

HOUSING AUTHORITY OF THE COUNTY OF BUTTE (HACB)
Board of Commissioners Meeting
2039 Forest Avenue, Chico, California 95928

MEETING AGENDA

October 17, 2019
2:00 p.m.

The Board of Commissioners welcomes and encourages public participation in the Board meetings. Members of the public may be heard on any items on the Commission's agenda. A person addressing the Commission will be limited to 5 minutes unless the Chairperson grants a longer period of time. Comments by members of the public on any item on the agenda will only be allowed during consideration of the item by the Commission. Members of the public desiring to be heard on matters under jurisdiction of the Commission, but not on the agenda, may address the Commission during agenda item 6.

If you are disabled and need special assistance to participate in this meeting, please contact the Housing Authority office at 895-4474. Notification at least 48 hours prior to the meeting will enable the Housing Authority to make reasonable arrangements.

NEXT RESOLUTION NO. 4757

ITEMS OF BUSINESS

1. ROLL CALL
2. AGENDA AMENDMENTS
3. CONSENT CALENDAR
 - 3.1 Minutes for the meeting of September 19, 2019.
 - 3.2 Checks written for:
 - 3.2.1 Accounts Payable (General) – \$548,362.06
 - 3.2.2 Accounts Payable (FLH) – \$154,698.99
 - 3.2.3 Landlords – \$1,147,529.52
 - 3.2.4 Payroll – \$112,647.48
 - 3.3 Financial Statements
 - 3.4 Section 8 Housing Choice Voucher Program
 - 3.5 Property Vacancy Report
 - 3.6 Public Housing
 - 3.7 Construction Projects
 - 3.8 Capital Fund Improvement Projects
 - 3.9 Farm Labor Housing Report

- 3.10 Bond Properties
- 3.11 Tax Credit Properties
- 3.12 Other Properties
- 3.13 Family Self Sufficiency
- 3.14 Rental Assistance Programs
- 4. CORRESPONDENCE
- 5. REPORTS FROM EXECUTIVE DIRECTOR
 - 5.1 Strategic Asset Plan – Asset Repositioning Status Update.

Recommendation:	Information/Discussion
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- 6. MEETING OPEN FOR PUBLIC DISCUSSION
- 7. MATTERS CONTINUED FOR DISCUSSION
- 8. SPECIAL REPORTS
 - 8.1 CAHA – 2019 NorCal CAHA Chapter Conference, Half Moon Bay - September 11-13, 2019 – Report by Executive Director Mayer.
- 9. REPORTS FROM COMMISSIONERS
 - 9.1 Executive Director Compensation – Motion authorizing a \$5,000 one-time cash bonus, an additional 40 hours of Administrative Leave time to be used within the next 12 months; and financial support and Board endorsement to engage an Executive Consultant.

Recommendation:	Motion
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- 10. MATTERS INITIATED BY COMMISSIONERS
- 11. EXECUTIVE SESSION
- 12. COMMISSIONERS’ CALENDAR
 - **Next Meeting – November 21, 2019.**
- 13. ADJOURNMENT

**HOUSING AUTHORITY OF THE COUNTY OF BUTTE
BOARD OF COMMISSIONERS MEETING**

MEETING MINUTES OF September 19, 2019

Chair Moravec called the meeting of the Housing Authority of the County of Butte to order at 2:09 p.m.

1. ROLL CALL

Present for the Commissioners: Kate Anderson, Larry Hamman, Anne Jones, Laura Moravec, and David Pittman.

Present for the Staff: Ed Mayer, Executive Director; Larry Guanzon, Deputy Executive Director; Sue Kemp, Finance Director; Marysol Perez, Executive Assistant; and Jerry Martin, Modernization Coordinator.

Others Present: Debra Lucero, District 2 Supervisor; Butte County Board of Supervisors.

2. AGENDA AMENDMENTS

None.

3. CONSENT CALENDAR

Commissioner Pittman moved that the Consent Calendar, including Resolution No. 4749 “ADOPT STANDARD CHARGES TO RESIDENTS FOR CLEANING, REPAIR, REPLACEMENT AND MISCELLANEOUS CHARGES”, be accepted as presented. Commissioner Anderson seconded. The vote in favor was unanimous.

4. CORRESPONDENCE

Resignation letter received from Commissioner Schlaff.

5. REPORTS FROM EXECUTIVE DIRECTOR

- 5.1 Family Self-Sufficiency – Ms. Roe was a participant in the FSS program since February of 2018. She set a goal to become a Case Manager and secured gainful employment with Northern Valley Catholic and Social Services. After the Camp

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Fire Ms. Roe provided case management services to children and youth affected by the disaster. She accrued an escrow balance of \$4,139.93.

RESOLUTION NO. 4750

Commissioner Hamman moved that Resolution No. 4750 be adopted by reading of title only: “RECOGNITION OF FSS GRADUATE NICOLE ROE”. Commissioner Jones seconded. The vote in favor was unanimous.

- 5.2 HACB Consolidated Budget - Finance Director Kemp presented the FY 2019-2020 budget, effective October 1st. The proposed budget was reviewed and discussed by the Board’s Budget Review Committee. The Committee met on several occasions to review HACB projects and program budget assumptions and projections. The proposed budget was crafted using current and projected revenue and expense levels, applying various assumptions. The most difficult budget to establish was the Section 8 HCV program, because of the impact to operations by the Camp Fire Disaster. Finance Director Kemp advised that a mid-year budget revision may be necessary, to address the Section 8 program’s performance, and to integrate related HUD Waiver dynamics, if any. Once again, Chair Moravec complimented Finance Director Kemp on historically doing a very good job crafting the budget.

RESOLUTION NO. 4751

Commissioner Pittman moved that Resolution No. 4751 be adopted by reading of title only: “APPROVAL OF AGENCY-WIDE FISCAL YEAR 2020 OPERATING BUDGET FOR THE ALL HUD FUNDED PROGRAMS, USDA FARM LABOR HOUSING PROGRAM, AUTHORITY OWNED PROJECTS, AND OTHER AUTHORITY ADMINISTERED PROGRAMS AND CONTRACTS”. Commissioner Anderson seconded. The vote in favor was unanimous.

- 5.3 Section 8 Housing Choice Voucher Payment Standards – Each year, HUD issues its determination of Fair Market Rents (FMR’s) for the jurisdictions served by HACB (Butte and Glenn Counties). Upon receipt of the FMR’s the Housing Authority is charged with comparing them to actual rental market data for the area, and setting Payment Standards relative to the FMR’s. The HACB has the authority to set Payment Standards within +/- 10% of the FMR’s. This year we saw a decrease to the HUD generated FMR’s in Butte County and slight increase to the FMR’s in Glenn County. HACB staff recommends no change to the Payment Standards in Butte County, given the fact that the payment standards in Butte County were raised by nearly 20% last year, 10% for the 2018 program year starting

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October 2018, and almost another 10% in response to the Camp Fire Disaster in February. Staff is recommended that the Payment Standards be increased to 100% of FMR in Glenn County.

RESOLUTION NO. 4752

Commissioner Besser moved that Resolution No. 4752 be adopted by reading of title only: “DETERMINATION OF 2019 PAYMENT STANDARD FOR THE SECTION 8 HOUSING CHOICE VOUCHER PROGRAM”. Commissioner Pittman Seconded. The vote in favor was unanimous.

- 5.4 HACB Write Offs – Annually, HACB records vacated tenant balances for doubtful accounts, reducing the net tenant accounts receivable shown on the balance sheet. This year, the Public Housing’s write off balance was significantly higher, due to increases in turnover damages, as well as unpaid rents from tenants. Thirteen (13) of the twenty-nine (29) Public Housing households in delinquent account status were evictions, estimating a cost of \$10,000-\$15,000 of the total charges. The damages we are seeing in these units are well beyond ordinary wear and tear, and possibly reflect a new norm, given community and cultural fallout from the Camp Fire Disaster. This year, the Farm Labor Housing write-off balance was significantly reduced, as well as the Section 8 write-off balance. Writing off the balances does not change the net accounts receivable balance, nor does it prevent HACB from pursuing collections; it is an in-house accounting “housekeeping” procedure. Bad Debt is sent to a national debt collection data base and local collection agencies.

RESOLUTION NO. 4753

Commissioner Hamman moved that Resolution No. 4753 be adopted by reading of title only: “WRITE-OFF UNCOLLECTIBLE ACCOUNTS RECEIVABLE”. Commissioner Pittman seconded. The vote in favor was unanimous.

- 5.5 Continuum of Care (CoC) – Board authorization was requested to use General Fund monies to reconcile past Continuum of Care (CoC) activities, in the amount of \$69,192.44. Executive Director Mayer explained the HACB has functioned as both fiscal agent and administrative provider for the CoC during the past decade. Though the work has been largely funded by contracts with City of Chico and two Butte County agencies, Behavioral Health and Department of Employment and Social Services, the funding has not always been consistent nor sufficient to cover all CoC related expenses. Chair Moravec was curious as to why the 2016 amount was so relatively high - Executive Director Mayer explained that was due to both the HUD

Homeless Programs Application and Point in Time Homeless Survey (PIT) being completed in the same year. Commissioner Anderson wondered if there were any other options to take care of the outstanding balance, to where Finance Director Kemp replied, there were no other alternatives – the expensing of the costs was to reconcile internal “due to” liabilities with the General Fund. Executive Director Mayer added that the HACB will not see additional CoC related expenses going forward, as Butte County is currently working to assume administration of the CoC, estimated to be accomplished by the end of the year, an action item that has been approved by the Butte County Board of Supervisors.

RESOLUTION NO. 4754

Commissioner Pittman moved that Resolution No.4754 be adopted by reading of title only: “APPROVAL OF BUTTE COUNTYWIDE HOMELESS CONTINUUM OF CARE EXPENSES”. Commissioner Hamman seconded. The vote in favor was unanimous.

- 5.6 Personnel – In efforts to simplify the administration of the HACB’s Travel Policy, staff recommended, in accordance with IRS guidelines, that Meals & Incidental Expenses accounting be changed from receipt-based to a straight per diem allowance; such personnel policy change is implemented effective immediately.

RESOLUTION NO. 4755

Commissioner Pittman moved that Resolution No. 4755 be adopted by reading of title only: “TRAVEL EXPENSES – REVISION TO THE PERSONNEL POLICY OF THE HOUSING AUTHORITY OF THE COUNTY OF BUTTE”. Commissioner Jones seconded. The vote in favor was unanimous.

- 5.7 Banking – Self-Help Federal Credit Union has requested waiving of the extraordinary security provided for deposit and interest on deposits, up to a total of \$250,000. HACB staff has determined this request to be a reasonable action given no increased risk posed to HACB with deposits not exceeding \$250,000, such deposits covered by federal credit union deposit insurance (similar to FDIC insurance of bank deposits up to \$250,000).

RESOLUTION NO. 4756

Commissioner Anderson moved that Resolution No. 4756 be adopted by reading of title only: “SELF-HELP FEDERAL CREDIT UNION – WAIVER OF SECURITY FOR DEPOSITS AND INTEREST”. Commissioner Besser seconded. The vote in favor was unanimous.

- 5.8 Camp Fire Disaster – The Board was provided with HACB’s last and final weekly report to HUD. Executive Director Mayer reported the HACB is still waiting for HUD response to HACB’s Section 8 HCV program Waiver requests (3). The Waiver requests sought maintenance of the Section 8 Program’s baseline funding over a three year period, to allow the HACB to rebuild the program. Last heard from HUD San Francisco staff was that Waiver approval was circulating for signatures in Washington, D.C.

6. MEETING OPEN FOR PUBLIC DISCUSSION

Supervisor Lucero inquired about electronic access to HACB’s Board Packet on HACB’s website; currently only Agendas and Minutes are posted. Executive Assistant Perez, will look into feasibility and work with the HACB Systems Administrator to ensure public access to this information.

7. MATTERS CONTINUED FOR DISCUSSION

- 7.1 Strategic Asset Plan – Executive Director Mayer provided a brief status update; Physical Needs Assessments for the recommended bond-finance transaction are in process, with property appraisals following soon after. The 2000A Bond series redemption will occur at months end. Completion of the bond finance effort is scheduled for late this year/early next year, in an effort to capture current low interest rates.

8. SPECIAL REPORTS

None.

9. REPORTS FROM COMMISSIONERS

None.

10. MATTERS INITIATED BY COMMISSIONERS

None.

11. EXECUTIVE SESSION

Adjourned – 4:10 p.m.

Reconvened – 4:34 p.m.

11.1 Government Code 54957: Public Employee Performant Evaluation – Chair Moravec indicated the Board reviewed and discussed the Executive Director Performance evaluation.

12. COMMISSIONERS' CALENDAR

- **Next regular meeting – October 17, 2019.**
- **2019 NAHRO National Conference and Exhibition, San Antonio, TX – October 10-12, 2019.**

13. ADJOURNMENT

Commissioner Anderson moved that the meeting be adjourned. Commissioner Hamman seconded. The meeting was adjourned at 4:35 p.m.

Dated: September 19, 2019.

Laura Moravec, Board Chair

ATTEST:

Edward S. Mayer, Secretary

**Housing Authority of the County of Butte
HACB Operating Account
AP Check Register**

Payment Date	Payment Number	Remit to Vendor	Total Check Amt
9/3/2019	151413	CALIF. WTR. SER. ORO	\$70.00
9/3/2019	151414	CALIFORNIA WATER SERVICE	\$48.00
9/3/2019	151415	Gridley Municipal Utilities	\$28.00
9/3/2019	151416	P G & E	\$355.00
9/6/2019	1642	Internal Revenue Service	\$99.44
9/6/2019	1643	Employment Development Department	\$10.80
9/6/2019	1644	Employment Development Department	\$57.24
9/6/2019	151418	A & K Water Works dba	\$840.00
9/6/2019	151419	A-1 Appliance	\$643.45
9/6/2019	151420	Armed Guard Private Security, Inc	\$300.00
9/6/2019	151421	Benefit Resource, Inc.	\$125.00
9/6/2019	151422	Biggs Municipal Utilities	\$3,079.65
9/6/2019	151423	CIC	\$2,853.85
9/6/2019	151424	COMCAST CABLE	\$116.05
9/6/2019	151425	Climate & Energy Solutions	\$335.00
9/6/2019	151426	Douglas Hallihan De Soto	\$444.29
9/6/2019	151427	GreatAmerica Financial Services	\$155.52
9/6/2019	151428	Housing Tools	\$11,740.00
9/6/2019	151429	Illustratus	\$109.80
9/6/2019	151430	LOWE'S	\$26.98
9/6/2019	151431	P G & E	\$7,118.99
9/6/2019	151432	Roy V. Peters	\$832.91
9/6/2019	151433	S.E.C. 5 Private Security dba	\$3,237.00
9/6/2019	151434	SPRINT	\$66.04
9/6/2019	151435	Staples Business Credit	\$784.03
9/10/2019	1645	CalPERS	\$700.00
9/10/2019	1646	CalPERS-Official State SSA	\$400.00
9/13/2019	1647	Internal Revenue Service	\$19,535.96
9/13/2019	1648	Employment Development Department	\$3,669.45
9/13/2019	1649	Employment Development Department	\$68.49
9/13/2019	1650	MassMutual Financial Group	\$2,520.00
9/13/2019	1651	CalPERS	\$10,650.35
9/13/2019	1652	CalPERS	\$2,592.68
9/13/2019	1653	Internal Revenue Service	\$52.28
9/13/2019	1654	Employment Development Department	\$3.42
9/13/2019	151438	A-1 Appliance	\$505.50
9/13/2019	151439	Access Information Holdings, LLC.	\$63.11

9/13/2019	151440	Adecco Employment Services	\$3,345.85
9/13/2019	151441	Appeal Democrat dba	\$1,206.01
9/13/2019	151442	Asbestos Science Technology	\$318.00
9/13/2019	151443	CALIF. WTR. SER. ORO	\$587.45
9/13/2019	151444	COMCAST CABLE	\$360.73
9/13/2019	151445	Climate & Energy Solutions	\$25,341.00
9/13/2019	151446	E Center	\$226.16
9/13/2019	151447	ENTERPRISE-RECORD	\$1,869.83
9/13/2019	151448	HACB	\$161.00
9/13/2019	151449	HARRP	\$110,568.00
9/13/2019	151450	HARSHBARGER ACE HARDWARE	\$53.61
9/13/2019	151451	HD Supply Facilities Maintenance, Ltd.	\$1,461.95
9/13/2019	151452	JACKSONS GLASS CO, INC.	\$266.73
9/13/2019	151453	Jiffy Lube, Inc.	\$75.71
9/13/2019	151454	K C Towing	\$60.00
9/13/2019	151455	MACS HARDWARE	\$96.72
9/13/2019	151456	MRI Software LLC	\$1,449.00
9/13/2019	151457	Marysol Perez	\$7.00
9/13/2019	151458	NOR CAL LANDSCAPE MAINTENANCE	\$12,479.00
9/13/2019	151459	Neal Road Recycling & Waste	\$82.00
9/13/2019	151460	Nicole Roe Ms.	\$4,139.93
9/13/2019	151461	Normac, Inc.	\$94.88
9/13/2019	151462	North Valley Tree Service dba	\$30,390.00
9/13/2019	151463	OFFICE DEPOT INC	\$610.70
9/13/2019	151464	P G & E	\$60.10
9/13/2019	151465	Pitney Bowes	\$185.01
9/13/2019	151466	Plan B Professional Answering Services	\$114.00
9/13/2019	151467	Riebes Auto Parts	\$12.46
9/13/2019	151468	Scrubbs, Inc.	\$47.90
9/13/2019	151469	Sharon Furniture, Inc	\$1,716.00
9/13/2019	151470	Stephanie Christophersen*S8PB	\$24.00
9/13/2019	151471	TAMRA C. YOUNG	\$366.00
9/13/2019	151472	TIAA COMMERCIAL FINANCE, INC	\$143.72
9/13/2019	151473	The Home Depot Credit Services	\$4,401.13
9/13/2019	151474	Thermalito Irrigation	\$734.45
9/13/2019	151475	US Bank	\$203.78
9/13/2019	151476	Valero Marketing & Supply	\$842.93
9/13/2019	151477	WASTE MANAGEMENT	\$3,775.39
9/13/2019	151478	WCP Solutions	\$418.28
9/20/2019	1655	Internal Revenue Service	\$99.48
9/20/2019	1656	Employment Development Department	\$10.80
9/20/2019	1657	Employment Development Department	\$52.17
9/20/2019	151480	A-1 Appliance	\$3,080.29
9/20/2019	151481	AT&T	\$192.47

9/20/2019	151482	Adecco Employment Services	\$1,371.87
9/20/2019	151483	Anne B. Jones	\$50.00
9/20/2019	151484	Asbestos Science Technology	\$725.00
9/20/2019	151485	CALIF. WTR. SER. ORO	\$9,554.08
9/20/2019	151486	CHWCA	\$15,844.00
9/20/2019	151487	Cypress Dental Administrators	\$3,386.13
9/20/2019	151488	David Pittman	\$50.00
9/20/2019	151489	Di Lor	\$60.00
9/20/2019	151490	ED MAYER	\$11.00
9/20/2019	151491	Golden State Risk Management Authority	\$28,784.00
9/20/2019	151492	Gregory P. Einhorn	\$470.00
9/20/2019	151493	Gridley Municipal Utilities	\$1,358.05
9/20/2019	151494	Hignell, Inc. dba Experts in Your Home	\$15,641.10
9/20/2019	151495	LES SCHWAB TIRES	\$72.52
9/20/2019	151496	Larry Hamman	\$50.00
9/20/2019	151497	Larry Hamman	\$34.80
9/20/2019	151498	Laura Moravec	\$50.00
9/20/2019	151499	MES VISION	\$611.42
9/20/2019	151500	MaKensy Sealy	\$545.20
9/20/2019	151501	Marsha Strickland	\$88.00
9/20/2019	151502	North Valley Property Owners Association	\$801.15
9/20/2019	151503	OFFICE DEPOT INC	\$71.35
9/20/2019	151504	P G & E	\$1,613.44
9/20/2019	151505	Patricia Besser	\$50.00
9/20/2019	151506	RECOLOGY BUTTE COLUSA COUNTIES, INC.	\$4,024.68
9/20/2019	151507	TIAA COMMERCIAL FINANCE, INC	\$143.72
9/20/2019	151508	Thomas J Griffis	\$1,150.00
9/20/2019	151509	Umpqua Bank	\$4,283.65
9/20/2019	151510	Unum Life Insurance Company	\$398.48
9/20/2019	151511	Unum Life Insurance Company	\$548.48
9/20/2019	151512	Warren Asbestos Abatement Cont., Inc.	\$3,150.00
9/27/2019	1658	Internal Revenue Service	\$19,317.38
9/27/2019	1659	Employment Development Department	\$3,680.05
9/27/2019	1660	Employment Development Department	\$68.49
9/27/2019	1661	MassMutual Financial Group	\$2,070.00
9/27/2019	1662	CalPERS	\$10,653.23
9/27/2019	1663	CalPERS	\$2,592.68
9/27/2019	151513	A-1 Appliance	\$1,796.34
9/27/2019	151514	Adecco Employment Services	\$3,643.64
9/27/2019	151515	Advanced Document	\$358.14
9/27/2019	151516	Angela Little	\$386.25
9/27/2019	151517	Asbestos Science Technology	\$2,110.79
9/27/2019	151518	Baker Distributing Company, Inc.	\$95.97
9/27/2019	151519	CALIFORNIA WATER SERVICE	\$6,954.43

9/27/2019	151520	CDW Government, Inc.	\$2,563.63
9/27/2019	151521	CHICO COMMONS LP.	\$151.99
9/27/2019	151522	CIC	\$37.00
9/27/2019	151523	CITY OF CHICO (22332)	\$326.86
9/27/2019	151524	COMCAST CABLE	\$111.95
9/27/2019	151525	Claudio Romo	\$116.60
9/27/2019	151526	Clean Master	\$3,317.00
9/27/2019	151527	Creative Composition, Inc.	\$214.50
9/27/2019	151528	EAGLE SECURITY SYSTEMS	\$30.00
9/27/2019	151529	FedEx	\$50.95
9/27/2019	151530	HARSHBARGER ACE HARDWARE	\$140.77
9/27/2019	151531	HD Supply Facilities Maintenance, Ltd.	\$159.34
9/27/2019	151532	Harshwal & Company, LLP	\$1,190.00
9/27/2019	151533	Hignell, Inc. dba Experts in Your Home	\$648.00
9/27/2019	151534	J.W. Wood Co., Inc.	\$86.44
9/27/2019	151535	JACKSONS GLASS CO, INC.	\$520.59
9/27/2019	151536	MAINTENANCE PLUS	\$241.55
9/27/2019	151537	Mendes Supply Company (dba)	\$580.76
9/27/2019	151538	Neal Road Recycling & Waste	\$58.00
9/27/2019	151539	North Valley Tree Service dba	\$8,400.00
9/27/2019	151540	NorthStar	\$3,726.25
9/27/2019	151541	OFFICE DEPOT INC	\$493.57
9/27/2019	151542	OPER. ENG. LOCAL #3	\$784.00
9/27/2019	151543	Sharon Furniture, Inc	\$885.00
9/27/2019	151544	Slakey Brothers, Inc.	\$10.06
9/27/2019	151545	Squyres Fire Protection, Inc.	\$1,881.06
9/27/2019	151546	TPx Communications	\$765.64
9/27/2019	151547	Theresa Dimig*PHWO	\$100.00
9/27/2019	151548	United States Postal Service (CMRS-FP)	\$2,500.00
9/27/2019	151549	Verizon Wireless	\$963.06
9/27/2019	151550	Warren Asbestos Abatement Cont., Inc.	\$6,975.00
9/27/2019	151551	Yuba City	\$939.77
9/27/2019	151552	D & S Asphalt Sealing Co., LLC	\$42,535.41
9/27/2019	151553	Hignell, Inc. dba Experts in Your Home	\$31,077.90
9/27/2019	151554	Sharon Furniture, Inc	\$1,090.00
		Total	\$548,362.06

**Housing Authority of the County Of Butte
FLH Operating Account
AP Check Register**

Payment Date	Payment Number	Remit to Vendor	Total Check Amt
9/6/2019	1685	CIC	\$27.75
9/6/2019	1686	Electric Eel, Inc.	\$700.76
9/6/2019	1687	Void / Messenger Publishing Group	\$0.00
9/6/2019	1688	RUSH PERSONNEL SERVICE, INC	\$928.80
9/13/2019	1689	RUSH PERSONNEL SERVICE, INC	\$709.50
9/13/2019	1690	Richard's Tree Service, Inc.	\$1,800.00
9/20/2019	1691	Messenger Publishing Group	\$125.00
9/20/2019	1692	P G & E	\$74.72
9/20/2019	1693	Ruben Rivera Reyes	\$578.14
9/27/2019	1694	HACB	\$63,621.63
9/27/2019	1695	HMR Architects, Inc.	\$83,995.68
9/27/2019	1696	J.W. Wood Co., Inc.	\$206.83
9/27/2019	1697	Juan Meza	\$466.03
9/27/2019	1698	RUSH PERSONNEL SERVICE, INC	\$1,464.15
		Total	\$154,698.99

