

**BUTTE COUNTY AFFORDABLE HOUSING
DEVELOPMENT CORPORATION**

Board of Directors Meeting

2039 Forest Avenue
Chico, CA 95928

MEETING MINUTES

November 21, 2024

President Guanzon called the meeting of Butte County Affordable Housing Development Corporation (BCAHDC) to order at 3:20 p.m.

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

1. ROLL CALL

Present for the Directors: Charles Alford, Darlene Fredericks, David Pittman, and Sarah Richter; all attended in person.

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

2. AGENDA AMENDMENTS

None.

3. CONSENT CALENDAR

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

4. CORRESPONDENCE

None.

5. REPORTS FROM PRESIDENT

- 5.1 Walker Commons Budget – The FY2025 Walker Commons Budget was prepared by AWI Property Management, third party property manager, with HACB staff

input. The property vacancy loss is projected at 1.5%. Rents at Walker Commons will be set at the maximum allowed by tax credit regulations. The property is projected to have a positive cash flow of \$12,027 for the year. \$46,180 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 \$77,500 budgeted from Reserves for additional improvements which include kitchen cabinets, window painting and replacing siding, and concrete/walkaway replacements. Staff recommends approval of the budget as presented.

RESOLUTION NO. 24-15C

Director Pittman moved that Resolution No. 24-15C be adopted by reading of title only: “APPROVAL OF THE OPERATING BUDGET FOR FISCAL YEAR 2025 FOR WALKER COMMONS APARTMENTS, CHICO, CA”. Director Alford 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. Vacancy loss at 1200 Park Avenue is projected at 4%, which is higher than previous years; this provides a cushion as new affordable housing units come online in the community. The property is projected to have a positive cash flow of \$7,389 for the year. Staff recommends approval of the budget as presented.

RESOLUTION NO. 24-16C

Director Coy moved that Resolution No. 24-16C be adopted by reading of title only: “APPROVAL OF THE OPERATING BUDGET FOR FISCAL YEAR 2025 FOR 1200 PARK AVENUE APARTMENTS, CHICO, CA”. Director Fredericks seconded. The vote in favor was unanimous.

- 5.3 Gridley Springs I Budget – The proposed operating budget for Gridley Springs I was prepared by Arrowhead Housing, third party property manager, along with Dawson Holdings, the owning Partnership’s Administrative General Partner. Vacancy loss is estimated at 3%, 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. 24-17C

Director Richter moved that Resolution No. 24-17C be adopted by reading of title only: “APPROVAL OF THE OPERATING BUDGET FOR FISCAL YEAR 2025 FOR GRIDLEY SPRINGS I APARTMENTS, GRIDLEY, CA” Director Pittman seconded. The vote in favor was unanimous.

- 5.4 North Creek Crossings I Budget – The proposed budget was prepared by WINN Residential, third party property manager, with HACB staff input. The budget was

compiled using current and historical trends. Rental income is projected to increase as rents will be set at maximum allowed by tax credit regulation. Additionally, this property has an allocation of 26 Project Based Vouchers (PBVs). Vacancy loss is projected at 2%, allowing for maintenance and leasing at turnover. The property is projected to have a positive cash flow of \$122,424 for the year. The property is new and Capital Expenditures are expected to be low budgeting. Staff recommends approval of the budget as presented.

RESOLUTION NO. 24-18C

Director Fredericks moved that Resolution No. 24-18C be adopted by reading of title only: “APPROVAL OF THE OPERATING BUDGET FOR IISCAL YEAR 2025 FOR NORTH CREEK CROSSINGS I, APARTMENTS, CHICO, CA”. Director Pittman seconded. The vote in favor was unanimous.

- 5.5 North Creek Crossings II Budget – The proposed budget was prepared by WINN Residential, third party property manager, with HACB staff input. The budget was compiled using current and historical trends. Rental income is projected to increase as rents will be set at maximum allowed by tax credit regulation. Additionally, this property has an allocation of 13 Project Based Vouchers (PBVs). Vacancy loss is projected at 2%, allowing for maintenance and leasing at turnover. The property is projected to have a positive cash flow of \$98,216 for the year. The property is new and Capital Expenditures are expected to be low budgeting. Staff recommends approval of the budget as presented.

RESOLUTION NO. 24-19C

Director Richter moved that Resolution No. 24-19C be adopted by reading of title only: “APPROVAL OF THE OPERATING BUDGET FOR IISCAL YEAR 2025 FOR NORTH CREEK CROSSINGS I, APARTMENTS, CHICO, CA”. Director Coy 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 BOARD MEMBERS

None.

10. MATTERS INITIATED BY BOARD MEMBERS

None.

11. EXECUTIVE SESSION

None.

12. DIRECTOR'S CALENDAR

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

13. ADJOURNMENT

The meeting was adjourned at 3:37 p.m.

Dated: November 16, 2024.

Lawrence C. Guanzon, President

ATTEST:

Marysol Perez, Secretary