200 Park Avenue Audit Report – The 1200 Park Avenue audited financial statements, for the year ended December 31, 2022, were presented. The property maintained its characteristically high occupancy rate. Despite the comprehensiveness of the data shared with the auditor, there were no questioned costs or findings.

MOTION

Director Pittman moved that the 1200 Park Avenue Apartments audit be accepted as presented. Director Richter seconded. The vote in favor was unanimous.

- 5.4 Walker Commons Audit Report – The Walker Commons audited financial statements, for year ended December 31, 2022, were presented. This property carries no debt other than annual payment to the City of Chico. Similar to 1200 Park Avenue Apartments, this property maintained its historically high occupancy rate. There were no findings or concerns raised by the auditor.

MOTION

Director Richter moved that the Walker Commons audit be accepted as presented. Director Sayles-Lambert seconded. The vote in favor was unanimous.

- 5.5 1200 Park Avenue – 1200 Park Avenue Apartments, Chico saw 2022 residual receipts at \$169,458. After payment of annual fees and interest, in accordance with the property’s Partnership Agreement, there will be a balance of \$13,349 for partnership distribution.

MOTION

Director Richter moved to approve authorization to make annual fee and interest payments with disbursement to partners. Director Fredericks seconded. The vote in favor was unanimous.

- 5.6 Walker Commons – Walker Commons realized surplus cash flow in the amount of \$178,609, this amount exceeds the \$142,967 maximum providing for partnership distribution; per the City of Chico Loan Agreement; meaning the city will receive additional accrued interest payment of \$20,642. Additionally staff proposes depositing \$100,000 from the partnership distribution and depositing those funds into the Replacement Reserves account for future capital needs of the property.

MOTION

Director Pittman moved to approve the withholding of \$100,000 from 2022 Operational Surplus Cash Flow and depositing in into the Walker Commons Replacement account and authorization to make distributions as outlined. Director Coy seconded. The vote in favor was unanimous.

- 5.7 Development Activity – President Mayer provided an update to development activity, including a summary spreadsheet and detailed memo identifying all current known affordable housing development projects 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 – August 17, 2023.**

13. ADJOURNMENT

Director Pittman moved that the meeting be adjourned. Director Sayles-Lambert seconded. The meeting was adjourned at 3:50 p.m.

Dated: May 18, 2023.

Edward S. Mayer, President

ATTEST:

Marysol Perez, Secretary