Date/Time
10/9/2019

Housing Authority of the County of Butte
BALANCE SHEET
August, 2019

Cumulative

ASSETS	
Current Assets	
Cash - Unrestricted	2,569,381.55
Cash - Other Restricted	986,236.99
Cash - Tenant Security Deposits	286,594.88
Accounts Receivable - HUD	77,124.62
Accounts Receivable - Other Gov	29,503.00
Accounts Receivable - Misc	156,790.45
Accounts Receivable - Tenants	81,814.26
Accounts Receivable - Fraud	169.89
Note Receivable- Current Portion	0.00
Accrued Interest Receivable	31,872.46
Investments - Unrestricted	2,564,048.47
Investments - Restricted	2,785,239.31
Inventories	28,448.96
Prepaid Expenses	173,712.44
Inter-program Due From	212,016.27
Total Current Assets	9,982,953.55
Fixed Assets	
Fixed Assets & Accumulated Depreciation	21,495,591.87
Total Fixed Assets	21,495,591.87
Other Non-Current	
Notes Loans & Mortgages Receivable	1,864,839.67
Deferred Outflows - GASB 68, Pension Ben	891,326.71
Safety Deposit Box, Key Deposit	10.00
Investment in Limited Partnerships	3,381,373.55
Total Other Non-Current	6,137,549.93
TOTAL ASSETS	37,616,095.35
LIABILITIES	
Current Liabilities	
Accounts payable < 90 days	221,161.61
Accrued Payroll Liabilities	166,191.84
Accrued Interest Payable	192,337.80
Tenant Security Deposits	288,883.78
Deferred Revenue	143,514.75
Payable to HUD	3,276.18
Long Term Debt - Current Portion	318,632.00
Accrued Liabilities - Other	179,003.61
Inter-program Due To General Fund	212,016.27
Total Current Liabilities	1,725,017.84
Long-Term Liabilities	
Deferred Outflows - GASB 68	307,131.00
Other Post Retirement Ben-Net GASB 75	226,053.00
Unfunded Pension Liability - GASB 68	3,240,458.00
Long-Term Debt	4,793,408.63
Non-Current Liability- Other (FSS)	69,430.85
Total Long-Term Liabilities	8,636,481.48
TOTAL LIABILITIES	10,361,499.32
NET POSITION	
Beginning Net Position	26,097,237.97
Retained Earnings	1,157,358.06
TOTAL NET POSITION	27,254,596.03
TOTAL LIABILITIES AND NET POSITION	37,616,095.35

SLC

HOUSING AUTHORITY of the COUNTY of BUTTE
CONSOLIDATED INCOME STATEMENT
 October 1, 2018 to August 31, 2019

	Month to Date			Year to Date			91.7%
	Actual	Budget	Remaining	Actual	Budget	Remaining	% used
REVENUE							
NET DWELLING RENT	271,698	266,809	-4,889	2,871,201	3,201,711	330,510	89.7%
TENANT CHARGES	14,538	5,068	-9,471	106,954	60,810	-46,144	175.9%
LAUNDRY REVENUE	2,094	2,682	588	28,424	32,184	3,760	88.3%
HUD GRANT REVENUE	1,521,443	1,353,856	-167,587	13,891,231	16,246,274	2,355,043	85.5%
OTHER GRANT REVENUE	29,503	27,500	-2,003	325,453	330,000	4,547	98.6%
MORTGAGE INTEREST INCOME	6,062	5,741	-321	59,770	68,894	9,124	86.8%
FRAUD RECOVERY	3,889	7,500	3,611	44,299	90,000	45,701	49.2%
OTHER INCOME ³	1,531,513	56,829	-1,474,684	2,144,679	681,943	-1,462,736	314.5%
INVESTMENT INCOME-unrestricted	5,028	2,859	-2,169	49,161	34,306	-14,855	143.3%
INVESTMENT INCOME-restricted	4,183	676	-3,507	18,584	8,110	-10,474	229.2%
TOTAL REVENUE	3,389,951	1,729,519	-1,660,432	19,539,756	20,754,232	1,214,476	94.1%
EXPENSES							
ADMIN. EMPLOYEE SALARIES	217,249	153,487	-63,763	1,807,276	1,841,842	34,566	98.1%
AUDIT FEE	0	2,695	2,695	29,782	32,334	2,552	92.1%
ADVERTISING & MARKETING	3,286	937	-2,349	10,468	11,240	772	93.1%
PR TAXES & BENEFITS-ADMIN	96,641	77,908	-18,732	852,872	934,899	82,027	91.2%
OFFICE EXPENSES	20,743	23,674	2,931	253,367	284,091	30,724	89.2%
LEGAL EXPENSES	0	1,517	1,517	12,379	18,200	5,821	68.0%
TRAVEL	2,157	2,310	154	19,540	27,725	8,185	70.5%
ALLOCATED OVERHEAD	600	0	-600	0	0	0	0.0%
OTHER ADMIN. EXPENSE	38,916	23,762	-15,154	293,563	285,140	-8,423	103.0%
TOTAL ADMIN. COSTS	379,592	286,289	-93,302	3,279,247	3,435,471	156,224	95.5%
TENANT SERVICES-SALARIES	6,003	3,875	-2,128	45,461	46,500	1,039	97.8%
RELOCATION COSTS	0	0	0	0	0	0	0.0%
EMP. BENEFITS-TENANT SVCS	1,479	1,940	461	13,126	23,275	10,149	56.4%
TENANT SERVICES-MISC.	378	2,920	2,542	24,858	35,045	10,187	70.9%
TOTAL TENANT SERVICES	7,860	8,735	875	83,444	104,820	21,376	79.6%
WATER	26,353	14,430	-11,923	139,624	173,161	33,537	80.6%
ELECTRICITY	12,050	9,030	-3,020	86,261	108,361	22,100	79.6%
GAS	908	1,604	696	12,154	19,248	7,094	63.1%
SEWER	17,324	15,126	-2,198	152,103	181,514	29,410	83.8%
TOTAL UTILITIES-PROJECT	56,636	40,190	-16,445	390,141	482,283	92,142	80.9%
MAINT. SALARIES	36,204	25,750	-10,454	281,514	309,000	27,486	91.1%
MAINTENANCE MATERIAL	16,304	12,006	-4,298	149,369	144,074	-5,295	103.7%
MAINT. CONTRACT COSTS	58,769	74,856	16,087	699,471	898,275	198,804	77.9%
PR TAXES & BENEFITS-MAINT	19,156	18,573	-583	150,983	222,873	71,890	67.7%
TOTAL MAINTENANCE	130,433	131,185	752	1,281,337	1,574,222	292,885	81.4%
PROTECTIVE SERVICES	3,721	5,167	1,446	43,378	62,000	18,622	70.0%
INSURANCE-ALL	20,957	20,724	-233	223,518	248,693	25,175	89.9%
OTHER GENERAL EXP	7,419	4,167	-3,252	73,432	50,000	-23,432	146.9%
P.I.L.O.T.	9,344	8,883	-461	115,196	106,600	-8,596	108.1%
BAD DEBTS - TENANTS	0	2,233	2,233	0	26,797	26,797	0.0%
BAD DEBTS - OTHER	0	3,750	3,750	0	45,000	45,000	0.0%
INTEREST EXPENSE	18,058	22,224	4,167	198,633	266,691	68,058	74.5%
TOTAL OTHER OPERATING EXP.	59,498	67,148	7,650	654,157	805,781	151,624	81.2%
EXTRAORDINARY MAINT.	600	0	-600	62,681	0	-62,681	0.0%
CASUALTY LOSSES	0	0	0	0	0	0	0.0%
HOUSING ASSIST PAYMENTS	1,109,456	1,088,218	-21,237	11,143,963	13,058,620	1,914,657	85.3%
HAP - PORTS IN	0	0	0	0	0	0	0.0%
FRAUD LOSSES	0	3,750	3,750	0	45,000	45,000	0.0%
TOTAL OTHER COSTS	1,110,056	1,091,968	-18,087	11,206,644	13,103,620	1,896,976	85.5%
TOTAL EXPENSES	1,744,073	1,625,516	-118,557	16,894,971	19,506,197	2,611,226	86.6%
RETAINED EARNINGS (- Deprec.) 1	1,645,878	104,003	-1,541,875	2,644,785	1,248,035	-1,396,750	211.9%
+ PRINCIPAL/REPL. RESERVE ²	0	4,133	4,133	0	49,600	49,600	0.0%
- DEBT SERVICE PMTS (Bonds & USDA) ⁴	-1,592,111	-25,443	1,566,668	-1,913,224	-305,312	1,607,912	626.6%
+/- GAIN/LOSS on PARS TRUST ACCT	-8,521	0	0	89,625	0	-89,625	0.0%
- CAPITALIZED ASSETS	-122,282	-58,541	63,742	-511,044	-702,486	-191,442	72.7%
+/- RESERVES DEPOSITS/ACCR. INTEREST	-16,541	-11,831	4,710	-114,285	-141,973	-27,687	80.5%
NET CASH FLOW	-93,577	12,322	97,378	195,856	147,864	-47,992	132.5%

1 Retained Earnings less Depreciation on Balance Sheet = \$1,157,359

2 Replacement Reserve receipts

3 Includes \$1,558,887 Kathy Ct insurance net gain

4 Includes \$1,575,000 Bond payment from Kathy Ct \$

**HOUSING AUTHORITY OF THE COUNTY OF BUTTE
SECTION 8 HOUSING CHOICE VOUCHER PROGRAM
CALENDAR YEAR 2019**

HCV FSS GRANT (old)	131,152	FY 2019 ADMIN FEES	-17,233
PHA HELD HAP-current	139,476	POST-2003 ADMIN FEES	1,005,420
HUD HELD HAP@12/31/18	949,254	INV. IN CAP ASSETS	162,422

HACB FINANCIAL DATA

ADMINISTRATIVE	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	Y-T-D
BEGINNING ADMIN RESERVES	964,806	981,965	1,028,967	1,013,875	1,037,706	1,027,370	1,035,408	1,033,172	0	0	0	0	964,806
BEG. INVESTED IN CAPITAL ASSETS	188,423	186,727	185,031	176,552	173,726	170,900	168,074	165,248	0	0	0	0	188,423
HUD ADMIN FEE REVENUE	125,676	153,661	125,562	125,562	125,562	126,035	130,642	126,036	0	0	0	0	1,038,736
FRAUD RECOVERY	2,913	2,295	2,186	1,386	1,818	1,757	1,540	1,945	0	0	0	0	15,839
INTEREST INCOME	1,663	7,352	8,751	16,432	-21,890	39,330	6,824	-2,785	0	0	0	0	55,677
DEPRECIATION (reduces Capital Assets)	-1,696	-1,696	-8,479	-2,826	-2,826	-2,826	-2,826	-2,826	0	0	0	0	-26,001
BAD DEBT-ADMIN / OPEB YE Adj	0	0	0	0	0	0	0	0	0	0	0	0	0
ADMINISTRATIVE EXPENDITURES	-113,093	-116,306	-151,591	-119,568	-115,826	-159,084	-141,242	-170,161	0	0	0	0	-1,086,871
ENDING ADMIN RESERVE BALANCE	1,168,692	1,213,998	1,190,427	1,211,413	1,198,270	1,203,482	1,198,421	1,150,629	0	0	0	0	1,150,610

YTD Change in Admin. 15,463 60,769 37,198 58,184 45,042 50,253 45,192 -2,600 -2,619

HAP - Cash Basis	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	Y-T-D
BEGINNING HAP RESERVES	223,263	360,160	464,093	542,354	578,858	476,827	181,833	11,739	0	0	0	0	223,263
HUD HAP REVENUE	1,022,981	1,022,981	1,035,938	1,035,938	913,629	724,123	947,370	1,212,670	0	0	0	0	7,915,630
FRAUD RECOVERY	2,912	2,295	2,186	1,386	1,818	1,757	1,540	1,945	0	0	0	0	15,838
FSS FORFEITURES	36	1,507	0	0	0	0	2,284	5,014	0	0	0	0	8,841
BAD DEBT-HAP	0	0	0	0	0	0	0	0	0	0	0	0	0
HOUSING ASSISTANCE PAYMENTS	-889,032	-922,851	-959,863	-1,000,820	-1,017,477	-1,020,874	-1,121,289	-1,091,891	0	0	0	0	-8,024,096
ENDING HAP RESERVE BALANCE	360,160	464,093	542,354	578,858	476,827	181,833	11,739	139,476	0	0	0	0	139,476

YTD Change in HAP 136,897 240,829 319,091 355,594 253,564 -41,430 -211,525 -83,787 -83,787

HUD VOUCHER MGMT SYSTEM DATA (Incl. Accrued HAP Exp)

HAP - Accrual Basis	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	Y-T-D
HAP BUDGET (Funding + Reserves)	1,199,329	1,199,329	1,199,329	1,199,329	1,199,329	1,199,329	1,199,329	1,199,329					9,594,633
HAP EXPENDITURES (Current Month)	921,258	951,415	974,302	988,110	1,020,235	1,047,259	1,078,671	1,091,668					8,072,918
CY 2019 HAP BUDGET UTILIZATION	77%	79%	81%	82%	85%	87%	90%	91%					84%
BUDGET AVAILABLE (YTD)	1,199,329	2,398,658	3,597,987	4,797,316	5,996,645	7,195,975	8,395,304	9,594,633					9,594,633
TOTAL HAP EXPENDITURES (YTD)	921,258	1,872,673	2,846,975	3,835,085	4,855,320	5,902,579	6,981,250	8,072,918					8,072,918
BUDGET REMAINING (YTD)	278,071	525,985	751,012	962,231	1,141,325	1,293,396	1,414,054	1,521,715	-	-	-	-	1,521,715

UNITS LEASED SUMMARY	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	Y-T-D
UNITS LEASED (1st of Mo.)	1,773	1,792	1,820	1,815	1,826	1,861	1,882	1,891					14,660
UNIT MONTH'S AVAILABLE	2,206	2,206	2,206	2,206	2,206	2,206	2,206	2,206					17,648
OVER or (UNDER) LEASED	-433	-414	-386	-391	-380	-345	-324	-315	0	0	0	0	-2,988
CY 2019 VOUCHER UTILIZATION	80%	81%	83%	82%	83%	84%	85%	86%					83%
CY 2018 VOUCHER UTILIZATION	93%	94%	93%	93%	92%	92%	92%	92%	92%	93%	93%	80%	92%
CY 2019 AVERAGE HAP	520	531	535	544	559	563	573	577					551
CY 2018 AVERAGE HAP	485	482	484	484	485	482	482	482	485	496	497	507	488

Notes: Post-2003 Admin Fees include 2011 HAP Set-Aside of \$290,786
CY 2019 HAP Budget = \$14,391,949: \$13,161,762 Renewal + \$1,172,503 Carryover + \$57,684 VASH increment
Revised Admin due to GASB 68 adjustments in FY 2018 audit

HOUSING AUTHORITY OF THE COUNTY OF BUTTE
HOUSING CHOICE VOUCHER (SECTION 8)
UTILIZATION SUMMARY REPORT
ROLLING 12 MONTH ANALYSIS

UNITS LEASED SUMMARY	OCT'19	SEP'19	AUG'19	JUL'19	JUN'19	MAY'19	APR'19	MAR'19	FEB'19	JAN'19	DEC'18	NOV'18
BUTTE												
ACC UNIT MONTHS	1955	1955	1955	1955	1955	1955	1955	1955	1955	1955	1955	1955
CURRENT LEASED	1722	1715	1719	1712	1689	1658	1648	1650	1623	1599	1593	1877
VOUCHER UTILIZATION %	88.08%	87.72%	87.93%	87.57%	86.39%	84.81%	84.30%	84.40%	83.02%	81.79%	81.48%	96.01%
GLENN												
ACC UNIT MONTHS	87	87	87	87	87	87	87	87	87	87	87	87
CURRENT LEASED	60	61	62	62	60	57	54	53	55	58	56	58
VOUCHER UTILIZATION %	68.97%	70.11%	71.26%	71.26%	68.97%	65.52%	62.07%	60.92%	63.22%	66.67%	64.37%	66.67%
VASH												
ACC UNIT MONTHS	164	164	164	164	164	164	164	164	164	164	164	164
CURRENT LEASED	109	110	109	109	108	107	110	112	110	112	112	116
VOUCHER UTILIZATION %	66.46%	67.07%	66.46%	66.46%	65.85%	65.24%	67.07%	68.29%	67.07%	68.29%	68.29%	70.73%
TOTAL												
ACC UNIT MONTHS	2206	2206	2206	2206	2206	2206	2206	2206	2206	2206	2206	2206
CURRENT LEASED	1891	1886	1890	1883	1857	1822	1812	1815	1788	1769	1728	2051
VOUCHER UTILIZATION %	85.72%	85.49%	85.68%	85.36%	84.18%	82.59%	82.14%	82.28%	81.05%	80.19%	78.33%	92.97%

HAP SUMMARY*	OCT'19	SEP'19	AUG'19	JUL'19	JUN'19	MAY'19	APR'19	MAR'19	FEB'19	JAN'19	DEC'18	NOV'18
ACC BUDGET	\$ 1,194,522	\$ 1,194,522	\$ 1,194,522	\$ 1,194,522	\$ 1,194,522	\$ 1,194,522	\$ 1,208,943	\$ 1,208,943	\$ 1,208,943	\$ 1,208,943	\$ 1,051,832	\$ 1,051,832
ACTUAL HAP	\$ 1,076,769	\$ 1,077,346	\$ 1,055,870	\$ 1,044,360	\$ 990,622	\$ 998,174	\$ 980,731	\$ 968,372	\$ 949,216	\$ 920,925	\$ 876,871	\$ 1,014,466
PER UNIT COST	\$ 569	\$ 571	\$ 559	\$ 555	\$ 533	\$ 548	\$ 541	\$ 534	\$ 531	\$ 521	\$ 507	\$ 495
BUDGET UTILIZATION %	90.14%	90.19%	88.39%	87.43%	82.93%	83.56%	81.12%	80.10%	78.52%	76.18%	83.37%	96.45%

ACTIVITY SUMMARY	OCT'19	SEP'19	AUG'19	JUL'19	JUN'19	MAY'19	APR'19	MAR'19	FEB'19	JAN'19	DEC'18	NOV'18
# PORT IN BILLED	0	0	0	0	0	0	0	0	0	0	0	0
#PORT OUT UNDER CONTRACT	117	116	112	111	105	86	74	53	34	26	24	22
ZERO HAP	13	15	18	14	13	12	14	15	15	16	16	24
UTILITY ASSISTANCE PAYMENTS	71	70	75	45	44	52	46	49	46	41	41	50
NEW ADMISSIONS	**	23	24	24	45	44	7	7	4	8	19	20
INITIAL VOUCHERS SEARCHING	174	185	183	158	118	118	116	93	49	39	88	92
ACTUAL/ESTIMATED EOP	12	17	10	16	17	15	8	21	10	6	15	147
REMAIN ON WAITING LIST	4142	4399	733	1403	875	875	1066	1156	1200	1470	3007	3434

*HAP Summary is a "snapshot" as of the 1st of the month, which does not include prior month adjustments per VMS.

**No data.

**HOUSING AUTHORITY OF THE COUNTY OF BUTTE
VACANCY REPORT AS OF THE 1ST OF THE MONTH
2019**

HOUSING AUTHORITY OWNED PROPERTIES												
	Gridley FLH		Open Market Units			Bond Properties						
Location	FLH	Demo	Locust	Gridley Springs II	Other	Alamont	Evanswood	Kathy Ct	Lincoln	Park Place	Total	Occupancy
# of Units	115*	7	10	24	3	30	27	12	18	40	127	%
Oct-19	15**	0	0	0	0	1	0	12***	0	0	1	99.2%
Sep-19	13**	0	0	0	0	2	0	12***	0	0	2	98.4%
Aug-19	12**	0	0	0	0	1	0	12***	0	0	1	99.2%
Jul-19	12**	0	1	0	0	0	0	12***	0	0	0	100.0%
Jun-19	14**	0	0	0	0	1	0	12***	0	0	1	99.2%
May-19	13**	0	0	0	0	0	0	12***	0	2	2	98.4%
Apr-19	13**	0	0	0	0	0	0	12***	0	0	0	100.0%
Mar-19	17**	0	0	0	0	0	0	12***	0	1	1	99.2%
Feb-19	15**	0	0	0	0	0	0	12***	0	0	0	100.0%
Jan-19	17**	0	0	0	0	0	0	12***	0	0	0	100.0%
Dec-18	21**	0	0	0	0	0	0	12***	1	1	2	98.4%
Nov-18	23**	0	0	3	0	0	0	0	0	0	0	100.0%

* Unit count adjusted by units offline - (6) uninhabitable and (9) less units due to rehab reconfiguration.

** Vacancy rate does not include units offline for construction; (14) units.

*** Full vacancy; (12) units, due to Camp Fire loss.

HUD LOW-INCOME PUBLIC HOUSING									
Location	Gridley	Biggs	Chico	Oroville	Chico	Oroville	Oroville	Total	Occupancy
Project #	43-1, 4	43-2	43-3	43-10	43-13	43-14	43-15		
# of Units	50	20	100	60	45	20	50	345	%
Oct-19	1	3	2	1	3	0	3	13	96.2%
Sep-19	1	1	2	0	3	1	0	8	97.7%
Aug-19	1	1	2	1	3	1	0	9	97.4%
Jul-19	0	0	0	0	2	1	1	4	98.8%
Jun-19	0	0	2	0	2	0	1	5	98.6%
May-19	0	1	1	0	3	0	1	6	98.3%
Apr-19	0	1	4	1	3	0	0	9	97.4%
Mar-19	1	1	2	1	2	0	0	7	98.0%
Feb-19	1	1	2	1	3	0	1	9	97.4%
Jan-19	0	0	1	1	1	0	1	4	98.8%
Dec-18	0	0	1	0	4	1	0	6	98.3%
Nov-18	0	1	0	0	0	2	1	4	98.8%

BANYARD MGMT	
Location	Chico Commons
# of Units	72
Oct-19	3
Sep-19	2
Aug-19	2
Jul-19	3
May-19	3
Apr-19	3
Mar-19	2
Feb-19	0
Jan-19	0
Dec-18	3
Nov-18	2

BCAHDC					
Location	Cordillera	1200 Park Ave	Gridley Springs I	Harvest Park	Walker Commons
# of Units	20	107	32	90	56
Oct-19	1	1	1	1	0
Sep-19	0	1	1	0	0
Aug-19	0	2	1	1	1
Jul-19	0	2	1	1	0
May-19	0	1	0	1	0
Apr-19	0	1	0	0	0
Mar-19	0	1	1	0	0
Feb-19	0	2	0	1	0
Jan-19	0	2	0	1	1
Dec-18	0	1	1	0	1
Nov-18	0	3	4	0	1

Public Housing

Waiting List: Number of Applicants

Bedroom Size	Chico	est wait	Oroville	est wait	Gridley/Biggs	est wait
1	0/ 18 Transfer list	3+	275	8+	184	8+
2	237	7+			134	6+
3	74	5+	61	3+	52	4+
4	13	5+			11	3+
5					1	5+

* Chico 1-bedroom waiting list closed 06-15-09

**Only 1 5-bedroom unit. Est wait would be based on when the family plans to move out

Waiting List: Number of ADA Requested Units

Bedroom Size	Chico	# PH	Oroville	# PH	Gridley/Biggs	# PH
1	0	3	18		10	2
2	3	7			3	
3	1	2	3	6	1	
4	0	4+			2	
5					0	

MEMO

Date: October 11, 2019

To: HACB Board of Commissioners

From: Jerry Martin, Modernization Coordinator

Subject: Status of HACB Construction Projects

As of October 11, 2019, the status of HACB construction activity follows:

- Public Housing – All sites. Abatement and replacement of asbestos-containing floor tiles; 101 of 232 Public Housing units complete, with one unit currently in process.
- Public Housing – Energy Conservation. Electrical Fixture replacements in planning, project bidding and site work planned for winter of 2019-2020.
- Public Housing – Projects 43-10, 43-13, 43-14, and 43-15 – A Project has been organized to perform needed parking lot and driveway roadway resurfacing, site maintenance and ADA path of travel improvements. Project construction currently underway with site work 50% complete.
- Public Housing – Sewer Lateral Investigations, Projects 43-1A, 1B, 04, 43-2A & 2B – Investigate and prioritize the repair and replacement of deteriorating sewer line laterals serving the Gridley and Biggs concrete block units. Project construction site work 40% complete.
- Walker Commons – Roofing Phase II, Project complete. Architectural design for project siding, PTAC unit, window, and path of travel replacements are currently in planning for Strategic Asset Plan work.
- Chico Commons – Phased Siding Replacement Project. Project construction is approximately 75% complete.
- Farm Labor Housing – Combined Phase II & III Rehab. Architectural project design updates are complete pending Butte County permit review. Construction bidding is planned for October-November 2019.

