

**BUTTE COUNTY AFFORDABLE HOUSING  
DEVELOPMENT CORPORATION**

**Board of Directors Meeting**

2039 Forest Avenue  
Chico, CA 95928

MEETING MINUTES

November 16, 2023

President Mayer called the meeting of Butte County Affordable Housing Development Corporation (BCAHDC) to order at 3:27 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, and Sarah Richter; all attended in person.

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

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 Walker Commons Budget – The FY2024 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.

*Butte County Affordable Housing Development Corporation*

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AWI has proposed a management fee increase from \$50 to \$53 per unit, which is consistent with industry standard. The property is projected to have a positive cash flow of \$25,249 in 2024. \$40,456 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. There is an additional \$43,000 budgeted from Reserves for additional improvements which include water heaters, bench replacements and concrete/walkaway replacements. Staff recommends approval of the budget as presented.

**\*RESOLUTION NO. 23-14C\***

Director Pittman moved that Resolution No. 23-14C be adopted by reading of title only: “APPROVAL OF THE OPERATING BUDGET FOR FISCAL YEAR 2024 FOR WALKER COMMONS APARTMENTS, CHICO, CA”. Director Richter 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 \$60 to \$53 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. 23-15C\***

Director Richter moved that Resolution No. 23-15C be adopted by reading of title only: “APPROVAL OF THE OPERATING BUDGET FOR FISCAL YEAR 2024 FOR 1200 PARK AVENUE APARTMENTS, CHICO, CA”. Director Coy 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 sixth operational year at the property and they continue to perform well as third party property managers. However, staff was recently informed that Sackett is retiring and there will be a new third-party property manager, Arrowhead Housing. Sackett’s General Manager is moving to Arrowhead. 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. 23-16C\***

Director Coy moved that Resolution No. 23-16C be adopted by reading of title only: “APPROVAL OF THE OPERATING BUDGET FOR FISCAL YEAR 2024 FOR GRIDLEY SPRINGS I APARTMENTS, GRIDLEY, CA” Director Fredericks 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

Director Pittman noted that Table Mountain Apartments and Olive Ranch Apartments are coming on line in Oroville – they are both privately-owned affordable disaster recovery funded projects.

11. EXECUTIVE SESSION

None.

12. DIRECTOR'S CALENDAR

- **Next Meeting – February 15, 2024.**

13. ADJOURNMENT

Director Pittman moved that the meeting be adjourned. Director Alford seconded. The meeting was adjourned at 3:47 p.m.

Dated: November 16, 2023.

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Edward S. Mayer, President

ATTEST:

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Marysol Perez, Secretary