12 Month HACB Project Schedule - October 11, 2019

1 to 5	1 Most Urgent	5 Less Urgent	Cost Est	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	Jul-20	Aug-20	Sep-20
FLH															
1		Phase (II & III) Combined Unit Rehab - Re-design	\$199,637.00	█											
1		Phase (II & III) Combined Unit Rehab - Bidding and CM	\$60,100.00												
1		Phase (II & III) Combined Unit Rehab - Construction	\$5,886,694.00	█	█	█	█	█	█	█	█	█	█	█	█
1		Well 1,2,3 TCP Water Contaminate Compliance- Action Plan Development	\$18,000.00				█								
3		Admin Building- Gutters, Downspout, Paint	\$35,000.00												
1		FLH - Tree Maintenance	\$75,000.00					█							
1		Demo Units - Siding & Paint	\$128,000.00						█	█	█				
Public Housing															
2		Energy Performance - Electrical	\$254,380.00												
2		Appliance Replacements (Refrigerators)	\$100,000.00				█								
3		ADA Units upgrade (43-10)	\$213,000.00												
1		Sewer Lateral Replacement 43-1A,1B, 04, 03	\$86,000.00												
1		Sewer Lateral Investigation and Replacement 43-01A,1B, 4, 2A, 2B	\$162,136.00												
2		Roadway Resurfacing, ADA POT, Site Improvements	\$232,669.83												
1		ACM Tile Abatement	\$58,484.00												
1		115 Nelson Ave. Security and Site Impovements	\$255,300.00												
4		Oro Dam Wall	\$250,000.00												
3		PH Capital Fund Energy Audit	\$13,000.00												
3		PH Capital Fund Environmental Review	\$38,154.00												
Chico Commons															
1		Siding replacement IV Construction Contract	\$197,419.00	█											
1		Gutters and Downspout Replacement	\$36,177.00												
1		Exterior Building Paint	\$176,418.00												
2		HVAC Replacements	\$300,000.00												
3		Cabinets, Interior Work	\$200,000.00												
Walker Commons															
2		Architecture: Window, HVAC, Siding Repl.	\$35,000.00												
3		Siding Repl/ Gutter and Downspout Repl/ Window Upgrade	\$225,000.00												
3		HVAC	\$89,000.00												
3		ADA Path of Travel	\$95,000.00												
DAC's Reports															
1		Update ALL reports in ALL projects	\$1,200.00				█								
Alamont															
1		Patio Replacements (2)	\$12,000.00												
4		Painting of Buildings	\$6,000.00	█											
Evanswood HOA															
Lincoln Apts.															
3		Parking Lot ADA and Asphalt Overlay	\$27,000.00												
Kathy Court Apts.															
Cordillera															
Locust Apts.															
2039 Forest Avenue															
1		Public Housing Patio Security Fencing	\$18,750.00												
Other															
1		Strategic Asset Plan	\$20,000.00												
Total next 12 months			\$9,504,518.83												

 Design/Bid Phase
 Construction Phase
 Completed

501-17	
Obligation Start:	8/16/2017
Obligation End:	8/15/2019
Disbursement End:	8/15/2021
501-18	
Obligation Start:	5/29/2018
Obligation End:	5/28/2020
Disbursement End:	5/28/2022
501-19	
Obligation Start:	4/16/2019
Obligation End:	4/15/2021
Disbursement End:	4/15/2023

MEMO

Date: October 11, 2019

To: HACB Board of Commissioners

From: Jerry Martin, Modernization Coordinator

Subject: Public Housing - Capital Fund Status Report

Capital Fund 501-17, Funding Amount \$557,643

This Capital Fund is 97% obligated, and 97% expended. Projects include:

- **ACM Tile Replacement** – All concrete-block units, ongoing - eighteen (18) units complete to date with one unit in process.
- **Energy Conservation Work** – Electrical fixture replacements, countywide, in planning.
- **ADA Site Accessibility Work** – Hammon Park (43-15), Oroville. Project is complete.
- **Sewer Service Line Replacements** – Chico CMU units (43-03), Project is complete.
- **Site Upgrade, Landscaping and Accessibility Work** – Landscape upgrades, tree trimming, and miscellaneous improvements addressed in DAC report, in planning.
- **Tree Maintenance** – Countywide, Pruning and Selected Removals. Project complete.

Capital Fund 501-18, Funding Amount \$817,783

This Capital Fund is 61% obligated and 22% expended. Projects Include:

- **ACM Tile Replacement** – All concrete-block units – ongoing.
- **Bathroom Tub/Shower Remodel** – All concrete block units – ongoing
- **Energy Conservation Work** – Electrical fixture replacements, countywide, in planning.
- **Sewer Service Line Investigation and Replacements** – Gridley and Biggs CMU units (43-01A, 01B, 04, 02A, 02B), Project construction is approximately 40% complete.
- **HVAC Replacements** – 43-03, Replace three (3) failing gas/electric package HVAC units. Construction complete.
- **ADA Unit Accessibility Work** – Winston Gardens (43-10), three units to be upgraded to full accessibility standards, in planning.
- **Unit Appliance Replacements/Upgrades** – Countywide, in planning.
- **Resurfacing of Roadways** – Rhodes Terrace, Shelton Oaks (43-13), Winston Gardens (43-10), Gardella (43-14), Hammon Park, Oro Dam Blvd (43-15), Project construction is underway with site work 50% complete.
- **Site Upgrade, Landscaping and Accessibility Work** – Landscape upgrades, tree trimming and miscellaneous improvements addressed in DAC report, ongoing.

Capital Fund 501-19, Funding Amount \$808,426

This Capital Fund is 0% obligated and 0% expended. Projects Include:

- **ACM Tile Replacement** – All concrete-block units – ongoing.
- **Bathroom Tub/Shower Remodel** – All concrete block units – ongoing
- **Kitchen Remodel** – All units, ongoing.
- **Energy Conservation Work** – Electrical fixture replacements, countywide, in planning.
- **Unit Appliance Replacements/Upgrades** – Countywide, in planning.
- **Site Upgrade, Landscaping and Accessibility Work** – Landscape upgrades, tree trimming, and miscellaneous improvements addressed in DAC report, in planning.
- **ADA Unit Accessibility Work** – Winston Gardens (43-10), three units to be upgraded to full accessibility standards, in planning.
- **HVAC Replacements** – Replace failing gas/electric package HVAC units, ongoing
- **Sewer Service Line Replacements** – Chico, Gridley and Biggs CMU units (43-01A, 01B, 04, 02A, 02B, 03), in planning.
- **Landscape Upgrades** – Second phase of landscape replacement for Gridley Units (43-1A, 1B 04), in planning.
- **Site Security, Accessibility, and Landscape Upgrades** - 115 Nelson Avenue: community room, maintenance shop, parking lot and site landscape. In planning.

Capital Fund Program - Summary by Capital Fund Project

Cash Available as of 10-03-2019

Capital Funds 501-17, 501-18 and 501-19

			501-17 (Revision #1, 10-30-2018)				501-18 (Revision #1, 10-30-2018)				501-19				Totals		
			Original	Revised	Obligated	Expended	Original	Revised	Obligated	Expended	Original	Revised	Obligated	Expended	Orig/Revised	Expended	Balance
Line No.	Summary by Development Account																
Total Non-CGP Funds																	
1	100	Reserved Budget					9,226	0						0	0	0	
2	1406	Operations (20%)	20,000	0			27,875	27,875			28,811			56,686	0	56,686	
3	1408	Management Improvements					2,000	2,000			2,000			4,000	0	4,000	
4	1410	Administration (10%)	55,764	55,764	55,764	55,764	80,855	81,778	81,778	57,377	80,842			218,384	113,141	105,243	
5	1480	Audit	2,000	2,000			2,000	2,000			2,000			6,000	0	6,000	
7	1480	Fees and Costs	35,818	35,818	22,262	20,767	55,120	55,120	25,010	7,559	75,120			166,058	28,325	137,733	
14	1480	General Capital Fund Activity: Site Improvement, Dwelling Structures, Dwelling Equipment															
17	1480	Relocation Costs	444,061	464,061	464,452	464,452	637,207	645,510	394,806	111,845.41	616,153			1,725,724	576,297	1,149,427	
16	1492	Move to Work Demonstration					3,500	3,500			3,500			7,000	0	7,000	
18	1501	Moving To Work Demonstration												0	0	0	
19	1503	Collator Exp/Debt Srvc												0	0	0	
20	1504	RAD-CFP												0	0	0	
21	9000	RAD Investment Activity												0	0	0	
22	9001	Debt Reserves												0	0	0	
23	9002	Bond Debt Obligation												0	0	0	
24	9900	Post Audit Adjustment												0	0	0	
			557,643	557,643	542,478.01	540,982.76	817,783	817,783	501,594	176,781	808,426	0	0	2,183,852	717,764	1,466,089	
					97%	97%			61%	22%			0%	0%			

HUD Low Income Public Housing

Capital Fund Program Summary - Projects Proposed or Under Contract

		100 Reserved Budget	1406 Operations	1408 Mgmt. Improvements	1410 Admin	1480 Audit	1480 Fees and Cost	1480 General Capital Activity	1480 Relocation Costs	Totals	"UC" Under Contract
Acct Code	Cash Available as of 10-03-2019	-	56,686	4,000	105,243	6,000	137,733	1,149,427	7,000	1,466,089	
	501-17, 501-18 and 501-19 Funding										
100	Reserved Budget	-								-	
1406	Operations		56,686							56,686	
1408	Management Improvements			4,000						4,000	
1411	Audit Cost Cap Fund					6,000				6,000	
1410	Administration				105,243					105,243	
1430	Fees and Costs: Arch. Service, Permits Const. Admin, Etc..						137,733			137,733	
1450	Tree Maintenance- Amp Wide							-		-	Complete
1450	Sewer Lateral Investigation 43-01A,01B, 04							70,013		70,013	UC
1450	Sewer Lateral Investigation 43-02A, 02B							45,404		45,404	UC
1450	Parking and Driveway Asphalt and Concrete Site Imp							190,134		190,134	UC
1460	Dwelling Structures									-	
1465	Dwelling Equipment - 43-03 HVAC Repl							-		-	Complete
1470	Non-Dwelling Structures									-	
1475	Non-Dwelling Equipment									-	
1485	Demolition									-	
1480	General Capital Fund Activity: Site Improvement, Dwelling Structures, Dwelling Equipment							843,875		843,875	
1495	Relocation Costs								7,000	7,000	
1502	Contingency									-	
										1,466,088	Total

MEMO

Date: October 11, 2019

To: HACB Board of Commissioners

From: Larry Guanzon, Deputy Executive Director
Ed Mayer, Executive Director
Juan Meza, Property Manager

Subject: Farm Labor Housing, Gridley – status report

As of October 1, 2019, the total number of occupied units on the property is (82), of which *one (1) is a FEMA evacuee*. Sixteen (16) units are offline because they fall in Phases II and III of the rehab effort, eight (8) units are deemed uninhabitable and fifteen (15) units are available for occupancy. We currently have (5) applicants on our waiting list, and we anticipate moving in (2-3) of these applicants before the end of the month. We have (1) intent to vacate notice due to the household no longer being Farm Labor eligible. There's (1) unlawful detainer due to non-payment on behalf of the resident. Our goal and number one priority continues to be renting out all habitable units on the property.

New rents & utility allowances for Gridley FLH went into effect this month and are as follows: (1) bedroom units increased from \$710.00 to \$780.00, (2) bedroom units increased from \$725.00 to \$795.00, (3) bedroom units increased from \$1,443.00 to \$1,585.00, and (4) bedroom units increased from \$1,689.00 to \$1,854.00. The majority of our residents are eligible for Rental Assistance provided by USDA RD, so they will not see an increase in their monthly rent payment. In regards to the utility allowances the changes were minimal in comparison to the previous year as the utility allowance for a (1) bedroom increased by \$1 and \$2 for all other bedroom sizes.

On-site security is reporting no significant problems on the property at this time. Maintenance staff and the Resident Manager continue to work on vacancy make-readies.

We currently have (2) temporary workers assisting maintenance with landscaping. We're now requesting quotes from local vendors to provide landscaping service at the property. We anticipate having a full time landscaping crew onsite by November, 2019.

Monthly food distribution was held this month on October 8, 2019, from 5-8 pm in the Community Room. Promotores staff is hosting a youth group every Tuesday from 3:30 pm to 4:30 pm. Promotores staff in conjunction with FLH staff held an event for all residents last month on September 19, 2019 to celebrate Mexico's Independence Day. This event also served as a Resource Fair as many agencies from throughout Butte County gathered onsite to inform our residents of the services they offer. Traditional Mexican food was served at the event for all who attended.

Mi C.A.S.A.'s Fall Session is ongoing and will run until mid-December. Staff reports 50-60 students are attending on a daily basis. Mi C.A.S.A. staff is busy planning their annual

Appreciation Dinner to recognize students for their outstanding achievements and to thank their sponsors. This year's dinner is scheduled to take place in mid-November.

Rehab phases II & III are in plan document preparation stage. Phases II and III includes nineteen (19) buildings, in which thirty-eight (38) are scheduled to be converted to thirty-one (31) units. Bidding is scheduled for November, with a construction start scheduled for the 1st quarter of 2020, weather permitting.

The levee taking transaction is now ready for closing and is at Title, having secured approval documents from both USDA-RD and state HCD. Proceeds in the amount of \$66,450 will be directed toward the rehab efforts.

MEMO

Date: October 11, 2019

To: HACB Board of Commissioners

From: Larry Guanzon, Deputy Executive Director

Subject: Status Report – Bond Portfolio (Series 2000A Bonds)

- Alamont Apartments, Chico (30 units, family)
- Lincoln Apartments, Chico (18 units, family)
- Kathy Court Apartments, Paradise (12 units, family)
- Evanswood Estates, Oroville (27 units, family)
- Park Place Apartments, Oroville (40 units, senior)

For Alamont, Lincoln, Kathy Court, Evanswood Apartments and Park Place Apartments, please also see monthly reports provided by the property manager, RSC Associates Inc., following this memo.

Alamont Apartments, Chico – As of October 1st there was one (1) vacancy. Exterior painting of all buildings is complete.

Evanswood Apartments, Oroville – This property has zero (0) vacancies and continues to perform as budgeted.

Kathy Court Apartments, Paradise – Kathy Court was burned to the ground in the Camp Fire on November 8, 2018. Insurance proceeds have been received and transmitted to the Bond Trustee at Bank of New York Mellon, where they will be used to pay off bonds, per the Trust Indenture. Site clearance has been completed. Staff is analyzing how the multi-family site might best be used in addressing area affordable housing needs in the future. Property insurance now only covers the vacant lot, due to the total loss of the buildings in the fire. A loss claim against PG&E is being considered.

Lincoln Apartments, Chico – The Lincoln Apartments had zero (0) vacancy as of the 1st of October. Capital improvement work continues in upgrade of the patio railing assemblies. Exterior painting will follow the patio improvements, and parking lot repair is being planned.

Park Place Apartments, Oroville – The property currently had zero (0) vacancies.



October 9, 2019

Mr. Ed Mayer, Executive Director
Housing Authority of the County of Butte
2039 Forest Avenue, Suite 10
Chico, CA 95928

RE: 2000-A REVENUE BOND PROPERTIES

Dear Ed:

Please find enclosed for your review the following financial information for the month and year that ended on September 30, 2019, for the five properties under the 2000-A Revenue Bond, consisting of Alamont Apartments, Evanswood Estates, Kathy Court Apartments, Lincoln Apartments, and Park Place Apartments.

1. Alamont Apartments
 - a. Project Cash Flow and Bank Account Summary, Budget Comparison, General Ledger, Trial Balance and Tenant Rent Roll.
 - b. 12 Month Income Statement
 - c. 2018/2019 Performance Review.
 - d. Capital Improvement Summary.

2. Evanswood Estates
 - a. Project Cash Flow and Bank Account Summary, Budget Comparison, General Ledger, Trial Balance and Tenant Rent Roll.
 - b. 12 Month Income Statement
 - c. 2018/2019 Performance Review.
 - d. Capital Improvement Summary.

3. Kathy Court Apartments
 - a. Project Cash Flow and Bank Account Summary, Budget Comparison, General Ledger, Trial Balance and Tenant Rent Roll.
 - b. 12 Month Income Statement



- c. 2018/2019 Performance Review.
 - d. Capital Improvement Summary.
4. Lincoln Apartments
- a. Project Cash Flow and Bank Account Summary, Budget Comparison, General Ledger, Trial Balance and Tenant Rent Roll.
 - b. 12 Month Income Statement
 - c. 2018/2019 Performance Review.
 - d. Capital Improvement Summary.
5. Park Place Apartments
- a. Project Cash Flow and Bank Account Summary, Budget Comparison, General Ledger, Trial Balance and Tenant Rent Roll.
 - b. 12 Month Income Statement
 - c. 2018/2019 Performance Review.
 - d. Capital Improvement Summary.

ALAMONT APARTMENTS

Alamont Apartments ended the month of September and the year with one vacant unit.

Total rental income through the end of the fiscal year came to \$272,306.73 which was \$3,278.73 higher than budget. This variance was primarily due to lower unpaid rent and lower vacancy loss. Service income totaled \$6,423.62 which was \$944.38 lower than budget for the year. This brought the total income year-to-date to \$278,730.35 which was \$2,334.35 above budget for the reasons previously mentioned.

Moving on to the year-end expenses, you will see that the renting expenses were \$1,043.69 which was \$1,452.31 less than expected as advertising, resident activities, and referral fees were all below budget. The administrative expenses totaled \$31,267.28 through the end of the fiscal year which

was \$4,943.28 higher than budget. Utility expenses came to \$28,215.77 which was under budget by \$3,104.23 due to lower electricity and water costs. Apartment turnover expenses totaled \$4,121.51 which was \$11,688.49 below budget for the year due to less turnover than anticipated. Total maintenance expenses through the fourth quarter were \$35,829.56 and \$121.44 under budget, just meeting budget. This brought the year end net operating income to \$178,252.54 which was above budget by \$15,746.54 for the reasons described above.

The capital improvement costs came to \$38,178.82 for the year which was over budget by \$14,648.82. During September, we had the exterior of the complex painted totaling \$24,088.00 and some unit upgrades. With the budgeted financial expenses of \$88,620.00, brought the net project cash flow through the end of the fiscal year to \$51,453.72 and better than budget by \$1,097.72 for the reasons previously mentioned. After the total owner withdrawals of \$134,000.00 made during the year, the cash flow came to a negative figure of \$82,546.28. We also made total financial reserves transfers of \$64,000.00 to you during the year.

As you review the Cash Balance Summary at the end of Page 2 of the Cash Flow Statement for September, you will see that the property ended the month and year with total cash on hand of \$72,858.37. This total consisted of \$3,000.00 in the general checking account, \$17,802.48 in the general savings account, \$52,005.89 in the financial reserve account, and \$50.00 in the petty cash account.

EVANSWOOD ESTATES

Evanswood Estates ended the month and year with no vacant units..

Total rental income though the end of the fiscal year came in at \$321,09.05 and better than budget by \$16,149.05. The rent potential was higher than anticipated, and there was lower vacancy loss. Service income collected totaled \$2,237.82 which was \$432.18 better than budget mainly due to repair/maintenance reimbursements that came in higher than expected. This brought the total income to \$323,256.87 and \$15,716.87 above budget for year due to the reasons described above.

Moving on to the year-end expenses, you will see that renting expenses were \$1,312.70 and under budget as advertising and promotional costs were less than expected. Total administrative expenses were \$80,287.91 which was above budget by \$3,875.91 mainly due to higher than anticipated costs for the resident manager and the HOA dues. Total utility expenses were \$29,182.64 which was lower than budget by \$1,788.36. Apartment turnover expenses came to \$7,771.38 for the year which was lower than budget by \$12,273.62. Total maintenance expenses though the end of the year were \$20,362.34 and lower than budget by \$162.66, just meeting budget. This brought the net operating income to \$184,339.90 which was \$30,817.90 over budget for the reasons listed above.

Capital improvement costs for the year were \$5,906.66 and under budget by \$10,178.34. This was mainly due to no HVAC units being installed, and lower costs for carpet and linoleum. Total financial expenses were \$131,364.00 and \$20,700.00 over budget due to the capital replacement reserve reimbursement not being received during the year. After the total owner withdrawals for the year of \$186,000.00, brought the net project cash flow to \$47,69.24. which was \$20,296.24 over budget for the reasons described above. We also made total financial reserves transfers of \$131,364.00 to you for the year.

As you review the Cash Balance Summary on Page 2 of the Cash Flow Statement for September, you will see that the property ended the month and year with a total cash on hand of \$73,440.50 with \$3,000.00 in the general checking, \$32,184.56 in the general savings, and \$38,255.94 in the replacement reserve account.

KATHY COURT APARTMENTS

Kathy Court Apartments ended the month and year with no vacancies to due to the Camp fire. Due to the fire, all of the figures for the year will be affected.

The total rental income through the end of the fiscal year was \$7,179.36 and lower than budget by \$106,106.64 due to the loss of the complex in November of 2018. The property did receive \$79,106.00 for losses incurred due to the Camp fire. Service income for the year came to \$2,996.32 which was \$359.68 lower than budgeted due the loss of laundry income. This brought the total income to \$89,281.68 which was less than budget by \$27,360.32 for the reasons previously mentioned.

Moving to the year-end expenses, renting expenses totaled \$132.11 and came in under budget by \$735.89 due to below budget advertising and promotional activities expenses. Administrative expenses were \$5,198.20 and under budget by \$5,900.32, mainly due to no resident manager expense, and lower management fees due to the losses in the fire. Utility expenses were lower and totaled \$3,225.32 due to the fire. Apartment turnover expenses for the year came to \$210.26 which lower than budget by \$9,514.74 due to the loss of the complex. Maintenance expenses totaled \$3,220.47. Total operating expenses came to \$11,986.36 which brought the net operating income to \$77,295.32, mainly due to the fire reimbursement received.

The capital improvement expenses totaled \$62,680.50 and over budget by \$60,055.50 for the year. This cost represented the monies received by the property for the loss due to the fire.

Financial expenses came to \$3,869.00 which brought the net project cash flow for the year to \$10,745.82. There was an owner withdrawal of \$10,000.00 for the year, but there were financial reserve transfers to you in the total amount of \$3,869.00.

As you review the Cash Balance Summary on Page 2 of the Cash Flow Statement, you will see that the property ended the month and year with total cash on hand at \$30,306.45, with all of it being in the general checking account.

LINCOLN APARTMENTS

Lincoln Apartments ended the month of September and the fiscal year with no vacant units.

The year-end total rental income came to \$137,489.12 which was above budget by \$4,894.12. This variance was due to lower vacancy loss. The service income collected came to \$4,647.86 and less than budget by \$224.14. This brought the total income through the end of the fiscal year to \$142,136.98 and \$4,669.98 above budget for the reasons previously mentioned.

Moving on to year-end expenses, renting expenses came to \$1,424.8 and under budget by \$240.92 as the property did not incur any advertising, referral fees, or promotional activity expenses. Total administrative expenses were \$16,080.94 which was higher than budget by \$1,675.94 due to the higher than projected resident manager expense and higher management fees. Utility expenses came to \$16,701.76, lower than anticipated by \$533.24 with most line items at or below budget. Apartment turnover expenses were budgeted at a total of \$665.17, under budget by \$10,814.83 due to a low turnover rate. The total maintenance expenses for the year came to \$24,192.44 over budget by \$3,230.44 due to higher grounds and maintenance staffing work. This brought the net operating income to \$83,072.59 which was \$12,667.59 higher than budget for the reasons previously mentioned.

Capital improvements for the year were \$553.01, which is under budget by \$9,716.99. This is attributed to the budgeted replacements of various items such as water heaters, carpet, and appliances. After the total financial expenses of \$20,304.00, the net project cash flow came to \$62,235.58, which was \$22,384.58 higher than what was projected. After the total owner withdrawals of \$74,000.00 made during the year, the cash flow came to a negative \$11,764.42. We also made total financial reserves transfers of \$21,000.00 to you during the year.

As you review the Cash Balance Summary on Page 2 of the Cash Flow Statement, you will see that the property ended the year with total cash on hand of \$43,245.87. This consisted of \$3,000.00 in the general checking account, \$29,970.87 in the general savings, \$10,175.00 in the financial reserve account and \$100.00 in the petty cash fund.

Park Place Apartments

Park Place Apartments ended the month of September and the fiscal year with no vacant units.

Mr. Ed Mayer, Executive Director
Chico, California

October 9, 2019
Page 6

The year-end total rental income came to \$274,164.80 which was better than budget by \$5,214.80. This variance was due to better than budgeted rent potential. The service income collected came to \$3,444.58, under what was budgeted by \$1,715.42, due to no repairs and maintenance revenue being collected. This brought the total income through the end of the fiscal year to \$277,609.38 and \$3,499.38 above budget for the reasons previously mentioned.

Moving on to the year-end expenses, renting expenses totaled \$2,384.92 and were under budget by \$595.08 as advertising and referral fees were less than expected. Administrative expenses totaled \$26,255.03 and almost right at budget. The utility expenses also came in lower than budgeted at a total of \$35,765.00. Apartment turnover expenses came in at a total of \$8,455.51 and under budget by \$4,989.49 for the year. Maintenance expenses totaled \$44,100.02 which was \$6,184.02 higher than expected. This variance was mainly due to higher than budgeted repairs and labor and material costs, and interior painting. The total operating expenses came to \$120,188.48 which brought the net operating income to \$157,420.90 and better than projection by \$6,119.90 for the year due to the reasons listed above.

Capital improvements expenses totaled \$19,273.15 and higher than budget by \$6,068.15. Financial expenses for the year were \$116,256.00 which brought the net project cash flow to \$21,891.75, basically meeting budget for the reasons previously mentioned. There were total owner withdrawals for the year of \$141,000.00, bringing the cash flow down to a negative \$119,108.25. The total financial distributions for the year came to \$120,000.00.

As you review the Cash Balance Summary on Page 2 of the Cash Flow Statement, you will see that the property ended the month with total cash on hand at \$74,961.50. This consisted of \$3,000.00 in the general checking account, \$26,932.50 in the general savings, \$44,929.00 in the financial reserve, and \$100.00 in the petty cash account.

Please give me a call if you have any questions or concerns regarding any of your properties. We will keep you up to date regarding any needs or concerns regarding each of the properties.

Sincerely yours,

RSC ASSOCIATES, INC.



Richard Gillaspie
Property Manager

RG:ph
Enclosures

ALAMONT APARTMENTS

2018 / 2019 PERFORMANCE REVIEW

Performance Review 2018 - 19

	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY.	JUN.	JUL.	AUG.	SEPT.	TOTAL
TOTAL INCOME 2013/14	19,374	17,217	18,227	18,999	18,927	19,071	18,800	20,176	18,211	18,369	19,012	18,077	224,459
TOTAL INCOME 2014/15	19,260	19,264	19,400	18,583	18,518	19,543	17,920	18,930	19,942	19,071	19,092	19,060	228,583
TOTAL INCOME 2015/16	19,094	18,781	20,358	19,663	19,667	20,674	20,112	20,031	20,112	20,304	18,897	20,922	238,614
TOTAL INCOME 2016/17	20,554	19,496	20,063	20,103	19,755	19,712	19,831	20,550	19,790	21,389	20,733	21,892	243,868
TOTAL INCOME 2017/18	21,116	20,232	21,376	22,180	21,356	21,815	20,840	21,521	20,783	25,254	21,031	26,876	264,379
TOTAL INCOME 2018/19	22,324	23,966	24,865	22,689	23,755	23,318	22,432	22,893	24,972	20,904	23,201	23,410	278,730
VARIANCE	1,208	3,735	3,489	509	2,399	1,503	1,593	1,372	4,189	-4,349	2,170	-3,465	14,352

	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY.	JUN.	JUL.	AUG.	SEPT.	TOTAL
2013/14 VACANCY LOSS	0	-472	-765	-473	0	0	0	-563	-45	0	0	-710	-3,027
2014/15 VACANCY LOSS	-1,250	-217	-293	29	-685	0	-685	23	-92	82	0	0	-3,088
2015/16 VACANCY LOSS	0	0	0	-295	-245	-6	0	-308	-383	-745	-786	308	-2,459
2016/17 VACANCY LOSS	-1,009	-59	-143	-715	-715	-715	-715	-1,276	0	0	-623	-900	-6,870
2017/18 VACANCY LOSS	-900	-1,650	-692	0	-362	-630	0	0	0	0	-600	-510	-5,343
2018/19 VACANCY LOSS	0	0	-75	0	0	0	1	-453	-853	-534	-1,515	-1,336	-4,765
VARIANCE	900	1,650	617	0	362	630	1	-453	-853	-534	-915	-826	578

	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY.	JUN.	JUL.	AUG.	SEPT.	TOTAL
2013/14 UNPAID RENTS	0	-924	190	819	196	0	0	-109	26	35	0	-286	-53
2014/15 UNPAID RENTS	147	-53	54	38	12	1	-579	-959	1,530	-81	2	0	112
2015/16 UNPAID RENTS	0	0	0	-6	25	18	38	17	18	-387	-10	-106	-393
2016/17 UNPAID RENTS	372	-701	-523	90	0	0	0	-82	-188	520	-5	5	-512
2017/18 UNPAID RENTS	0	0	0	-105	-388	435	-880	-905	-890	2,970	-1,330	2,258	1,165
2018/19 UNPAID RENTS	-763	651	161	20	10	49	-1,331	-397	1,567	-1,117	553	792	196
VARIANCE	-763	651	161	125	398	-386	-451	508	2,457	-4,087	1,883	-1,466	-970

	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY.	JUN.	JUL.	AUG.	SEPT.	TOTAL
2013/14 TOTAL OPER EXP	6,122	6,240	8,860	7,334	5,592	4,028	6,996	4,926	7,660	6,587	5,815	5,859	76,018
2014/15 TOTAL OPER EXP	11,839	6,210	7,274	6,227	6,335	7,770	5,854	8,492	5,120	5,535	4,536	5,880	81,072
2015/16 TOTAL OPER EXP	7,727	5,984	6,690	6,298	7,919	7,167	7,624	6,575	11,218	14,315	-11,245	7,644	100,405
2016/17 TOTAL OPER EXP	8,496	11,058	11,877	6,413	6,078	9,088	6,795	8,681	5,630	7,085	5,697	9,850	96,747
2017/18 TOTAL OPER EXP	6,106	5,187	9,864	6,020	7,929	9,337	6,550	5,796	6,207	8,438	7,682	8,730	87,846
2018/19 TOTAL OPER EXP	7,667	4,586	6,898	7,084	6,495	9,216	7,876	9,609	8,883	9,986	9,400	12,778	100,478
VARIANCE	1,561	-601	-2,966	1,064	-1,434	-122	1,326	3,813	2,677	1,548	1,718	4,048	12,632

	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY.	JUN.	JUL.	AUG.	SEPT.	TOTAL
2013/14 TOTAL NOI	13,252	10,977	9,368	11,665	13,335	15,043	11,804	15,250	10,550	11,782	13,197	12,218	148,441
2014/15 TOTAL NOI	7,421	13,054	12,126	12,357	12,183	11,772	12,066	10,439	14,822	13,536	14,556	13,180	147,511
2015/16 TOTAL NOI	11,367	12,797	13,668	13,365	11,748	13,508	12,488	13,456	8,894	5,989	7,652	13,277	138,209
2016/17 TOTAL NOI	12,058	8,438	8,186	13,690	13,677	10,624	13,036	11,869	14,160	14,304	15,036	12,043	147,121
2017/18 TOTAL NOI	15,009	15,045	11,512	16,160	13,427	12,477	14,290	15,725	14,576	16,816	13,349	18,145	176,533
2018/19 TOTAL NOI	14,657	19,380	17,967	15,605	17,260	14,102	14,557	13,284	16,089	10,918	13,801	10,632	178,253
VARIANCE	-353	4,335	6,455	-555	3,833	625	267	-2,441	1,513	-5,898	452	-7,513	1,719

**EVANSWOOD ESTATES
2018 - 2019 PERFORMANCE REVIEW**

Ev08-09pr

	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY.	JUN.	JUL.	AUG.	SEPT.	TOTAL
TOTAL INCOME 2013/2014	25761	22166	21931	21631	22844	23897	25209	24634	24046	24708	24330	24920	286077
TOTAL INCOME 2014/2015	23371	21626	22118	22210	23141	25887	25234	23634	22078	24210	24226	24330	282065
TOTAL INCOME 2015/2016	24785	22727	24227	24736	24603	24193	23688	23949	24683	22273	25678	24151	289695
TOTAL INCOME 2016/2017	24015	25556	22288	22612	24826	25791	25401	24471	22296	28305	26950	27243	299754
TOTAL INCOME 2017/2018	22505	26517	25247	25129	28868	24735	27062	25902	25823	25872	26340	26061	310062
TOTAL INCOME 2018/2019	26346	23751	29950	26505	26326	26333	26637	27013	26970	27477	27784	28165	323257
VARIANCE	3841	-2766	4703	1375	-2542	1598	-424	1111	1147	1605	1444	2104	13195

	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY.	JUN.	JUL.	AUG.	SEPT.	TOTAL
2013/2014 VACANCY LOSS	-1532	-1929	-1317	-2000	-333	-1000	14	0	-115	-312	-433	-1999	-10958
2014/2015 VACANCY LOSS	-1000	52	-2425	-1833	-735	-1710	-932	-420	-2455	-897	-497	0	-12852
2015/2016 VACANCY LOSS	-300	0	0	0	-767	-573	0	0	-1015	-2102	-1117	-906	-6780
2016/2017 VACANCY LOSS	-1050	-2120	-2986	-1883	-832	183	0	-925	-1043	139	0	16	-10501
2017/2018 VACANCY LOSS	-1106	-1073	-1394	0	0	0	0	0	-271	0	-470	0	-4314
2018/2019 VACANCY LOSS	0	0	-406	0	0	0	0	0	-663	0	0	-187	-1256
VARIANCE	1106	1073	988	0	0	0	0	0	-393	0	470	-187	3058

	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY.	JUN.	JUL.	AUG.	SEPT.	TOTAL
2013/2014 UNPAID RENTS	-206	-686	-463	-95	-1013	387	-841	1062	50	50	-924	880	-1801
2014/2015 UNPAID RENTS	414	-2017	-39	-1136	-125	2592	510	0	8	-153	-150	150	54
2015/2016 UNPAID RENTS	0	-1000	-150	508	409	-100	-440	-904	283	-201	-462	604	-1453
2016/2017 UNPAID RENTS	-14	1235	0	-1082	423	-170	-4	101	-2136	2285	547	-658	527
2017/2018 UNPAID RENTS	-2154	2050	0	-153	89	-1100	1100	0	0	0	0	-378	-546
2018/2019 UNPAID RENTS	25	-3357	2195	1500	0	-1	1	-93	-101	-101	49	158	275
VARIANCE	2179	-5407	2195	1653	-89	1099	-1099	-93	-101	-101	49	536	821

	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY.	JUN.	JUL.	AUG.	SEPT.	TOTAL
2013/14 TOTAL OPER. EXP.	15113	14863	21210	14447	10025	8427	9688	7856	11091	9785	8703	19982	151189
2014/15 TOTAL OPER. EXP.	13873	5115	9339	11278	14947	19366	10569	9790	10369	13440	10318	7565	135968
2015/16 TOTAL OPER. EXP.	13529	7885	7892	8769	9140	23910	11093	8440	7089	10075	13493	18394	139709
2016/17 TOTAL OPER. EXP.	13821	9431	9079	12822	15960	18874	8695	8807	7492	14743	9537	9188	138449
2017/18 TOTAL OPER. EXP.	8518	8435	12995	34778	9702	7854	9656	8487	9275	9478	10419	8561	138157
2018/19 TOTAL OPER. EXP.	23913	9190	18864	9513	8508	11091	9837	7165	9203	12520	8017	11098	138917
VARIANCE	15395	754	5869	-25265	-1194	3236	181	-1322	-72	3042	-2402	2537	760

	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY.	JUN.	JUL.	AUG.	SEPT.	TOTAL
2013/2014 TOTAL NOI	10648	7303	720	7184	12820	15470	15522	16778	12955	14924	15627	4938	134888
2014/2015 TOTAL NOI	9498	16511	12780	10931	8193	6521	14665	13844	11709	10770	13908	16765	146096
2015/2016 TOTAL NOI	11256	14843	16335	15967	15463	283	12595	15508	17594	12198	12185	5757	149985
2016/2017 TOTAL NOI	10194	16124	13210	9790	8866	6917	16706	15663	14804	13562	17413	18056	161305
2017/2018 TOTAL NOI	13987	18082	12252	-9649	19166	16881	17406	17415	16549	16395	15921	17501	171905
2018/2019 TOTAL NOI	2433	14561	11086	16992	17818	15242	16801	19848	17767	14958	19768	17067	184340
VARIANCE	-11555	-3521	-1167	26641	-1348	-1638	-605	2433	1218	-1437	3847	-434	12435

LINCOLN APARTMENTS

2018 / 2019 PERFORMANCE REVIEW

LNA07-08pr

	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY.	JUN.	JUL.	AUG.	SEPT.	TOTAL
TOTAL INCOME 2013/14	9984	8941	8958	8848	8921	7950	7381	8331	10887	8617	10910	10575	110,304
TOTAL INCOME 2014/15	13248	8651	9633	9320	10482	10694	10223	10280	11197	9341	9899	10100	123,068
TOTAL INCOME 2015/16	10837	10462	8970	9553	10644	10104	10559	10374	10953	10092	10765	10529	233,372
TOTAL INCOME 2016/17	10302	11082	10773	11146	11141	11847	10578	11156	11174	11378	11420	11179	133,177
TOTAL INCOME 2017/18	10423	11837	11327	11169	10653	11027	12506	11296	10638	12351	11862	10876	135,967
TOTAL INCOME 2018/19	12798	10026	12618	11543	11664	12250	11212	11950	12116	11490	12445	12026	142,137
VARIANCE	2375	-1811	1290	374	1011	1223	-1294	654	1478	-861	583	1150	6,170
	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY.	JUN.	JUL.	AUG.	SEPT.	TOTAL
2013/14 VACANCY LOSS	-953	-1143	-1270	-1270	-1503	-3175	-1964	-935	-1689	-43	0	0	-13,945
2014/15 VACANCY LOSS	-275	-793	-496	-635	0	0	-550	-635	-635	-635	-541	0	-5,196
2015/16 VACANCY LOSS	-258	-575	-595	-1217	-867	-192	0	-360	-1231	-635	-191	-679	-6,799
2016/17 VACANCY LOSS	-700	-169	-510	0	0	43	0	0	0	0	0	-567	-1,904
2017/18 VACANCY LOSS	-645	-250	0	-405	-645	-122	8	-550	-750	0	0	75	-3,284
2018/19 VACANCY LOSS	-575	0	-950	0	750	0	0	0	0	0	0	0	-775
VARIANCE	70	250	-950	405	1395	122	-8	550	750	0	0	-75	2,509
	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY.	JUN.	JUL.	AUG.	SEPT.	TOTAL
2013/14 UNPAID RENTS	-130	-390	-635	-635	-402	0	0	-215	616	-98	98	0	-1,791
2014/15 UNPAID RENTS	0	-139	0	0	0	0	0	0	0	0	139	-210	-210
2015/16 UNPAID RENTS	-475	-437	-475	-247	-889	593	0	-11	500	0	-21	21	-1,442
2016/17 UNPAID RENTS	0	-5	5	0	0	0	0	0	0	0	0	0	0
2017/18 UNPAID RENTS	-400	375	0	36	-155	-453	-532	-100	100	100	90	-755	-1,694
2018/19 UNPAID RENTS	480	-1000	930	-425	-1103	101	-679	131	220	-430	595	-30	-1,210
VARIANCE	880	-1375	930	-461	-948	554	-147	231	120	-530	505	725	484
	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY.	JUN.	JUL.	AUG.	SEPT.	TOTAL
2013/14 TOTAL OPER. EXP.	5141	7185	5516	4839	4861	7122	10793	3551	4965	3922	3041	3987	64,926
2014/15 TOTAL OPER. EXP.	3505	6870	9065	2413	4298	3164	2913	7161	2900	6531	3219	5215	57,253
2015/16 TOTAL OPER. EXP.	8125	6141	7193	7575	5193	8897	8761	5351	8204	6854	3664	4856	80,815
2016/17 TOTAL OPER. EXP.	5915	5497	5065	4829	4795	3994	4206	3846	3140	4493	4089	6684	56,552
2017/18 TOTAL OPER. EXP.	11576	8838	6363	4723	7257	3792	3742	4423	5217	7734	6941	3620	74,225
2018/19 TOTAL OPER. EXP.	7866	7526	6294	5598	4312	4721	4897	3485	2514	4268	3286	4298	59,064
VARIANCE	-3710	-1311	-69	876	-2945	929	1155	-938	-2703	-3466	-3655	678	-15,161
	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY.	JUN.	JUL.	AUG.	SEPT.	TOTAL
2013/14 TOTAL NOI	4843	1757	3442	4009	4060	827	-3412	4780	5922	4696	7869	6588	45,379
2014/15 TOTAL NOI	9743	1781	568	6907	6184	7529	7310	3119	8297	2810	6679	4886	65,814
2015/16 TOTAL NOI	2712	4321	1777	1979	5451	1206	1798	5023	2750	3238	7101	5673	43,029
2016/17 TOTAL NOI	4387	5586	5707	6318	6346	7853	6372	7310	8034	6885	7332	4495	76,624
2017/18 TOTAL NOI	-1153	2999	4965	6446	3396	7235	8764	6873	5422	4617	4922	7260	61,746
2018/19 TOTAL NOI	4932	2500	6324	5944	7352	7529	6315	8465	9602	7222	9160	7728	83,073
VARIANCE	6085	-500	1360	-502	3956	294	-2450	1592	4181	2605	4238	468	21,327

PARK PLACE APARTMENTS

2018 / 2019 PERFORMANCE REVIEW

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	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY.	JUN.	JUL.	AUG.	SEPT.	TOTAL
TOTAL INCOME 2015/16	*****	*****	*****	20,544	23,038	21,677	21,020	22,621	22,271	21,238	22,432	20,618	195,459
TOTAL INCOME 2016/17	23,921	20,291	21,859	22,018	21,458	23,651	22,828	21,592	22,789	22,619	23,066	23,176	269,268
TOTAL INCOME 2017/18	23,042	23,159	23,269	22,999	21,955	23,234	22,807	22,349	22,435	23,485	24,434	22,630	275,796
TOTAL INCOME 2018/19	24,470	21,326	24,689	21,843	22,452	23,104	22,731	20,688	24,307	23,862	24,434	23,702	277,609
VARIANCE	1,428	-1,833	1,420	-1,156	497	-130	-76	-1,661	1,873	377	0	1,073	1,814

	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY.	JUN.	JUL.	AUG.	SEPT.	TOTAL
2015/16 VACANCY LOSS	*****	*****	*****	-575	-875	-249	0	0	-616	-1,093	0	0	-3,408
2016/17 VACANCY LOSS	76	-520	-961	0	0	0	0	-1,305	-563	0	86	-106	-3,293
2017/18 VACANCY LOSS	140	0	0	0	-581	0	-527	-585	-585	-125	-94	359	-1,998
2018/19 VACANCY LOSS	0	0	-206	0	-608	0	-981	-2,179	-5	-54	0	0	-4,033
VARIANCE	-140	0	-206	0	-27	0	-455	-1,594	580	71	94	-359	-2,035

	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY.	JUN.	JUL.	AUG.	SEPT.	TOTAL
2015/16 UNPAID RENTS	*****	*****	*****	-1,013	116	479	-956	-768	449	1,358	-147	-531	-1,012
2016/17 UNPAID RENTS	416	-423	-323	-423	-473	492	364	-216	-130	-861	77	157	-1,343
2017/18 UNPAID RENTS	-188	-130	-140	-134	-140	239	-189	-194	-179	-127	165	34	-982
2018/19 UNPAID RENTS	169	234	26	-209	199	-721	-133	136	547	175	-82	-268	73
VARIANCE	358	364	166	-75	339	-960	55	330	726	302	-248	-302	1,054

	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY.	JUN.	JUL.	AUG.	SEPT.	TOTAL
2015/16 TOTAL OPER EXP	*****	*****	*****	3,245	10,075	8,771	6,127	7,110	9,934	10,250	7,232	7,759	70,504
2016/17 TOTAL OPER EXP	5,101	8,153	6,927	4,963	4,965	21,212	7,021	4,877	10,850	9,359	5,400	7,969	96,797
2017/18 TOTAL OPER EXP	8,271	5,281	5,674	24,723	6,670	5,230	6,863	6,936	5,510	8,447	7,194	5,975	96,775
2018/19 TOTAL OPER EXP	27,386	7,112	11,551	7,134	8,000	10,012	6,636	11,067	6,164	8,729	7,694	8,703	120,188
VARIANCE	19,114	1,831	5,877	-17,589	1,331	4,783	-227	4,131	654	282	499	2,728	23,414

	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY.	JUN.	JUL.	AUG.	SEPT.	TOTAL
2015/16 TOTAL NOI	*****	*****	*****	17,299	12,963	12,906	14,894	15,511	12,336	10,988	15,200	12,858	124,955
2016/17 TOTAL NOI	18,819	12,138	14,932	17,055	16,493	2,439	15,807	16,715	11,938	13,260	17,667	15,207	172,472
2017/18 TOTAL NOI	14,771	17,878	17,595	-1,724	15,285	18,004	15,945	15,413	16,924	15,037	17,240	16,654	179,021
2018/19 TOTAL NOI	-2,916	14,214	13,138	14,709	14,452	13,092	16,096	9,621	18,143	15,133	16,740	14,999	157,421
VARIANCE	-17,886	-3,664	-4,457	16,434	-833	-1,612	151	-5,792	1,219	95	-499	-1,655	-21,600

MEMO

Date: October 11, 2019

To: HACB Board of Commissioners

From: Larry Guanzon, Deputy Executive Director

Subject: Status Report – LIHTC Properties & Cordillera Apartments

- Chico Commons Apartment, Chico (72 units, LIHTC, Family)
- Walker Commons Apartments, Chico (56 units, LIHTC, senior/disabled)
- 1200 Park Avenue Apartments, Chico (107 units, LIHTC, senior)
- Harvest Park Apartments, Chico (90 units, LIHTC, family)
- Gridley Springs I Apartments, Gridley (32 units, LIHTC, family)
- Cordillera Apartments, Chico (20 units, family)

For Chico Commons, Walker Commons Apartments, and 1200 Park Ave, please also see monthly reports provided by the property manager, AWI, following this memo. Property manager Winn Residential provides monthly reports for Harvest Park; Sackett Corporation for Gridley Springs I; and RSC Associates for Cordillera Apartments.

Chico Commons Apartments, Chico (72 units, LIHTC, Family, MGP, Banyard Management, PM: AWI) – We currently have three (3) vacancies as of October 1st. The final phase of exterior siding replacements continues, the work is approximately 90% complete. The work is being completed by local contractor Experts in Your Home. Water-conserving landscape upgrades, and ADA-related site improvements are being planned, as well as parking lot repair, seal, and re-striping. Please find AWI’s narrative property report and financials, following.

Walker Commons Apartments, Chico (56 units, LIHTC, Senior & Disabled, MGP: BCAHDC, PM: AWI) – The property had zero (0) vacancy as of the first of the month. Project-wide roofing replacement is now complete. Painting of exterior wood siding features is being addressed operationally, to preserve and extend the life of the siding. Please find the AWI monthly owners report following, as well as a brief property narrative provided by the AWI regional property manager.

1200 Park Avenue Apartments, Chico (107 units, LIHTC, Senior, MGP: BCAHDC, PM: AWI) – This property currently has one (1) vacancy. Repairs of the flat roof section over the entrance has been completed by Sierra Roofing. We will need to address the two additional flat roof sections in the future should they fail with water intrusion. The cost was approximately \$18,500.00, paid thru property reserves. The new maintenance person has begun his tenure. Please find the AWI’s monthly financials and property manager monthly narrative for your review.

Harvest Park Apartments, Chico (90 units, LIHTC, Family, MGP: BCAHDC, PM Winn Residential) – Harvest Park currently has one (1) vacancy. The property continues operations per budget. 2020 Budget work is now complete, with budget approval being submitted to BCAHDC Board at next month’s meeting. Please find WINN Residential Owner’s Report following.

Gridley Springs I Apartments, Gridley (32 units, LIHTC, Family, MGP: BCAHDC, PM: Sackett Corporation) – There is one (1) vacancy reported by Sackett Corporation as of the beginning of October. Please find Sackett Corporation’s Owner’s report, following.

Cordillera Apartments, Chico (20 units, Family, Owner: BCAHDC, PM: RSC Assoc.) The property has one (1) vacancy. Exterior Painting of all buildings has been completed. Please find RSC’s monthly Owner’s report, following.

Chico Commons September 2019

Separate Variance Report explaining budget differences and expenses.

Updates:

Chico Commons has four vacancies. Unit turns and applications in process.

~ One move in and two move outs during September.

Move-ins have been delayed due to a cockroach infestation we are working to resolve. The pest control vendor has come up with an aggressive treatment plan for all units in the building. Residents will be served very specific preparation instructions. Maintenance will enter the units ahead of the pest control technician to pull out all appliances, remove outlet covers, smoke detectors and light fixtures.

Tree trimming and gutter cleaning pending for scheduling. After several attempts to schedule the needed tree trimming with the lowest bidder we are now moving forward with the second bid.

We heard back regarding the PG&E ESA program. They have finalized their recommendations and the report will be sent shortly. As of right now, it appears we may get needed funding for common area upgrades...

The Property Manager is planning a fall themed gift basket give away. Names will be drawn the first week of November and two lucky households will receive a seasonal gift including a \$25 gift card to a local grocery store.



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Auburn CA 95604



AWI Management Corporation is an Equal Opportunity provider and employer.

Chico Commons 549
For the Month Ended September 30, 2019
Statement of Income & Cash Flow

	Current Activity	Current Budget	Current Variance	YTD Activity	YTD Budget	YTD Variance
Rental Income						
Gross Rents	\$ 58,224.00	\$ 55,451.25	\$ 2,772.75	\$ 520,933.00	\$ 499,061.25	\$ 21,871.75
Vacancies	(3,004.00)	(2,772.59)	(231.41)	(16,517.75)	(24,953.25)	8,435.50
Rent Adjustments	966.60	(519.75)	1,486.35	(1,720.46)	(4,677.75)	2,957.29
Manager's Unit	(771.00)	(771.00)	0.00	(6,939.00)	(6,939.00)	0.00
Total Tenant Rent	\$ 55,415.60	\$ 51,387.91	\$ 4,027.69	\$ 495,755.79	\$ 462,491.25	\$ 33,264.54
Other Project Income:						
Laundry Income	\$ 979.55	\$ 677.84	\$ 301.71	\$ 11,093.15	\$ 6,100.50	\$ 4,992.65
Interest Income	9.57	0.00	9.57	40.30	0.00	40.30
Restricted Reserve Interest Incom	16.46	0.00	16.46	133.08	0.00	133.08
Late Charges	350.00	216.66	133.34	2,308.00	1,950.00	358.00
Other Tenant Income	\$ 504.75	\$ 532.50	\$ (27.75)	\$ 3,856.39	\$ 4,792.50	\$ (936.11)
Miscellaneous Income	\$ 1,775.95	\$ 0.00	\$ 1,775.95	\$ 5,152.38	\$ 0.00	\$ 5,152.38
Other Project Income	\$ 3,636.28	\$ 1,427.00	\$ 2,209.28	\$ 22,583.30	\$ 12,843.00	\$ 9,740.30
Total Project Income	\$ 59,051.88	\$ 52,814.91	\$ 6,236.97	\$ 518,339.09	\$ 475,334.25	\$ 43,004.84
Project Expenses:						
Maint. & Oper. Exp. (Fr Page 2)	\$ 15,463.53	\$ 24,350.27	\$ (8,886.74)	\$ 148,547.97	\$ 219,152.25	\$ (70,604.28)
Utilities (From Pg 2)	8,316.67	6,685.68	1,630.99	60,675.68	60,171.00	504.68
Administrative (From Pg 2)	7,128.11	7,588.25	(460.14)	74,396.78	68,294.25	6,102.53
Taxes & Insurance (From Pg 2)	999.83	1,209.66	(209.83)	9,208.31	10,887.00	(1,678.69)
Other Taxes & Insurance (Fr Page	1,221.93	3,158.25	(1,936.32)	12,895.17	28,424.25	(15,529.08)
Other Project Expenses	2,268.25	870.09	1,398.16	8,898.49	7,830.75	1,067.74
Total O&M Expenses	\$ 35,398.32	\$ 43,862.20	\$ (8,463.88)	\$ 314,622.40	\$ 394,759.50	\$ (80,137.10)
Mortgage & Owner's Expense						
Mortgage Payment	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Interest Expense - City of Chico	\$ 2,604.17	\$ 2,604.16	\$.01	\$ 23,437.53	\$ 23,437.50	\$.03
Reporting / Partner Management F	1,080.00	1,080.00	0.00	9,720.00	9,720.00	0.00
Transfer - Reserves	2,500.00	2,500.00	0.00	22,500.00	22,500.00	0.00
Total Mortgage & Owner's Exp.	\$ 6,184.17	\$ 6,184.16	\$.01	\$ 55,657.53	\$ 55,657.50	\$.03
Total Project Expenses	\$ 41,582.49	\$ 50,046.36	\$ (8,463.87)	\$ 370,279.93	\$ 450,417.00	\$ (80,137.07)
Net Profit (Loss)	\$ 17,469.39	\$ 2,768.55	\$ 14,700.84	\$ 148,059.16	\$ 24,917.25	\$ 123,141.91

Other Cash Flow Items:

Walker Commons September 2019

Separate Variance Report explaining budget differences and expenditures.

Updates:

Walker Commons is currently 100% occupied with no notices to vacate or evictions in process.

Exterior Painting of the building fronts is in full swing and nearing completion!

Site staff has been updating all worn and faded signage. A crisp new sign is a great curb appeal enhancement. They will continue to work on this project until all signage has been replaced, as needed.

Maintenance technician, Nichole, installed a new countertop in the office and the old bulky desk was removed. It allowed the very small office to be reorganized and created a space for residents to fill out paperwork. The Property Manager, Nancy is pleased with the new look and increased functionality.

Tree trimming and gutter cleaning pending scheduling. Looking for a vendor to make necessary rain gutter repairs.

The September potluck was a huge success! Over 20 residents showed up with a variety of dishes. Nancy and Nichole made homemade meatloaf and mac-n-cheese. Can't wait to see what's for lunch in October.....



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AWI Management Corporation
PO Box 550
Auburn CA 95604



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Walker Commons 550
For the Month Ended September 30, 2019
Statement of Income & Cash Flow

	Current Activity	Current Budget	Current Variance	YTD Activity	YTD Budget	YTD Variance
Rental Income						
Gross Rents	\$ 37,391.00	\$ 32,622.00	\$ 4,769.00	\$ 331,946.00	\$ 293,598.00	\$ 38,348.00
Vacancies	0.00	(326.25)	326.25	(734.00)	(2,936.25)	2,202.25
Rent Adjustments	182.50	(39.59)	222.09	(725.69)	(356.25)	(369.44)
Manager's Unit	(637.00)	(637.00)	0.00	(5,724.00)	(5,733.00)	9.00
Total Tenant Rent	\$ 36,936.50	\$ 31,619.16	\$ 5,317.34	\$ 324,762.31	\$ 284,572.50	\$ 40,189.81
Other Project Income:						
Laundry Income	\$ 171.59	\$ 134.41	\$ 37.18	\$ 1,372.88	\$ 1,209.75	\$ 163.13
Interest Income	2.65	0.00	2.65	8.12	0.00	8.12
Restricted Reserve Interest Incom	39.39	0.00	39.39	264.04	0.00	264.04
Late Charges	0.00	12.50	(12.50)	27.00	112.50	(85.50)
Other Tenant Income	\$ 57.73	\$ 41.66	\$ 16.07	\$ 1,038.98	\$ 375.00	\$ 663.98
Other Project Income	\$ 271.36	\$ 188.57	\$ 82.79	\$ 2,711.02	\$ 1,697.25	\$ 1,013.77
Total Project Income	\$ 37,207.86	\$ 31,807.73	\$ 5,400.13	\$ 327,473.33	\$ 286,269.75	\$ 41,203.58
Project Expenses:						
Maint. & Oper. Exp. (Fr Page 2)	\$ 6,801.23	\$ 11,986.84	\$ (5,185.61)	\$ 89,481.63	\$ 107,881.50	\$ (18,399.87)
Utilities (From Pg 2)	3,566.46	3,003.00	563.46	27,733.86	27,027.00	706.86
Administrative (From Pg 2)	5,569.00	6,135.84	(566.84)	53,770.34	55,222.50	(1,452.16)
Taxes & Insurance (From Pg 2)	765.25	798.66	(33.41)	6,910.17	7,188.00	(277.83)
Other Taxes & Insurance (Fr Page	1,359.46	2,815.32	(1,455.86)	14,608.86	25,338.00	(10,729.14)
Other Project Expenses	1,512.16	755.25	756.91	8,301.31	6,797.25	1,504.06
Total O&M Expenses	\$ 19,573.56	\$ 25,494.91	\$ (5,921.35)	\$ 200,806.17	\$ 229,454.25	\$ (28,648.08)
Mortgage & Owner's Expense						
Mortgage Payment	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Interest Expense - City of Chico	\$ 1,250.00	\$ 1,250.00	\$ 0.00	\$ 11,250.00	\$ 11,250.00	\$ 0.00
Reporting / Partner Management F	625.00	625.00	0.00	5,625.00	5,625.00	0.00
Transfer - Reserves	933.34	933.34	0.00	8,400.06	8,400.00	.06
Total Mortgage & Owner's Exp.	\$ 2,808.34	\$ 2,808.34	\$ 0.00	\$ 25,275.06	\$ 25,275.00	\$.06
Total Project Expenses	\$ 22,381.90	\$ 28,303.25	\$ (5,921.35)	\$ 226,081.23	\$ 254,729.25	\$ (28,648.02)
Net Profit (Loss)	\$ 14,825.96	\$ 3,504.48	\$ 11,321.48	\$ 101,392.10	\$ 31,540.50	\$ 69,851.60

Other Cash Flow Items:

1200 Park Avenue September 2019

Separate Variance Report explaining budget differences and expenses.

Updates:

1200 Park Avenue has one vacancy. The unit turn and new applicant are in process for completion. Move in expected 10/18/19.

No notices to vacate or evictions in process.

The Co2 detectors have reached their life expectancy and are failing rapidly. Over 30 replaced in recent weeks. We anticipate all will need to be replaced over the course of the next few months.

The roof replacement was completed....and right in time for the rainy season! Maintenance will now complete the interior repairs that are needed as a result of the roof leaks.

Tree trimming and gutter cleaning pending for scheduling.

Community staff organized a luncheon on September 19th. Residents were treated to sub sandwiches, chips and drinks.

Cake Day to celebrate the September birthdays took place on September 13th. Property Manager, Jasmine, and Maintenance Technician, John, have been working hard to encourage positive interaction between residents and promote a sense of community at 1200 Park Avenue.

A nacho bar and costume contest is planned for October 31st.



Park Avenue 569
For the Month Ended September 30, 2019
Statement of Income & Cash Flow

	Current Activity	Current Budget	Current Variance	YTD Activity	YTD Budget	YTD Variance
Rental Income						
Gross Rents	\$ 70,262.00	\$ 66,372.00	\$ 3,890.00	\$ 612,162.00	\$ 597,348.00	\$ 14,814.00
Vacancies	(101.00)	(1,327.41)	1,226.41	(6,213.66)	(11,946.75)	5,733.09
Rent Adjustments	1,036.53	0.00	1,036.53	1,214.81	0.00	1,214.81
Manager's Unit	(781.00)	(780.00)	(1.00)	(7,029.00)	(7,020.00)	(9.00)
Total Tenant Rent	\$ 70,416.53	\$ 64,264.59	\$ 6,151.94	\$ 600,134.15	\$ 578,381.25	\$ 21,752.90
Other Project Income:						
Laundry Income	\$ 0.00	\$ 1,000.00	\$ (1,000.00)	\$ 7,500.00	\$ 9,000.00	\$ (1,500.00)
Interest Income	2.67	0.00	2.67	65.84	0.00	65.84
Restricted Reserve Interest Incom	2.01	7.25	(5.24)	101.23	65.25	35.98
Late Charges	38.00	41.66	(3.66)	1,002.44	375.00	627.44
Other Tenant Income	\$ 577.00	\$ 365.43	\$ 211.57	\$ 4,139.50	\$ 3,288.75	\$ 850.75
Miscellaneous Income	\$ (46.00)	\$ 12.50	\$ (58.50)	\$ 1,933.89	\$ 112.50	\$ 1,821.39
Other Project Income	\$ 573.68	\$ 1,426.84	\$ (853.16)	\$ 14,742.90	\$ 12,841.50	\$ 1,901.40
Total Project Income	\$ 70,990.21	\$ 65,691.43	\$ 5,298.78	\$ 614,877.05	\$ 591,222.75	\$ 23,654.30
Project Expenses:						
Maint. & Oper. Exp. (Fr Page 2)	\$ 15,727.02	\$ 10,225.61	\$ 5,501.41	\$ 124,667.96	\$ 92,030.25	\$ 32,637.71
Utilities (From Pg 2)	10,137.53	8,736.86	1,400.67	83,252.79	78,631.50	4,621.29
Administrative (From Pg 2)	8,588.84	8,437.25	151.59	77,149.14	75,935.25	1,213.89
Taxes & Insurance (From Pg 2)	1,814.92	1,891.00	(76.08)	16,334.28	17,019.00	(684.72)
Other Taxes & Insurance (Fr Page	1,996.55	4,107.75	(2,111.20)	19,098.55	36,969.75	(17,871.20)
Other Project Expenses	2,889.83	1,680.57	1,209.26	17,767.57	15,125.25	2,642.32
Total O&M Expenses	\$ 41,154.69	\$ 35,079.04	\$ 6,075.65	\$ 338,270.29	\$ 315,711.00	\$ 22,559.29
Mortgage & Owner's Expense						
Mortgage Payment	\$ 25,956.27	\$ 26,010.82	\$ (54.55)	\$ 233,606.43	\$ 234,097.50	\$ (491.07)
Managing General Partner Fees	\$ 1,047.08	\$ 1,047.09	\$ (.01)	\$ 9,423.72	\$ 9,423.75	\$ (.03)
Transfer - Reserves	2,675.00	2,675.00	0.00	24,075.00	24,075.00	0.00
Total Mortgage & Owner's Exp.	\$ 29,678.35	\$ 29,732.91	\$ (54.56)	\$ 267,105.15	\$ 267,596.25	\$ (491.10)
Total Project Expenses	\$ 70,833.04	\$ 64,811.95	\$ 6,021.09	\$ 605,375.44	\$ 583,307.25	\$ 22,068.19
Net Profit (Loss)	\$ 157.17	\$ 879.48	\$ (722.31)	\$ 9,501.61	\$ 7,915.50	\$ 1,586.11

Other Cash Flow Items:

Monthly Property Summary Report

75 Harvest Park Court

September 2019



HARVEST
P A R K

CHICO, CA.
90 UNITS
TAX CREDIT

INCOME AND EXPENSE SUMMARY

Total Operating Income Actual/Month:	\$74,872.49
Total Operating Income Budget/Month:	\$68,960.63
Total Operating Income Actual/YTD:	\$648,640.61
Total Operating Income Budget/YTD:	\$617,713.38
Total Operating Expenses Actual/Month:	\$26,895.77
Total Operating Expenses Budget/Month:	\$31,856.80
Total Operating Expenses Actual/YTD:	\$291,096.05
Total Operating Expenses Budget/YTD:	\$308,767.41
Total Net Operating Income Actual/Month:	\$47,976.72
Total Net Operating Income Budget/Month:	\$37,103.83
Total Net Operating Income Actual/YTD:	\$357,544.56
Total Net Operating Income Budget/YTD:	\$308,945.97

BUDGET VARIANCE REPORT

(Line Item Variance Report: Expenses Exceeding 10% of budget or \$500 minimum variance.)

6541-0000 Maintenance Supplies - \$912 Variance due some unit inspections and replacement of bath room fans that have gone out.

6547-0000 Repairs Contract HVAC - \$1,420 Variance due to AC coil replacement in unit 229

SUMMARY OF CAPITAL EXPENSES AND IMPROVEMENTS

YTD Budgeted Capital Improvements / Cash Flow: \$37,758.00

YTD Actual Capital Improvements / Cash Flow: \$ 22,825.20

YTD Budgeted Capital Improvements / RR: * See Below

YTD Actual Capital Improvements / RR: * See Below

NOTE: CAPITAL EXPENSE GL CODE IS BEING CHANGED. 1499.0002 IS NO LONGER BEING USED.

Description of Capital Improvements YTD:

Carpet Replacement: Unit 239, 231, 239, 123,236,136,221

Dryer: 103

Washer replaced in unit 109 and 218
Fridge replaced in unit
Dishwasher Replaced in unit 224,236
Community Room Flooring: \$4,157.00
Landscape Improvements Trimmed/Removed Trees

GENERAL PROPERTY ISSUES and HIGHLIGHTS

We ended the month of September with one vacancy, it was a household we worked with and gave the option to vacate or be evicted due to multiple lease violations, the household opted to give us a 90 day notice, it expired at the end of the month and they moved out, this was a win win situation for both parties, they left owning no monies and they did a decent job at cleaning up their unit for move out. We have several units coming avail in Oct but the PM is pre renting the units and going through the qualification process to minimize vacancy loss. We have experienced recent uptick in bicycle thefts at the site, we are getting some pricing to add some additional exterior lighting by the areas where the bike racks are located.

We are beating budgeted NOI YTD by \$48,598.59, it continues to be a good year for Harvest Park, we have place Ana Haver as the Property Manager for the site, Ana covered the site while Ashley the previous PM was on leave, Ashley ended up extending her leave and Ana was promoted to the PM position but we still have Ashley working for us as a Roving Manager for the sites.

We completed the community room flooring in September, the carpet was replaced with Vinyl Plank Flooring, it looks great and it will be user friendly for the residents when they reserve the community room for events, we are excited about the new look.

Budget Comparison

Period = Sep 2019

Book = Accrual ; Tree = is ahdc

		PTD Actual	PTD Budget	Variance	% Var	YTD Actual	YTD Budget	Variance	% Var	Annual
INCOME										
RENTAL INCOME										
5120-0000	Rental Income	56,797.00	70,679.00	-13,882.00	-19.64	495,549.71	636,111.00	-140,561.29	-22.10	848,148.00
5150-0000	Rental Assistance	16,441.00	0.00	16,441.00	N/A	125,652.29	0.00	125,652.29	N/A	0.00
5221-0000	Gain/(Loss) to Lease	2,872.00	0.00	2,872.00	N/A	33,892.00	0.00	33,892.00	N/A	0.00
	TOTAL RENTAL INCOME	76,110.00	70,679.00	5,431.00	7.68	655,094.00	636,111.00	18,983.00	2.98	848,148.00
MISC. INCOME										
5330-0000	Tenant Services	25.00	0.00	25.00	N/A	0.00	0.00	0.00	N/A	0.00
5332-0000	Application Fees	0.00	105.00	-105.00	-100.00	140.00	945.00	-805.00	-85.19	1,260.00
5385-0000	Late/Term Fees	50.00	200.00	-150.00	-75.00	951.00	1,800.00	-849.00	-47.17	2,400.00
5390-0002	Damages	0.00	450.00	-450.00	-100.00	2,839.29	4,050.00	-1,210.71	-29.89	5,400.00
	Cable Revenue	-255.51	0.00	-255.51	N/A	2,197.55	2,017.71	179.84	8.91	2,690.28
	TOTAL MISC. INCOME	-180.51	755.00	-935.51	-123.91	6,127.84	8,812.71	-2,684.87	-30.47	11,750.28
OTHER INCOME										
5493-0000	Int on Replacement Reserve	0.00	2.05	-2.05	-100.00	10.14	18.45	-8.31	-45.04	24.60
	TOTAL OTHER INCOME	0.00	2.05	-2.05	-100.00	10.14	18.45	-8.31	-45.04	24.60
VACANCY LOSS/RENTAL LOSS/BAD DEBT										
5218-0000	Free Rent-Marketing Concession	-420.00	-50.00	-370.00	-740.00	-1,520.00	-450.00	-1,070.00	-237.78	-600.00
5220-0000	Vacancies - Apartment	0.00	-1,525.42	1,525.42	100.00	-4,304.71	-13,728.78	9,424.07	68.64	-18,305.04
5227-0003	Resident Rent Concession	270.00	0.00	270.00	N/A	0.00	0.00	0.00	N/A	0.00
6539-0002	Maintenance Staff Rent Free Unit	-907.00	-900.00	-7.00	-0.78	-8,163.00	-8,100.00	-63.00	-0.78	-10,800.00
6370-0000	Bad Debt Expense	0.00	0.00	0.00	N/A	0.00	-2,700.00	2,700.00	100.00	-3,600.00
6370-0004	Bad Debt-Miscellaneous	0.00	0.00	0.00	N/A	0.00	-2,250.00	2,250.00	100.00	-3,000.00
6371-0000	Bad Debt Recovery - Resident Rent	0.00	0.00	0.00	N/A	1,396.34	0.00	1,396.34	N/A	0.00
	TOTAL VACANCY	-1,057.00	-2,475.42	1,418.42	57.30	-12,591.37	-27,228.78	14,637.41	53.76	-36,305.04
	TOTAL INCOME	74,872.49	68,960.63	5,911.86	8.57	648,640.61	617,713.38	30,927.23	5.01	823,617.84
EXPENSES										
MANAGEMENT FEES										
6320-0000	Management Fee	2,741.77	3,425.53	683.76	19.96	30,672.33	30,582.27	-90.06	-0.29	40,776.36
	TOTAL MANAGEMENT FEES	2,741.77	3,425.53	683.76	19.96	30,672.33	30,582.27	-90.06	-0.29	40,776.36
REAL ESTATE TAXES										
6710-0000	Taxes - Real Estate	13.41	14.00	0.59	4.21	120.67	120.00	-0.67	-0.56	162.00
6712-0000	Taxes - Other	0.00	0.00	0.00	N/A	417.80	365.00	-52.80	-14.47	365.00
	TOTAL REAL ESTATE TAXES	13.41	14.00	0.59	4.21	538.47	485.00	-53.47	-11.02	527.00

Budget Comparison

Period = Sep 2019

Book = Accrual ; Tree = is ahdc

		PTD Actual	PTD Budget	Variance	% Var	YTD Actual	YTD Budget	Variance	% Var	Annual
INSURANCE										
6720-0000	Insurance - Property	2,122.17	2,770.00	647.83	23.39	20,648.07	24,534.00	3,885.93	15.84	32,844.00
6720-0002	Franchise Tax - Calif Pnps	0.00	0.00	0.00	N/A	800.00	800.00	0.00	0.00	800.00
	TOTAL INSURANCE	2,122.17	2,770.00	647.83	23.39	21,448.07	25,334.00	3,885.93	15.34	33,644.00
UTILITIES EXPENSE										
6430-0000	Electricity Vacant	0.00	38.00	38.00	100.00	31.06	342.00	310.94	90.92	456.00
6430-0001	Employee Unit Utility	70.16	77.00	6.84	8.88	701.60	693.00	-8.60	-1.24	924.00
6440-0000	Gas/Oil Heat Vacant	0.00	10.00	10.00	100.00	2.84	90.00	87.16	96.84	120.00
6450-0000	Electricity	1,511.19	1,500.00	-11.19	-0.75	12,222.06	12,950.00	727.94	5.62	17,050.00
6451-0000	Water & Sewer	4,221.55	4,300.00	78.45	1.82	35,737.16	37,600.00	1,862.84	4.95	49,400.00
6451-0003	Water / Sewer Resident	-6.00	0.00	6.00	N/A	-6.00	0.00	6.00	N/A	0.00
6452-0000	Natural Gas Heat	16.88	20.00	3.12	15.60	1,267.86	790.00	-477.86	-60.49	1,500.00
6454-0000	Utility Processing	42.84	55.00	12.16	22.11	385.56	1,095.00	709.44	64.79	1,260.00
6470-0000	Rubbish Removal	912.96	990.00	77.04	7.78	8,722.85	8,610.00	-112.85	-1.31	11,430.00
	TOTAL UTILITY EXPENSE	6,769.58	6,990.00	220.42	3.15	59,064.99	62,170.00	3,105.01	4.99	82,140.00
PAYROLL										
6310-0000	Office Payroll	-761.13	0.00	761.13	N/A	629.65	0.00	-629.65	N/A	0.00
6317-0000	Temporary Services	0.00	0.00	0.00	N/A	196.64	0.00	-196.64	N/A	0.00
6330-0000	Manager's Payroll	2,664.81	3,296.48	631.67	19.16	25,095.46	35,901.28	10,805.82	30.10	45,787.36
6539-0000	Maintenance Payroll - General	2,850.66	2,683.03	-167.63	-6.25	28,084.88	26,123.52	-1,961.36	-7.51	34,218.72
6714-0001	Taxes-Payroll Administrative	190.17	252.18	62.01	24.59	2,346.49	3,279.45	932.96	28.45	4,035.73
6714-0002	Taxes-Payroll Maintenance	219.56	205.25	-14.31	-6.97	2,446.77	2,531.43	84.66	3.34	3,150.71
6724-0001	Workers Compensation-Payroll Admin	311.71	203.39	-108.32	-53.26	2,805.39	2,215.10	-590.29	-26.65	2,825.07
6724-0002	Workers Compensation-Payroll Maintenance	241.95	165.54	-76.41	-46.16	2,177.55	1,611.81	-565.74	-35.10	2,111.28
6726-0001	Health Ins & Other Benefits-Payroll Admin	737.76	964.24	226.48	23.49	4,347.60	8,976.24	4,628.64	51.57	11,885.90
6726-0002	Health Ins & Other Benefits-Payroll Maint.	598.46	941.42	342.96	36.43	6,132.74	8,639.85	2,507.11	29.02	11,482.46
	TOTAL PAYROLL	7,053.95	8,711.53	1,657.58	19.03	74,263.17	89,278.68	15,015.51	16.82	115,497.23
OPERATING & MAINTENANCE EXPENSE										
6461-0000	Exterminating Supplies	0.00	0.00	0.00	N/A	160.00	0.00	-160.00	N/A	0.00
6462-0000	Exterminating Contract	420.00	360.00	-60.00	-16.67	6,090.00	4,740.00	-1,350.00	-28.48	6,320.00
6511-0000	Security Contract & Repairs	1,447.20	2,500.00	1,052.80	42.11	3,673.45	4,237.00	563.55	13.30	4,816.00
6521-0000	Grounds Supplies	0.00	425.00	425.00	100.00	3,240.00	5,665.00	2,425.00	42.81	5,890.00
6522-0000	Grounds Contract	0.00	1,650.00	1,650.00	100.00	13,200.00	14,850.00	1,650.00	11.11	19,800.00
6541-0000	Maintenance Supplies	1,362.12	450.00	-912.12	-202.69	8,367.31	4,050.00	-4,317.31	-106.60	5,400.00
6545-0000	Repairs - Contract - General	0.00	500.00	500.00	100.00	4,561.88	4,500.00	-61.88	-1.38	6,000.00
6546-0000	Repairs - Contract - Electric	0.00	0.00	0.00	N/A	1,981.14	750.00	-1,231.14	-164.15	1,000.00

Budget Comparison

Period = Sep 2019

Book = Accrual ; Tree = is ahdc

		PTD Actual	PTD Budget	Variance	% Var	YTD Actual	YTD Budget	Variance	% Var	Annual
6547-0000	Repairs - Contract - HVAC	1,420.00	0.00	-1,420.00	N/A	3,925.00	2,000.00	-1,925.00	-96.25	2,000.00
6548-0000	Repairs - Contract - Plumbing	482.25	241.67	-240.58	-99.55	6,918.56	2,455.03	-4,463.53	-181.81	3,180.04
6552-0000	Uniforms	496.30	67.00	-429.30	-640.75	496.30	603.00	106.70	17.69	804.00
6563-0000	Carpet/Flooring Expense	0.00	0.00	0.00	N/A	369.50	0.00	-369.50	N/A	0.00
6571-0000	Appliance Replacement	0.00	0.00	0.00	N/A	721.15	0.00	-721.15	N/A	0.00
6580-0000	Maintenance Equipment Expense	0.00	0.00	0.00	N/A	1,158.99	600.00	-558.99	-93.16	600.00
6581-0000	Appliance Repair	284.81	333.33	48.52	14.56	2,077.09	2,999.97	922.88	30.76	3,999.96
6582-0000	Lock & Key Expense	0.00	150.00	150.00	100.00	0.00	300.00	300.00	100.00	300.00
6586-0000	Fire & Safety Systems	0.00	0.00	0.00	N/A	579.00	0.00	-579.00	N/A	0.00
6590-0000	Miscellaneous Maintenance	0.00	0.00	0.00	N/A	635.94	750.00	114.06	15.21	1,000.00
6991-0000	Pool Supplies	366.04	155.00	-211.04	-136.15	543.10	1,035.00	491.90	47.53	1,140.00
6992-0000	Pool Contract	0.00	236.25	236.25	100.00	2,177.22	2,126.25	-50.97	-2.40	2,835.00
	TOTAL OPERATING & MAINT. EXPS.	6,278.72	7,068.25	789.53	11.17	60,875.63	51,661.25	-9,214.38	-17.84	65,085.00
	TURNOVER COSTS									
6531-0000	Cleaning Supplies	0.00	0.00	0.00	N/A	0.00	300.00	300.00	100.00	400.00
6532-0000	Cleaning Contract	0.00	0.00	0.00	N/A	1,652.81	2,250.00	597.19	26.54	3,000.00
6532-0001	Carpet Cleaning	0.00	0.00	0.00	N/A	360.00	0.00	-360.00	N/A	0.00
6544-0000	Turnover- Maintenance/Repairs	0.00	0.00	0.00	N/A	151.76	0.00	-151.76	N/A	0.00
6561-0000	Decorator Supplies	0.00	0.00	0.00	N/A	103.24	750.00	646.76	86.23	1,000.00
6562-0000	Decorator Contract Services	0.00	300.00	300.00	100.00	0.00	600.00	600.00	100.00	600.00
	TOTAL TURNOVER COSTS	0.00	300.00	300.00	100.00	2,267.81	3,900.00	1,632.19	41.85	5,000.00
	MARKETING									
6210-0000	Rental Advertising	0.00	0.00	0.00	N/A	400.00	400.00	0.00	0.00	400.00
6212-0000	Collateral Materials/Brand Identity	97.30	303.00	205.70	67.89	2,103.56	2,459.00	355.44	14.45	2,768.00
6216-0000	Promotions & Promotional Items	0.00	0.00	0.00	N/A	0.00	312.00	312.00	100.00	312.00
6290-0000	Miscellaneous Renting Expense	0.00	116.00	116.00	100.00	463.75	1,149.00	685.25	59.64	1,532.00
6981-0000	Resident Supplies	0.00	75.00	75.00	100.00	0.00	1,100.00	1,100.00	100.00	1,408.00
	TOTAL MARKETING	97.30	494.00	396.70	80.30	2,967.31	5,420.00	2,452.69	45.25	6,420.00
	ADMINISTRATIVE EXPENSES									
6280-0000	Credit Reports & Fees	0.00	10.60	10.60	100.00	0.00	95.40	95.40	100.00	127.20
6311-0000	Office Expenses	351.57	197.00	-154.57	-78.46	8,119.48	7,842.00	-277.48	-3.54	9,002.10
6312-0000	Copy Machine	160.26	131.50	-28.76	-21.87	1,530.12	1,183.50	-346.62	-29.29	1,578.00
6313-0000	Postage	64.46	33.33	-31.13	-93.40	239.97	299.97	60.00	20.00	399.96
6316-0000	Travel/Mileage	0.00	25.00	25.00	100.00	978.84	650.00	-328.84	-50.59	975.00
6316-0003	Training	497.80	62.50	-435.30	-696.48	2,287.88	2,215.30	-72.58	-3.28	2,468.80
6316-0004	Training - New Employee Orientation	0.00	0.00	0.00	N/A	242.47	0.00	-242.47	N/A	0.00
6340-0000	Legal Expense	0.00	0.00	0.00	N/A	227.50	1,800.00	1,572.50	87.36	1,800.00

Budget Comparison

Period = Sep 2019

Book = Accrual ; Tree = is ahdc

		PTD Actual	PTD Budget	Variance	% Var	YTD Actual	YTD Budget	Variance	% Var	Annual
6350-0000	Auditing	0.00	0.00	0.00	N/A	11,750.00	11,750.00	0.00	0.00	11,750.00
6355-0001	Administrative Fees	0.00	0.00	0.00	N/A	0.00	2,250.00	2,250.00	100.00	2,250.00
6360-0000	Telephone	317.85	1,110.00	792.15	71.36	11,754.03	9,990.00	-1,764.03	-17.66	13,320.00
6385-0000	Dues and Memberships	202.50	270.00	67.50	25.00	710.45	450.00	-260.45	-57.88	450.00
6390-0000	Miscellaneous	0.00	200.00	200.00	100.00	28.02	740.00	711.98	96.21	740.00
6391-0000	Licenses	0.00	0.00	0.00	N/A	0.00	278.00	278.00	100.00	278.00
6392-0000	Bank Charges	224.43	43.56	-180.87	-415.22	1,129.51	392.04	-737.47	-188.11	522.72
	TOTAL ADMINISTRATIVE EXPENSES	1,818.87	2,083.49	264.62	12.70	38,998.27	39,936.21	937.94	2.35	45,661.78
	TOTAL EXPENSES	26,895.77	31,856.80	4,961.03	15.57	291,096.05	308,767.41	17,671.36	5.72	394,751.37
	NET OPERATING INCOME	47,976.72	37,103.83	10,872.89	29.30	357,544.56	308,945.97	48,598.59	15.73	428,866.47
	REPLACEMENT RESERVE/OTHER ESCROWS									
1316-0000	Escrow - Replacement Reserve	2,332.50	2,333.00	0.50	0.02	20,992.50	20,997.00	4.50	0.02	27,996.00
	TOTAL REPLACEMENT RESERVE/OTHER ESCROWS	2,332.50	2,333.00	0.50	0.02	20,992.50	20,997.00	4.50	0.02	27,996.00
	DEBT SERVICE									
2320-0000	Mortgage Payable -1st Mortgage	5,000.00	5,000.00	0.00	0.00	45,000.00	45,000.00	0.00	0.00	60,000.00
6820-0000	Interest on Mortgage	11,085.63	11,085.62	-0.01	0.00	100,245.64	100,245.62	-0.02	0.00	133,502.48
6824-0000	Interest on Mortgage - 4th	1,297.17	1,314.00	16.83	1.28	11,674.53	11,912.19	237.66	2.00	15,941.79
6828-0000	Service Fee	6,138.17	6,168.33	30.16	0.49	55,548.50	55,514.97	-33.53	-0.06	74,019.96
	TOTAL DEBT SERVICE	23,520.97	23,567.95	46.98	0.20	212,468.67	212,672.78	204.11	0.10	283,464.23
	MISCELLANEOUS									
6890-0000	Miscellaneous Financial Exp	416.67	416.67	0.00	0.00	3,750.03	3,750.03	0.00	0.00	5,000.04
6892-0000	Trustee Fees	283.33	325.00	41.67	12.82	2,549.97	2,925.00	375.03	12.82	3,900.00
	TOTAL MISCELLANEOUS	700.00	741.67	41.67	5.62	6,300.00	6,675.03	375.03	5.62	8,900.04
	CAPITAL EXPENDITURES									
1415-0002	Landscape & Land Improvements	0.00	0.00	0.00	N/A	5,400.00	12,140.00	6,740.00	55.52	12,140.00
1440-0002	Carpet/Flooring	4,156.69	1,800.00	-2,356.69	-130.93	12,829.37	20,568.00	7,738.63	37.62	24,168.00
1486-0000	Appliances	0.00	0.00	0.00	N/A	4,595.83	5,050.00	454.17	8.99	5,900.00
	TOTAL CAPITAL EXPENDITURES	4,156.69	1,800.00	-2,356.69	-130.93	22,825.20	37,758.00	14,932.80	39.55	42,208.00
	MORTGAGOR EXPENSES									
7115-0000	Non Profit Fee	0.00	0.00	0.00	N/A	0.00	0.00	0.00	N/A	20,000.00
7135-0000	Asset Management Fee Paid from Surplus	0.00	0.00	0.00	N/A	0.00	0.00	0.00	N/A	11,255.00
7153-0000	Administration Fee Expense	0.00	0.00	0.00	N/A	0.00	0.00	0.00	N/A	8,955.00

Budget Comparison

Period = Sep 2019

Book = Accrual ; Tree = is ahdc

	PTD Actual	PTD Budget	Variance	% Var	YTD Actual	YTD Budget	Variance	% Var	Annual
TOTAL MORTGAGOR EXPENSES	0.00	0.00	0.00	N/A	0.00	0.00	0.00	N/A	40,210.00
PROFIT / LOSS	17,266.56	8,661.21	8,605.35	99.36	94,958.19	30,843.16	64,115.03	207.87	26,088.20
ADDITIONAL ADJUSTMENTS TO CASH FLOW									
Cash - Other	-553.66	0.00	-553.66	N/A	-5,926.31	0.00	-5,926.31	N/A	0.00
Accounts Payable	4,497.14	0.00	4,497.14	N/A	-3,216.66	0.00	-3,216.66	N/A	0.00
Net A/R	89.94	0.00	89.94	N/A	-5,581.27	0.00	-5,581.27	N/A	0.00
Net Prepays	1,124.95	0.00	1,124.95	N/A	582.42	0.00	582.42	N/A	0.00
Net Accruals	637.39	-1,314.00	1,951.39	148.51	6,402.80	-11,912.19	18,314.99	153.75	-15,941.79
Net Real Estate Tax	-1,006.88	-14.00	-992.88	-7,092.00	-9,908.57	-120.00	-9,788.57	-8,157.14	-162.00
Net Insurance	-780.02	-2,770.00	1,989.98	71.84	-6,747.90	-24,534.00	17,786.10	72.50	-32,844.00
Net Deposits	200.00	0.00	200.00	N/A	200.00	0.00	200.00	N/A	0.00
Loan/Note Payable	0.00	0.00	0.00	N/A	-331.34	0.00	-331.34	N/A	0.00
Capital/Partners Equity	0.00	0.00	0.00	N/A	-78,454.00	0.00	-78,454.00	N/A	0.00
Escrows - Other	0.00	-2.05	2.05	100.00	-10.14	-18.45	8.31	45.04	-24.60
TOTAL CASH FLOW ADJUSTMENTS	4,208.86	-4,100.05	8,308.91	202.65	-102,990.97	-36,584.64	-66,406.33	-181.51	-48,972.39
NET ADJUSTED CASH FLOW	21,475.42	4,561.16	16,914.26	370.83	-8,032.78	-5,741.48	-2,291.30	-39.91	-22,884.19
Net Change in Cash from TB	21,475.42	0.00	-21,475.42	N/A	-8,032.78	0.00	8,032.78	N/A	0.00



GRIDLEY SPRINGS

October 2019

Property Status:

1. Occupancy: GSI has (1) vacant #22 which vacated 09/22/19. Devin has it pre-leased and they are moving in on 10/14/2019. GSII is 100% occupied with no notices to vacate.
2. The broken pole light was repaired and the trees were trimmed back.
3. GSII had a CTCAC-Extended Use Inspection report was answered in full, and we are just waiting on the final close out letter which will be forwarded on once received.
4. Devin is in final stages of completing a 100% file audit.

Thank you!
Mac Upshaw



DHI GRIDLEY SPRINGS I
As of
September 30, 2019

<i>CASH SUMMARY - Operating Account</i>	SEPTEMBER		9 months YTD	
	2019	%%	2019	%%
Total Rent Revenue	23,546.00	100.00%	192,612.75	100.00%
Vacancies	(527.00)	-2.24%	(2,372.00)	-1.23%
Net Rental Revenue	23,019.00	97.76%	190,240.75	98.77%
Other Income	247.94	1.05%	2,235.27	1.16%
Total Revenue	23,266.94	98.81%	192,476.02	99.93%
Expenses:				
Administrative Expenses	4,221.71	17.93%	59,834.04	31.06%
Utilities	969.19	4.12%	23,673.88	12.29%
Operating & Maintenance	7,574.17	32.17%	43,807.95	22.74%
Depreciation and Amortization Expense	0.00	0.00%	0.00	0.00%
Taxes & Insurance	639.60	2.72%	13,823.41	7.18%
Total Expenses	13,404.67	54.21%	141,139.28	33.90%
Net Operating Income	9,862.27	36.28%	51,336.74	35.03%
Interest and Finance Expense	1,319.12	5.60%	15,164.51	7.87%
Replacement Costs	0.00	0.00%	7,647.04	3.97%
Net Cash Flow from Operations	8,543.15		28,525.19	
Plus (Minus)				
Interest Income	(3.67)		(135.39)	
Unpaid Rent Collected (Owed)	33.00		984.00	
Unpaid Subsidy Rent Collected (Owed)	(577.00)		11,368.58	
Impound/Escrow Funds	(2,426.00)		(12,448.34)	
Prepaid Rent Received (Absorbed)	(10.00)		(2,408.10)	
Security Deposits Received (Refunded)	48.00		1,256.22	
Mortgage Principle payment	(2,660.24)		(51,192.73)	
Net Cash Increase (Decrease)	2,947.24		(24,050.57)	
Beginning of Period Cash Balance	42,960.81		85,347.56	
Transfer from (to) Savings	(28,692.64)		(42,244.63)	
Transfer From (To) Impound Account	0.00		0.00	
Transfer from (to) Security account	313.60		(1,523.35)	
Ending Cash Balance - Operating Account	\$17,529.01		\$17,529.01	
- Money Market Savings			\$14,592.72	
- Tax and Insurance Impounds			\$85,000.00	
- Security Deposit Accounts			\$13,325.00	

<i>TENANT RECEIVABLES</i>	Current Month	<i>UNIT STATUS</i>	Current Month
Rent and Rent Related Receivables		Total Units	32
Balance at Beginning of Month	40.00	Vacant units at beginning of month	1
Uncollected (Collected) During Month	(33.00)	Plus Units vacated during month	0
Written off to Bad Debts	0.00	Less move ins and deposits to hold	1
Balance at End of Month	\$7.00	Vacant units at end of month	0
Move out Repairs, Cleaning & Legal Fees, etc.			
Balance at Beginning of Month	0.00		
Uncollected (Collected) During Month	0.00		
Written off to Bad Debts	0.00		
Balance at End of Month	\$0.00		

Income Statement
DHI GRIDLEY SPRINGS I
As of
September 30, 2019

	***** Current Month *****			***** Year-to-Date *****		
	Actual	Budget	Variance	Actual	Budget	Variance
*** REVENUES ***						
Rent Revenue - Gross Potential						
Apartment Rents	10,935.00	24,214.00	(13,279.00)	92,732.75	217,926.00	(125,193.25)
Tenant Assistance Payments	12,611.00	0.00	12,611.00	99,880.00	0.00	99,880.00
Total Revenue	23,546.00	24,214.00	(668.00)	192,612.75	217,926.00	(25,313.25)
Apartment Vacancies	(527.00)	(484.00)	(43.00)	(2,372.00)	(4,358.00)	1,986.00
Total Vacancies	(527.00)	(484.00)	(43.00)	(2,372.00)	(4,358.00)	1,986.00
NET RENTAL REVENUE	23,019.00	23,730.00	(711.00)	190,240.75	213,568.00	(23,327.25)
Interest Income-Other Cash	3.42	8.00	(4.58)	133.34	72.00	61.34
Interest Income-Sec Deposits	0.25	4.00	(3.75)	2.05	37.00	(34.95)
Total Financial Revenue	3.67	12.00	(8.33)	135.39	109.00	26.39
NSF and Late Fee Income	0.00	5.00	(5.00)	0.00	41.00	(41.00)
Legal Collections	0.00	0.00	0.00	32.50	0.00	32.50
Laundry Revenue	244.27	161.00	83.27	2,067.38	1,446.00	621.38
Total Other Revenue	244.27	166.00	78.27	2,099.88	1,487.00	612.88
TOTAL REVENUE	23,266.94	23,908.00	(641.06)	192,476.02	215,164.00	(22,687.98)
*** EXPENSES ***						
Administrative Expenses						
Advertising and Promotions	0.00	25.00	(25.00)	0.00	225.00	(225.00)
Credit Reports	136.18	0.00	136.18	516.24	0.00	516.24
Rent Concessions	0.00	0.00	0.00	264.00	0.00	264.00
IT Support Services	171.00	0.00	171.00	3,739.00	0.00	3,739.00
Telephone & Answering Service	50.35	108.00	(57.65)	544.00	975.00	(431.00)
USDA 538 Boneville Fee/Surcharges	0.00	0.00	0.00	1,688.00	0.00	1,688.00
USDA 515 MINC Fee/Surcharges	69.00	0.00	69.00	8,513.25	0.00	8,513.25
Postage and Mailing	0.00	0.00	0.00	43.65	0.00	43.65
Taxes and Licenses	0.00	0.00	0.00	800.00	0.00	800.00
Administrative Expenses	160.00	0.00	160.00	480.00	0.00	480.00
Office Supplies/Expenses	119.98	150.00	(30.02)	897.19	1,350.00	(452.81)
Dues and Subscriptions	0.00	0.00	0.00	85.71	0.00	85.71
Management Fee	1,885.00	2,015.00	(130.00)	18,395.00	18,135.00	260.00
Manager Salaries	1,630.20	1,775.00	(144.80)	14,231.26	15,975.00	(1,743.74)
Education/Registration Fees	0.00	83.00	(83.00)	1,427.10	600.00	827.10
Legal Expense	0.00	67.00	(67.00)	1,049.64	750.00	299.64
Auditing Fees	0.00	0.00	0.00	7,160.00	7,400.00	(240.00)
Other Administrative Costs	0.00	250.00	(250.00)	0.00	2,250.00	(2,250.00)
Total Administrative Expenses	4,221.71	4,473.00	(251.29)	59,834.04	47,660.00	12,174.04
Utility Expenses						
Electricity	(1,058.85)	586.00	(1,644.85)	694.77	5,270.00	(4,575.23)
Water	(5,165.15)	525.00	(5,690.15)	3,140.10	4,725.00	(1,584.90)
Gas	0.00	63.00	(63.00)	1,086.47	563.00	523.47
Sewer	6,665.64	496.00	6,169.64	13,441.88	4,461.00	8,980.88
Garbage and Trash Removal	527.55	533.00	(5.45)	5,310.66	4,800.00	510.66
Total Utility Expenses	969.19	2,203.00	(1,233.81)	23,673.88	19,819.00	3,854.88
Operating & Maintenance Expense						
Rec Room Cleaning & Supplies	0.00	233.00	(233.00)	0.00	2,100.00	(2,100.00)
Clean and Repair Apartment	0.00	0.00	0.00	575.00	0.00	575.00
Exterminating Contract	200.00	0.00	200.00	1,300.00	0.00	1,300.00
Tree Service	1,500.00	0.00	1,500.00	2,300.00	0.00	2,300.00
Grounds Contract	1,000.00	1,167.00	(167.00)	8,000.00	10,500.00	(2,500.00)
Grounds Maintenance and Supplies	142.00	208.00	(66.00)	6,086.71	1,875.00	4,211.71
Maintenance Personnel	1,341.36	1,775.00	(433.64)	10,452.36	15,975.00	(5,522.64)
Repair Materials	2,183.77	225.00	1,958.77	7,832.57	2,025.00	5,807.57
Repair Contract/Vendor Labor	418.45	150.00	268.45	2,018.45	1,350.00	668.45
Electrical Repair/Supplies	0.00	0.00	0.00	75.00	0.00	75.00
HVAC Repair and Maintenance	425.00	0.00	425.00	1,608.71	0.00	1,608.71
Appliance Repair and Maintenance	0.00	0.00	0.00	122.64	0.00	122.64
Plumbing Repair and Supplies	304.00	0.00	304.00	1,633.78	0.00	1,633.78
Interior Painting and Supplies	(101.65)	83.00	(184.65)	824.80	750.00	74.80
Gas, Oil and Mileage	161.24	0.00	161.24	632.75	0.00	632.75
Fire Protection Equipment	0.00	0.00	0.00	345.18	0.00	345.18
Total Operating & Maint Expenses	7,574.17	3,841.00	3,733.17	43,807.95	34,575.00	9,232.95

Income Statement
DHI GRIDLEY SPRINGS I
As of
September 30, 2019

	***** Current Month *****			***** Year-to-Date *****		
	Actual	Budget	Variance	Actual	Budget	Variance
Taxes & Insurance Expenses						
Property Taxes	0.00	0.00	0.00	721.28	2,153.00	(1,431.72)
Payroll Taxes	259.52	292.00	(32.48)	2,875.07	2,625.00	250.07
Misc Taxes & Licenses	0.00	761.00	(761.00)	0.00	6,847.00	(6,847.00)
Property & Liability Insurance	0.00	0.00	0.00	7,154.00	0.00	7,154.00
Worker's Compensation	201.44	258.00	(56.56)	1,683.14	2,325.00	(641.86)
Health/Dental Insurance	178.64	467.00	(288.36)	1,389.92	4,200.00	(2,810.08)
Other Insurance	0.00	149.00	(149.00)	0.00	1,338.00	(1,338.00)
Total Taxes & Insurance Expenses	639.60	1,927.00	(1,287.40)	13,823.41	19,488.00	(5,664.59)
TOTAL EXPENSES	13,404.67	12,444.00	960.67	141,139.28	121,542.00	19,597.28
NET OPERATING INCOME (LOSS)	9,862.27	11,464.00	(1,601.73)	51,336.74	93,622.00	(42,285.26)
Interest & Finance Expense						
Mortgage Interest	1,299.12	0.00	1,299.12	11,734.51	0.00	11,734.51
General Partner Fee	0.00	0.00	0.00	3,200.00	0.00	3,200.00
Bank Fees	20.00	0.00	20.00	230.00	0.00	230.00
Total Interest & Finance Expense	1,319.12	0.00	1,319.12	15,164.51	0.00	15,164.51
OPERATING PROFIT (LOSS)	8,543.15	11,464.00	(2,920.85)	36,172.23	93,622.00	(57,449.77)
Replacements						
Roofing/Paving/Exterior	0.00	643.00	(643.00)	0.00	5,786.00	(5,786.00)
Appliance Replacement	0.00	199.00	(199.00)	1,546.07	1,793.00	(246.93)
Drapery and Blind Replacement	0.00	52.00	(52.00)	0.00	469.00	(469.00)
Carpet/ Flooring Replacement	0.00	668.00	(668.00)	5,354.00	6,009.00	(655.00)
HVAC Replacement	0.00	458.00	(458.00)	0.00	4,125.00	(4,125.00)
Plumbing Replacement	0.00	167.00	(167.00)	509.00	1,500.00	(991.00)
Glass Replacement	0.00	375.00	(375.00)	0.00	3,375.00	(3,375.00)
Furniture and Equipment Replacement	0.00	50.00	(50.00)	237.97	450.00	(212.03)
Door & Screen Repair/ Replacement	0.00	8.00	(8.00)	0.00	68.00	(68.00)
Total Cost of Replacements	0.00	2,620.00	(2,620.00)	7,647.04	23,575.00	(15,927.96)
NET CASH FLOW FROM OPERATIONS	8,543.15	8,844.00	(300.85)	28,525.19	70,047.00	(41,521.81)

12 Month Spreadsheet

DHI Gridley Springs I

As of

September 30, 2019

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
REVENUE													
4010 Apartment Rents	10,750.38	10,800.00	10,672.00	10,196.00	11,373.00	7,998.10	10,313.27	9,695.00	10,935.00	0.00	0.00	0.00	92,732.75
4015 Tenant Assisance Payments	0.00	25,112.00	9,020.00	12,439.00	12,370.00	11,934.00	4,209.00	12,185.00	12,611.00	0.00	0.00	0.00	99,880.00
TOTAL RENT POTENTIAL	10,750.38	35,912.00	19,692.00	22,635.00	23,743.00	19,932.10	14,522.27	21,880.00	23,546.00	0.00	0.00	0.00	192,612.75
VACANCIES													
4210 Apartment Vacancies	0.00	(54.00)	(684.00)	0.00	0.00	(134.00)	(758.00)	(215.00)	(527.00)	0.00	0.00	0.00	(2,372.00)
	0.00	(54.00)	(684.00)	0.00	0.00	(134.00)	(758.00)	(215.00)	(527.00)	0.00	0.00	0.00	(2,372.00)
NET RENTAL REVENUE	10,750.38	35,858.00	19,008.00	22,635.00	23,743.00	19,798.10	13,764.27	21,665.00	23,019.00	0.00	0.00	0.00	190,240.75
4320 Interest Income - Other Cash	6.13	5.41	6.03	12.22	3.30	1.97	92.67	2.19	3.42	0.00	0.00	0.00	133.34
4340 Interest Income - Sec Deposits	0.22	0.20	0.19	0.22	0.23	0.24	0.25	0.25	0.25	0.00	0.00	0.00	2.05
TOTAL FINANCIAL REVENUE	6.35	5.61	6.22	12.44	3.53	2.21	92.92	2.44	3.67	0.00	0.00	0.00	135.39
OTHER INCOME													
4045 Damages and Cleaning Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4055 NSF & Late Charges	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4065 Legal Collections	0.00	0.00	32.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	32.50
4410 Laundry Revenue	0.00	231.81	280.93	239.43	250.79	0.00	590.00	230.15	244.27	0.00	0.00	0.00	2,067.38
TOTAL OTHER INCOME	0.00	231.81	313.43	239.43	250.79	0.00	590.00	230.15	244.27	0.00	0.00	0.00	2,099.88
TOTAL REVENUE	10,756.73	36,095.42	19,327.65	22,886.87	23,997.32	19,800.31	14,447.19	21,897.59	23,266.94	0.00	0.00	0.00	192,476.02
ADMINISTRATIVE EXPENSES													
6205 Advertising and Promotions	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6215 Rent Concessions	88.00	88.00	88.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	264.00
6220 Credit Reports	0.00	0.00	0.00	299.59	0.00	0.00	26.00	54.47	136.18	0.00	0.00	0.00	516.24
6235 IT Support Services	0.00	2,542.00	171.00	171.00	171.00	171.00	171.00	171.00	171.00	0.00	0.00	0.00	3,739.00
6240 Telephone and Answering Service	97.69	50.36	0.00	106.42	50.35	0.00	138.48	50.35	50.35	0.00	0.00	0.00	544.00
6225 USDA 538 Boneville Fee/Surcharges	0.00	0.00	0.00	0.00	0.00	0.00	1,688.00	0.00	0.00	0.00	0.00	0.00	1,688.00
6250 USDA 515 MINC Fee/Surcharges	0.00	5,113.96	7,686.85	13,769.36	2,351.98	3,734.98	(24,485.88)	273.00	69.00	0.00	0.00	0.00	8,513.25
6255 Postage and Mailing	(29.71)	0.00	0.00	0.00	73.36	0.00	0.00	0.00	0.00	0.00	0.00	0.00	43.65
6280 Taxes and Licenses	0.00	0.00	800.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	800.00
6310 Administrative Personnel	0.00	0.00	0.00	0.00	0.00	0.00	0.00	320.00	160.00	0.00	0.00	0.00	480.00
6311 Office Supplies	(41.97)	182.07	111.83	8.79	53.80	193.82	8.57	260.30	119.98	0.00	0.00	0.00	897.19
6315 Dues and Subscriptions	0.00	0.00	85.71	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	85.71
6320 Management Fee	2,080.00	2,080.00	2,015.00	2,080.00	2,080.00	2,080.00	2,015.00	2,080.00	1,885.00	0.00	0.00	0.00	18,395.00
6330 Manager Salaries	1,389.64	1,682.20	1,462.78	1,535.92	1,609.06	1,609.06	1,535.92	1,776.48	1,630.20	0.00	0.00	0.00	14,231.26
6331 Manager's Unit	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6335 Education/Registration Fees	371.41	54.28	351.41	650.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,427.10
6340 Legal Expense	0.00	0.00	0.00	0.00	0.00	1,049.64	0.00	0.00	0.00	0.00	0.00	0.00	1,049.64
6350 Auditing Fees	0.00	7,160.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7,160.00
6395 Television/Cable Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL ADMINISTRATIVE EXP	3,955.06	18,952.87	12,772.58	18,621.08	6,389.55	8,838.50	(18,902.91)	4,985.60	4,221.71	0.00	0.00	0.00	59,834.04
UTILITIES EXPENSE													
6450 Electricity	152.32	0.00	0.00	121.91	218.94	218.94	76.57	964.94	(1,058.85)	0.00	0.00	0.00	694.77
6451 Water	1,818.82	627.98	2,847.75	766.60	429.26	429.26	759.87	625.71	(5,165.15)	0.00	0.00	0.00	3,140.10
6452 Gas	0.00	437.93	269.04	0.00	146.50	0.00	175.22	57.78	0.00	0.00	0.00	0.00	1,086.47
6453 Sewer	0.00	0.00	0.00	1,285.95	2,118.38	2,133.38	0.00	1,238.53	6,665.64	0.00	0.00	0.00	13,441.88
6465 Garbage and Trash Removal	490.18	508.74	508.74	1,030.20	521.46	0.00	996.24	727.55	527.55	0.00	0.00	0.00	5,310.66
TOTAL UTILITIES EXPENSE	2,461.32	1,574.65	3,625.53	3,204.66	3,434.54	2,781.58	2,007.90	3,614.51	969.19	0.00	0.00	0.00	23,673.88

12 Month Spreadsheet
DHI Gridley Springs I
As of
September 30, 2019

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YTD
OPERATING and MAINT EXPENSES													
6515 Clean and Repair Apartment	0.00	0.00	200.00	0.00	0.00	0.00	375.00	0.00	0.00	0.00	0.00	0.00	575.00
6530 Exterminating Contract	100.00	100.00	100.00	300.00	200.00	0.00	300.00	0.00	200.00	0.00	0.00	0.00	1,300.00
6549 Tree Service	0.00	800.00	0.00	0.00	0.00	0.00	0.00	0.00	1,500.00	0.00	0.00	0.00	2,300.00
6550 Grounds Maintenance and Supplies	0.00	1,000.00	243.00	35.00	675.00	34.88	3,956.83	0.00	142.00	0.00	0.00	0.00	6,086.71
6555 Grounds Contract	0.00	0.00	2,000.00	1,000.00	1,000.00	0.00	2,000.00	1,000.00	1,000.00	0.00	0.00	0.00	8,000.00
6560 Maintenance Personnel	1,122.81	1,165.66	1,011.38	1,045.66	1,195.66	1,225.65	1,079.95	1,264.23	1,341.36	0.00	0.00	0.00	10,452.36
6565 Repair Materials	1,046.42	962.38	300.70	225.77	712.80	0.00	318.32	2,082.41	2,183.77	0.00	0.00	0.00	7,832.57
6570 Repair Contact & Vendor Labor	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,600.00	418.45	0.00	0.00	0.00	2,018.45
6580 Electrical Repair & Supplies	0.00	0.00	0.00	0.00	75.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	75.00
6590 HVAC Repair and Maintenance	0.00	0.00	0.00	596.71	0.00	0.00	277.00	310.00	425.00	0.00	0.00	0.00	1,608.71
6600 Appliance Repair and Maintenance	64.03	0.00	0.00	0.00	0.00	0.00	0.00	58.61	0.00	0.00	0.00	0.00	122.64
6605 Plumbing Repair and Supplies	0.00	357.78	554.00	143.00	0.00	275.00	0.00	0.00	304.00	0.00	0.00	0.00	1,633.78
6610 Exterior Painting and Supplies	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6615 Interior Painting and Supplies	158.99	0.00	767.46	0.00	0.00	0.00	0.00	0.00	(101.65)	0.00	0.00	0.00	824.80
6620 Gas, Oil & Mileage	49.04	23.06	113.61	10.86	69.60	172.82	21.73	10.79	161.24	0.00	0.00	0.00	632.75
6630 Fire Protection Maintenance	0.00	0.00	0.00	0.00	345.18	0.00	0.00	0.00	0.00	0.00	0.00	0.00	345.18
TOTAL OPERATING and MAINT EXP	2,541.29	4,408.88	5,290.15	3,357.00	4,273.24	1,708.35	8,328.83	6,326.04	7,574.17	0.00	0.00	0.00	43,807.95
TAXES AND INSURANCE													
6710 Property Taxes	0.00	0.00	0.00	721.28	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	721.28
6711 Payroll Taxes	456.94	505.81	306.58	303.11	280.61	255.60	235.53	271.37	259.52	0.00	0.00	0.00	2,875.07
6790 Mics Taxes & Licenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6720 Property and Liability Insurance	0.00	0.00	0.00	0.00	0.00	7,154.00	0.00	0.00	0.00	0.00	0.00	0.00	7,154.00
6722 Workers Compensation	172.50	193.65	170.10	176.87	190.93	192.82	179.03	205.80	201.44	0.00	0.00	0.00	1,683.14
6730 Health/ Dental Insurance	0.00	(27.79)	344.86	179.68	178.63	178.64	178.63	178.63	178.64	0.00	0.00	0.00	1,389.92
6735 Other Insurance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL TAXES AND INSURANCE	629.44	671.67	821.54	1,380.94	650.17	7,781.06	593.19	655.80	639.60	0.00	0.00	0.00	13,823.41
TOTAL EXPENSES	9,587.11	25,608.07	22,509.80	26,563.68	14,747.50	21,109.49	(7,972.99)	15,581.95	13,404.67	0.00	0.00	0.00	141,139.28
NET OPERATING INCOME (LOSS)	1,169.62	10,487.35	(3,182.15)	(3,676.81)	9,249.82	(1,309.18)	22,420.18	6,315.64	9,862.27	0.00	0.00	0.00	51,336.74
INTEREST and FINANCE EXPENSE													
6820 Mortgage Interest	1,308.51	1,307.36	1,306.19	1,305.02	1,303.85	1,302.67	1,302.67	1,299.12	1,299.12	0.00	0.00	0.00	11,734.51
6859 General Partner Fee	0.00	0.00	0.00	0.00	3,200.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,200.00
6855 Bank Fees	20.00	20.00	20.00	20.00	70.00	20.00	20.00	20.00	20.00	0.00	0.00	0.00	230.00
TOTAL INTEREST and FINANCE EXP	1,328.51	1,327.36	1,326.19	1,325.02	4,573.85	1,322.67	1,322.67	1,319.12	1,319.12	0.00	0.00	0.00	15,164.51
OPERATING PROFIT (LOSS)	(158.89)	9,159.99	(4,508.34)	(5,001.83)	4,675.97	(2,631.85)	21,097.51	4,996.52	8,543.15	0.00	0.00	0.00	36,172.23
Replacements													
6910 Appliance Replacement	427.93	0.00	0.00	0.00	0.00	0.00	638.75	479.39	0.00	0.00	0.00	0.00	1,546.07
6920 Carpet/ Flooring Replacment	0.00	0.00	2,759.00	0.00	0.00	0.00	0.00	2,595.00	0.00	0.00	0.00	0.00	5,354.00
6927 Plumbing Replacement	0.00	509.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	509.00
6935 Furniture and Equipment Replacement	0.00	0.00	237.97	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	237.97
6930 Glass Replacement	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL COST OF REPLACEMENTS	427.93	509.00	2,996.97	0.00	0.00	0.00	638.75	3,074.39	0.00	0.00	0.00	0.00	7,647.04
NET CASH FLOW FROM OPERATIONS	(586.82)	8,650.99	(7,505.31)	(5,001.83)	4,675.97	(2,631.85)	20,458.76	1,922.13	8,543.15	0.00	0.00	0.00	28,525.19

October 9, 2019

Mr. Ed Mayer, Executive Director
Housing Authority of the County of Butte
2039 Forest Avenue - Suite 10
Chico, CA 95928

RE: CORDILLERA APARTMENTS

Dear Ed:

Please find enclosed for your review the September 30, 2019, financial statement. As this statement represents the end of the fiscal year, most of our attention will be focused on the year-end income and expenses. This statement is accompanied by the following information for the Cordillera Apartments.

1. Project Cash Flow and Bank Account Summary, Budget Comparison, General Ledger, Trial Balance and Tenant Rent Roll.
2. 12 Month Income Statement
3. 2018/2019 Performance Review.
4. Capital Improvement Summary.

Cordillera Apartments ended the month of September with one vacant unit

The total rental income through the end of the fiscal year was \$160,218.48 which was \$3,288.48 higher than budget due to the higher rental potential. Total service income came in at \$6,251.10, above budget by \$2,889.10 for the year. This variance was mainly due to the collection of late fees, the utility reimbursements and repairs and maintenance revenue collected. This brought the total income through the end of the year to \$166,469.58 and higher than budget by \$6,177.58 for the reasons described above.

Moving on to the year-end expenses, you will see that the renting expenses came to \$4,383.78 which was higher than budget by \$2,659.78 as there were higher office supply costs. Total administrative expenses were higher than budget at \$29,510.87 for the year. Total utility expenses were \$23,820.55 which was below budget by \$4,681.45 due to lower water and gas expenses. Apartment turnover expenses came in at \$9,288.98 for the year, which was lower than budget by \$8,011.02. Total maintenance expenses were \$39,063.06, higher than budget by \$14,883.06. After the insurance and tax expenses, the net operating income came to \$53,891.33 and lower than budget by \$5,068.67 for the reasons mentioned above.

Mr. Ed Mayer, Executive Director
Chico, California

October 9, 2019
Page 2

Capital improvement costs totaled \$82,728.20 which was higher than budget by \$65,628.20 for the year. The major capital improvement expenditure during this fiscal year was the exterior painting of the building. This brought the net project cash flow to a negative figure of \$31,355.50 and \$70,696.50 higher than budget for reasons previously mentioned. After total owner withdrawals of \$72,000.00 for the year, the cash flow came to \$40,644.50.

As you review the Cash Balance Summary on Page 2 of the Cash Flow Statement, you will note that the property ended the month and year with total cash on hand at \$45,691.50. Of that amount, \$3,000.00 is in the general checking account, \$42,581.19 in the general savings account and \$10.31 in the replacement reserve account and \$100.00 in petty cash.

Please give me a call if you have any questions regarding the Cordillera Apartments.

Sincerely yours,

CORDILLERA APARTMENTS



Richard Gillaspie
Property Manager

RG:ph
Enclosures

CORDILLERA APARTMENTS
2018 - 2019 PERFORMANCE REVIEW

CA08pr

	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY.	JUN.	JUL.	AUG.	SEPT.	TOTAL
TOTAL INCOME 2013/14	12142	11712	11065	11430	14576	11920	11848	11872	12906	12019	11183	11554	144,226
TOTAL INCOME 2014/15	13264	11964	11308	10500	9853	9942	10261	11854	13959	13236	12927	11227	140,293
TOTAL INCOME 2015/16	10964	11839	12711	13063	13605	13294	11700	11879	13338	12835	13897	12887	152,013
TOTAL INCOME 2016/17	12897	13454	13984	13050	14438	13207	12429	13965	13308	12985	13292	13451	160,459
TOTAL INCOME 2017/18	12573	11906	12640	13899	12945	12516	11735	13266	13415	12226	13295	11688	152,105
TOTAL INCOME 2018/19	13197	12635	11399	12360	13598	15670	13303	13970	13758	14312	15142	16259	165,604
VARIANCE	624	728	-1241	-1538	653	3153	1568	704	343	2086	1847	4571	13,499

	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY.	JUN.	JUL.	AUG.	SEPT.	TOTAL
2013/14 VACANCY LOSS	-685	-1085	-685	-228	-128	-93	-1357	-731	-55	-685	-685	-685	-7,102
2014/15 VACANCY LOSS	-732	-376	0	-2,509	-3677	-2737	-2550	-1370	-611	0	0	1225	-13,337
2015/16 VACANCY LOSS	0	-695	-400	23	0	0	-348	-118	-701	-303	0	-45	-2,584
2016/17 VACANCY LOSS	0	0	0	0	0	0	0	0	0	0	0	0	0
2017/18 VACANCY LOSS	0	-1377	28	0	0	0	-660	-732	55	0	0	0	-2,687
2018/19 VACANCY LOSS	0	0	0	0	-1600	0	0	-745	-587	0	0	-900	-3,831
VARIANCE	0	1377	-28	0	-1600	0	660	-13	-642	0	0	-900	-1,144

	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY.	JUN.	JUL.	AUG.	SEPT.	TOTAL
2013/14 UNPAID RENTS	-1762	-188	-179	-1539	1407	-637	598	0	-250	0	0	-420	-2,971
2014/15 UNPAID RENTS	493	-1190	-2278	588	1301	1	-11	-554	85	475	432	-2162	-2,822
2015/16 UNPAID RENTS	-1094	-302	205	-16	823	-1640	-142	-1307	1698	-66	-430	135	-2,137
2016/17 UNPAID RENTS	-275	-550	-95	512	1220	-18	-755	605	-83	-305	-522	55	-211
2017/18 UNPAID RENTS	-911	-840	-2043	1030	-665	-910	-860	-433	-406	-956	-1112	-2161	-10,267
2018/19 UNPAID RENTS	-1260	-1267	-2794	-1815	5969	971	-745	-828	642	-411	259	1266	-13
VARIANCE	-349	-426	-751	-2845	6634	1881	115	-395	1047	545	1371	3426	10,254

	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY.	JUN.	JUL.	AUG.	SEPT.	TOTAL
2013/14 TOTAL OPER. EXP.	10653	11934	13419	6836	6025	5393	8312	8774	12084	5946	11078	5747	106,201
2014/15 TOTAL OPER. EXP.	9777	7662	8765	7841	8345	13740	6859	6171	14768	7212	6035	10136	107,310
2015/16 TOTAL OPER. EXP.	7689	6815	13468	10215	5574	8094	11930	9206	11314	8233	7254	8134	107,925
2016/17 TOTAL OPER. EXP.	6951	6078	7857	6823	6924	6880	11809	5761	4565	6685	7877	5482	83,693
2017/18 TOTAL OPER. EXP.	4727	8499	10532	8417	6199	4874	12195	9040	6518	6729	7753	6972	92,454
2018/19 TOTAL OPER. EXP.	8341	6123	7404	7912	8015	14053	23297	7543	7161	10852	5860	6068	112,629
VARIANCE	3614	-2375	-3128	-505	1816	9180	11102	-1497	643	4123	-1893	-904	20,175

	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY.	JUN.	JUL.	AUG.	SEPT.	TOTAL
2013/14 TOTAL NOI	1489	-222	-2354	4595	8551	6527	3535	3098	822	6073	104	5766	37,985
2014/15 TOTAL NOI	3487	4302	2543	2659	1508	-3798	3402	5682	-810	6024	6893	1090	32,983
2015/16 TOTAL NOI	3275	5025	-757	2848	8031	5201	-230	2673	2023	4601	6643	4753	44,087
2016/17 TOTAL NOI	5946	7376	6127	6227	7514	6328	619	8204	8743	6300	5414	7969	76,767
2017/18 TOTAL NOI	7846	3408	2108	5482	6746	7643	-460	4226	6897	5497	5542	4716	59,650
2018/19 TOTAL NOI	4857	6512	3995	4448	5583	1616	-9994	6428	6597	3460	9282	10191	52,974
VARIANCE	-2990	3104	1887	-1033	-1163	-6027	-9534	2202	-300	-2036	3740	5475	-6,676

MEMO

Date: October 11, 2019

To: HACB Board of Commissioners

From: Larry Guanzon, Deputy Executive Director

Subject: Status Report – “Other Properties”

- Locust Apartments, Chico (10 units, family)
- #29 Evanswood Estates, Oroville (1 unit, family)
- Gridley Springs II, Gridley (24 units, family)
- 2131 Fogg Ave, (1 single family house) Demo

For Locust Apartments and #29 Evanswood Estates, please find the monthly reports provided by the property manager, RSC Associates Inc., following this memo. Please also find Sackett Corporation’s financials for Gridley Springs II.

Locust Apartments, Chico (12 units, Family, Owner: HACB, PM: RSC Assoc.) The property has zero (0) vacancy. Please find the RSC monthly owners report.

#29 Evanswood Estates, Oroville (1 unit, Family, Owner: HACB, PM: RSC Assoc.) This unit continues to be occupied.

Gridley Springs II, Gridley (24 units, Family, Owner: HACB, PM: Sackett Corporation) The property currently has zero (0) vacancies. HACB is pleased with Sackett Corporation’s performance to date. The property’s budget was approved by State HCD. Please find the Sackett Corporation’s Owner’s report following.

2131 Fogg Ave, Oroville – (1 unit, Family, Owner: HACB, PM: HACB) This single family “Demo” house is occupied. Tree trimming and removals have been completed by HACB Maintenance Staff.

October 9, 2019

Mr. Ed Mayer, Executive Director
Housing Authority of the County of Butte
2039 Forest Avenue - Suite 10
Chico, CA 95928

RE: 1519 LOCUST STREET APARTMENTS

Dear Ed:

Please find enclosed for your review the September 30, 2019, financial statement. As this statement represents the end of the fiscal year, most of our attention will be focused on the year-end income and expenses. This statement is accompanied by the following information for 1519 Locust Street Apartments.

1. Project Cash Flow and Bank Account Summary, Budget Comparison, General Ledger, Trial Balance and Tenant Rent Roll.
2. 12 Month Income Statement.
3. 2018/2019 Performance Review.
4. Capital Improvement Summary.

The property ended the month of September and the year with no vacant units as there were no new move ins or move outs.

The total rental income through the end of the fiscal year was \$75,881.74 which was \$1,807.74 above budget mainly because of higher rent potential, the prepaid rents and utility reimbursements. Total service income came in at \$2,061.45 and above budget by \$677.45 through the end of the year. This brought the total income through the end of the year to \$77,943.19 and better than budget by \$2,485.19 for the reasons described above.

Moving on to the year-end expenses, you will see that the renting expenses came to \$302.27 which was less than expected as advertising, office supplies, and resident activities costs were all below budget. Total administrative expenses were also well below budget at \$7,161.26 for the

Mr. Ed Mayer, Executive Director
Chico, California

October 9, 2019
Page 2

year. Total utility expenses were \$8,493.92 which was higher than budget by \$147.92 mainly due to higher water expenses. Apartment turnover expenses totaled \$1,370.07 for the year which was well below budget by \$7,479.93 due to less turnover than anticipated.

Total maintenance expenses came to \$15,766.20 and less than budget by \$1,129.80 for the year. Most of this variance can be attributed to less than budgeted repairs – labor and repairs – materials expenses. After the insurance expense, the net operating income came to \$43,949.47 and better than budget by \$12,584.47 for the reasons mentioned above.

Capital improvement costs totaled \$4,212.61 and lower than budgeted by \$4,022.39 for the year. This brought the net project cash flow to \$39,736.86 and \$16,606.86 above budget for reasons previously mentioned. After the total owner withdrawals of \$32,000.00 for the year, the cash flow came to \$7,736.86.

As you review the Cash Balance Summary on Page 2 of the Cash Flow Statement, you will note that the property ended the month and year with total cash on hand at \$32,725.16. Of that amount, \$3,000.00 is in the general checking account, \$26,368.16 in the general savings account and \$3,357.00 in the financial reserve account.

Please give me a call if you have any questions regarding the 1519 Locust Street Apartments.

Sincerely yours,

1519 LOCUST STREET APARTMENTS



Richard Gillaspie
Property Manager

RG:ph
Enclosures

1519 LOCUST STREET APARTMENTS

2018 / 2019 PERFORMANCE REVIEW

Ala08-09pr.xls

	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY.	JUN.	JUL.	AUG.	SEPT.	TOTAL
TOTAL INCOME 2015/16	*****	*****	*****	6,215	6,181	6,498	6,031	5,352	6,473	5,776	6,011	5,205	53,742
TOTAL INCOME 2016/17	6,708	6,552	6,060	6,007	6,085	6,166	6,468	6,166	6,169	6,183	6,182	6,230	74,976
TOTAL INCOME 2017/18	6,139	6,177	6,145	6,069	6,161	5,936	6,206	6,650	6,294	6,267	6,293	5,888	74,226
TOTAL INCOME 2018/19	6,321	5,992	6,325	7,771	6,311	4,765	7,124	6,342	6,219	6,265	9,094	5,415	77,943
VARIANCE	182	-186	180	1,702	150	-1,171	918	-308	-76	-2	2,801	-474	3,717

	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY.	JUN.	JUL.	AUG.	SEPT.	TOTAL
2015/16 VACANCY LOSS	*****	*****	*****	0	0	0	-523	0	0	0	0	-600	-1,123
2016/17 VACANCY LOSS	-195	0	0	0	0	0	0	0	0	0	0	0	-195
2017/18 VACANCY LOSS	0	0	0	0	0	-73	0	0	0	0	0	0	-73
2018/19 VACANCY LOSS	0	0	0	0	0	-690	0	-161	-859	-283	0	0	-1,993
VARIANCE	0	0	0	0	0	-617	0	-161	-859	-283	0	0	-1,920

	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY.	JUN.	JUL.	AUG.	SEPT.	TOTAL
2015/16 UNPAID RENTS	*****	*****	*****	311	136	-23	238	-43	43	-455	-35	-321	-149
2016/17 UNPAID RENTS	504	301	6	0	0	0	0	0	0	0	0	0	811
2017/18 UNPAID RENTS	0	-60	-20	5	5	-93	32	20	0	0	-148	-44	-303
2018/19 UNPAID RENTS	-345	0	0	345	0	0	80	-56	-621	-330	-251	-818	-1,997
VARIANCE	-345	60	20	340	-5	93	48	-76	-621	-330	-104	-774	-1,694

	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY.	JUN.	JUL.	AUG.	SEPT.	TOTAL
2015/16 TOTAL OPER EXP	*****	*****	*****	552	1,444	2,164	4,819	4,493	3,884	1,941	2,557	4,255	26,108
2016/17 TOTAL OPER EXP	6,072	2,818	2,359	2,261	2,052	2,026	2,099	1,980	1,832	2,748	2,594	1,958	30,800
2017/18 TOTAL OPER EXP	2,251	2,172	1,985	2,643	2,801	3,822	3,739	2,498	2,428	2,161	3,326	1,757	31,581
2018/19 TOTAL OPER EXP	2,381	2,216	3,041	2,264	2,458	2,459	3,951	1,949	3,536	4,138	2,913	2,688	33,994
VARIANCE	129	44	1,056	-379	-342	-1,363	212	-549	1,109	1,977	-413	931	2,412

	OCT.	NOV.	DEC.	JAN.	FEB.	MAR.	APR.	MAY.	JUN.	JUL.	AUG.	SEPT.	TOTAL
2015/16 TOTAL NOI	*****	*****	*****	5,663	4,737	4,334	1,212	859	2,589	3,835	3,454	950	27,634
2016/17 TOTAL NOI	636	3,734	3,701	3,746	4,034	4,140	4,369	4,186	4,336	3,435	3,588	4,272	44,176
2017/18 TOTAL NOI	3,888	4,005	4,160	3,427	3,360	2,114	2,467	4,152	3,867	4,106	2,967	4,132	42,645
2018/19 TOTAL NOI	3,940	3,776	3,284	5,508	3,853	2,306	3,173	4,393	2,682	2,127	6,181	2,727	43,949
VARIANCE	53	-230	-876	2,081	492	6192	707	241	-1,185	-1,979	3,213	-1,405	1,304



October 9, 2019

Mr. Ed Mayer, Executive Director
Housing Authority of the County of Butte
2039 Forest Avenue - Suite 10
Chico, CA 95928

RE: 29 EVANSWOOD CIRCLE, OROVILLE

Dear Ed:

Please find enclosed for your review the September 30, 2019 financial statement. As this Statement represents the end of the fiscal year, most of our attention will be focused on the annual income and expenses. This Statement is accompanied by the following information for 29 Evanswood Circle.

1. Project Cash Flow and Bank Account Summary, General Ledger, Trial Balance and Tenant Rent Roll.
2. 12 Month Income Statement.
3. Capital Improvement Summary.

29 Evanswood Circle remained fully occupied during the month of September with no tenant notices. Overall, this unit has not had any turnover activity for the duration of the 2018/2019 fiscal year.

The total rental income for the year was \$11,450.00 with the property reporting no unpaid rents or vacancy loss. Service income came in at \$9.12 which brought the total income for the year to \$11,459.12.

Moving on to expenses, total rental expenses were \$51.23 for the year with total administrative expenses coming in at \$2,858.91. Administrative expenses included \$1,145.91 for management fees and \$1,713.00 in homeowner association dues for the year. Utility expenses through the end of the fiscal year were \$1,055.24, which was under budget by \$101.76. The property did not report any turnover expenses for the year. The maintenance expenses for the year totaled \$119.45 for minor repairs. This brought the total operating expenses to \$4,084.83 resulting in net operating income of \$7,374.29 which was above budget by \$661.29.

Mr. Ed Mayer, Executive Director
Chico, California

October 9, 2019
Page 2

There were no capital improvements for the year. This brought the net cash flow to \$7,374.29.

As you review the Cash Balance Summary at the bottom of Page 1 of the Cash Flow Statement for September, you will note that the property ended the month and year with total cash on hand of \$35,343.23. Of that amount, \$34,443.23 is in the general checking account with \$900.00 in the deposit checking account.

Please give me a call if you have any questions regarding 29 Evanswood Circle.

Sincerely yours,

29 EVANSWOOD CIRCLE



Richard Gillaspie
Property Manager

RG:ph
Enclosures



GRIDLEY SPRINGS

October 2019

Property Status:

1. Occupancy: GSI has (1) vacant #22 which vacated 09/22/19. Devin has it pre-leased and they are moving in on 10/14/2019. GSII is 100% occupied with no notices to vacate.
2. The broken pole light was repaired and the trees were trimmed back.
3. GSII had a CTCAC-Extended Use Inspection report was answered in full, and we are just waiting on the final close out letter which will be forwarded on once received.
4. Devin is in final stages of completing a 100% file audit.

Thank you!
Mac Upshaw



HACB GRIDLEY SPRINGS II
As of
September 30, 2019

<i>CASH SUMMARY - Operating Account</i>	SEPTEMBER		12 months YTD	
	2019	%%	2019	%%
Total Rent Revenue	15,303.00	100.00%	187,200.70	100.00%
Vacancies	0.00	0.00%	(2,420.00)	-1.29%
Net Rental Revenue	15,303.00	100.00%	184,780.70	98.71%
Other Income	78.72	0.51%	898.85	0.48%
Total Revenue	15,381.72	100.51%	185,679.55	99.19%
Expenses:				
Administrative Expenses	2,706.03	17.68%	35,116.66	18.76%
Utilities	75.93	0.50%	21,096.73	11.27%
Operating & Maintenance	16,067.60	105.00%	60,934.35	32.55%
Depreciation and Amortization Expense	0.00	0.00%	0.00	0.00%
Taxes & Insurance	2,935.60	19.18%	9,547.50	5.10%
Total Expenses	21,785.16	123.18%	126,695.24	37.42%
Net Operating Income	(6,403.44)	105.49%	58,984.31	43.82%
Interest and Finance Expense	565.08	3.69%	6,795.96	3.63%
Replacement Costs	0.00	0.00%	7,862.14	4.20%
Net Cash Flow from Operations	(6,968.52)		44,326.21	
Plus (Minus)				
Interest Income	(5.37)		(38.91)	
Unpaid Rent Collected (Owed)	199.00		96.86	
Prepaid Rent Received (Absorbed)	(211.00)		999.00	
Security Deposits Received (Refunded)	0.00		830.00	
Accrued Interest (Payment)	545.08		(5,493.25)	
Net Cash Increase (Decrease)	(6,440.81)		40,719.91	
Beginning of Period Cash Balance	52,996.44		0.00	
Contributions (Distributions) to Owner	0.00		43,703.10	
Transfer from (to) Impound Account	(399.58)		(5,338.96)	
Transfer From (to) Replacement Reserves	(450.00)		(33,378.00)	
Transfer from (to) Security account	474.00		474.00	
Ending Cash Balance - Operating Account	\$46,180.05		\$46,180.05	
- Replacement Reserve			\$106,015.10	
- Tax and Insurance Impounds			\$37,544.49	
- Security Deposit Accounts			\$13,934.00	

<i>TENANT RECEIVABLES</i>	Current Month	<i>UNIT STATUS</i>	Current Month
Rent and Rent Related Receivables		Total Units	24
Balance at Beginning of Month	1,218.00	Vacant units at beginning of month	0
Uncollected (Collected) During Month	(199.00)	Plus Units vacated during month	0
Written off to Bad Debts	0.00	Less move ins and deposits to hold	0
Balance at End of Month	<u>\$1,019.00</u>	Vacant units at end of month	<u>0</u>

Income Statement
HACB GRIDLEY SPRINGS II
As of
September 30, 2019

	***** Current Month *****			***** Year-to-Date *****		
	Actual	Budget	Variance	Actual	Budget	Variance
*** REVENUES ***						
Rent Revenue - Gross Potential						
Apartment Rents	13,781.00	15,806.00	(2,025.00)	167,653.70	189,672.00	(22,018.30)
Tenant Assistance Payments	1,522.00	0.00	1,522.00	19,547.00	0.00	19,547.00
Total Revenue	15,303.00	15,806.00	(503.00)	187,200.70	189,672.00	(2,471.30)
Apartment Vacancies	0.00	(316.00)	316.00	(2,420.00)	(3,793.00)	1,373.00
Total Vacancies	0.00	(316.00)	316.00	(2,420.00)	(3,793.00)	1,373.00
NET RENTAL REVENUE	15,303.00	15,490.00	(187.00)	184,780.70	185,879.00	(1,098.30)
Interest Income-Other Cash	5.13	0.00	5.13	37.35	0.00	37.35
Interest Income-Sec Deposits	0.24	0.00	0.24	2.75	0.00	2.75
Total Financial Revenue	5.37	0.00	5.37	40.10	0.00	40.10
Misc Tenant Charges/Damages & Cleaning	0.00	125.00	(125.00)	0.00	1,500.00	(1,500.00)
NSF and Late Fee Income	0.00	0.00	0.00	0.00	0.00	0.00
Other Income/Application Fee	0.00	41.00	(41.00)	0.00	500.00	(500.00)
Laundry Revenue	73.35	17.00	56.35	858.75	200.00	658.75
Total Other Revenue	73.35	183.00	(109.65)	858.75	2,200.00	(1,341.25)
TOTAL REVENUE	15,381.72	15,673.00	(291.28)	185,679.55	188,079.00	(2,399.45)
*** EXPENSES ***						
Administrative Expenses						
Advertising and Promotions	0.00	21.00	(21.00)	6.43	250.00	(243.57)
Credit Reports	0.00	0.00	0.00	323.87	0.00	323.87
IT Support Services	128.00	0.00	128.00	3,352.00	0.00	3,352.00
Telephone/Answering Service	37.78	0.00	37.78	597.08	0.00	597.08
Consulting/Purchased Services	0.00	0.00	0.00	116.83	0.00	116.83
Postage and Mailing	0.00	0.00	0.00	29.71	0.00	29.71
Administrative Expense/Office Personnel	0.00	0.00	0.00	32.15	0.00	32.15
Office Supplies/Expenses	237.45	291.00	(53.55)	1,119.31	3,500.00	(2,380.69)
Dues and Subscriptions	0.00	0.00	0.00	64.29	0.00	64.29
Management Fee	1,080.00	960.00	120.00	11,700.00	11,520.00	180.00
Manager Salaries	1,222.80	1,342.00	(119.20)	13,692.09	16,100.00	(2,407.91)
Education/Registration fees	0.00	0.00	0.00	582.90	0.00	582.90
Legal Expense	0.00	42.00	(42.00)	0.00	500.00	(500.00)
Auditing Fees	0.00	0.00	0.00	3,500.00	3,500.00	0.00
Other Administrative Costs	0.00	67.00	(67.00)	0.00	800.00	(800.00)
Total Administrative Expenses	2,706.03	2,723.00	(16.97)	35,116.66	36,170.00	(1,053.34)
Utility Expenses						
Electricity	352.82	250.00	102.82	1,430.98	3,000.00	(1,569.02)
Water	(2,790.02)	375.00	(3,165.02)	3,611.22	4,500.00	(888.78)
Gas	18.90	83.00	(64.10)	470.86	1,000.00	(529.14)
Sewer	2,477.58	808.00	1,669.58	9,865.72	9,700.00	165.72
Garbage and Trash Removal	16.65	459.00	(442.35)	5,717.95	5,500.00	217.95
Total Utility Expenses	75.93	1,975.00	(1,899.07)	21,096.73	23,700.00	(2,603.27)
Operating & Maintenance Expense						
Clean and Repair Apartment	0.00	0.00	0.00	590.00	0.00	590.00
Exterminating Contract	100.00	0.00	100.00	1,400.00	0.00	1,400.00
Tree Service	2,100.00	0.00	2,100.00	2,600.00	0.00	2,600.00
Grounds Contract	0.00	0.00	0.00	10,450.00	0.00	10,450.00
Grounds Maintenance and Supplies	142.00	0.00	142.00	4,008.71	0.00	4,008.71
Maintenance Personnel	5,006.14	1,358.00	3,648.14	13,803.24	16,300.00	(2,496.76)
Repair Materials	5,202.78	2,450.00	2,752.78	11,315.87	29,400.00	(18,084.13)
Repair Contract/Vendor Labor	1,150.00	2,517.00	(1,367.00)	5,770.00	30,200.00	(24,430.00)
Electrical Repair and Supplies	0.00	0.00	0.00	71.47	0.00	71.47
HVAC Repair/Maintenance	0.00	458.00	(458.00)	1,098.60	5,500.00	(4,401.40)
Appliance Repair and Maintenance	0.00	0.00	0.00	541.82	0.00	541.82
Plumbing Repair and Supplies	2,366.68	0.00	2,366.68	5,403.17	0.00	5,403.17
Interior Painting and Supplies	0.00	0.00	0.00	3,153.84	0.00	3,153.84
Gas, Oil and Mileage	0.00	0.00	0.00	600.11	0.00	600.11
Fire Protection Equipment	0.00	0.00	0.00	127.52	0.00	127.52
Misc Operation & Maintenance	0.00	0.00	0.00	0.00	0.00	0.00
Total Operating & Maint Expenses	16,067.60	6,783.00	9,284.60	60,934.35	81,400.00	(20,465.65)

Income Statement
HACB GRIDLEY SPRINGS II
As of
September 30, 2019

	***** Current Month *****			***** Year-to-Date *****		
	Actual	Budget	Variance	Actual	Budget	Variance
Taxes & Insurance Expenses						
Property Taxes	0.00	0.00	0.00	0.00	0.00	0.00
Payroll Taxes	571.59	318.00	253.59	3,257.99	3,818.00	(560.01)
Property & Liability Insurance	1,826.93	150.00	1,676.93	3,367.44	1,800.00	1,567.44
Worker's Compensation	403.10	384.00	19.10	1,879.58	4,604.00	(2,724.42)
Health/Dental Insurance	133.98	686.00	(552.02)	1,042.49	8,232.00	(7,189.51)
Other Insurance	0.00	8.00	(8.00)	0.00	100.00	(100.00)
Total Taxes & Insurance Expenses	2,935.60	1,546.00	1,389.60	9,547.50	18,554.00	(9,006.50)
TOTAL EXPENSES	21,785.16	13,027.00	8,758.16	126,695.24	159,824.00	(33,128.76)
NET OPERATING INCOME (LOSS)	(6,403.44)	2,646.00	(9,049.44)	58,984.31	28,255.00	30,729.31
Interest & Finance Expense						
Mortgage Interest	545.08	0.00	545.08	6,540.96	0.00	6,540.96
Bank Fees	20.00	0.00	20.00	255.00	0.00	255.00
Total Interest & Finance Expense	565.08	0.00	565.08	6,795.96	0.00	6,795.96
OPERATING PROFIT (LOSS)	(6,968.52)	2,646.00	(9,614.52)	52,188.35	28,255.00	23,933.35
Replacements						
Roofing/Paving/Exterior Repair	0.00	0.00	0.00	0.00	0.00	0.00
Appliance Replacement	0.00	0.00	0.00	1,758.99	0.00	1,758.99
Carpet/Flooring Replacement	0.00	0.00	0.00	6,103.15	0.00	6,103.15
Total Cost of Replacements	0.00	0.00	0.00	7,862.14	0.00	7,862.14
NET CASH FLOW FROM OPERATIONS	(6,968.52)	2,646.00	(9,614.52)	44,326.21	28,255.00	16,071.21

12 Month Spreadsheet
HACB Gridley Springs II
As of
September 30, 2019

	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	YTD
REVENUE													
4010 Apartment Rents	16,500.86	15,194.00	12,485.14	7,959.20	13,842.00	12,831.00	14,020.00	14,214.00	10,532.00	19,336.50	16,958.00	13,781.00	167,653.70
4015 Tenant Assisance Payments	1,129.00	1,189.00	0.00	4,696.00	1,189.00	2,378.00	1,189.00	1,251.00	2,502.00	1,251.00	1,251.00	1,522.00	19,547.00
TOTAL RENT POTENTIAL	17,629.86	16,383.00	12,485.14	12,655.20	15,031.00	15,209.00	15,209.00	15,465.00	13,034.00	20,587.50	18,209.00	15,303.00	187,200.70
VACANCIES													
4210 Apartment Vacancies	(1,956.00)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(464.00)	0.00	0.00	0.00	(2,420.00)
	(1,956.00)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	(464.00)	0.00	0.00	0.00	(2,420.00)
NET RENTAL REVENUE	15,673.86	16,383.00	12,485.14	12,655.20	15,031.00	15,209.00	15,209.00	15,465.00	12,570.00	20,587.50	18,209.00	15,303.00	184,780.70
4320 Interest Income - Other Cash	0.40	1.79	1.75	1.97	1.74	3.03	2.53	3.76	4.72	4.91	5.11	5.13	36.84
4340 Interest Income - Sec Deposits	0.63	0.24	0.24	0.26	0.23	0.22	0.24	0.25	0.23	0.24	0.24	0.24	3.26
TOTAL FINANCIAL REVENUE	1.03	2.03	1.99	2.23	1.97	3.25	2.77	4.01	4.95	5.15	5.35	5.37	40.10
OTHER INCOME													
4045 Damages and Cleaning Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4410 Laundry Revenue	127.13	72.13	112.25	57.13	91.25	64.63	60.00	64.88	0.00	64.75	71.25	73.35	858.75
TOTAL OTHER INCOME	127.13	72.13	112.25	57.13	91.25	64.63	60.00	64.88	0.00	64.75	71.25	73.35	858.75
TOTAL REVENUE	15,802.02	16,457.16	12,599.38	12,714.56	15,124.22	15,276.88	15,271.77	15,533.89	12,574.95	20,657.40	18,285.60	15,381.72	185,679.55
ADMINISTRATIVE EXPENSES													
6205 Advertising and Promotions	0.00	0.00	6.43	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6.43
6220 Credit Reports	0.00	23.05	0.00	0.00	0.00	0.00	0.00	0.00	0.00	300.82	0.00	0.00	323.87
6235 IT Support Services	0.00	0.00	0.00	0.00	2,456.00	128.00	128.00	128.00	128.00	128.00	128.00	128.00	3,352.00
6240 Telephone and Answering Service	0.00	44.06	293.85	(9.56)	37.77	0.00	79.84	37.78	0.00	37.78	37.78	37.78	597.08
6250 Consulting/Purchased Services	0.00	0.00	0.00	0.00	0.00	116.83	0.00	0.00	0.00	0.00	0.00	0.00	116.83
6255 Postage and Mailing	0.00	0.00	0.00	29.71	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	29.71
6310 Administrative Personnel	0.00	0.00	32.15	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	32.15
6311 Office Supplies	108.83	285.13	34.42	41.97	58.50	83.88	0.00	26.73	90.71	33.63	118.06	237.45	1,119.31
6315 Dues and Subscriptions	0.00	0.00	0.00	0.00	0.00	64.29	0.00	0.00	0.00	0.00	0.00	0.00	64.29
6320 Management Fee	0.00	945.00	1,080.00	1,080.00	1,080.00	1,080.00	1,080.00	1,080.00	1,080.00	1,035.00	1,080.00	1,080.00	11,700.00
6330 Manager Salaries	603.47	1,261.80	1,152.08	1,042.36	1,261.80	1,097.22	1,152.08	1,206.94	1,206.94	1,152.08	1,332.52	1,222.80	13,692.09
6335 Education/Registration Fees	0.00	0.00	0.00	278.59	40.72	263.59	0.00	0.00	0.00	0.00	0.00	0.00	582.90
6350 Auditing Fees	0.00	0.00	0.00	0.00	3,500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,500.00
TOTAL ADMINISTRATIVE EXP	712.30	2,559.04	2,598.93	2,463.07	8,434.79	2,833.81	2,439.92	2,479.45	2,505.65	2,687.31	2,696.36	2,706.03	35,116.66
UTILITIES EXPENSE													
6450 Electricity	292.22	0.00	135.74	0.00	0.00	0.00	30.00	218.94	109.12	0.00	292.14	352.82	1,430.98
6451 Water	455.19	0.00	207.84	1,260.87	0.00	2,320.18	74.95	429.26	379.53	0.00	1,273.42	(2,790.02)	3,611.22
6452 Gas	0.00	26.25	144.39	42.42	96.61	39.73	10.62	34.74	0.00	42.12	15.08	18.90	470.86
6453 Sewer	806.99	0.00	807.58	0.00	0.00	0.00	999.72	1,610.29	807.10	0.00	2,356.46	2,477.58	9,865.72
6465 Garbage and Trash Removal	490.18	508.74	450.18	563.74	429.30	450.18	530.18	450.18	0.00	1,350.54	478.08	16.65	5,717.95
TOTAL UTILITIES EXPENSE	2,044.58	534.99	1,745.73	1,867.03	525.91	2,810.09	1,645.47	2,743.41	1,295.75	1,392.66	4,415.18	75.93	21,096.73

12 Month Spreadsheet
HACB Gridley Springs II
As of
September 30, 2019

	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	YTD
OPERATING and MAINT EXPENSES													
6515 Clean and Repair Apartment	590.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	590.00
6530 Exterminating Contract	0.00	0.00	700.00	100.00	0.00	100.00	0.00	0.00	0.00	200.00	200.00	100.00	1,400.00
6549 Tree Service	0.00	0.00	0.00	0.00	500.00	0.00	0.00	0.00	0.00	0.00	0.00	2,100.00	2,600.00
6555 Grounds Contract	950.00	950.00	950.00	0.00	950.00	1,900.00	950.00	950.00	0.00	1,900.00	950.00	0.00	10,450.00
6550 Grounds Maintenance and Supplies	60.00	80.00	0.00	11.69	0.00	218.00	20.00	180.00	0.00	2,897.02	400.00	142.00	4,008.71
6560 Maintenance Personnel	839.76	632.51	829.34	398.68	874.34	758.62	784.34	896.84	919.35	810.05	1,053.27	5,006.14	13,803.24
6565 Repair Materials	0.00	323.70	18.17	1,000.43	824.01	473.61	220.33	297.02	280.56	486.22	2,189.04	5,202.78	11,315.87
6570 Repair Contact & Vendor Labor	0.00	2,830.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	390.00	1,400.00	1,150.00	5,770.00
6580 Electrical Repair & Supplies	0.00	71.47	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	71.47
6590 HVAC Repair/Maintenance	0.00	0.00	0.00	0.00	426.60	0.00	0.00	0.00	0.00	522.00	150.00	0.00	1,098.60
6600 Appliance Repair and Maintenance	0.00	0.00	0.00	124.05	52.53	240.24	0.00	0.00	0.00	125.00	0.00	0.00	541.82
6605 Plumbing Repair and Supplies	0.00	0.00	7.49	0.00	0.00	0.00	350.00	187.00	400.00	1,492.00	600.00	2,366.68	5,403.17
6615 Interior Painting and Supplies	0.00	1,292.43	0.00	45.69	0.00	0.00	0.00	0.00	0.00	1,815.72	0.00	0.00	3,153.84
6620 Gas, Oil & Mileage	182.03	118.64	27.73	47.89	77.84	85.21	8.16	0.00	28.19	16.31	8.11	0.00	600.11
6630 Fire Protection Maintenance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	127.52	0.00	0.00	0.00	0.00	127.52
TOTAL OPERATING and MAINT EXP	2,621.79	6,298.75	2,532.73	1,728.43	3,705.32	3,775.68	2,332.83	2,638.38	1,628.10	10,654.32	6,950.42	16,067.60	60,934.35
TAXES AND INSURANCE													
6710 Property Taxes	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6711 Payroll Taxes	116.91	299.42	289.35	342.74	379.41	229.96	227.84	210.48	191.73	176.67	221.89	571.59	3,257.99
6720 Property and Liability Insurance	0.00	0.00	0.00	1,540.51	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,826.93	3,367.44
6722 Workers Compensation	52.91	136.44	166.27	132.23	145.25	127.60	132.67	143.21	144.63	134.29	160.98	403.10	1,879.58
6730 Health/ Dental Insurance	0.00	0.00	0.00	0.00	(20.84)	258.66	134.76	133.99	133.98	133.98	133.98	133.98	1,042.49
TOTAL TAXES AND INSURANCE	169.82	435.86	455.62	2,015.48	503.82	616.22	495.27	487.68	470.34	444.94	516.85	2,935.60	9,547.50
TOTAL EXPENSES	5,548.49	9,828.64	7,333.01	8,074.01	13,169.84	10,035.80	6,913.49	8,348.92	5,899.84	15,179.23	14,578.81	21,785.16	126,695.24
NET OPERATING INCOME (LOSS)	10,253.53	6,628.52	5,266.37	4,640.55	1,954.38	5,241.08	8,358.28	7,184.97	6,675.11	5,478.17	3,706.79	(6,403.44)	58,984.31
INTEREST and FINANCE EXPENSE													
6820 Mortgage Interest	0.00	937.70	468.00	774.62	1,090.16	545.08	0.00	545.08	545.08	545.08	545.08	545.08	6,540.96
6855 Bank Fees	35.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00	255.00
TOTAL INTEREST and FINANCE EXP	35.00	957.70	488.00	794.62	1,110.16	565.08	20.00	565.08	565.08	565.08	565.08	565.08	6,795.96
OPERATING PROFIT (LOSS)	10,218.53	5,670.82	4,778.37	3,845.93	844.22	4,676.00	8,338.28	6,619.89	6,110.03	4,913.09	3,141.71	(6,968.52)	52,188.35
Replacements													
6905 Roofing/ Paving/Exterior Repair	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6910 Appliance Replacement	0.00	0.00	0.00	0.00	0.00	596.15	0.00	0.00	0.00	1,162.84	0.00	0.00	1,758.99
6920 Carpet/ Flooring Replaement	0.00	1,628.15	0.00	0.00	1,173.00	0.00	0.00	0.00	0.00	3,302.00	0.00	0.00	6,103.15
TOTAL COST OF REPLACEMENTS	0.00	1,628.15	0.00	0.00	1,173.00	596.15	0.00	0.00	0.00	4,464.84	0.00	0.00	7,862.14
NET CASH FLOW FROM OPERATIONS	10,218.53	4,042.67	4,778.37	3,845.93	(328.78)	4,079.85	8,338.28	6,619.89	6,110.03	448.25	3,141.71	(6,968.52)	44,326.21

Date: 10/1/2019

MEMO

To: Board of Commissions

From: Bow Lee, Special Programs Coordinator

Subject: Family Self-Sufficiency (FSS) Program update for September 2019

Program Statistics for Period Ending	9/1/2019	9/1/2018
Number of participants as of last day of the month	30	39
Number of Orientation Briefings	1	2
Number of signed contracts	1	1
Number of Port-In's	0	0
Number of Port-Out's	0	0
Number of Graduates	0	0
Contract Expired	1	2
Number of Terminations	1	0
Number of Voluntary Exits	0	0
Number of Families on FSS Waiting List	0	0
Number of participants with annual income increases (YTD)	15	27
Number of participants with new employment (YTD)	7	16
Number of participants with escrow accounts	24	29
Number of participants currently escrowing	20	26
Amount disbursed from escrow account	\$0.00	\$5,455.66
Balance of Escrow Account	\$102,656.29	\$113,163.04

FSS FY 2018 HUD Grant Program Tracking Data

Program Management Questions:	YTD (2019)
PHA mandatory program size (Initial 50)	N/A
PHA voluntary program size (50)	30
Number of FSS participants identified as a person with disabilities	7
Number of FSS participants employed	24
Number of FSS participants enrolled in higher/adult education	2
Number of FSS participants enrolled in school and employed	2
Number of FSS families receiving cash assistance	3
Number of FSS families experiencing a reduction in cash assistance	0
Number of FSS families who have ceased receiving cash assistance	2
How many new FSS escrow accounts were established	5
Number of FSS families moved to non-subsidized housing	0
Number of FSS families moved to home-ownership	1

HACB CoC Programs: A Report to the Board of Commissioners for the Month of October 2019

Grant	Funding Period	Amount Funded	Grantee	Sponsor	Units	Eligibility Criteria	Service Area	10/19 Enrollment	10/19 HAP Assistance	Grant Balance
S+C SEARCH South	10/1/19 - 9/30/20	\$42,720.00	HACB	BCBH	5	Unaccompanied adults, chronically homeless with SMI	Oroville, Chico	2	\$1,376.00	\$41,344.00
SEARCH Samaritan Bonus	7/1/19 - 6/30/20	\$37,680.00	BCBH	BCBH	4	Unaccompanied adults, chronically homeless with SMI	Chico	4	\$1,352.00	\$32,322.00
SEARCH III- SHP	7/1/19 - 6/30/20	\$28,260.00	BCBH	BCBH	3	Unaccompanied adults, homeless with SMI	South County	1	\$459.00	\$26,300.00
LINK PHB	7/1/19 - 6/30/20	\$28,260.00	BCBH	BCBH	3	Unaccompanied youth, ages 18-24, chronically homeless with SMI	Chico	1	\$367.00	\$26,303.00
SEARCH II - PHB	7/1/19 - 6/30/20	\$28,260.00	BCBH	BCBH	1	Unaccompanied adults, chronically homeless with SMI	Chico	1	\$425.00	\$26,554.00
City of Chico - LGP	7/1/19 - 6/30/20	\$9,000.00	City of Chico	SSA	8	Low-income, referred by supportive service agency	Chico	0	\$0.00	\$9,000.00
City of Chico - TBRA	7/1/19 - 6/30/20	\$100,000.00	City of Chico	SSA	30	Low-income, under case management with self-sufficiency plan	Chico	9	\$7,814.87	\$69,877.00
BHHAP/Security Deposit	7/1/19 - 6/30/20	\$2,225.00	City of Chico	SSA	5	Individuals with a mental illness with homelessness eligibility	Butte County	0	\$0.00	\$2,225.00
BHHAP/ASOC	7/1/19 - 6/30/20	\$11,170.00	BCBH	BCBH	10	Individuals with a mental illness with homelessness eligibility	Butte County	1	\$520.00	\$9,090.00
Totals		\$287,575.00			69			19	\$12,313.87	\$243,015.00

Acronym Legend

*BCBH: Butte County Department of Behavioral Health | *BHHAP: Behavioral Health Housing Assistance Program | *SHP: Supportive Housing Program | *PHB: Permanent Housing Bonus Program
 *TBRA: Tenant Based Rental Assistance | *LGP: Lease Guarantee Program | *SSA: Supportive Service Agency | *SMI: Serious Mental Health Disability

Last update: 10-3-2019

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October 11, 2019

Memo

To: Board of Commissioners
Housing Authority of the County of Butte

From: Laura Moravec, Chairperson of the Board of Commissioners

Subject: Executive Director Compensation

On behalf of the Board, I would like to acknowledge Executive Director Ed Mayer's exemplary performance on behalf of the agency, the Board, and the citizens of Butte County over the past 11 years, but especially in the past 11 months.

The Board of Commissioners proposes to publicly acknowledge our support by authorizing the following commitments to Mr. Mayer:

1. A \$5,000 one-time cash bonus.
2. An additional 40 hours of Administrative Leave time to be used within the following 12 months.
3. Financial support and Board endorsement to engage an Executive Consultant to provide support for the many and varied duties he carries out at the agency. The Board did not approve a dollar amount; therefore, Mr. Mayer will need to come back to the Board for final approval of a consulting contract.

Recommendation: motion authorizing a \$5,000 one-time cash bonus, an additional 40 hours of Administrative Leave time to be used within the next 12 months; and financial support and Board endorsement to engage an Executive Consultant.